



# TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

**2022-2023**

## **Master of Global Policy Studies (MGPS) Student Handbook**



Welcome to the LBJ School. You're starting your public policy journey in a place that has it all: The LBJ School is the only public policy school tied to a Tier I research university, a presidential library and a state capital, due north of the longest foreign border in the U.S. Combined with its connections, alumni and other opportunities, we offer a truly distinctive educational experience.

You will be:

- Able to identify the best evidence-based solutions.
- Proficient in the latest analytical methods.
- Ready to facilitate difficult, sometimes painful, public conversations.
- And capable of leading public and nonprofit organizations through turbulent times.

These are but a few of the competencies our students develop.

Through case discussions, problem sets, internships, fieldwork, and experiential research with world-class faculty, you will become proficient in the skills and knowledge needed to tackle contemporary and emerging challenges.

But that is not all. You will become a member of our diverse, esteemed and ever-expanding LBJ community of professionals committed to expanding prosperity, justice, equality and security.

Over 50 years ago, President Lyndon B. Johnson challenged us to build a great society. We are excited to have you join us on this ongoing journey.

Hook 'Em,

JR DeShazo  
Dean, LBJ School of Public Affairs

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***Note:** Students are bound by the requirements of the handbook in force at the time of their first registration in the program. The student may choose, however, to fulfill the requirements of a subsequent handbook. If the student does not fulfill handbook requirements within six years of their first enrollment in the program, then they are bound by the requirements of a subsequent handbook. For more information on the Graduate School's policies associated with graduation under a particular catalog, see:*

*[h https://catalog.utexas.edu/graduate/degree-requirements/graduation/](https://catalog.utexas.edu/graduate/degree-requirements/graduation/).*

# Section 1: Overview

This student Handbook is designed to (1) introduce MGPS students to the requirements, policies, procedures, and deadlines of the Lyndon B. Johnson School of Public Affairs (LBJ School) and The University of Texas at Austin (UT) Office of Graduate Studies (OGS) and (2) to familiarize students with important campus resources. Information contained within this Handbook is current as of its posting August 2022. Subsequent changes or updates will be made to the online version and distributed through the main student listserv ([lbjstudents@outlists.utexas.edu](mailto:lbjstudents@outlists.utexas.edu)). The Handbook is available in electronic format on the Forms, Policies and Procedures page of the LBJ School's website at: <http://lbj.utexas.edu/forms-policies-and-procedures>

Please read this information thoroughly, as it will answer many of your questions about the MGPS program. If you have any questions that the Handbook does not address, please do not hesitate to contact the Office of Student Admissions and Affairs.

## 1.1 Ethics and Professional Conduct

### 1.1.1 The University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University community is expected to uphold these values through integrity, honesty, fairness, and respect toward peers and community.

### 1.1.2 Excerpts from UT Compliance and Ethics Guide

#### Obligation to Report Wrongdoing

All University employees have a personal and professional obligation to report, or cause to be reported, and to assist in any investigation by persons authorized or responsible for such matters, the following (collectively referred to as “wrongdoing”): Illegal or fraudulent activity; financial misstatements, or accounting or auditing irregularities; conflicts of interests or dishonest or unethical conduct; violations of the institution's code of conduct; and violations of other laws, rules, or regulations.

## **Use of Intellectual or Copyrighted Property**

Copyrighted material, which includes almost everything written or recorded in any medium, including software, is protected under the federal Copyright Act and generally may not be copied or used without the owner's permission. Generally, such materials may be copied without the copyright owner's permission only within narrow exceptions under the Copyright Act.

Any copying or reproduction of copyrighted software on University computing equipment must comply with the Copyright Act and any applicable software license agreement. Further, faculty, staff and students may not use unauthorized copies of software on University owned computers or networks or computers housed in University facilities. However, one exception, known as "fair use," allows copyrighted materials to be copied or otherwise used without the copyright owner's permission. <https://www.copyright.gov/fair-use/more-info.html>

## **Important Note on Academic Integrity**

Students are expected to respect the LBJ School's standards regarding academic dishonesty. You owe it to yourself, your fellow students, and the institution to maintain the highest standards of integrity and ethical behavior. A discussion of academic integrity, including definitions of plagiarism and unauthorized collaboration, as well as helpful information on citations, note taking, and paraphrasing, can be found at the web page of the Office of the Dean of Students: <http://deanofstudents.utexas.edu/conduct/academicintegrity.php>

Students should also consult the LBJ School's own guide to plagiarism, available here: <https://lbj.utexas.edu/forms-policies-and-procedures>

The University has also established disciplinary procedures and penalty guidelines for academic dishonesty, especially Sec. 11.304 in Appendix C of the Institutional Rules on Student Services and Activities section in UT's General Information Catalog.

## **Acceptable Use Policy**

The UT Austin Acceptable Use Policy (AUP) serves as a supplement to the UT Austin Information Resources Use and Security Policy: <https://security.utexas.edu/policies/irusp> University information resources (<https://it.utexas.edu/>) consist of the computer devices, data, applications, and the supporting networking infrastructure. These technologies are critical to the multifaceted mission of the university, a mission that includes teaching, research, and public service.



### **1.1.3 Professional Ethics at the LBJ School**

All LBJ School students are members of the LBJ School community, as well as members of a public service profession. Both have a high standard for professional and ethical conduct. All students have an obligation to report wrongdoing and be familiar with Intellectual and Copyrighted Property, UT's Academic Integrity standards, and the Acceptable Use Policy.

We also encourage all LBJ School students to familiarize themselves with the Code of Ethics formulated by the American Society of Public Administration (ASPA), available online at <https://www.aspanet.org/ASPA/About-ASPA/Code-of-Ethics/ASPA/Code-of-Ethics/Code-of-Ethics.aspx>.

### **1.1.4 Student Responsibility**

LBJ School students are responsible for knowing and satisfying program degree requirements, meeting administrative and academic deadlines, seeking academic advice when needed, and enrolling in appropriate courses to ensure progress toward degree completion. The Office of Student Affairs and Admissions (OSAA) and degree program Graduate Advisors are there to help, but students are responsible for their own education.

OGS sets most critical deadlines. Check the OGS (<https://gradschool.utexas.edu/>) and Office of the Registrar (<https://registrar.utexas.edu/>) websites for deadlines.

Students are expected to promptly and thoroughly read informational emails sent by OSAA staff and their Graduate Advisor. Students should include their full name and UT EID when contacting their Graduate Advisor or the Graduate Coordinators for assistance.

## **1.2 Physical Mailboxes**

Physical mailboxes are currently not in use.

## 1.3 Communications

Email is the official form of communication at UT Austin. Students are required to provide the LBJ School and the University with current and accurate contact information at all times, including email address, local and permanent physical addresses, and telephone number.

If your contact information changes during your enrollment, you need to update your UT Direct profile at [https://registrar.utexas.edu/students/records/address#P26\\_2186](https://registrar.utexas.edu/students/records/address#P26_2186). You will also need to notify your Graduate Program Coordinator in OSAA of the change so that we can update the LBJ School's internal records.

The LBJ School maintains several listservs to keep in touch with students. You will be added to each list at the start of your first semester. You will be able to opt out of some. You will see emails from the following listservs:

- The *lbjschool* listserv contains official correspondence from the Dean's Office and from OSAA: it is not something from which you can opt out.
- The *lbjstudents* listserv is a moderated listserv to which you can submit school-related messages, and which you can customize to receive messages immediately or as a digest.
- Each degree program has its own academic listserv (*lbjmgps*, *lbjmpaff*, *lbjphd*, *duals*), which is used to deliver program-specific academic and advising information—please read these messages carefully.

### Important Communications from OSAA

OSAA is oftentimes the hub of important communications for the school. From academic deadlines to job postings, event reminders and other important announcements, the communications from OSAA are very important. We ask that you take the time to read all emails, check the Canvas site, and become familiar with the LBJ website. OSAA uses the following channels to communicate important information to our students—please make sure you are checking each regularly:

- Student Listserv emails
- Enrolled Student Canvas Site
- Weekly Student Newsletter
- Postings on bulletin boards around the LBJ building
- Social Media—OSAA Instagram Account
- Communications disseminated through student orgs such as GPAC

