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Additional Sources of Information:
   Graduate Studies Guide for New Students
      http://www.american.edu/provost/grad/new-students.cfm
   Graduate Studies Guide for Continuing Student
      http://www.american.edu/provost/grad/continuing-students.cfm
   Academic Regulations
      http://www.american.edu/provost/grad/grad-rules-and-regulations-to...
Welcome!

We would like to welcome you to American University! The Ethics, Peace and Global Affairs Master's Degree (EPGA) offers students an innovative, multidisciplinary way to grapple with some of the world's most pressing problems. We are excited to work with you to help build your skills, hone your critical thinking, and provide you with the resources you need to help make a difference in the world.

The EPGA program is one of a select few degree programs at American University run jointly by two different academic units. This means that students entering the program do so either from the College of Arts and Sciences or the School of International Service. Although both of these schools will flavor students’ educational experiences differently, the primary goal of the EPGA program is to offer all students full access to two tremendous faculties and to help them synthesize their knowledge of international affairs and ethics. In 2012, the degree requirements were revised to provide all EPGA graduates with an integrated, uniform curriculum. We hope that the shared courses and interdisciplinary spirit of the EPGA program helps foster lasting relationships among all its students.

This handbook has answers to most, if not all, of the questions you may have about your studies at American University; however, you should always feel free to call or email either Evan Berry or Jeff Bachman with any questions or requests you may have.

Sincerely,

Evan Berry
Assistant Professor of Philosophy and Religion
berry@american.edu
202-885-2493

Jeff Bachman
Professorial Lecturer in Human Rights
bachman@american.edu
202-885-6826
Dear EPGA students:

I would like to welcome you to the Ethics, Peace and Global Affairs program at American University and to wish you the best in your graduate studies.

This handbook has been designed to inform students about department and university policies, procedures, requirements, and regulations. Although much of this information is available in other sources, such as the American University Catalog, much of the information about the Department of Philosophy and Religion is not. By providing in one guide the essential information you will need to complete your MA, I hope to help streamline the administrative side of graduate school. Although the academic experience at AU will no doubt be challenging (but also rewarding), the administrative paperwork should be relatively painless as long as you know what to expect.

Therefore, I ask you to read this handbook in its entirety, as well as to familiarize yourself with the web sites listed in the table of contents. While it is your responsibility to make sure you successfully meet degree requirements and deadlines, please do not hesitate to contact either the graduate advisor, the chair of the department, or myself, the administrative assistant, for help when you have questions. Details and check lists are included in this handbook to help you keep organized.

I look forward to working with you.

Sincerely,

Shelley Harshe
Sr. Administrative Assistant
Department of Philosophy and Religion
Battelle 120
philrel@american.edu
202-885-2925
Dear Graduate Students of Ethics, Peace and Global Affairs:

Welcome to American University! As you embark on this new interdisciplinary degree program in Ethics, Peace and Global Affairs, I hope that this graduate handbook can be a useful resource. This degree program bridges the School of International Service and the College of Arts and Sciences through International Peace and Conflict Resolution (IPCR) and the Department of Philosophy and Religion. The program shares the invaluable resources of faculty from both schools, a wide range of courses and Tracks to follow, as well as a wealth of resources for internships and other opportunities in the field.

As you familiarize yourself with university procedures, course registration, and get settled into the program, please remember that we are here to assist you along the way. In addition to Professor Evan Berry and Professor Jeff Bachman, you may also contact Jessica Holman, Graduate Academic Advisor, for answers to questions about degree requirements or building your degree. Finally, please get in touch with me, the IPCR Coordinator, for any questions you may have about careers and internships or other special opportunities for students.

Our students intern with a wide array of organizations and government offices in Washington, DC and abroad, and we keep students informed about conferences, scholarships, fellowships, internships and jobs through our website, www.american.edu/sis/ipcr, and the IPCR listserv. If you have not yet been added to the IPCR Listserv (pcr-l), please send a request to peace@american.edu and we would be happy to include you!

If you have any questions, please feel free to call me directly at 202-885-1622, email or stop by the office in SIS 214!

Sincerely,

Ashley Law
Program Coordinator, International Peace and Conflict Resolution
peace@american.edu
I. Ethics Program Overview

The MA in Ethics, Peace and Global Affairs at American University offers an ethical response to contemporary global problems. The purpose of this interdisciplinary program, which is offered jointly by the Department of Philosophy and Religion in the College of Arts and Sciences (CAS) and the International Peace and Conflict Resolution Division (IPCR) in the School for International Service (SIS), is to prepare students broadly in the practical application of ethical theory and policy analysis to approach difficult ethical choices in global affairs. Hallmarks of the degree include interdisciplinary inquiry; solid grounding in the foundational concepts and issues of both philosophical ethics as well as international affairs; practical applications of ethical and policy analysis to contemporary social problems in global affairs; and interactive teaching utilizing case studies, simulations, interactive exercises, and intensive class discussion.

In preparing graduates to be ethical and responsible leaders, this program directly supports the global vision of American University. The program builds directly on the intersections between the IPCR idea of “positive peace” and contemporary ethical theory. Students in the program select one of six different tracks—specially selected sets of courses in a content area of specialization—that they will pursue to advance their career goals:

1. Human Rights and Social Justice
2. Peace and Conflict Resolution
3. Global Environmental Justice
4. Ethics of Development
5. International Economic Justice
6. Global Governance and International Organizations

Students may tailor their program in a more academic direction by writing a traditional Master’s thesis or in more applied ways by completing a substantial research paper and undertaking an internship with an organization related to their intended career field.

For more on the history and philosophy of the International Peace and Conflict Resolution Program at American University, see the IPCR Field Statement at http://american.edu/sis/ipcr/index.cfm.

II. Program Requirements

A. Basic Degree Requirements

Core Requirements (18 credit hours)
All of the following courses:

- PHIL-525 Seminar on Modern Moral Problems (3)
- PHIL-693 Global Ethics (3)
- SIS-607 Peace Paradigms (3)
- SIS-622 Human Rights (3)

One course from the following:

- PHIL-520 Seminar on Ethical Theory (3)
- PHIL-616 Feminist Philosophy (3)
- PHIL-617 Race and Philosophy (3)
- PHIL-655 Philosophy of Religion (3)
- PHIL-702 Graduate Seminar in Philosophy (3) (topics)
One course from the following:

- SIS-517 Gender and Conflict (3)
- SIS-519 Human Rights and Conflict (3)
- SIS-610 Theories of Violence and War (3)
- SIS-621 International Law and the Legal Order (3)
- SIS-625 International Organizations (3)

**Research Methodology (6 credit hours)** Choose two of the following:

- ANTH-652 Anthropological Research Design (3)
- SIS-600 Statistics, Research Design, and Research Methods for International Affairs (3)
- SIS-612 Qualitative Research Methods in IPCR (3)
- SIS-680 Topics in Research Methods in International Affairs: Qualitative Methods and Methodology (3)
- SOCY-620 Social Research Methods (3)
- Approved graduate seminar in Philosophy and one qualifying paper
- Another approved methodology course

**Capstone (3 credit hours)** Choose one of the following:

- PHIL-691 Internship in Philosophy (3)
- PHIL-797 Master’s Thesis Research (3-6) (may include 3 elective credit hours)
- SIS-793 Practicum in International Affairs (3)
- SIS-795 Master’s Research Requirement (3)
- SIS-797 Master’s Thesis Supervision (3-6) (may include 3 elective credit hours)

**Area of Concentration (9 credit hours)** Three thematically related courses in one of the following areas, or in another academically sound concentration approved by the student’s faculty advisor:

- Peace and Conflict Resolution
- Human Rights and Social Justice
- Global Environmental Justice
- Ethics of Development
- International Economic Justice
- Global Governance and International Organizations

**Electives (3 credit hours)** Three credit hours from skills workshops, master’s thesis requirement, or other elective courses chosen in consultation with faculty and advisor

MA graduate classes are those courses numbered 500–700. Courses numbered 400- and below will not count toward graduate degree requirements.

