

## The M.A. Handbook

This handbook is the faculty and student guide to the policies and procedures of the M.A. in Slavic and East European Studies at The Ohio State University. Additional important material about graduate study at The Ohio State University can be found in the Graduate School's [Graduate School Handbook](#).

### 1. ADMISSION

Admission to the program is predicated on an earned baccalaureate or professional degree from an accredited college or university. A minimum cumulative grade point average (GPA) of 3.0 for all previous undergraduate work and 3.2 for all previous graduate work is required. In special cases, however, students with undergraduate GPAs less than 3.0 can be considered for admission. While the M.A. in Slavic and East European Studies requires no specific pre-requisite courses, in order for a student to pass successfully the language requirements, each student should have at least two full years of language instruction or the equivalent level of language skills. In addition, students are expected to have taken courses that give them a base knowledge of the region on which they will focus. Special exceptions may be made, especially in cases where a student has received his/her B.A. or B.S. from a college or university that has limited course offerings on the subject that the student wishes to pursue. The Graduate Studies Committee, consisting of the CSEES Director and three faculty from affiliate departments, determine admissions.

A complete application consists of:

- An OSU Graduate School Admission application;
- Transcripts for all previous academic work;
- Current and official scores of the Graduate Record Examination (GRE) General Test;
- A statement of purpose (up to two pages, double-spaced) that explains why the applicant wishes to pursue a graduate program in Slavic and East European studies, including career goals, special interests, and probable major field of study;
- Three letters of recommendation from persons acquainted with the applicant's scholastic ability;
- A writing sample of three to five pages, double-spaced; and
- Current resume or curriculum vitae.

All materials should be submitted electronically through the online [Graduate School application](#). Graduate and Professional Admissions will review the applicant's application, transcripts, and GRE scores once received to determine whether the applicant meets the Graduate School's admission criteria. If an applicant does, the M.A. in Slavic and East European Studies' Graduate Studies Committee will then review the applicant's entire application.

For students of the M.A. in Slavic and East European Studies, applications are only accepted for fall admission. The application deadline is December 15 for domestic students and November 30 for international studies.

Applications for the Mid-Career Professional M.A. Track in Slavic and East European Studies are accepted on a rolling basis following Graduate Admission's application deadlines.

## 2. DEGREE PROGRAM

The Director and Assistant Director (Program Advisor) of the Center for Slavic and East European Studies, in cooperation with CSEES staff, will aid new students in first semester registration and in the selection of an appropriate faculty advisor. All incoming graduate students are required to meet with the Program Advisor to discuss their future plan of study by the end of the first week of classes. Although a student may change his/her area of concentration, he/she should choose one by the end of the second semester.

At the beginning of every semester, each student must obtain approval by the Program Advisor for his/her program of study for that semester. By the end of the first academic year of study, the student should choose between a thesis and non-thesis track.

### a. Advising

Each CSEES M.A. candidate has two advisors:

- The CSEES Director is the advisor on record of all first-year students and advises students on various fields and faculty research interests so that they take full advantage of the interdisciplinary program. In consultation with the director and based on students' field of interest, students must select their final faculty advisor with whom they will work on their exam or thesis; and
- A program advisor who oversees the students' progress towards completion of their degree; checks the fulfillment of requirements for area of specialization; thesis or non-thesis option; and manages the students' overall academic experience.

### b. Types of Graduate Courses applicable to the CSEES M.A. Degree

Courses applicable to the degree are East European and Eurasian area studies courses, which are courses that have at least 25% of content directly about the region through required lectures, readings, projects, etc. Each semester CSEES publishes a course list of all known area studies courses being offered. If a student wishes to take a course that is not listed, he/she must get approval from the Program Advisor by submitting a syllabus and communications with the professor confirming that the student will be able to meet the 25% requirement through individual projects.

#### *4000-level Courses*

These courses are usually reserved for advanced undergraduates but some 4000-level courses are open to graduate students when the course falls outside of their home department. Graduate students are responsible for checking whether a given 4000-level course also offers graduate credit through an alternate 7000-level designation by which graduate credit is given. Please check with the professor of the course for the possibility of a 7000-level designation, the additional work required for that designation, and the course number. Students wishing to enroll in a 4000-level course with a Slavic course code designation should contact the program advisor before doing so.

#### *5000-level Courses*

5000-level courses involve graduate and undergraduate students in a basic lecture/discussion format.

*6000-level Courses*

6000-level courses are generally graduate reading courses that focus on important literature in specific fields of study. Such courses should give the student wide-ranging bibliographical knowledge and an introduction to the major interpretative issues and controversies in each particular field.

*7000- and 8000-level Courses*

These courses are graduate seminars in which students conduct research in primary source materials and integrate the results of their research with pertinent secondary sources. The designation seminar means that students will usually submit their work to the constructive criticism of their peers as well as that of the instructor.