## 1.4 Academic & Student Affairs Program Contacts

<p><b>Associate Dean for Academic Strategies</b>            Dr. Cynthia Osborne  <a href="mailto:cosborne@prc.utexas.edu">cosborne@prc.utexas.edu</a>            (512) 471-9808 SRH 3.238</p>	<p><b>Associate Dean for Students</b>            Dr. Kate Weaver  <a href="mailto:ceweaver@austin.utexas.edu">ceweaver@austin.utexas.edu</a>            (512) 232-3443 SRH 3.344</p>
<p><b>Associate Dean for Research</b>            Dr. Varun Rai  <a href="mailto:varun.rai@mail.utexas.edu">varun.rai@mail.utexas.edu</a>            (512) 471-5057 SRH 3.356</p>	<p><b>PhD Graduate Advisor</b>            Dr. Sheena Greitens</p>
<p><b>MPAff Graduate Advisor</b>            Prof. Sherri Greenberg  <a href="mailto:srgreenberg@austin.utexas.edu">srgreenberg@austin.utexas.edu</a>            (512) 656-6592 SRH 3.252</p>	<p><b>MGPS Graduate Advisor</b>            Dr. Lorinc Redei  <a href="mailto:lredei@austin.utexas.edu">lredei@austin.utexas.edu</a>            SRH 3.281</p>
<p><b>Director, Office of Student Affairs and Admissions</b>  <b>Ms. Shannon Chapman</b>  <a href="mailto:lbjosaadirector@austin.utexas.edu">lbjosaadirector@austin.utexas.edu</a>            (512) 471-4292 SRH 3.104E</p>	<p><b>OSAA Assistant Director Student Professional Development</b>            Ms. Lauren Berryhill  <a href="mailto:lbjprofessionaldev@autin.utexas.edu">lbjprofessionaldev@autin.utexas.edu</a>            (512) 471-3290 SRH 3.104F</p>
<p><b>OSAA Administrative Associate/Front Desk</b>            Rachel Sanson  <a href="mailto:lbjosaa@austin.utexas.edu">lbjosaa@austin.utexas.edu</a>            (512) 471-4292 SRH 3.104</p>	<p><b>OSAA Career Resources Specialist</b>            Ms. Colleen Gleeson            Focused on MGPS Population  <a href="mailto:lbjcareers@austin.utexas.edu">lbjcareers@austin.utexas.edu</a>            (512) 471-8325            512-471-3620            SRH 3.104H</p>
<p><b>Assistant Director Admissions and Student Services</b>  <a href="mailto:lbjadmit@austin.utexas.edu">lbjadmit@austin.utexas.edu</a>            (512) 232-4013 SRH 3.104C</p>	<p><b>Graduate Admissions &amp; Program Coordinator</b>  <a href="mailto:lbjstudentaffairs@austin.utexas.edu">lbjstudentaffairs@austin.utexas.edu</a>            (512) 471-0291 SRH 3.104B</p>
<p><b>Graduate Admissions &amp; Program Coordinator</b>            Ms. Laura Roach            MPAFF Students (last names J-Z)  <a href="mailto:lbjstudentaffairs@austin.utexas.edu">lbjstudentaffairs@austin.utexas.edu</a>            (512) 471-9634 SRH 3.104A</p>	
<p><b>LBJ School Fellowship Specialist</b>            Ms. Kelly Thurmond  <a href="mailto:lbjfellows@austin.utexas.edu">lbjfellows@austin.utexas.edu</a>            (512) 471-6277 SRH 3.387</p>	

To schedule an appointment in OSAA, visit <https://lbjosaa.acuityscheduling.com/>

To access the job posting system managed by OSAA, visit <https://utcns.joinhandshake.com/login>

## Section 2. MGPS Degree: Curriculum Overview

### 2.1 MGPS Degree Requirements

The LBJ School's curriculum and academic policies are set by each program's Graduate Studies Committee (GSC), which consists of tenured and tenure-track LBJ School faculty members, and the program's Graduate Advisor. The MGPS program is a full-time graduate program, so students must be enrolled full-time (taking a minimum of nine credits each semester) to continue toward their degree. A minimum of 12 credits each semester, taking 13 in one of four semesters, is required to finish in two years.

Completion of the MGPS program requires a total of 49 graduate credit hours:

<u>Core Course Requirements</u>	<b>22</b>
PA 387G, Nature of the International System (fall semesters only)	3
PA 397G, Analytical Methods for GPS	3
PA 393G, Microeconomics	3
PA 383G, Policy Making in a Global Age (spring semesters only)	3
PA 393H, International Economics*	3
PA 682GA and PA 682GB, Policy Research Project (PRP) (two-semester class)	6
PA 195G, Crisis Simulation (spring semesters only, offered every two years)	1

\*Some other courses with international economics content may also be used to satisfy this requirement. The list of such courses is established by the MGPS GSC: see the MGPS Graduate Advisor for details.

<u>Specialization Course Requirements</u>	<b>15</b>
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Specialization courses must be approved by the MGPS Graduate Advisor and must be taken for a letter grade. (*Note: MGPS Business, Information, Journalism, Law, and Public Health dual-degree students are required to complete only 12 credits of specialization coursework.*)

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<u>Elective Course Requirements</u>
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(*Note: MGPS dual-degree students are not required to complete elective courses.*)

## **Notes on Curriculum:**

The LBJ School provides both a rigorous quantitative-analytic curriculum and a comprehensive support structure to ensure that all entering students acquire the background to meet that rigor. Students must pass the algebra section to enroll in Microeconomics. Students must pass both the algebra and statistics sections to enroll in Analytical Methods. If you have a question about the timing of your Microeconomics and Analytical Methods courses, please contact Prof. Pat Wong for more in-depth help.

The LBJ School provides a four-stage process to help incoming students attain adequate quantitative skills:

- Initial Quantitative Readiness Assessment: All entering MGPS students will complete a two-hour methods diagnostic assessment online in the month of June.
- Summer Transition Analytical Foundations Course: Admitted students who need a refresher in quantitative methods can take this online course during the month of July. It is designed to cover all material that students need to know to pass the methods diagnostic exam.
- Quantitative Diagnostic Exam: In mid-July, once the summer foundations course has ended, all students who did not pass the diagnostic exam in June must retake the exam. All students who pass will move on to the quantitative core courses in the MGPS curriculum.
- Beginning Statistics Class: Students who do not pass the methods diagnostic test before or after the Summer Transition Analytical Foundation course are strongly encouraged to take an undergraduate level Statistics class at UT Austin or Austin Community College to ensure they have the basic foundations before moving on to their quantitative core courses. This course will not count towards the LBJ degree.

## **Writing Requirement**

Students must complete ONE of the following MGPS writing courses: **PA 387W**, Writing for Global Policy Studies (must be completed during the first year of the program, unless the student plans on completing a Professional Report)

-OR-

**PA 398R**, Professional Report (must be completed in the final semester of study)

[Note: Some MGPS dual-degree students are required to complete a Professional Report (PR) or, as appropriate, a Thesis, either of which satisfy the LBJ School writing requirement].

## **2.2 Policy Research Project (PRP) Requirement**

The PRP, designed as the capstone of the MGPS curriculum, is a yearlong course in which students work in groups on a real-world problem under a faculty mentor, delivering a final research product to a client. The course helps students gain experience in problem structuring, policy formulation, project management, group dynamics, ethics, and report presentation. The

MGPS PRP requirement is usually completed in the second year of study (though dual-degree students may complete the MGPS PRP requirement in the third year of study). Students may, in exceptional cases, request to take a PRP during their first year, subject to approval of the Graduate Advisor.

## **2.3 Internship Requirement**

All MGPS students must complete an internship during their career at the LBJ School. This is most frequently completed in the summer months between the two years of study. MGPS internships must contain global content and include 400 or more hours of appropriate professional, policy-oriented work. Internships must be approved by the Graduate Advisor prior to the first day of the internship. For information on “Alternative Internship” possibilities, please see Section 7 of this document.

## **2.4 Foreign Language Proficiency Requirement**

MGPS students must show foreign language proficiency by the time they graduate from the program. This can be achieved via:

- Proof of four semesters' worth of consecutive foreign language study at institutions of higher education (courses taken at UT during the MGPS program may count toward this total); or
- Passing a placement test at UT Austin once enrolled at the LBJ School; or
- Passing a Peace Corps or Military (Defense Language Institute) foreign language proficiency exam.

International students whose native language is not English are considered to have satisfied this requirement.

## **2.5 Core Course Sequencing and Waivers**

Some core courses are sequenced: enrollment in Policy Making in a Global Age (PA 383G) requires successful completion of The Nature of the International System (PA 387G); enrollment in International Economics (PA 393H) (or any other economics course that the GSC has approved as meeting the international economics requirement) requires successful completion of Microeconomics (PA 393G).

In some cases, students with a significant background in economics, such as undergraduate Economics majors, may request a waiver for the Microeconomics course. The LBJ School Microeconomics Coordinator (Dr. Sheila Olmstead) will evaluate each request individually. If she determines that the student has a firm grasp of the concepts covered in the course, that student may take any other three-credit graduate-level course in its stead. The total number of credits required for graduation remains unchanged.

Students should satisfy their International Economics core requirement with an approved course that covers a broad range of issues, including Trade and International Monetary Policy. Students who have covered such material in prior coursework or have strong interests in another area of International Economics may consult with the Graduate Advisor to identify another economics course that satisfies the requirement. Such courses must be approved by the MGPS GSC, and must be taken for a grade.