For courses to count toward an MA program of study, students must take courses for letter grades (A-F), rather than pass/fail (P/F). If a student is interested in taking a course for degree credit that is only offered as pass/fail, the student must first obtain approval from his or her advisor.

A check list (C1) is included in the back of the handbook. You should fill this in as you complete courses since, although we are here to assist you, it is ultimately your responsibility to make sure all degree requirements are completed.
In addition to the specific course requirements, you must:

**Maintain satisfactory academic standing** by 1) earning at least a 3.0 cumulative GPA; 2) receiving credit in at least two-thirds of attempted courses; 3) meeting on time degree requirements such as course work, qualifying papers, and master’s research requirement; and 4) maintaining continuous enrollment by registering in regularly scheduled courses; by taking at least one hour of credit in a Master’s Thesis Supervision, Master’s Research Requirement, or Internship; or by paying a fee to maintain matriculation.* If a student fails to register during either fall or spring semesters, unless he or she has successfully petitioned in advance for a leave of absence from the program, he or she will be automatically removed from the program. Readmission will require a new application, and there is no guarantee that the Graduate Committee and Chair will readmit the candidate.

* Maintain matriculation costs the equivalent of 1 credit hour but does not count as credit toward completion of the degree. It is generally used by students who have completed their course requirements, but are continuing work on their research and writing for that semester.

Complete all requirements detailed above within six academic years
Academic Regulations state that all work for the master’s degree must be completed in no more than six years after the date of first enrollment in the degree program.

**B. Qualifying Papers**

**Guidelines for Qualifying Papers**
The qualifying paper (QP) is one of several options for meeting the degree’s research methodology requirement (see the university catalog for a list of the other options). A qualifying paper is an expanded version of, and/or developed from, a term paper written for a graduate philosophy class the student has taken. Students may not generate a new paper for a QP; the basis of the QP must be from a term paper. The Qualifying Paper option is meant to provide students with the opportunity to 1) expand their knowledge of a subject area in which they are already interested, about which they have already studied in some depth, and in which they can develop further understanding and expertise and 2) refine research and writing skills beyond what is required for satisfactory completion of a course. Thus, the paper should reflect a significant deepening of the thinking and/or research from that evident in the original version of the paper. The QP will also ensure a broader selection of writing samples for applications to doctoral programs or employers, and provide opportunities for advancement in the profession, such as possible publication and/or presentation at professional conferences.

To have the qualifying paper count toward the research methodology requirement, students must successfully complete one QP. Qualifying papers, on average, are from 20 to 25 pages in length, plus bibliography.

**Procedures**
Some term papers do not serve well as QPs and students should consult with professors throughout the semester about the possibility of turning the final term paper into a qualifying paper. Students are required to choose from which course the next semester’s QP will come several weeks before the semester’s end so professors can provide feedback specifically intended to guide the QP process (see below for deadline). Since the QP is developed from a final paper, students must determine from which course their QPs will come before the end of the third semester, although it is strongly recommended that students choose a paper from their first or second semesters. The qualifying paper must also be done during the semester following the course. For example, if a student decides to develop a final paper from the first semester into a QP, the student would then need to work on and complete the QP
during the second semester. Written comments given by the professor for the class paper must be taken into account and submitted with the first QP draft. Appropriate revisions should be made on the first draft of the QP.

Students submit the draft of their qualifying paper—along with a 125-word abstract, the written comments from the course paper, and a short paragraph about how the student has addressed the professor’s comments and what revisions the student has made—electronically to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu) by the due date (see below for deadline). Paper submissions are only accepted for the fall and spring semesters; no papers are accepted during the summer.

The department then appoints a committee of two full-time faculty members. Students, in two mandatory meetings with faculty, work on developing and finalizing the paper. Students submit a second draft of their qualifying paper between these two meetings (see below for deadline).

Students submit the final version of the qualifying paper, along with all previous comments, electronically to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu) by the due date.

It is imperative that students submit all versions, and attend all mandatory meetings, on time. Students who miss any of the deadlines will receive a “grade” of “Not Pass” for that semester and will have to resubmit the paper the following semester.

**Grading**
The qualifying paper receives a grade of either “Satisfactory,” “Distinction,” or “Not Pass.” What differentiates a satisfactory qualifying paper from one of distinction is that the latter meets both committee members’ standards of “publishable quality.” Few papers merit this very stringent standard.

**Specific Requirements**
One qualifying paper in one of the following areas: ethical theory, applied ethics, global ethics, or an approved topic.

**Deadlines for Qualifying Paper Fall 2013**
*Failure to meet any of these deadlines will result in a “grade” of “Not Pass” for the semester’s QP and will have to resubmit the paper the following semester.*

**Monday, August 19, 4:00pm:** Deadline for electronic submission of 1) qualifying paper, 2) 125-word abstract, 3) the written comments by the professor on the original course paper, and 4) a short paragraph about how the student has addressed the professor’s comments and what revisions the student has made, to the Department of Philosophy and Religion’s administrative assistant (email to philrel@american.edu). No exceptions or extensions.

**Week of Monday, August 26:** Students must attend a mandatory meeting with faculty, scheduled by the department's administrative assistant, to discuss the qualifying paper draft. At this meeting, students and faculty should set the day and time (during the week of October 14) for their mandatory follow-up meeting.

**Friday, September 27, 4:00pm:** Deadline for electronic submission of revised qualifying paper to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu). If asked to do so, students should return marked-up copies of their QP that they received during the first meeting to their committee members.
Week of Monday, October 14: Students must attend a mandatory follow-up meeting with faculty on a date and time agreed to by the committee members and the student during their first meeting.

Monday, November 4, 4:00pm: Deadline for electronic submission of the final version of the qualifying paper to the Department of Philosophy and Religion's administrative assistant (philrel@american.edu). If asked to do so, students should return marked-up copies of their QP that they received during meetings to their committee members.

Monday, November 25, 4:00pm: Deadline to send an email to the Department of Philosophy and Religion’s administrative assistant (email to philrel@american.edu) stating from which course the student’s spring 2014 qualifying paper will come (include student’s name, name of course, and working title of the final paper).

Once your committee members have read the final version of your qualifying paper, they will submit a grade to the department’s administrative assistant, who will then notify you of the status of your qualifying paper (Distinction, Satisfactory, Not Passed).

Deadlines for Qualifying Paper Spring 2014

Failure to meet any of these deadlines will result in a “grade” of “Not Pass” for the semester’s QP and will have to resubmit the paper the following semester.

Monday, January 6, 4:00pm: Deadline for electronic submission of 1) qualifying paper, 2) 125-word abstract, 3) the written comments by the professor on the original course paper, and 4) a short paragraph about how the student has addressed the professor’s comments and what revisions the student has made, to the Department of Philosophy and Religion’s administrative assistant (email to philrel@american.edu). No exceptions or extensions.

Week of Monday, January 13: Students must attend a mandatory meeting with faculty, scheduled by the department’s administrative assistant, to discuss the qualifying paper draft. At this meeting, students and faculty should set the day and time (during the week of March 3) for their mandatory follow-up meeting.