*-999 Courses*

Courses that have a four digit course code ending in -999 are frequently offered by different departments for thesis and dissertation research. Students should check with the pertinent department and faculty members to check for availability.

*Ineligible Courses*

Students are not able to take for graduate credit a course taught by a current graduate student.

**c. Requirements for the M.A. in Slavic and East European Studies****i. Language**

Knowledge of a Slavic, East European, or Central Asian language sufficient for use as a professional and research tool is indispensable. During each semester they are enrolled in the program, all students must take a language course of their choice (Bosnian-Croatian-Serbian, Bulgarian, Czech, Georgian, Modern Greek, Hungarian, Polish, Romanian, Russian, Turkish, Ukrainian, Uzbek, Yiddish, or other language with the approval of the Program Advisor). Beginning and intermediate students are urged to take intensive language courses and to continue language training through the summer. An intensive language program may count for regular language courses and allow a student to opt out of language courses during the year. Students are required to have completed at least four levels (to the end of fourth year) of Russian or two levels (to the end of second year) of another language by the time the M.A. degree is awarded. When possible, students are encouraged to take a second language and should plan their language coursework in close consultation with the Program Advisor who must approve each student's language program.

In addition, students are required to take a language entrance and exit examination to demonstrate that they have achieved a level adequate for their career/academic goals.

Native speakers of a language who enter the program or students with exceptional proficiency in both reading and speaking are expected to take a second language. Non-native speakers of English must demonstrate sufficient English-language ability to participate in class discussion, perform well on an oral thesis defense, and write effective papers.

## ii. Coursework

The degree requires a minimum of 38 credit hours of graded coursework (in addition to the language requirements) distributed over three or more disciplines (i.e. departments) in which Slavic, East European, and/or Central Asian area studies courses are offered. Students must choose courses in at least two different colleges or divisions within the College of Arts and Sciences: the Humanities (i.e. History), Social and Behavioral Sciences (i.e. Political Science), Business, Law, etc.

By the end of their second semester in the program, students need to choose one geographical area of interest (Russia, Central/Eastern Europe, Balkans, Central Asia, etc.) and/or a discipline of concentration. Although this area and/or discipline should provide the focus for the student's course of study, he/she will be required also to take courses in other areas and/or disciplines, in keeping with the interdisciplinary nature of the program.

38 credit hours include:

- Three credits in Slavic 6501: Introduction to Slavic Studies;
- At least 9 credit hours in the student's area and/or discipline of concentration;
- At least 9 credit hours at the 6000- to 7000-level;
- No more than six credit hours at the 4000-level; and
- Up to two credits from Slavic professionalization forums.

## iii. Thesis vs. Non-Thesis (Exam) Option

### a. Thesis Track

The CSEES M.A. degree offers both a thesis and non-thesis option. Students interested in pursuing a career in academia and who wish to continue on to a Ph.D. program are encouraged to follow the thesis option.

The M.A. thesis is based on research in primary sources and should be planned in conjunction with the faculty advisor and thesis committee. A minimum of two tenured faculty members are required for a thesis committee, but can contain more depending on the subject and the needs of the student. Non-tenured faculty may serve on a committee in addition to the two-tenured faculty. The appropriate length of the thesis is determined by the faculty advisor and field. A one-hour oral examination (thesis defense) is also required. Thesis track students may register for up to two semesters (six credit hours) of thesis-writing credit with written permission from the Program Advisor.

### b. Non-thesis (Exam) Track

For the non-thesis option, students are required to pass a four-hour written master's examination. This exam will consist of two hours devoted to the student's area of concentration, while the remaining two hours of the exam will be based on area studies curriculum and courses taken by the student. The exam is developed and evaluated by the student's faculty advisor and two additional examination committee members.

**d. Requirements for the Mid-Career Professional M.A. Track in Slavic and East European Studies**

The Mid-Career Professional M.A. Track is designed to be completed in three semesters. It is administered like the M.A. in Slavic and East European Studies with the Director of CSEES serving as the students' default advisor until they select a faculty advisor in alignment with their specialization. The Assistant Director of CSEES will serve as the Program Advisor. Due to the reduced time frame of the degree, students should choose their specialization and faculty advisor by their second semester.

**i. Language**

Students pursuing the Mid-Career Professional M.A. Track are expected to enter the program already possessing either four years of Russian language study, two years of another relevant language, or the equivalent. They may continue to take language coursework to maintain their language skills or to study a second language.

**ii. Coursework**

30 credit hours of East European and Eurasian area studies coursework is required for the Mid-Career Track, a reduction of eight credit hours from the M.A. in Slavic and East European Studies, based on the fact that accepted students will have significant career experience in the region and advanced language skills. Students in the Mid-Career track will still have to distribute coursework across three or more disciplines and from two or more colleges or divisions within the College of Arts and Sciences.