## 2.6 Sample Program of Study, MGPS Program

### FALL 2022 = 12 hours

<b>PA 387G</b>	Nature of the International System
<b>PA 397G</b>	Analytical Methods for GPS
<b>PA 393G</b>	Microeconomics
<b>PA 387W</b>	Writing for Global Policy Studies

### SPRING 2023 = 12 hours

<b>PA 383G</b>	Policy Making in a Global Age
<b>PA 393H</b>	International Economics
<b>XX XXX</b>	Approved Specialization Course 1
<b>XX XXX</b>	Approved Specialization Course 2

### SUMMER 2023

Internship in Global Policy Studies

### FALL 2023 = 12 hours

<b>PA 682 GA</b>	Policy Research Project (Part I)
<b>XX XXX</b>	Approved Specialization Course
<b>3 XX XXX</b>	Approved Specialization Course
<b>4 XX XXX</b>	Elective Course 1

### SPRING 2024 = 13 hours

<b>PA 682 GB</b>	Policy Research Project (Part II)
<b>XX XXX</b>	Approved Specialization Course
<b>5 XX XXX</b>	Elective Course 2
<b>XX XXX</b>	Elective Course 3
<b>PA 195G</b>	Global Policy Simulation



## 2.7 MGPS Dual-Degree Programs

The LBJ School's MGPS program offers a total of 10 dual-degree programs which are described in detail at <http://www.lbj.utexas.edu/dual-degrees-master-global-policy-studies>. The first point of contact for dual-degree advising is Dr. Lorinc Redei, MGPS Graduate Advisor.

Dual Degree Program	Expected Number of Years to Completion	MGPS Hours*			MGPS Writing Course	Thesis or Report Requirement
		Total	Core Course Credits	Specialization Credits		
Asian Studies	3	37	22	15	No	Thesis (AS) or PR (LBJ)
Business	3	37	25	12	REQUIRED	No
Energy and Earth Resources	3	37	22	15	No	Thesis (EER)
Information School	3	40	25	15	REQUIRED	No
Journalism	3	40	25	15	REQUIRED	No
Latin American Studies	3	37	22	15	No	Thesis (LAS)
Law	4	37	25	12	REQUIRED	No
Middle Eastern Studies	3	37	22	15	No	Thesis or Report (MES)
Public Health	3	37	25	12	REQUIRED	No
Russian, Eastern European and Eurasian Studies	3	37	22	15	No	Thesis or Report (REEES)

\*For the number of hours required in the non-LBJ Department, please contact the department in question.

**Business, Law, and Public Health dual-degree programs** require completion of a 12-credit hour Specialization. **All other MGPS dual-degree programs** require completion of a 15-credit hour Specialization. The list of requirements is summarized in the table above. Some dual degrees require either an LBJ Professional Report or a Thesis written in the non-LBJ department related to the Specialization, completed in the final semester of study.

- The LBJ School encourages concurrent enrollment for dual-degree seekers—we do not require that students take courses in a single academic unit in any given semester. Some of our partner programs, such as the School of Law or the Business School may have such stipulations, however: check with the non-LBJ School program to learn about their enrollment requirements.
- Some academic fellowships may require certain minimum credit hours of enrollment in one program or another. Check with the Graduate Coordinator at [lbjstudentaffairs@austin.utexas.edu](mailto:lbjstudentaffairs@austin.utexas.edu) and the LBJ Endowment and Fellowship Specialist at [lbjfellows@austin.utexas.edu](mailto:lbjfellows@austin.utexas.edu) about any such requirements before registering for courses. In those cases, please consult with the MGPS Graduate Advisor about the possibility of a waiver from this requirement.
- Entering students considering applying to a dual-degree program need to apply during their first semester of study at the LBJ School.
- Typical time-to-degree for most dual-degree students is 3 years (4 years for Law).
- Some dual degree programs require a thesis or an LBJ Professional Report. In each case, the corresponding school has requirements regarding who may serve as your first and second reader. Students should consult with their Graduate Advisor in each of their programs about the thesis/PR requirements. For information on thesis submission and graduation rules, please visit the University of Texas Graduate School website at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>.

## 2.8 MGPS Specialization Course Requirements

All MGPS students select one of six Specializations (<https://lbj.utexas.edu/specializations-mgps>) or propose a custom Specialization (subject to Graduate Advisor approval). The existing Specializations are Security, Law, and Diplomacy; International Trade and Finance; International Development; Global Governance and International Law; International Energy, Environment, and Technology; and Regional International Policy (with a specific focus such as Latin America, Europe, etc.).

The Specialization is offered and managed within the LBJ School and will not appear on the student's transcript or UT diploma. Students should inform the Graduate Advisor of their choice of Specialization before registering for the spring semester of their first year of study.

A Specialization consists of 15 credit hours of coursework [12 for certain dual-degree students] that provide a depth of knowledge in a particular area of global affairs. **MGPS Specialization courses must be approved by the Graduate Advisor and be completed for a letter grade.** A pre-approved list of Specialization courses is provided prior to the registration period for each semester. On an ad hoc basis the Graduate Advisor may review additional course approval requests. Note that not all Specialization courses need be taken at the LBJ School. As long as a course is relevant to the chosen specialization, and the Graduate Advisor approves it, it can count toward the Specialization requirement of a student's LBJ degree.

## 2.9 Elective Course Requirements

The MGPS degree requires nine credits of elective, graduate-level coursework (except for dual degree students). These courses can be taken at the LBJ School, but MGPS students are encouraged to take graduate-level courses in other UT departments. All courses that are policy-relevant and contain international content may potentially count as elective courses, but always check with the MGPS Graduate Advisor for approval **before** registering.

No undergraduate courses may count toward the MGPS degree (even as electives), with one exception. Students may count a maximum of six credits of undergraduate foreign language coursework toward their MGPS degree, and only toward their elective coursework (not their specialization), if approved by the Graduate Advisor. Graduate-level foreign language courses may also count as elective coursework, if they satisfy two conditions: 1, contain significant policy-relevant content, and 2, receive pre-approval from the Graduate Advisor.

## 2.10 Enrolling in Courses in Other UT Academic Units

Some UT departments restrict their courses to departmental majors. Such restrictions are visible on the online course schedule. In cases where a non-LBJ School course is restricted to departmental majors, students should contact the department offering the course to inquire about the registration procedure for students outside of the home department. UT Graduate Program Department Contacts are available at <https://gradschool.utexas.edu/academics/programs>.

**Law School courses:** Registering for Law courses (except for cross-listed courses with a PA number) requires a separate process—please contact your Graduate Advisor.

In addition, note that Law courses have later grade reporting deadlines than other UT Austin courses. Therefore, students enrolling in Law School courses in their final semester must request that their Law School professor commit to reporting their final grades early to the UT Registrar via a paper 505 form. If the instructor is unwilling to do so, the student should not register for the course: their late grade reporting will prevent them from graduating on time. Students should consult their Graduate Advisor throughout this enrollment process.

## **2.11 Conference Courses**

Students may register for a Conference Course (PA 189C or PA 389), an individualized learning experience that may satisfy an elective requirement or a specialization requirement (if pre-approved by the Graduate Advisor). The Conference Course agreement is a contract between a student and an LBJ School faculty member that defines the content of the learning experience and the resulting academic deliverables. MGPS students are allowed to count up to nine credits of Conference Courses toward their program of study, preferably not in the same semester. Students must submit a Conference Course Registration form, signed by the supervising faculty member, to their Graduate Coordinator to register for the PA 189C or PA 389 Conference Courses. Note that the PA 389 course is a three-credit course, while the PA 189C course is only a one-credit course. Conference courses supervised by faculty members outside of the LBJ School should be registered with the supervisor's home department, but the contract between the faculty member and the student should still be filed with OSAA.

## **2.12 Transfer Credit Policy**

UT Graduate School policy stipulates that a maximum of six graduate credit hours may be transferred into a master's degree program at The University of Texas, provided that the student has Graduate Advisor approval and the credits have not been applied toward completion of another degree. Note that while the credits will transfer, the grade will not: therefore, transfer credits may only be used to satisfy an elective requirement, not a core or specialization credit.

Students who plan to request to transfer credits for application to the LBJ School degree should initiate the process as soon as possible after matriculation. The Graduate School website at <https://gradschool.utexas.edu/academics/policies/transfer-credit> contains detailed information regarding credit transfer policies and procedures.

## **2.13 Graduate School Portfolio Programs**

The University of Texas Office of Graduate Studies oversees more than two dozen graduate portfolio programs. These programs provide opportunities for development in a cross-disciplinary area of inquiry while completing the requirements for a master's degree or

doctorate in a particular discipline. Completion of a portfolio program is certified on final transcripts, providing future employers with an indication of the student's credentials in the field. For more information, please visit <https://lbj.utexas.edu/graduate-portfolio-programs>.

## 2.14 Internships

### 2.14.1 Requirements and Prerequisites

To satisfy the MGPS internship requirement for graduation, students must complete a minimum of one internship, consisting of at least 400 hours in a policy-related placement containing global content (see section 7 for the “Alternative Internship” overview). Students must submit a completed MGPS Internship Approval Request form, along with an offer letter from the placement agency, to the Graduate Advisor for approval. The signed form is then routed to the Career Resources Specialist in OSAA. **Students must receive formal Graduate Advisor approval prior to starting an internship intended to satisfy the MGPS requirement.**

Students complete the internship requirement for administrative credit, without having to register for a course or pay tuition. The internship does not earn academic credit hours toward the degree. After completing the internship and submitting student and supervisor evaluations, the student's record will show that the internship requirement is completed.