Friday, February 14, 4:00pm: Deadline for electronic submission of revised qualifying paper to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu). If asked to do so, students should return marked-up copies of their QP that they received during the first meeting to their committee members.

Week of Monday, March 3: Students must attend a mandatory follow-up meeting with faculty on a date and time agreed to by the committee members and the student during their first meeting.

Monday, March 24, 4:00pm: Deadline for electronic submission of the final version of the qualifying paper to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu). If asked to do so, students should return marked-up copies of their QP that they received during meetings to their committee members.

Monday, April 14, 4:00pm: Deadline to send an email to the Department of Philosophy and Religion’s administrative assistant (email to philrel@american.edu) stating from which course the student’s fall 2014 qualifying paper will come (include student’s name, name of course, and working title of the final paper).

Once your committee members have read the final version of your qualifying paper, they will submit a grade to the department’s administrative assistant, who will then notify you of the status of your qualifying paper (Distinction, Satisfactory, Not Passed).
C. Capstone

1. Practicum
Beginning in the fall of 2013, students will have the option of participating in a research practicum to satisfy their capstone requirement. Practica are collaborative, client driven research projects that will be offered on an *ad hoc* basis. For additional information, please meet with your academic advisor.

2. Thesis
For information about the MA Thesis option in SIS, please meet with your Graduate Academic Advisor. Guidelines for submitting your SIS MA Thesis are available online at http://www.american.edu/sis/gradadvising/ma-thesis.cfm.


Preliminary Activities:
1. Read carefully the SRP Guidelines provided by the IPCR Program.
2. Decide whether your education and interests predispose you to conduct a quantitative or a qualitative study.
3. Provide chosen faculty supervisor with an unofficial transcript of your academic record, a resume, and a representative sample of your writing (class term paper, project proposal, etc.).

Enrollment:
1. Provide faculty supervisor with a 1-2 page research description (single spaced) as outlined in the SRP Guidelines.
2. Based on discussion of the research description, provide faculty supervisor with a research proposal (approximately 10 pages, double spaced) as outlined in the SRP Guidelines.
3. Obtain faculty supervisor approval to register for the SRP (3 may precede 2 if necessary, but not 1).

Ongoing and Completion:
1. Provide faculty supervisor with progress reports in person or by email approximately every two weeks of the semester.
2. If your study involves gathering information from human subjects, review the procedures and criteria of the *AU Institutional Review Board* (IRB) to see if you require approval of your study, or whether you can request an exemption from review. The appropriate form needs to be completed and forwarded to the SIS IRB representative for approval before you can collect any data.
3. Submit a detailed outline of your SRP draft once you have completed data collection.
4. Submit one or more drafts of your SRP for feedback and revision as required.
5. Submit the final copy of your SRP following SIS format requirements with a cover page for grading purposes (see F1 for example) and the Comprehensive Exam Completion Form (F2) to your faculty advisor.

Purpose
The overall purpose of the Substantial Research Paper (SRP) is for Master of Arts students in International Peace and Conflict Resolution (IPCR) to satisfactorily complete serious and sustained research and writing, based on analysis of both secondary and primary source material. SRP requirements and guidelines are available in paper form in the IPCR office and the SIS Graduate Advising office. Each year, there will be a meeting called to explain SRP requirements and guidelines to all IPCR MA students. This SRP research effort must meet the following core requirements:

- Cover sheet should follow layout as shown in attached example.
• The research document should be between 50 and 70 pages in length (all page requirements refer to 12-point font, double-spaced pages and exclude footnotes, endnotes and citations).
• The research focus should demonstrate original investigation, evidenced by sufficient review of literature.
• The research should appropriately apply one or more quantitative and/or qualitative research methods in the examination of secondary and primary source material.
• The research should demonstrate substantive analysis of findings, consistent with the research method(s) employed.
• The research paper must include a chapter that meets the IPCR comprehensive examination requirement.
• The research report should be organized in the quantitative or qualitative research design format explained in this document.

Research Design Considerations
One of the main goals of the SRP is to enable students in EPGA to develop introductory level competence in research methods. The IPCR Division recognizes that its MA students are required to take one research methods course (SIS 610: Quantitative Research Methods). This course, however, may not be sufficient preparation for undertaking the SRP in terms of meeting the research method requirement. In order to assist students in selecting appropriate research methods for their SRP, the IPCR program designates the following core research methods text for in-depth review: John W. Creswell (1994) Research Design: Qualitative and Quantitative Approaches. Thousand Oaks, CA: Sage. The IPCR Division further designates the following book for in-depth review if the student is considering more quantitative research methods: Earl Babbie (1992) The Practice of Social Research, Belmont, CA: Wadsworth. The IPCR Division designates the following book for in-depth review if the student is considering more qualitative research methods: John W. Creswell (1998), Qualitative Inquiry and Research Design: Choosing Among Five Traditions, Thousand Oaks, CA: Sage. For students interested in completing an evaluation research or action research project, the following books provide useful further guidance: Peter H. Rossi (1999), Evaluation: A Systematic Approach. Thousand Oaks, CA: Sage. Also recommended is Ernest T. Stringer (1999), Action Research: A Handbook for Practitioners (2nd ed), Thousand Oaks, CA: Sage. It is expected that student’s selection of research methods are based on the methods and accompanying procedures identified in these books.

Organization of the SRP Research Document
SRPs need to be appropriately organized based on the methodological stance taken by the researcher. The IPCR Division designates the following two SRP formats for organizing the student’s research efforts.

Quantitative Research Studies
Quantitatively oriented research efforts involve inquiry into a social or human problem based on the testing or application of theory that is operationalized into variables and analyzed with appropriate statistical or social scientific analytic procedures (Creswell, 1994). Primary modes of observation include experiments, survey and/or interview research, field/observational research, content and conversation analysis, and evaluation research. The format for presenting results from a quantitative study in the SRP should include:

Chapter 1: Introduction [provides an overview to the research effort]
  Context or Statement of the Problem
  Purpose of the Study
  Research Questions, Objectives or Hypotheses of the Study
Theoretical Perspective
Definition of Terms
Limitations of the Study
Significance of the Study

Chapter 2: Review of Literature [summarizes the relevant, major research studies and writings on the topic]

Chapter 3: Methods [provides a description of the research approach and procedures used in gathering and interpreting data]
Research Design
Sample, Population, Subjects
Variables in the Study
Instrumentation and Materials
Data Analysis Procedures

Chapter 4: Results [presents major findings of the study]
Research Question/Hypothesis # 1 Results
Research Question/Hypothesis # 2 Results
Research Question/Hypothesis # 3 Results
Research Question/Hypothesis # 4 Results
[Continue for each question/hypothesis]

Chapter 5: Discussion [provides an overall discussion of findings through comparison to other research findings and/or literature; Articulates relevance of findings to broader themes/topics in the IPCR field]
Summary of Study
Discussion of Findings
Recommendations for Future Research, Theory and Practice

Chapter 6: The Research Project [In the context of IPCR as a Field]
How the Topic Relates to IPCR Research Field-Wide
How the Research Findings Add to IPCR Field Literature Themes
Implications for Future Research and Practice in Future Research in the IPCR
Demonstration of Knowledge of Major IPCR Authors and Emerging Research Findings