By their second semester, students in the Mid-Career Track should select a geographical area of interest (Russia, Central/Eastern Europe, Balkans, Central Asia, etc.) and/or a discipline of concentration. Although this area and/or discipline should provide the focus for the student's course of study, he/she will be required also to take courses in other areas and/or disciplines, in keeping with the interdisciplinary nature of the program. Students should also select their faculty advisor at this time.

30 credit hours include:

- Three credits in Slavic 6501: Introduction to Slavic Studies;
- At least 9 credit hours in the student's area and/or discipline of concentration;
- At least 9 credit hours at the 6000- to 7000-level;
- No more than six credit hours at the 4000-level; and
- Can take up to six credit hours of independent study credit hours to prepare for a master's examination.

**iii. Non-thesis (Exam) Track**

Because of the reduced time frame for the degree, students will only have the option of completing the degree by passing a four-hour master's examination. This exam will consist of two hours devoted to the student's area of concentration, while the remaining two hours of the exam will be based on area studies curriculum and courses taken by the student. The exam is developed and evaluated by the student's faculty advisor and two additional examination committee members.

**e. Dual Degree with the John Glenn College of Public Affairs**

The Center for Slavic and East European Studies offers an official dual degree program with the John Glenn College of Public Affairs that allows graduate students to receive an M.A. in Slavic and East European Studies and a Master's of Public Administration in a reduced timeframe. Students may also pursue dual degrees with other programs but will have to complete each degree's requirements separately.

**i. Coursework**

The dual degree in Slavic studies and public policy requires students to complete 19 credit hours of distinct M.A. in Slavic and East European Studies coursework, 26 hours in the Glenn College, and then 26 credit hours of dual coursework.

Within the 19 credit hours for the M.A. in Slavic and East European Studies, students must meet the same coursework requirements, including:

- Three credits in Slavic 6501: Introduction to Slavic Studies;
- At least 9 credit hours in the student's area and/or discipline of concentration;
- Courses from three separate disciplines and from two different colleges or divisions within the College of Arts and Sciences;
- At least 9 credit hours at the 6000- to 7000-level; and
- No more than six credit hours at the 4000-level.

**ii. Language**

Students in the dual degree program must meet the same language requirements as for the M.A. in Slavic and East European Studies.

**iii. Thesis vs. Non-Thesis (Exam) Option**

Students completing the dual degree can choose to either write a master's thesis or pass a written master's examination.

**f. Study Abroad / Intern Abroad**

Students, especially those without prior living and study experience in their country of primary study, will be strongly encouraged to take advantage of one or more study abroad/internship opportunities.

**g. Time Limitation**

Students must meet all Ohio State University Graduate School requirements for completion of degree requirements in a timely manner and must complete the M.A. degree within a five year period. Students pursuing a dual degree have six years to complete all requirements.

**3. STUDENT ASSESSMENT**

As part of its commitment to student learning and assessment, the Center for Slavic and East European Studies, in conjunction with the Graduate School, will assess student learning through learning goals. The Program Advisor will work with students to understand the learning goals that are being measured and complete any rubrics being used to evaluate student learning.

#### **4. ACADEMIC CONDUCT**

All students should be aware of the Code of Student Conduct and abide by its rules while in the program. All instances of misconduct will be dealt with following university procedures and rules, including plagiarism.

The full [Code of Student Conduct](#) can be found on the [Committee on Academic Misconduct's](#) webpage.

#### **5. CSEES M.A. in Slavic and East European Studies Administrative Timeline**

*Beginning of each semester:*

- Obtain approval by Program Advisor for that semester's program of study

*Within first two semesters of study:*

- Designate a Faculty Advisor
- Choose a geographical area and/or discipline of concentration

*By the end of the first academic year of study:*

- Choose the thesis or non-thesis track and notify the Program Advisor
- Meet with the Faculty Advisor and plan the structure of the remaining course of study

*Two semesters before anticipated graduation:*

- Meet with the Program Advisor to assess progress toward degree and make necessary adjustments in course of study

*Last semester:*

- Submit Application to Graduate Form to the Graduate School no later than the third Friday of the final semester
- Complete the master's examination and/or thesis

#### **6. CSEES Mid-Career Track Administrative Timeline**

*Beginning of each semester:*

- Obtain approval by Program Advisor for that semester's program of study

*Within first two semesters of study:*

- Designate a Faculty Advisor
- Choose a geographical area and/or discipline of concentration
- Meet with the Faculty Advisor and plan the structure of the remaining course of study

*At the End of the Second Semester of Study:*

- Meet with the Program Advisor to assess progress toward degree and make necessary adjustments in course of study

*Last semester:*

- Submit Application to Graduate Form to the Graduate School no later than the third Friday of the final semester
- Complete the master's examination