In some exceptional circumstances, and with the approval of the Graduate Advisor, students may sign up for a special three-credit conference course (PA 396G) with an MGPS faculty member to earn academic credit for a course or research project linked to their internship. This course works similarly to any other Conference Course, with an academic plan of study related to the internship, and the course instructor evaluating the work performed. Students register for the PA 396G internship course after securing an internship and receiving internship course registration approval, and must also pay tuition. (Students must register for the internship course during the semester in which the internship is completed or the semester immediately following.) Though students may voluntarily complete more than one internship while enrolled at the LBJ School, the PA 396G internship course may not be repeated for credit.

An MGPS student may complete the School-required internship in any semester, although most students complete the internship in the summer between the first and second years of study. Dual-degree students often opt to complete the internship between the second and third years of study.

## 2.14.2 Internship Waiver Policy

In exceptional circumstances, students with substantial international professional public policy experience may request a waiver of the internship requirement by submitting a completed Waiver Request form, along with a current resume and a cover letter, to the Graduate Advisor. Upon approval by the Academic Policies Committee, the internship requirement is considered fulfilled and the waiver cannot be rescinded. Because the internship experience is a valuable learning, resume-building, and professional networking opportunity, students with less than executive level professional experience are encouraged to complete an internship, even if a waiver could be obtained. Students wishing to request an internship waiver must do so within their first year of enrollment at the LBJ School.

## 2.15 The Professional Report

The Professional Report (PR) is a single-authored policy analysis project completed in the final year of the program. While students must register for the PR course in their last (usually second spring) semester, to complete the PR successfully and in a timely manner, students are expected to work on the PR in both the fall and spring semesters. Each student selects his or her own topic and asks two faculty members to serve on a supervising committee. **Completion of a Professional Report or Thesis is required for some MGPS dual-degree students.** For all other MGPS students, the PR is one of two options available for completing the MGPS writing requirement. Detailed information about the Professional Report, including format requirements, policies, and procedures is available online at <https://lbj.utexas.edu/masters-professional-report>.

**If you plan on completing a PR instead of the three-credit MGPS Writing for Global Policy Studies course, keep the following points in mind:**

- The Graduate School requires that students completing a PR register for the Professional Report course (or Thesis, as appropriate) in the final semester of study (the semester of graduation).
- To register for the LBJ School PR course, students must submit a completed Professional Report Committee Selection and Registration Approval form to their Graduate Coordinator *prior* to registration.
- Each student must have two or more faculty members on their supervising committee.
- If enrolled in the PR at the LBJ School, the student's supervisor must be a member of the MGPS Graduate Studies Committee.
- The LBJ School requires that students working with faculty follow a specific Professional Report progress timeline and meet internal LBJ School PR deadlines found here: <https://lbj.utexas.edu/masters-professional-report>

- The Professional Report can only be taken for Credit/No Credit, not for a letter grade. It can therefore not be applied to a student's 15 required specialization course credits.
- Grades of incomplete are not given for the PR course. In the event that a student does not successfully complete the PR (or Thesis) in the intended final semester of study, the student must re-enroll in the PR class in the subsequent semester, thus delaying graduation.

**Note:** Completing a PR is a very different type of writing experience than taking the three-credit Writing for Global Policy Studies course. The PR is a long, in-depth, research-heavy policy report, whereas the Writing course focuses on drafting short, succinct policy documents such as memos and press releases. Therefore, even students who choose to write a PR are encouraged to take the Writing course: in such cases, the Writing course may count as three of the fifteen required specialization course credits toward the student's degree. For questions, reach out to your Graduate Advisor.

## Section 3. Academic Policies and Procedures

Registration at UT Austin encompasses academic advising, registering for classes online, and paying tuition (or confirming attendance if financial aid or a third party has paid the bill). UT Austin registration access periods are pre-determined by the Office of the Registrar; students may not register outside of the Registrar's pre-determined access periods. Students' Registration Information Sheet (RIS-

<https://onestop.utexas.edu/registration-and-degree-planning/registering-for-classes/registration-times/>) will note their specific registration access periods, as well as any registration bars.

Registration in preferred courses is not guaranteed. We encourage students to plan ahead and consider alternative course options prior to each registration period.

### Registration Procedures

An overview of the steps required for registration is offered in the Registration Information session during Orientation. This is a summary of those steps:

1. Degree planning and academic advising.
2. Consulting the Registration Information Sheet (RIS) online.
3. Clearing registration bars.
4. Course schedule consultation and review.
5. Submitting relevant registration paperwork prior to registration.
6. Registering for classes.
7. Using the online Course Waitlist system.
8. Fine-tuning the schedule during Add/Drop periods.
9. Paying tuition bills and/or confirming attendance to class.

#### 3.1.1 Course Numbers

Courses at UT are given a three-digit number. The first digit in a course number indicates the number of credit hours the student will receive for completing the course. For example:

PA 188G= ONE credit hour course PA 387G= THREE credit hour course

Exceptions include graduate-level courses that end with the letter A or B. These letters indicate two-part, sequentially based courses to be taken over the course of two semesters. At LBJ, PA 682GA (PRP course, Part I) and PA 682GB (PRP, Part II) are three credit hours each, but credits are not conferred until the sequence of six hours has been completed.

The second digit in a UT course number indicates whether it is graduate-level or not. Graduate courses are coded with a second digit of **eight or nine**. For example:



PA 397 and PA 383C are graduate courses, but PA 325 is at the undergraduate level.

***Only graduate-level courses offered by the University will fulfill LBJ degree requirements.*** Graduate students may enroll in undergraduate classes for enrichment, but those credits can NOT be applied toward completion of LBJ School degrees, nor will they count towards fellowship enrollment requirements. Grades in upper-division undergraduate courses (those with a middle digit of 2 or greater (for example: ARA 325) are included in the graduate GPA, however. Additionally, graduate students enrolled in undergraduate courses are subject to undergraduate deadlines, which differ from deadlines for graduate students. Please note the sole exception to this rule, regarding undergraduate foreign language courses, in Section II, Elective Course Requirements of this Handbook.

### **3.1.2 Course Enrollment Limits and Restrictions**

To ensure the quality of the learning experience, each LBJ School course has an enrollment limit determined by the Associate Dean for Academic Strategies. Additionally, some courses may be restricted to students in particular degree programs based on program needs. Registration is on a first-come, first-served basis until the enrollment limit is reached. Once the official limit is reached, additional registration for the course is at the instructor's discretion, based on the course waitlist (and subject to classroom seating capacity set to meet public safety requirements).

### **3.1.3 Credit/No Credit (CR/NC) Registration Policy**

MGPS core and specialization classes must be taken for a letter grade. Students may take up to nine elective credit hours on a Credit/No Credit (CR/NC) basis. Courses taken on a Credit/No Credit basis are not included in the calculation of graduate student GPA.

Students may register for an elective class on a CR/NC basis during the registration period. After the registration system closes, students may change a class from letter grade to CR/NC status (or vice versa) one time, until the deadline published in the UT academic calendar. To change the grade status of a course after the registration system closes, students must obtain a Grade Change Status form from their Graduate Coordinator. Students must obtain their Graduate Advisor's signature before submitting the form to the Office of Graduate Studies by the mid-semester CR/NC deadline.

### **3.1.4 Maximum Credit Hour Enrollment Policy**

The maximum course load allowed for a graduate student in the fall and spring semesters is 15 credit hours. The maximum course load for a graduate student in summer semesters is 12 credit hours. Each summer is divided into two five-week sessions, with some courses meeting the whole summer. The 12-hour limit is for any combination of summer courses. Most LBJ students

take 12 credit hours per semester—students should consult their Graduate Advisor if they plan on exceeding that number. **Enrolling in more than 15 credit hours in any given semester requires a petition letter to the Office of Graduate Studies (OGS) from the Graduate Advisor.** Students should remember to leave enough time in their schedules for extra-curricular learning: attending talks and lectures, working with research centers, and participating in social and networking activities.

### 3.1.5 Automatic Registration for Certain Courses by OSAA

LBJ Graduate Coordinators will always register students for the following courses:

- PRPs
- Conference Courses
- The Internship Course for Academic Credit
- The Professional Report

### 3.1.6 Courses Taken for a Letter Grade - Requirements

Per OGS Graduate Credit rules (<https://catalog.utexas.edu/graduate/degree-requirements/graduate-credit/>), only courses in which the student earned a grade of at least C while registered in the Graduate School may be included in the Program of Work. Limitations on the amount of graduate coursework taken as an undergraduate that may be included in the Program of Work are given at <https://catalog.utexas.edu/graduate/degree-requirements/graduate-credit/#ReservationofWorkforGraduateCredit>

### 3.1.7 Full-Time Enrollment

Graduate students must enroll in at least nine credit hours per long semester (three credit hours in the summer) to be considered full-time by The University. Most MGPS students enroll in 12 hours per long semester to complete the program in two years (or three or four years, if enrolled in a dual-degree program). **Reminder: all students in the MGPS program must be enrolled full-time during all long semesters (except in their final semester, if they require fewer than nine credit hours to complete degree requirements).**

### Full-Time Enrollment and Financial Aid/Fellowships

The Office of Financial Aid requires financial aid recipients to enroll in a minimum of five credit hours per long semester to receive financial aid. International students must enroll in a minimum

of nine credit hours per long semester to meet student visa requirements, but exceptions may be made for graduate students in their last semester before graduation. The University requires that students who gain employment as Teaching Assistants (TAs) or Graduate Research Assistants (GRAs) be registered for nine credit hours in each long semester. UT and LBJ School fellowships require students to be enrolled in a minimum of nine hours in long semesters (fall and spring) and a minimum of three hours in the summer semester.