References
Appendixes
Instruments

Qualitative Research Studies
Qualitatively oriented research efforts involve inquiry into a social or human problem based on a holistic analysis of the topic that is typically undertaken in a natural setting through an analysis of words and/or nonverbal behavior that presents the detailed views/perceptions of selected individuals/informants (Creswell, 1998). Primary qualitative methods include (1) Biography (study of an individual and his/her life experiences as told to the researcher or found in documents and archival material), (2) Phenomenological study (research that describes the meaning of lived experiences for several individuals about a topic or concept), (3) Grounded theory (approach that generates or discovers theory related to the context of the phenomenon studied), (4) Ethnography (description and interpretation of a cultural or social group or system by observing the patterns of behavior, customs and ways of life; focus on the behavior and meanings of a cultural group), and (5) Case study (examination of a case or multiple cases over time through detailed, in-depth data collection involving...
multiple sources of information rich in context) (Creswell, 1998). The format for presenting results from a qualitative study in the SRP should include:

**Chapter 1: Introduction**
- Statement of the Problem
- Purpose of the Study
- Grand Tour Questions and Sub-questions
- Definitions
- Limitations of the Study
- Significance of the Study

**Chapter 2: Design of the Study**
- Type of Design
- Assumptions and Rationale
- Role of the Researcher
- Data Collection Procedures
- Procedures for Analysis and Verification

**Chapter 3: Outcomes of the Study**
- Description and Interpretations (Outcomes) of Phenomena Studied
- Relation of Outcomes to Theory and Literature
- Recommendations for Future Research, Theory and Practice

**References**

**Appendixes**

**Faculty Supervision**

Students should make every effort to familiarize themselves with EPGA Faculty members’ main areas of professional expertise. It is the responsibility of each student to contact the appropriate faculty member and request his/her assistance in supervising the student’s SRP. Faculty members are able to accept a limited number of SRP requests each semester. It is, therefore, important that students contact the faculty member at least one semester prior to registering for SRP credit.

It is possible that a student may find a faculty member from another division in SIS or American University to supervise his/her SRP. In this situation, the student should explain the SRP requirements to this “external” supervisor. In these cases, the student is also required to obtain a “secondary” faculty supervisor from the EPGA program to ensure that the research effort reflect the core focus of International Peace and Conflict Resolution and the methodological requirements are being met in terms of the EPGA program requirements.

**Enrollment and Registration**

A student must “pre-enroll” with the supervising professor the semester prior to his or her initial registration for SRP credit. Specifically, the student should:

- By week 9 (of the prior semester): Obtain preliminary faculty agreement to supervise the SRP based on the submission to the faculty member a 1-2 page, single spaced “research description” that includes: (1) one paragraph on the purpose of the research, (2) one paragraph on the research questions/hypotheses being examined, (3) one paragraph identifying the research method(s), and (4) a listing of a minimum of 10 specific references directly relevant to the proposed research topic/focus.
By Week 14 (of the prior semester): Obtain formal agreement of the faculty member to supervise the SRP. This formal agreement enables the student to formally register for SRP credit. In order to obtain this formal agreement, students must submit and obtain approval from the supervising faculty member of a research proposal. This research proposal should be approximately 10 pages (double-spaced) in length and provide a detailed overview to the research effort. This proposal should include a detailed statement of the research purpose, scope and significance of the study, a listing of the specific research questions/hypotheses, a description of the research method(s) the student proposes, an explanation of data analysis procedures, a preliminary statement concerning the manner in which this research study addresses broader themes/topics in the field of IPCR, a substantial list of relevant references to be examined, and a work plan for the semester, indicating stages of preparation and proposed dates of completion, including dates of meetings with the faculty supervisor and deadlines for completion of a preliminary draft and final document.

Information in this research proposal is preliminary in nature and should function to assist with planning and designing the research process. Changes to the research proposal may be made, per agreement of the faculty supervisor. Students are expected to complete the SRP in the semester in which they formally register.

Additional Information
Satisfaction of the University's capstone requirement is met through the quality of discussion in the SRP that relates the research study conducted by the student with broader themes/topics in the IPCR field.

D. Internships

Internship Coordinator
There are several individuals who may assist students in the internship process. Students may consult with Ellen Feder, Internship Coordinator in the Department of Philosophy and Religion, as well as John Charles in the Career Center. The IPCR program office also maintains an active list of possible internship organizations, including organizations where alumni currently work. Should a student decide to do an internship for credit, that student will need to have a faculty supervisor and should acquire the appropriate forms from the academic advisor.

Potential Internship Sites in Washington, DC

- Academy for Educational Development
- American Academy for the Advancement of Science
- Brookings Institution
- Carnegie Endowment for International Peace
- Center for Advanced Studies
- Ethics Resource Center
- Institute for Policy Studies
- Institute for Women’s Policy Research
- Institute of Religion and Public Policy
- Nonviolence International
- Public Defenders Service
- Search for Common Ground
- Urban Institute
- U.S. Congress
- U.S. Department of Education
- U.S. Department of State
- U.S. Institute of Peace
- Woodrow Wilson International Center for Scholars
How to get the most out of your internship experience

It is important to start thinking now about what you would like to accomplish in your internship semester. The clearer your objectives, the more likely it is that you will find the right place. Since you are working toward your MA, you should think of the internship as an element of your training that reflects both your competence in theoretical work and your ability to apply that theory in evaluating current problems and issues. In thinking about what sort of internship to pursue, let your interests determine which place can offer you the richest experience. To accomplish this, you need to start your search in the Spring Semester of your first year. AU also has an excellent Career and Internship Office that can assist you in your search. Once you’ve identified the appropriate site, visit and meet with people – maybe you can talk to someone who is currently interning there. Speak with the internship supervisors at the site, and discuss with them your academic interests to find out whether there is any work and research to be done in your area. If so, Congratulations!!! If not, keep looking!!!

Finding the perfect match could lead to future employment!

Requirements and Procedures for Philosophy Internships

Requirements

1. To earn 3 credits, you are expected to work 14 hours per week for 14 consecutive weeks.
2. The majority of your time should be devoted to substantive work. No more than 15% of your time should be spent doing clerical work. You must appreciate, however, that at many nonprofit organizations and in legal settings answering phones, filing papers, and even making photocopies is not mere “clerical work.” Rather, this work is shared by members of the organization as a whole, and may exceed the “15% rule.” In cases such as this, it is important to appreciate that this is not simply “grunt work,” but labor essential to the particular job or the running of the organization and thus essential to your experience of working in and learning about a particular field or work environment.
3. You must successfully complete a substantive paper of 25–30 pages, which includes a bibliography and theoretical analysis of the internship experience.
4. You must also develop an individual course syllabus, which should include readings and assignments that draw connections between the work of your internship and analysis in philosophy.
5. At the end of the internship, the instructor will solicit an evaluation from your supervisor.

Procedures

1. After consultation with Professor Feder, find an internship.
2. Fill out the Internship Registration Form (F3) and obtain the appropriate department signatures.
3. Submit the form to the Registrar’s Office (jwhit@american.edu).
4. Submit a reading list to the internship coordinator.
5. Submit the final paper and syllabus no later than the last day of classes.

Requirements and Procedures for SIS Internships

Course Numbers

• SIS-691: Internship taking place entirely within the United States
• SIS-692: Internship with any international travel component

Before Registration

• Students are responsible for finding their own internships. For assistance finding internships, contact the Career Center at 202-885-1804 or see http://www.american.edu/careercenter/. In order for an internship to be eligible for academic credit, it must meet the following criteria:
1. The internship must take place between the first and last day of the semester in which it is registered. A 3 credit internship requires at least 180 hours of total service. Students requesting to register an internship for more than 3 credits or fewer than 3 credits should consult their academic advisors.
2. Duties must be 85% substantive in nature (e.g., research, report writing, etc.)
3. Internships must be related to a student’s program of study.