## **3.2 Grades of Incomplete**

If a student receives an incomplete in a course, the student must complete the course requirements by the last class day in his or her next long-session semester of enrollment. If this deadline is not met, the symbol X is converted to the symbol I (permanent incomplete). If the student is not enrolled during a long-session semester for twenty-four months following the end of the semester in which the X is reported, and the instructor does not report a final grade, then the symbol X is converted to the symbol I.

The symbol I cannot be converted to a grade. When the symbol I is recorded, the symbol X also remains on the student's record. A course in which the student receives an incomplete grade (X or I) will not affect the student's GPA, but may not be applied toward a degree.

It is the student's responsibility to resolve incompletes. Students requesting a temporary incomplete (X), must ensure they have a clear timeline for completing the work in a written agreement with their instructor. Students should also inform their Graduate Advisor about their intentions to take, and resolve, the incomplete.

## **3.3 Enrollment Changes**

### **3.3.1 Adding or Dropping a Course**

Students can add and drop courses on their own online through the fourth class day (second class day during the summer sessions). After the fourth class day, but before the 12th class day (after the second but before the fourth class day during the summer sessions), the student must submit paper forms, with Graduate Advisor approval. After the 12th class day (or after the fourth class day during the summer sessions) students may not add a course, except for rare and extenuating circumstances which must be approved by the Graduate Dean of the Office of Graduate Studies. Requests to add a course under these circumstances require a letter of petition from the Graduate Advisor to the Graduate Dean of OGS and a completed Add/Drop form with all required signatures. For more information, please see <https://gradschool.utexas.edu/academics/policies/adding-and-dropping-courses>.

### **3.3.2 Refunds for Course Drops and Academic Withdrawals**

The University will refund partial tuition for classes that are dropped by the 12th class day in a long semester (fourth class day of a summer session), provided that the student maintains enrollment and the drop results in a tuition decrease. Refunds are not given for classes dropped after these dates.

A student who drops a class after receiving any cash payment from the Office of Financial Aid may be required to make partial repayment. Please contact the Office of Financial Aid directly for information regarding repayment obligations. The Student Accounts Receivable Office issues most refunds the week after the 12th (or fourth for the summer semester) class day. Refunds are mailed to the student's local address or deposited into the account the student has designated, if an electronic funds transfer authorization is in effect. Students with questions regarding refunds should contact Student Accounts Receivable directly at (512) 475-7777.

A withdrawal from all courses constitutes cancellation of registration. A student may cancel registration for all courses and receive a full refund by notifying the Graduate School in writing *prior* to the first class day in any given semester. Students who withdraw from the University after the first class day but before the 20th class day in any long semester (sixth class day in summer semesters) may receive a partial refund of tuition. The refund percentage is based on the effective date of withdrawal, as noted in the University's General Information Catalog: <https://catalog.utexas.edu/general-information/registration-tuition-and-fees/tuition-and-fees/tuition-adjustments>.

In addition to Graduate School approval, withdrawals for international students also require the consent of the International Office, and withdrawals for students receiving federal financial aid require the consent of the Office of Financial Aid. Detailed information about the withdrawal procedure for graduate students is available online here: <https://gradschool.utexas.edu/academics/policies/withdrawals>.

Medical withdrawals and course load reductions are handled by University Health Services: <https://www.healthyhorns.utexas.edu/medicalwithdrawals.html>.

### **3.4 Leave of Absence Policy**

Graduate students may apply for a leave of absence for no more than two long semesters, total. The benefits of filing a formal leave of absence through the Graduate School include guaranteed readmission and a waiver of the readmission application fee upon return to the program. To request a formal leave of absence, a student must submit a Leave of Absence Authorization Form, signed by the Graduate Advisor, to the Office of Graduate Studies *prior* to the semester

for which a leave is requested. Please be sure to provide a copy of this leave form to the Graduate Coordinators. Leaves of absence are not automatically renewed semester to semester, and students returning from leaves of absence must formally request readmission before they can register for courses. Student fellowships are forfeited during semesters students are on leave of absence.

Applications to defer fellowships for one semester may be submitted to the Endowment and Fellowship Specialist at [lbjfellows@utexas.edu](mailto:lbjfellows@utexas.edu) for review by the Fellowship Committee. There is no guarantee that an approval will be given to defer. More information about leaves of absence is available here: <https://gradschool.utexas.edu/academics/policies/leaves-of-absence>

Medical withdrawals are not considered leaves of absence and are handled by University Health Services: <https://www.healthyhorns.utexas.edu/medicalwithdrawals.html>

### 3.5 Probationary Status and Academic Dismissal

Students admitted with conditions should meet with the Graduate Advisor for advising as soon as possible to work toward removal of the conditions. Similarly, any master's student whose cumulative GPA falls below 3.0 in a given semester will be placed on academic probation for the following semester. Students on academic probation should see the Graduate Advisor for academic advising and to have the subsequent semester's registration bar cleared. A graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that his or her continuance in the Graduate School is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.0 during the next semester or summer session he or she is enrolled or be subject to dismissal. During this period, the student may not drop a course or withdraw from the University without the approval of the graduate advisor and the graduate dean.' More information is available here: <https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>

Two consecutive semesters on academic probation places students in the status of ***unsatisfactory academic standing*** and is cause for dismissal from the University of Texas Graduate School. The LBJ School MGPS Graduate Studies Committee also maintains a definition of ***satisfactory academic progress***. A student will be deemed to meet expectations for satisfactory academic progress if s/he meets the following three criteria:

1. Maintains an average 3.0 GPA across all courses,
2. Achieves grades of C or higher in each required ('core') class in the program,
3. Has completed or has plans to complete the administrative requirements of the program (e.g. internship requirement).

LBJ School fellowship recipients must maintain a 3.0 or higher cumulative GPA to receive fellowship awards. More information on academic dismissal policies listed here: <https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>. Students on probationary status or admitted with conditions are not allowed to work as a Teaching Assistant (TA) or Research Assistant (RA) at The University. Students are otherwise eligible for part-time University employment.

### **3.6 Student Travel Policy**

The LBJ School and the University of Texas promote safe travel by students, faculty, and staff who conduct research and/or University business away from the Austin campus. More information is available here:

<https://policies.utexas.edu/policies/student-travel-policy-university-organized-or-sponsored-events> **Students must receive prior authorization for travel to any destination that is any way related to academic degree programs, courses, research, internships, or professional development activities.** All travel authorization requests must be signed by the LBJ designated authority, who is currently the Associate Dean for Academic Strategies. More information on international travel policies, required forms, insurance, and procedures is available at <https://travel.utexas.edu/travelplanning/travel-authorizations>. **For any changes to international travel related to COVID-19, please refer to the Texas Global international travel guidelines:** <https://global.utexas.edu/risk/travel>. If you have specific questions about travel paperwork and processes, please contact LBJ Academic Support at [lbjacademicssupport@austin.utexas.edu](mailto:lbjacademicssupport@austin.utexas.edu).

### **3.7 Texas Residency**

Each person who applies for admission to a Texas public college or university is classified as a Texas resident, a non-resident, or a foreign (international) student, which determines whether they pay non-resident or in-state tuition rates. In general, one cannot become a resident solely by attending school in Texas. Detailed information about establishing Texas residency is available at <https://admissions.utexas.edu/residency>. Questions about establishing Texas residency should be directed to the Graduate and International Admissions Center ([residency@austin.utexas.edu](mailto:residency@austin.utexas.edu); 512-475-7391). Students should notify their Graduate Coordinator and, if the recipients of a fellowship, the Endowment and Fellowship Specialist, of any change in their residency status.

### **3.8 Academic Employment at UT Austin**

Academic employment at UT Austin encompasses the following positions: Teaching Assistant (TA), Assistant Instructor (AI), Graduate Research Assistant (GRA), and Graduate Assistant (GA). To qualify for academic employment, candidates must be degree-seeking graduate

students enrolled full-time with a minimum GPA of 3.0. Detailed information about academic employment requirements for graduate students is available at: <https://gradschool.utexas.edu/academic-employment>

As a professional graduate school with no associated undergraduate program, the LBJ School offers a very limited number of TA positions, with priority given to PhD students. Available TA/GRA positions are advertised on the LBJ Careers website at <https://utcns.joinhandshake.com/login>

Students may also want to consider academic employment in a department that offers undergraduate coursework in a discipline in which they have expertise. A list of UT Austin Graduate Program Department Contacts is available at <https://gradschool.utexas.edu/academics/programs>

### 3.8.1 Benefits by Reason of Academic Employment

Campus employment in a qualifying academic title at or above 20 hours per week enables non-resident students to receive a resident tuition entitlement benefit during the semester of employment. A complete list of qualifying titles is available here: <https://hr.utexas.edu/student/student-academic-employment>

The resident tuition entitlement benefit is not automatically applied to the student's tuition bill. **Non-resident students with a qualifying academic appointment must apply for the resident tuition benefit at <https://utdirect.utexas.edu/acct/fb/waivers/index.WBX> no later than the 12th class day, even if they were awarded a fellowship containing a reduction in tuition to in-state rates.** Non-resident LBJ School Fellows who received an out-of-state tuition waiver award at the time of admission should notify the LBJ School Endowment and Fellowship Specialist at [lbjfellowships@austin.utexas.edu](mailto:lbjfellowships@austin.utexas.edu) immediately if appointed to a qualifying academic employment position.

The Tuition Reduction Benefit entitles Teaching Assistants to a reduction of in-state tuition. Detailed information about Tuition Reduction Benefit is available here <https://gradschool.utexas.edu/finances/student-employment/academic-employment/tuition-reduction-benefit>

Graduate Research Assistants (GRAs) may also receive a full or partial tuition reduction benefit, but this is not guaranteed. Please check with the faculty member in charge of the research project for details.

Graduate students assigned to work in a student academic title for at least 20 hours a week for at least 4.5 months (135 calendar days) are eligible for the university's employee group insurance benefits: <http://www.utexas.edu/hr/student/insurance.html>

Detailed information about student employment benefits can be found on the UT Austin Human Resources' Student Employment Page online at: [http://www.utexas.edu/hr/student/student\\_empl\\_benefits.html](http://www.utexas.edu/hr/student/student_empl_benefits.html)

### **3.9 Six-Year Limit on Master's Coursework**

Regardless of enrollment status (full-time/part-time) or major (single degree/dual-degree), the UT Graduate School requires master's students to complete the degree within six academic years from the initial date of matriculation.

### **3.10 Graduation**

**Graduate students must be registered during the semester in which they graduate and must apply for graduation by the deadline published on the LBJ Website.** There are no exceptions to this policy. A student who fails to complete all degree requirements or misses the graduation application deadline or the Professional Report/Thesis submission deadline must register, pay tuition, and apply to graduate the following semester in order to receive the degree. To view UT's graduation application instructions and deadlines, please visit: <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>

#### **3.10.1 Diplomas**

UT diplomas are mailed to the permanent address on file four to six weeks after degrees are certified, provided all financial bars have been cleared. To ensure diploma receipt, students should pay off financial bars and confirm their permanent address at [https://utdirect.utexas.edu/apps/utd/all\\_my\\_addresses/](https://utdirect.utexas.edu/apps/utd/all_my_addresses/). Questions regarding diplomas should be directed to UT's Diploma Services Office at (512) 475-7620 or [diplomas@austin.utexas.edu](mailto:diplomas@austin.utexas.edu).

## **Section 4: LBJ School Student Resources**

### **4.1 LBJ School Student Fellowships**

There are three types of admissions fellowships awarded:

1. Stipends paid directly to the student,



2. Tuition paid directly to the University of Texas at Austin on behalf of the student awarded, and
3. Tuition waivers that waive the out-of-state portion of the tuition billed.

Students should not rely upon stipend fellowships to pay their tuition. Stipends are paid after the 12th class day of each semester, after the eligibility check has been completed. The eligibility check consists of verifying that the student's GPA minimum is 3.0 or above and the student is enrolled full-time (defined as a minimum of 9 hours in long semesters or a minimum of 3 hours in the summer) in courses that count toward their LBJ School degree.

Stipends will not be paid until a student has completed registration each semester. In order to complete registration, students need to pay tuition or make payment arrangements toward tuition.

Emergency Cash loans, Tuition loans, and installment plans are available for students. More information about short-term loans is available at <https://tuition.utexas.edu/pay>

More information on federal financial aid and paying tuition can be found at the Office of Scholarships and Financial Aid (<https://finaid.utexas.edu/ut-financial-aid-policy/>) and Texas One Stop: <https://onestop.utexas.edu/>

Once a student has accepted a fellowship and has met the registration and fellowship requirements, it will be paid according to the fellowship agreement and general regulations.

Every LBJ School student receiving an admissions fellowship from the LBJ School or University of Texas at Austin is required to report all offers of University employment while enrolled at the LBJ School, even if the employment is to be performed outside of the LBJ School. Certain fellowships do not permit concurrent employment. Students should notify [lbjfellows@austin.utexas.edu](mailto:lbjfellows@austin.utexas.edu) prior to accepting employment to confirm whether their fellowship would be affected.

Any students receiving a tuition waiver as part of their fellowship, who accept employment as a Teaching Assistant or Graduate Research Assistant/Graduate Assistant for a total of 20 hours per week or more, must activate the UT on-line tuition waiver provided as part of their employment package (if eligible) instead of accepting the tuition waiver provided in their admissions fellowship package. If the tuition waiver for the admissions fellowship has already been applied to the student's tuition bill, the student must notify [lbjfellows@austin.utexas.edu](mailto:lbjfellows@austin.utexas.edu) to remove this waiver and activate the UT employment waiver.

It is important to directly contact Financial Aid at <https://finaid.utexas.edu/types-of-aid/> if you have any questions relative to how your fellowship will impact your financial aid amounts and timing of financial aid payments. Please note it is the student's responsibility to self-report all

fellowships and awards on the student's UT page. Failure to self-report fellowships may lead to financial aid award adjustments.

### **4.1.1 Current Student Fellowships**

LBJ School students are encouraged to review the LBJ School website for fellowships and awards made available to assist in funding professional development and public policy related opportunities. The fellowships, along with their criteria, eligibility, and requirements can be found at: <https://lbj.utexas.edu/lbj-school-fellowships>

### **4.1.2 Internship Fellowships**

LBJ School students pursuing full-time summer internships or policy apprenticeships to meet their degree requirements are eligible to apply for internship fellowships. Fellowship information, including criteria and eligibility, along with application deadlines, vary by endowment/fellowship and can be found at <https://lbj.utexas.edu/internship-fellowships>. The Internship Fellowship Committee reviews all applications, and awards are granted until the funds are exhausted. A student is eligible to receive only one LBJ School internship fellowship during the course of his/her studies at the LBJ School. Students who have been approved to waive the internship or have already completed the LBJ School internship requirement are not eligible for an LBJ School internship fellowship.

## **4.2 LBJ Career Resources**

Securing a strategically placed internship and establishing a proactive job search plan are important aspects of the LBJ School experience. New students are encouraged to begin contacting and meeting with the LBJ School Office of Career Management as soon as possible. Information can be found at: <https://lbj.utexas.edu/career-management>. This is particularly important for entering students seeking jobs and internships that require a security clearance because processing applications for a security clearance can take anywhere from six to eight months.

Services provided by the Career Resources Specialist include personalized career advising, resume development counseling, job search assistance, mock interviews, alumni networking, mentor pairing, employer information sessions, career fairs, and a set of career and professional development related workshops to assist students with enhancing their professional skills.

### **4.2.1 Jobs and Internships**

All jobs and internships are posted on our online job board Handshake (found here: <https://utcns.joinhandshake.com/login>). An account will be created for every student during the first week of classes and everyone will receive an email which will assist them with establishing a login password. This will provide access to all external jobs and internship postings with the ability to view employer profiles and access additional resources by policy area.

#### **4.2.2 Career Management Workshops**

Descriptions of available workshops are posted on the LBJ Career Management Canvas page (as part of OSAA's Enrolled Student Canvas site), as well as on Handshake. All students are encouraged to attend as many career management workshops as possible. Invites requesting an RSVP will be sent a week prior to the workshop via the LBJ student listserv, will be included in the OSAA Student Newsletter, and will be posted around the LBJ building.

To participate in certain recruiting events, students will be required to complete certain steps—information will be provided in the early Fall semester.

#### **4.2.2 Career Management Office Hours and Contact Information**

Contact the Career Resources Specialists:

OSAA Office, SRH 3.104G

[lbjcareers@austin.utexas.edu](mailto:lbjcareers@austin.utexas.edu)

#### **4.3 Student Professional Development Office**

The OSAA Student Professional Development Team focuses on bringing co-curricular opportunities to LBJ students, in the form of workshops, resources, and the Student Professional Development Certificate Program. More details will be shared in the Fall semester. For questions, email the team at: [lbjprofessionaldev@austin.utexas.edu](mailto:lbjprofessionaldev@austin.utexas.edu).

## **Section 5. University Resources**

### **5.1 Important Online Resources**

- **The UT Austin Student Homepage** provides a direct portal to all online student services and student services office websites. <http://www.utexas.edu/students/>

- **The LBJ School's Current Student Homepage** at <https://lbj.utexas.edu/students> provides a direct portal to information and forms pertinent to LBJ School students.
- **The University Directory** provides contact information for individual University students, faculty, and staff, and is available at <https://directory.utexas.edu/>.
- **The Directory of University Offices** contains contact information for all campus offices, and is available at <https://www.utexas.edu/offices>.
- **LBJ School Faculty Information Pages** at <http://lbj.utexas.edu/faculty-lbj-school-public-affairs> provide faculty bios and contact information.

## 5.2 Important Campus Offices

A complete list of University services for graduate students is available on the Office of Graduate Studies' website at <https://gradschool.utexas.edu/services-and-resources>.