- Students are also responsible for finding a faculty member to supervise the academic component of their internships. Students must work with a faculty member to design the academic work plan that accompanies their internships.
- An internship with any international travel component requires the completion of the Graduate Global Practicum (GGP) and a brief Health & Safety Orientation at the Career Center. The GGP form is available in the Graduate Academic Advising Office or from our website (http://www.american.edu/sis/gradadvising/upload/Graduate-Global-Practicum-Orientations-2-20-13.pdf). Please consult your academic advisor for more information.

Registration Procedures
1. Complete all required spaces on the Internship Registration forms, including information required by SIS (F4). These are available on the SIS Graduate Advising website: http://www.american.edu/sis/gradadvising/upload/InternshipRegForm051810.pdf.
2. Sign the form, have your internship site supervisor and your faculty supervisor sign, and bring the form (including the completed GGP, if applicable) to your academic advisor. Your academic advisor will obtain the Department Chair/Dean signature and submit the form to the Registrar’s Office.
3. Return the form to your academic advisor as soon as possible. Please note the deadlines listed on the Academic Calendar (http://www.american.edu/provost/registrar/schedule/academic-calendar.cfm).
   If the internship is the only course for which you plan to register in a semester, the deadline to register without a late fee is the Friday before the first day of classes. Tuition charged for the internship is the same as the normal tuition rate.

International Students on F1 or J1 Visas
- A representative from the International Student and Scholar Services Office must sign your Consent and Release Form.
- For a paid internship, you will need your academic advisor to complete a Curricular Practical Training (CPT) Departmental Internship Verification Form.
- International students may not register the same paid internship across multiple semesters.

E. Independent Study
Independent Study will only be approved in special cases for students whose projects require them. Any student considering an independent study must first receive approval from the graduate advisor, the faculty member who will work with the student on the independent study, and the chair of the department; and fill out an Independent Study Registration Form (F5). The Independent Study Registration forms for students in SIS can be found on the SIS Graduate Advising website at http://www.american.edu/sis/gradadvising/independent-study.cfm.
III. Answers to Commonly Asked Questions

How do I set up <myau.american.edu> and e-mail accounts?

Myau.american.edu is a password-protected website giving students access to their records and other useful University information. To set up an account, go to <myau.american.edu>, click on the “Create your account” link at the bottom center of the page and follow the instructions. E-mail accounts are automatically created for all students and are accessible through <myau.american.edu>. In most cases, the e-mail address is the student’s first and last initials, followed by the last four digits of his or her AU ID number, followed by “a.” The initial password is the student’s six-digit birth date (MMDDYY). For example, the e-mail address and password of a student named Immanuel Kant who has an AU ID number of 1234567 and birth date of 01/23/1724 would be ik4567a@student.american.edu and 012324.

Who do I need to contact if I move or change e-mail accounts?

If your contact information changes while you’re a student at AU, please use the “Update my address” link (available at myau.american.edu under “Academics”). In addition, contact the Department of Philosophy and Religion or the Division of IPCR either by phone or e-mail with your new contact information. As a courtesy, you should also provide this information to the Graduate Advisor, Internship Coordinator, and either your thesis or internship advisor, as appropriate, so that we can keep you up to date on current graduate information.

Where do I get information about course offerings?

Course offerings for each semester are available on-line at myau.american.edu under Course Registration. The Schedule of Classes link provides course title, time, location, instructor, availability (open or closed) and a brief description. General course descriptions are also available in the University Catalog. For philosophy and religion courses, the department’s online Course Offerings brochure provides more detailed course descriptions. You can find out more specific information about the course offerings from the SIS faculty and specifically IPCR faculty by visiting www.american.edu/sis/ipcr/Courses.cfm or by contacting the IPCR office. Syllabi for IPCR courses can be found at http://www.american.edu/sis/ipcr/Syllabi.cfm.

Where do I go for advising?

Feel free to speak to any faculty member in the EPGA program in seeking advice on substantive issues. All faculty hold office hours and welcome students to visit, whether it be to seek advice about courses, assignments, research topics and interests, future career plans, or simply to get to know the professor and the department better. However, when it comes to administrative issues, such as specific requirements or procedures, please contact either the graduate advisors, the program coordinators, or the administrative assistants in Philosophy or IPCR.

How do I register for classes?

The Registrar’s office requires that all graduate students register every fall and spring semester until they officially graduate, in order to maintain their standing as students in the department, NO EXCEPTIONS. This means that you must do one of the following each fall and spring semester:

1. **Register for Classes**: CAS students must first make an appointment with their advisor to discuss their progress and determine which classes to take. Your advisor will then provide you with an electronic “release” that will allow you to register for courses. To do this, your advisor will need your student ID number, so bring it with you. You may then go to myau.american.edu and register for your classes on-line. SIS students are not required but are encouraged to meet with their academic advisor prior to being authorized to register for classes.

2. **Maintain Matriculation by registering for 1 credit of PHIL-099 or SIS-099**: Maintain matriculation costs the equivalent of 1 credit hour but does not count as credit toward completion of the
degree. It is generally used by a student who has completed his or her course requirements, but is continuing work on his or her thesis or Substantial Research Paper for that semester.

3. Request a Leave of Absence: For any semester in which students will not be working toward their degrees, a leave of absence may be requested. However, leaves of absence are granted on a case-by-case basis, usually due to medical reasons or other personal hardship. Please note that students must request the leave no later than within the first two weeks in the semester in which the temporary leave will begin. The duration of the leave is for one semester and may be extended only once. Students should refer to the Interruptions of Studies section of the Graduate Academic Regulations for details and meet with their advisors for help in determining the effects of the proposed temporary leave on their program of study.

How do I satisfy my methods requirements?
As of 2013, all EPGA students are required to take two methods courses. In addition to the five pre-approved graduate-level methods courses, other courses that satisfy programmatic expectations for methods are regularly offered. In order to explore these options, you should meet with your academic advisor and request their written approval. EPGA students enrolled in the College of Arts and Sciences are expected to take the QP/Philosophy Seminar option as one of their two methods courses.

May I substitute courses?
With the approval of your advisor and one faculty member, you may substitute courses should circumstances warrant such a change.

May I do my internship or independent study abroad?
Absolutely. If you take the initiative, it can be done. For more information about graduate study abroad opportunities in SIS, see http://www.american.edu/sis/sisabroad/grad.cfm.

How and when do I apply for graduation?
You should apply for graduation by filling out the online “Apply to Graduate” form available through myau.american.edu (under the “Academics” link). For the fall-semester graduation in December, the deadline for applications is usually mid-September; for the spring-semester graduation in May, the deadline is usually mid-January; and for the summer graduation in August, the deadline is usually mid-May. For current deadlines, check the Office of the Registrar’s web site. Once you submit your application for graduation to the registrar’s office, the appropriate unit (Department of Philosophy and Religion or SIS Graduate Advising) will receive notification from them and will verify your eligibility for graduation. The university grants degrees at the end of each summer, fall, and spring term. Commencement ceremonies are held once a year at the end of the spring semester to recognize summer and fall graduates and spring degree candidates. Detailed information about commencement is available online at http://www.american.edu/commencement/.

How do I find information about jobs?
Information on university job openings can be found on the Human Resources web site (http://www.american.edu/hr). For jobs in the DC area, try the American University Career Center (http://american.edu/careercenter), 202-885-1800, Butler Pavilion 5th Floor, or the Washington Post (http://www.washingtonpost.com/). Listserves at the university also announce a variety of job openings and internship opportunities.