- **Student Accounts Receivable (SAR)** is responsible for preparing tuition statements, issuing student account bills, collecting outstanding tuition and/or loan balances, generating 1098-T Tax forms, and addressing students' questions related to their student account activity, and can be found at <http://www.utexas.edu/business/accounting/sar/>.
  - Graduate Tuition Rates: <https://tuition.utexas.edu/rates/graduate>
  - Tuition Loan Information: <https://tuition.utexas.edu/loan-information>
  - Installment Pay Plan Information: <https://tuition.utexas.edu/pay#installment>
  - Emergency Cash Loans: <http://finaid.utexas.edu/financialaid/resources/ut-loans.html>
- **The Office of Financial Aid**, <http://finaid.utexas.edu/>, provides information about available financial aid, important dates, processes, and requirements.
- **Information Technology Services (ITS)**, <https://it.utexas.edu/students>, assists with questions regarding your UT EID, email, Canvas, campus Wi-Fi, computer labs, and Bevo Bucks.
  - UT Email: <http://utmail.utexas.edu/>
  - Bevo Bucks: <http://bevobucks.utexas.edu/>
  - Canvas: <http://canvas.utexas.edu/>
- **International Student Scholar Services (ISSS)**, <http://world.utexas.edu/iss/>, provides international students with information on Visa requirements, tax filing, emergency support, insurance, and much more.
  - **English as a Second Language (ESL) Services**: <http://world.utexas.edu/esl>
  - **Course Instructor Surveys** (<https://facultyinnovate.utexas.edu/services/CIS>) are administered at the end of each semester and are collected to provide the

instructor with feedback, permit statistical analyses concerning instruction, and provide students with information about specific instructors.

- **Office of Graduate Studies (OGS):** <https://gradschool.utexas.edu/>. OGS provides access to resources, services, and funding to support the more than 11,500 graduate students enrolled at the University.
- **UT Library System:** <http://www.lib.utexas.edu/> Students can search the UT Libraries website for books, articles, journals, databases, CDs and DVDs.
  - The Scholars Commons is a UT Libraries pilot initiative introducing new spaces and approaches to research and data lifecycle support at UT Austin. <http://legacy.lib.utexas.edu/scholarscommons>
  - A Public Affairs field-specific research guide is available at <http://guides.lib.utexas.edu/publicaffairs>, courtesy of Public Affairs librarian PG Moreno.
  - Legal research can be done at The Tarlton Law library: <http://tarlton.law.utexas.edu/>
  - Free library classes to aid with research <https://www.lib.utexas.edu/research-help-support/workshops>
  - Library items can be placed on hold or renewed online at <https://catalog.lib.utexas.edu/patroninfo~S29/>
  - Students may request that materials be transferred from any UT library to the Benson Library located in SRH 1.108 for pickup.
- **University Health Services (UHS):** <https://healthyhorns.utexas.edu/>. UHS provides basic, general, and urgent medical care services to all University students. The Forty Acres Pharmacy (<http://www.fortyacrespharmacy.com/>) fills prescriptions at competitive rates.
  - **Counseling and Mental Health Center (CMHC):** <http://cmhc.utexas.edu/>. Psychologists, psychiatrists, and social workers provide students with individual and group counseling services, psychiatric consultation and diagnosis, and suicide prevention services.
  - **Behavior Concerns Advice Line (BCAL):** <http://www.utexas.edu/safety/bcal/>. The BCAL hotline, 512-232-5050 provides an anonymous forum for discussing concerns about another individual's worrisome or potentially threatening behavior. Trained counselors assist callers in exploring available options and strategies, and provide appropriate guidance and resource referrals.
- **Emergency Information Website:** <http://www.utexas.edu/emergency/>. This site provides campus alerts and closures during emergencies or unfavorable weather situations. Students can also sign up to receive text alerts at <https://utdirect.utexas.edu/apps/csas/text/main/>.

- **The Multicultural Engagement Center (MEC)** is a student resource office that educates and empowers students to be leaders and agents of social change. As part of the Division of Diversity and Community Engagement, the MEC supports a culturally diverse campus and helps cultivate a positive campus climate.  
<http://diversity.utexas.edu/multiculturalengagement/>
- The mission of the **Gender and Sexuality Center (GSC)** is to provide opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach, and advocacy. <http://diversity.utexas.edu/genderandsexuality/>
- The **UT Police Department Community Outreach Unit** provides tips on crime prevention and personal safety. <https://police.utexas.edu/prevention/>
- **The Office of the Dean of Students** <http://deanofstudents.utexas.edu/> provides a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming, and specialized resources. This office includes eight specialized service areas, including:
  - **Legal Services for Students** <http://deanofstudents.utexas.edu/lss/> provides free legal advice to currently enrolled students. This office provides consultations on legal issues such as landlord/tenant law, criminal charges, traffic tickets, consumer issues, car wrecks, and employment law.
  - An online listing of hundreds of registered **Student Organizations** to help you connect with other students. <https://utexas.campuslabs.com/engage/organizations>
  - **Student Veteran Services** <http://deanofstudents.utexas.edu/veterans/> helps all students using federal and state veterans education benefits. This office walks current and prospective students through the benefits application and certification process; provides veteran-centered academic support, career services, health care, and wellness resources; and supports the ongoing success of veterans on campus.
  - **The Office of the Student Ombuds** <https://ombuds.utexas.edu/student> can help, whether it's listening, finding the right University office to assist you, identifying your options, or coaching you to prepare for a difficult conversation.

### 5.3 Fall 2022-Spring 2023 Long Academic Year Calendar

View the UT Austin Academic Calendar here:

<https://registrar.utexas.edu/calendars/22-23>

## Section 6: Student Organizations

Student organizations are a great way to get involved in the LBJ School, the broader UT community, and the city of Austin. Students should work with the OSAA Director to inquire about starting a new student organization (you can also view information here: <https://deanofstudents.utexas.edu/sa/sponsored.php>). Student organization leaders work closely with GPAC leadership and the OSAA Director on issues having to do with onboarding and coordination.

### 6.1 The Alexander Hamilton Society

The Alexander Hamilton Society is an independent, non-partisan, not-for-profit organization dedicated to promoting constructive debate on basic principles and contemporary issues in foreign, economic, and national security policy. Each semester, AHS hosts many highly respected policy experts to discuss and debate foreign policy and global issues with UT professors.

Website: <https://utexas.collegiatelink.net/organization/alexanderhamiltonsociety>

Jonathan Du - [jonathandu@utexas.edu](mailto:jonathandu@utexas.edu) - AHS President

Michael Kiel - [Michaeldkiel@gmail.com](mailto:Michaeldkiel@gmail.com) - AHS Vice President

### 6.2 Alliance for Energy Policy (AEP)

The Alliance for Energy Policy (AEP) seeks a multidisciplinary approach to meeting our energy needs. Across the UT campus, AEP hosts and sponsors events to help all students plug into the energy revolution. Be it oil and gas exploration, nuclear energy, renewable energy research, energy efficiency, or distributed generation, AEP seeks input from all stakeholders in the energy field.

Website: <https://utexas.collegiatelink.net/organization/allianceforenergypolicy>

### 6.3 The Baines Report

The Baines Report is an approved LBJ student organization composed of, and governed, by LBJ School students. The Report is dedicated to publishing student op-eds, blogs, and media related to current policy.

Website: <http://www.bainesreport.org/>

Email: [bainesreport@gmail.com](mailto:bainesreport@gmail.com)

### 6.4 Feminist Policy Alliance (FPA)

The Feminist Policy Alliance is an inclusive community for LBJ School students focusing on policy issues affecting women. FPA brings education and advocacy to the LBJ School, the University, and the Austin community.

Website: <https://www.facebook.com/FeministPolicyAlliance>

Vanessa Hillis: [vanessa.linn.hillis@gmail.com](mailto:vanessa.linn.hillis@gmail.com)

## **6.5 Graduate Public Affairs Council (GPAC)**

The Graduate Public Affairs Council (GPAC) is the University-recognized student government body of the LBJ School. GPAC's purpose is to serve the students of the LBJ community. GPAC facilitates student initiatives, fosters discussion and decision-making, and represents and engages in advocacy on behalf of students and their concerns.

Website: <http://www.lbjgpac.org/>

## **6.6 Pride Policy Alliance (PPA)**

Pride Policy Alliance's mission is to raise awareness and build community for LGBTQIA+ students. The organization is dedicated to initiating dialogue, activities, and programs within the LBJ School. Through these efforts, Pride Policy Alliance strives to contribute to the academic and experiential education of future policymakers.

PPA bridges disciplines and works within and across identities and policy issues. "Pride" provides a unique and inclusive reference to the LGBTQ+ community. "Policy" highlights how our organization focuses on raising awareness about policy-related challenges. Finally, "Alliance" emphasizes that the organization is indeed a team of both LGBTQ+ community members and allies from the LBJ School and all around the Forty Acres.

Website: <https://www.facebook.com/groups/pridepolicyalliance/>

## **6.7 Policy Alliance for Communities of Color (PACC)**

The mission of the Policy Alliance for Communities of Color (PACC) is to promote awareness and understanding of policy issues affecting communities of color by initiating dialogue, activities and programs within the LBJ School community. PACC's programming endeavors to reach out to the LBJ student body, the greater UT campus, and the Austin community.