How do I find information about post-graduate grants?
Contact Paula Warrick in the Office of Merit Awards at 202-885-1817 or warrick@american.edu.
IV. Departmental and University Information

A. Financial Aid
Both the Department of Philosophy and IPCR receive from the University a limited amount of financial assistance, which they apportion according to merit, generally when students enter the program. Some students receive full coverage of their tuition (tuition remission), some partial tuition, and some worthy students receive no aid. In addition, some students receive a stipend. The department also has limited teaching and research assistant positions available. Those who do not receive aid may be able to find work elsewhere at the University or in the Washington, DC area (see above for more details).

All students who wish to be considered for departmental fellowship, or additional financial assistance in the form of loans, must fill out the FAFSA by March 1 for the following academic year. Contact the Financial Aid Office through AU Central for details (202-885-6100), located in the Asbury building, or visit the FAFSA web site.

Students should monitor their university accounts through the Eagle Finance system (http://www.american.edu/finance/studentaccounts/eaglefinance.cfm) to ensure that awards or payments have been posted properly. Please note that the department does not have access to students’ financial aid accounts.

B. Program Conferences and Activities

Specific Projects of Ethics, Peace and Global Affairs

The Society of Ethics, Peace, and Global Affairs (SEPGA)
The Society of Ethics, Peace, and Global Affairs (SEPGA) is the student organization for the EPGA Program. The group is full of diverse interests and uses the club as a gathering place to build community and grow in knowledge together, outside of the classroom.

International Ethics Student Presentation Series
At the end of the academic year, students present papers from courses or reports from internships/travel abroad.

International Studies Association Annual Meeting and other conferences
Students are encouraged and supported in participating in annual conferences; in the past, students have presented papers as individuals and as part of an AU contingent.

Student Buddy Program
Students seeking academic or professional assistance are paired with another student in the program, or with a recent graduate willing to provide informal support.

Ethics in Action Speaker Series
At least once a semester, outside speakers are brought in to discuss contemporary ethics issues.

Offered by the Department of Philosophy

Student Orientation
At the beginning of every fall semester, the department offers a graduate student orientation. This is an excellent opportunity for all Philosophy graduate students, new and continuing, to meet one another and the Department Faculty.
McDowell Conference
Every fall, the department hosts the McDowell Conference on Philosophy and Social Policy. This event provides students with an excellent opportunity to meet visiting philosophers as well as meet with faculty and fellow graduate students. Recent topics have included *Philosophy and the Emotions, Philosophy and Tolerance, The Philosophical Implications of September 11th, Philosophy and Democracy, Philosophy and Race*, and *Ethics and Genetics.*

Hurst Lecture
Each spring, the department holds the Bishop Hurst Lecture. Speakers have included such prominent philosophers as Alison M. Jaggar, Alasdair MacIntyre, Hugo Bedeau, John Lachs, Lucius Outlaw, David Crocker, Anthony Flew, Simon Critchley, and Claudia Card.

Durfee Lecture
Each year the department holds the Harold A. and Doris G. Durfee Lecture. The inaugural lecture in 2007 was delivered by Harold A. Durfee, Professor Emeritus of Philosophy. Speakers have included David Little, Randall Balmer, Amy Hollywood, and Abdulaziz Sachedina.

Other Lectures
In addition to the annual lecture series above, the department periodically sponsors other lectures, including the “Philosophy Matters” speakers series, usually faculty members from both AU and other institutions. Graduate students are informed about these lectures as they develop, so make sure to keep your contact information current.

Writing Workshop
At the beginning of the fall semester, the department offers a Philosophy Writing Workshop oriented specifically for graduate students in philosophy. Samples of excellent and not so excellent graduate student writing are distributed in advance of the workshop. Both new and continuing graduate students benefit from the insights of faculty and peers regarding excellence in writing in philosophy.

Offered by IPCR, SIS

International Peace and Conflict Resolution Skills Institutes
IPCR Skills Institutes focus on the intervention, training and consultation methods used by conflict resolution practitioners. These intensive training courses prepare participants to work with international, community and public policy conflicts. Training takes place over a single weekend and is interactive and experiential. Participants develop skills in a hands-on format that includes role playing, simulations, and case studies. Topics vary from year to year but have included basic skills of conflict resolution, mediation, facilitation, gender and conflict, peacebuilding through the arts, and trauma, healing and recovery (http://www.american.edu/sis/ipcr/Skills-Institutes.cfm).

Peacebuilding and Development Summer Institute
The Peacebuilding and Development Summer Institute provides knowledge, practical experience and skills for professionals, teachers and students involved in conflict resolution, peacebuilding, humanitarian assistance and development. The Summer Institute will focus on various approaches to mediation, negotiation, facilitations, reconciliation and dialogue, particularly in conflict-torn and developing regions. Participants will explore innovative methods of promoting cultural diversity with respect to public policy, community and religion, war and post-conflict environments, while expanding their knowledge and skills in a participatory and interactive learning environment. Participants in the Summer Institute will be exposed to leading national and international professionals in the fields of public policy, conflict resolution and development (http://www.american.edu/cgp).
Journal for Peacebuilding and Development
The Journal of Peacebuilding and Development (JPD) is a tri-annual journal providing a forum for the sharing of critical thinking and constructive action on issues at the intersections of conflict, development, and peace. JPD aims to discover and examine the tools that will make this possible—the shared values that can be nurtured and promoted, the common aims and strategies that can be jointly pursued. Facilitating interaction between practitioners, activists and policy-makers, JPD will highlight transformative approaches that are taking place at different levels, while seeking convergence on paradoxical issues. The publication endeavors to capture and examine critical peacebuilding and development topics and questions that challenge our era (http://www.aupeace.org/publications/peacedev_journal).

American University Conflict Resolution Services
American University's Student Conduct and Conflict Resolution Services provides a forum to all students, staff, and faculty in which to creatively process and resolve conflict rather than allowing hostilities to build toward violence and/or adjudication. Each semester, the office of Student Conduct and Conflict Resolution Services conducts a weekend-long (20 hours) Basic Mediation Skills course. This training is open to all students, staff, and faculty who wish to attend. This training is mandatory for all individuals who wish to become AU volunteer mediators. The training explores theories in mediation, the AU mediation process and model, and practical experience in mediating disputes. AU Conflict Resolution Services often conducts workshops with classes, groups, and organizations within the campus community on various methods of conflict resolution (http://www.american.edu/ocl/sccrs/Train-to-Be-a-Mediator.cfm).

American University Center for Global Peace
The mission of the Center for Global Peace is to provide a framework for programs and initiatives that advance the study and understanding of world peace grounded in a search for a sustainable world order. The center undertakes a range of activities both on and off campus aimed at advancing our understanding of world peace. The center provides a forum for deliberating about contemporary issues and is dedicated to innovation in scholarship, teaching and policy analysis, and community service. The Center for Global Peace, working in close association with the Mohammed Said Farsi Chair of Islamic Peace, focuses its work on two levels: 1) Dialogue with educators, policy makers and the media; and 2) Long-term transformation of key educational institutions in the U.S. and overseas to provide a balanced inquiry that recognizes the valuable contributions of both Western and Arab/Islamic histories, philosophies and approaches, while shaping the thought processes of future leaders. We believe that the two foci are complementary and necessary in order to cultivate a shift in the societal consciousness away from war and toward peace and justice. Our projects reflect the dual focus, addressing both public policy and long-term educational transformation (http://www.american.edu/cgp/index.html).
C. Faculty and Program Directories

Department of Philosophy and Religion

Chair: Amy A. Oliver
Faculty Profiles and contact information: http://www.american.edu/cas/philrel/faculty/
Department Web Site: http://www.american.edu/cas/philrel/
Main Office: Shelley Harsh, Sr. Administrative Assistant
Battelle-Tompkins 120
202-885-2925
Fax: 202-885-1094
philrel@american.edu

International Peace and Conflict Resolution

Director: Ronald J. Fisher
Faculty Profiles and contact information: http://www.american.edu/sis/faculty/index.cfm
IPCR Web Site: http://www.american.edu/sis/ipcr
Main Office: Rebecca Davis, IPCR Program Coordinator
SIS 214
202-885-1622
peace@american.edu

Graduate Academic Advisor:
Jessica Holman
SIS-250
202-885-1645
holman@american.edu
http://www.american.edu/sis/gradadvising
D. Ethics, Peace and Global Affairs Associated Faculty
The following American University faculty are engaged in research and teach courses of particular interest to EPGA students. This list is not exhaustive, nor is the description of each individual’s focus. Although this list focuses primarily on tenure and tenure-track faculty, the faculty at American University houses numerous adjunct and visiting members of potential interest to EPGA students.

Before contacting a faculty member, students are encouraged to read the full faculty description on the AU Website and consider: enrolling in a class; meeting with the faculty member for their advice; applying for a paid or volunteer research position with the faculty member; asking the faculty member to be an additional reader on a masters thesis or other major paper or project; gathering information about potential internships, and other specific steps to utilize the broad range of knowledge across campus.

- Mohammed Abu-Nimer, SIS, abunimer@american.edu
  Reconciliation/Palestinian & Israeli peace talks
- Jeff Bachman, SIS, bachman@american.edu
  International human rights law, laws of war and peace
- Debra Bergoffen, Philosophy/Religion, dbergoff@gmu.edu
  Feminist ethics, philosophy and genocide
- Evan Berry, Philosophy/Religion, berry@american.edu
  Environmental Ethics/Religion and politics/Globalization
- Eve Bratman, SIS, bratman@american.edu
  International development, urban society
- Robin Broad, SIS, rbroad@american.edu
  Critical development/Accountability
- Heather Elms, Kogod, elms@american.edu
  Corporate social responsibility/Business ethics
- Daniel Esser, SIS, esser@american.edu
  Global health policy
- Ellen Feder, Philosophy/Religion, efeder@american.edu
  Contemporary continental philosophy/Critical race and feminist theory
- Hadar Harris, WCL, hharris@wcl.american.edu
  Human rights and humanitarian Law
- Robert Goldman, WCL, goldman@wcl.american.edu
  Human rights law/War crimes
- Gershon Greenberg, Philosophy/Religion, greenbe@american.edu
  Religion and violence/Religious thought after the Holocaust
- Louis Goodman, SIS, goodman@american.edu
  Civil/military relations/Latin America
- Robert Goldman, LAW, goldman@wcl.american.edu
  Human rights/humanitarian law
- Julie Mertus, SIS, mertus@american.edu
  Human rights/Gender & Feminisms/Refugees/U.S. Foreign Policy
- Kimberly Leighton, Philosophy/Religion, leighton@american.edu
  Bioethics
- Amy Oliver, Philosophy/Religion, aoliver@american.edu
  Ethics in Latin America/Feminist philosophy
o Alan Levine, SPA, alevine@american.edu
  Political theory/Deconstruction/Post-modernism
o Jin Park, Philosophy/Religion, jypark@american.edu
  Buddhism/Asian moral philosophy
o Jeffrey Reiman, Philosophy/Religion, jreiman@american.edu
  Moral philosophy
o Mike Schroder, SIS, Schroede@american.edu
  International politics, global institutions
o Diane Singerman, SPA, dsinger@american.edu
  Social movements
o Susan Shepler, SIS, shepler@american.edu
  Africa, Youth and conflict
o Abdul Aziz Said, SIS, said@american.edu
  The ethics of peace/Community & individual transformation
o Paul Wapner, SIS, pwapner@american.edu
  Environmental ethics and global politics
o John Watson, Communication, jwatson@american.edu
  Ethics in Journalism
E. Important Dates for Graduate Students

Fall 2013
8/19 M  Deadline for electronic submission of qualifying paper to the department's administrative assistant
8/26 M  Classes begin
8/26-8/30 M-F  Mandatory meeting with qualifying paper committee
8/30 F  Late registration ends
9/02 M  Labor Day, no classes
9/09 M  Last day to add course, internship, or independent study
   Last day to drop a course for a 100% refund and without a "W" recorded
9/16 M  Last day to drop a fall course for a 50% refund
9/23 M  Last day to drop a fall course for a 25% refund (no refunds after this date)
9/27 F  Deadline for electronic submission of revised qualifying paper
10/11 F  Fall break, no classes
10/14-18 M-F  Mandatory follow-up meeting with qualifying paper committee
10/18 F  Last day to drop a course or change grade option
10/25 F  Spring 2014 registration begins
11/04 M  Deadline for electronic submission of final version of the qualifying paper
11/26 T  Tuesday classes cancelled, Friday classes meet
11/25 M  Deadline to send an email to the department's administrative assistant stating from which course your spring 2014 qualifying paper will come
11/27-12/1 W-Su  Thanksgiving, no classes
12/06 F  Last day of classes
12/09-16 M-M  Final exams (W 12/11 is a study day)

Spring 2014
1/06 M  Deadline for electronic submission of qualifying paper to the department's administrative assistant
1/13 M  Classes begin
1/13-17 M-F  Mandatory meeting with qualifying paper committee
1/17 F  Late registration ends
1/20 M  Martin Luther King, Jr. Day, no classes
1/27 M  Last day to add a course, internship, or independent study
   Last day to drop for a 100% refund and without a "W" recorded
2/03 M  Last day to drop a course for a 50% refund
2/10 M  Last day to drop a course for a 25% refund (no refunds after this date)
2/14 F  Deadline for electronic submission of revised qualifying paper
3/03-7 M-F  Mandatory follow-up meeting with qualifying paper committee
3/07 F  Last day to drop a course or change grade option
3/09-16 Su-Su  Spring break
3/24 M  Fall 2014 registration begins
   Deadline for electronic submission of the final version of qualifying paper to the department's administrative assistant
4/14 M  Deadline to send an email to the department's administrative assistant stating from which course your fall 2014 qualifying paper will come
4/28 M  Last day of classes
4/30-5/6 W-T  Final exams
5/10 S  SIS Spring Commencement (4:30pm)
5/11 Su  CAS Spring Commencement (1:00pm)
The academic calendar is also online at http://www.american.edu/provost/registrar/schedule/academic-calendar.cfm
# M.A. in Ethics, Peace and Global Affairs Checklist

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<th>Name: __________________________</th>
<th>AU ID#: ____________________</th>
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## Basic Requirements: 39 hours

### Core Courses (18 credit hours)

- **PHIL-525 Modern Moral Problems** 1. _________  ______
- **PHIL-693 Global Ethics** 2. _________  ______
- **SIS-607 Peace Paradigms** 3. _________  ______
- **SIS-622 Human Rights** 4. _________  ______

- One of the following:
  - **PHIL-520 Seminar on Ethical Theory** 5. _________  ______
  - **PHIL-616 Feminist Philosophy**
  - **PHIL-617 Race and Philosophy**
  - **PHIL-655 Philosophy of Religion**
  - **PHIL-702 Graduate Seminar in Philosophy (topics)**

- One of the following:
  - **SIS-517 Gender and Conflict** 6. _________  ______
  - **SIS-519 Human Rights and Conflict**
  - **SIS-610 Theories of Violence and War**
  - **SIS-621 International Law and Legal Order**
  - **SIS-625 International Organizations**

## Research Methodology (6 credit hours)

- Two of the following:
  - **ANTH-652 Anthropological Research Design** 7. _________  ______
  - **SIS-600 Statistics, Research Design, and Research Methods** 8. _________  ______
  - **SIS-612 Qualitative Research Methods in Peace and Conflict Resolution**
  - **SIS-680 Qualitative Methods and Methodology**
  - **SOCY-620 Social Research Methods**
  - Approved graduate seminar in Philosophy and one qualifying paper
  - Another approved methodology course

## Capstone Experience (3 credit hours)

- One of the following:
  - **PHIL-691 Internship in Philosophy** 9. _________  ______
  - **PHIL-797 Master's Thesis Research (3-6 credits) (may include 3 elective credit hours)**
  - **SIS-793 Practicum in International Affairs**
  - **SIS-795 Master's Research Requirement**
  - **SIS-797 Master's Thesis Supervision (3-6 credits) (may include 3 elective credit hours)**

## Concentration (9 credit hours)

Three thematically related courses in one of the following areas, or in another academically sound concentration approved by the student's faculty advisor:

- **Peace and Conflict Resolution** 10. _________  ______
- **Human Rights and Social Justice** 11. _________  ______
- **Global Environmental Justice** 12. _________  ______
- **Ethics of Development**
- **International Economic Justice**
- **Global Governance and International Organizations**

## Electives (3 credit hours)

Three credit hours from skills workshops, master's thesis requirements, or other elective courses chosen in consultation with faculty and advisor.
[Title]

by

[Student’s name]

Submitted to the School of International Service of American University in Partial Fulfillment of the Requirements for the Degree of

Master of Arts in

International Peace and Conflict Resolution

Course Number:____________________

Course Title:____________________

Credit Hours:____________________

Semester of Registration:____________

Evaluation and Certification:

Grade:____________________

Remarks:____________________

Signature of Faculty Advisor:

Date:____________________
International Peace and Conflict Resolution
M.A. Comprehensive Examination
Completion Form

STUDENT’S NAME: ___________________________  AU ID#: __________________

EXAMINER’S NAME: __________________________

You must be examined by a full-time faculty member in the International Peace and Conflict Resolution Field or an examiner approved by the field coordinator. Your examiner will normally be the supervisor of your SRP or chair of your thesis committee.

DATE: ____________________

The IPCR comprehensive exam requirement is met through the quality of discussion in the SRP/thesis that relates the research study conducted by the student with broader themes/topics in the IPCR field, i.e. the student’s knowledge of the IPCR field as demonstrated in the paper.

COMP RESULT:

_______ DISTINCTION  _______ SATISFACTORY  _______ UNSATISFACTORY

COMP EVALUATION:

<table>
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<tr>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
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<tbody>
<tr>
<td></td>
<td>1) DEMONSTRATION OF HOW RESEARCH FITS INTO THE FIELD OF IPCR</td>
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<td>2) UNDERSTANDING OF IMPORTANT THEORIES, DEBATES AND SUBSTANTIVE FOCI OF IPCR</td>
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SRP/Thesis Evaluation:

<table>
<thead>
<tr>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
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<td>3) QUALITY OF WRITING</td>
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<td>4) ANALYTICAL DEPTH</td>
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<td>5) RESEARCH DESIGN</td>
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COMMENTS:

__________________________________________

EXAMINER’S SIGNATURE: ___________________________  DATE: ________________

Faculty should return this signed form to the IPCR Graduate Advisor, SIS 12 (x1733).
INTERNERSHIP REGISTRATION FORM

Student ___________________________ AU ID# ___________________________

Phone _______________________ e-mail ___________________________

Local address
                        Apt #                Street                City                State                Zipcode

Term: ☐ Fall ☐ Spring ☐ Summer 20__ International student F-1 or J-1 visa ☐ Yes ☐ No

Course Information
Course # ________ - ________ - ________ Credits ________ ☐ A-F ☐ Pass/Fail

Faculty supervisor
                             (Last) ________ (First) ________

Internship Position Title _______________________________________________

Job title and brief description of internship:

Internship Information
Organization ________________________________________________

Address
                        Room/Suite #                Street                City                State                Zipcode

Site supervisor
                             (Last) ________ (First) ________ Title ___________________________________________________________

Phone _______________________ fax _______________________ e-mail ___________________________

Work Schedule
Inclusive dates from ____/____/____ to ____/____/____ Hours per week ______

Days each week (check all that apply) ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ S ☐ Su

Will any part of this internship experience be outside of the U.S? [ ] YES [ ] NO Location: (city/country) __________________________
If so, you are required to meet with the International Internship Advisor at the Career Center.
Call 202-885-1804 for an appointment.

Required Approvals:

Academic Advisor __________________________________ Date ___________

Faculty Supervisor __________________________________ Date ___________

Department Chair or Dean __________________________________ Date ___________

International Internship Advisor __________________________ (if applicable) Date ___________

Student’s Signature __________________________________ Date ___________

INSTRUCTIONS TO STUDENTS

Obtain all required approvals and submit this completed form to the Registrar's Office along with a signed Internship Consent and Release form. You will receive confirmation by e-mail when your registration has been processed. Additional documentation may be required by the academic department.

AMERICAN UNIVERSITY
OFFICE OF THE REGISTRAR
202-885-2100 fax 202-885-1052
DESCRIPTION/PERCENTAGE OF DUTIES. Summarize your duties in the space provided below and indicate the percentage of time you expect to devote to each activity (e.g., “80% conducting research for human rights campaign”). Descriptions without percentages will not be accepted. Alternatively, you may attach a letter or e-mail from your internship site supervisor outlining your duties and the percentage breakdown. For students undertaking internships in conjunction with current employment, the internship duties must be both beyond the normal scope and standard duties of your job and relevant to your academic program.

%  
%  
%  
%  

To the Internship Site Supervisor: Your signature certifies that you have reviewed the job description above and that you agree to provide a written evaluation of the student’s performance. The performance evaluation form and evaluation instructions will be provided by SIS.

Signature of Internship Site Supervisor: __________________________ Date: __________

Name of Internship Site Supervisor: __________________________

RELEVANCE TO PROGRAM. In the space provided below, please explain the relevance of your duties to your academic program. How does this internship relate to your concentration/related field? What skills will you be using and how do they develop your understanding of the field? What do you expect to gain from this internship?

ACADEMIC WORK PLAN. In addition to completing the normal duties required by the internship, students must also submit written academic work to their faculty supervisor. In the space below, please outline the academic work you and your faculty supervisor have agreed upon. Please have your faculty supervisor initial to indicate his or her consent.

Faculty Initials ________
INDEPENDENT STUDY REGISTRATION FORM

Student ___________________________ AU ID# __________

(First)  
(First)  

Phone ___________________________ e-mail ________________________

Term: [] Fall  [] Spring  [] Summer 20____

Course Information:

Course # _______ - _______  Credits _____  [] A-F  [] Pass/Fail

Faculty supervisor ___________________________  

(Last)  
(Last)  

Project Title ___________________________

Brief description of independent study project:

Required Signatures:

Academic Advisor ___________________________ Date _________

Faculty supervisor ___________________________ Date _________

Department Chair or Dean ___________________________ Date _________

Student’s Signature ___________________________ Date _________

INSTRUCTIONS TO STUDENTS
Obtain all required approvals and submit this completed form to the Registrar’s Office. You will receive confirmation by e-mail when your registration has been processed.

OFFICE OF THE REGISTRAR
202-885-2200 fax 202-885-1052