Website: <https://www.facebook.com/groups/lbjpaacc/>

Azeem Edwin: [zee.edwin@gmail.com](mailto:zee.edwin@gmail.com)

Barbara Kufiadan: [barbarakufiadan@yahoo.com](mailto:barbarakufiadan@yahoo.com)

## **6.8 Social Policy Network of Students and Alumni (SPN)**

Reducing poverty and social and health inequities is a big reason many students enter public affairs, and why they specifically come to the LBJ School. The LBJ Social Policy Network (SPN) encourages all students and alumni whose interests and work intersect with the myriad of interconnected social policy issues to be a part of SPN and their sponsoring research center, the Center for Health and Social Policy (CHASP).

Website: <http://chasp.lbj.utexas.edu/spn/>

## **6.9 Veterans in Public Policy**



Veterans in Public Policy assists former service members' transition to civilian life. The group values all types of military service, no matter the occupational specialty or length of commitment. The community bolsters togetherness and belonging by helping each other navigate new professional spheres through counseling, academic assistance, and networking. Via monthly get-togethers and activities, the group encourages friendship, familial togetherness, and social inclusivity—traits common in the military but uncommon elsewhere.

Website: <https://utexas.campuslabs.com/engage/organization/vetsinpolicy>

#### 6.10 Texas Space Law & Policy Society (TXSLAPS)

The Texas Space Law & Policy Society (TXSLAPS) is the University of Texas at Austin's hub for space advocates. We bring together students from across the university to learn more about space law and policy, find internships and job opportunities, discover conferences and other events to attend, and meet other like-minded young professionals.

Stephanie Scheffler: [jscheffler@utmail.utexas.edu](mailto:jscheffler@utmail.utexas.edu), President

Nick Barracca: [n.barracca@utmail.utexas.edu](mailto:n.barracca@utmail.utexas.edu), Vice President

#### 6.11 International City/County Management Association (ICMA)

The UT ICMA chapter supports students interested in local government. The chapter offers opportunities to network and collaborate with local government leaders through career panels, networking sessions, and cooperation with other local chapters. Members have the option to attend the Texas City Management Association Conference and engage in local community events.

Caitlin Casassa: [caitlincasassa@utexas.edu](mailto:caitlincasassa@utexas.edu)

Alyssa Hedge: [alyssa\\_hedge@utexas.edu](mailto:alyssa_hedge@utexas.edu)

## Section 7: LBJ School of Public Affairs Readmissions Policy

### Overview

The LBJ School of Public Affairs maintains high standards for admissions and readmissions to our graduate degree programs. Students must demonstrate a clear plan for academic study that fits with the educational objectives of the LBJ School's degree programs, as well as a successful track record of academic performance and professional conduct.

This policy applies to students seeking readmission to the LBJ School of Public Affairs Master in Public Affairs (MPAff), Master in Global Policy Studies (MGPS) and MPAff/MGPS DC Concentration Programs. It does not apply to PhD students or students seeking readmission to the Executive Master in Public Leadership (EMPL).

This policy also does NOT apply to students seeking readmission to the LBJ School after an approved leave of absence. If you have been on an approved leave of absence and are seeking to re-enroll, please consult the Graduate School webpage at <https://gradschool.utexas.edu/admissions/how-to-apply/graduate-readmission> and contact the LBJ OSA office at [lbj admit@austin.utexas.edu](mailto:lbj admit@austin.utexas.edu).

Questions about the process of readmission submission and review may be directed to the LBJ School of Public Affairs Assistant Dean for Enrollment and Student Services.

Note to Dual Degree Students: LBJ School decisions on readmissions are conducted independently of other degree programs. If seeking readmission to another degree program, please contact the relevant program department.

### Readmission Requirements

1. Students may not have a gap of more than 2 academic years (4 long semesters) since they were last enrolled at the LBJ School, not including any approved leaves of absence.
2. Students who were dismissed from The University of Texas Graduate School for failing to meet satisfactory academic progress are *not* eligible for readmission to the LBJ School.
3. Students must demonstrate that they can complete all remaining coursework for the degree within one academic year (fall, spring and summer semester). Students may do this by constructing a sample program of work for remaining coursework and have it approved by their graduate advisor.
4. Students applying for readmission must *resolve all temporary incompletes (X grades) on their record prior to submitting their application for readmission*. To do this, the student should be in contact with instructors of the relevant courses to resolve the incomplete and to establish an agreed-upon plan (including timeline) to complete any remaining work. Students are also advised to make sure their LBJ School graduate advisor is aware of their intentions to take (and resolve) these incompletes.
5. Students must submit an application for readmission to the Graduate School, complete all paperwork, and pay all application fees required by the Graduate School *prior to* review of the readmissions application by the LBJ School of Public Affairs Academic Policies Committee (APC).
6. Students must submit the following documents to the LBJ School Academic Policies Committee, c/o the Assistant Dean for Enrollment and Student Services:
  - a. Application letter, explaining why the student withdrew from the LBJ degree program and reasons why the student is now seeking readmission. Students may opt to provide further supporting documentation for prior withdrawal, such as doctors' notes, documentation of financial hardship; however, this is not required. If the student submits such documents, they will be considered confidential

materials and will only be accessible to members of the Academic Policies Committee.

- b. Supporting documentation from at least one LBJ School professor with whom the student has worked, attesting to the student's ability to satisfactorily complete coursework and other degree requirements, as well as contribute positively to the LBJ School professional learning environment.
- c. Planned program of work, indicating remaining coursework and timeline for completion of degree requirements. The planned program of work should include specific courses (where possible) and any details on plans to fulfill additional requirements (e.g. internship requirements, foreign language requirements)

All rules and regulations from the LBJ School's Student Handbook will apply to readmitted students.

#### Timeline for Readmissions Consideration:

Application materials should be submitted to the LBJ School Academic Policies Committee (c/o the Assistant Dean for Enrollment and Student Services) no later than:

- April 15 for readmission to the Fall semester of the same calendar year
- November 15 for readmission to the Spring semester of the following calendar year
- February 15 for readmission to the Summer semester of the same calendar year

The Academic Policies Committee will reply within six weeks of the readmission submission with one of the following three responses:

- Recommendation to readmit to the Graduate School
- Request for further information
- Denial of readmissions request

The Graduate School must also approve any readmissions request. The timeline for Graduate School review varies. Please see

<https://gradschool.utexas.edu/admissions/how-to-apply/graduate-readmission>.

#### Expedited Review

Applications for readmission that do not entail completion of coursework may be subject to an expedited review by the Assistant Dean for Enrollment and Student Services and the corresponding Graduate Advisor. In these instances, the all program degree requirements are essentially complete, but the student must formally re-enroll to meet the Graduate School's requirements to apply for graduation. Students eligible for such expedited review should contact the LBJ School Assistant Dean for Enrollment and Student Services directly at least one month prior to the semester in which they hope to be readmitted.

### Please Note:

Any prior funding/fellowship offers from the LBJ School of Public Affairs do not carry over to students after readmission. Students seeking financial support should contact the LBJ School Fellowships Office at [lbjfellows@lbjfellowships@austin.utexas.edu](mailto:lbjfellows@lbjfellowships@austin.utexas.edu).

All information provided by the applicant will be considered by the Academic Policies Committee in conjunction with other information gathered from school and university records. The APC reserves the right to solicit information from relevant faculty members and staff, and inform the Graduate Studies Committee of readmission applications. Any private information (e.g. student medical records, financial records) will be held in confidence by the APC.

Students are bound by the requirements of the handbook in force at the time of their first registration in the program. The student may choose, however, to fulfill the requirements of a subsequent handbook. If the student doesn't fulfill handbook requirements within six years of their first enrollment in the program, then they are bound by the requirements of a subsequent handbook. For more information on the Graduate School's policies associated with graduation under a particular catalog, see

<https://catalog.utexas.edu/graduate/degree-requirements/graduation/>.

As a matter of University policy, the LBJ School does not offer detailed explanations of its readmissions decisions.

## **Section 8: Alternative Internship Policy**

### **LBJ School Internship Policies (adopted 24 March 2020)**

The COVID-19 virus could significantly impact internship searches and opportunities for current LBJ School Master's students. To enable current students to graduate on time, the LBJ School is making the internship requirement more flexible. Please see below for these policy changes.

#### **General principles:**

The LBJ School continues to believe in the educational value of the internship requirement. It is a means of 1) applying skills learned in the classroom; 2) immersing students in a professional policy environment; and 3) building a professional network for students' future careers. As much as possible, the changes below to current internship policies aim to maintain these three goals.

LBJ policies generally require internships to be full-time (~40 hrs/week). However, given the current environment, we temporarily are suspending the "full-time" requirement to provide greater flexibility to students. However, unless otherwise approved by your graduate advisors, all internships should still add up to 400 hours.

#### **Increased flexibility of current internship policies:**

##### **1. Virtual internship placements:**

The Graduate Advisors will consider approving virtual internships for students' internship requirements. As long as a student still performs substantive policy/management work, and reports to a supervisor regularly (even if only virtually), such internships may fulfill students'

internship requirements. Students who have been offered a virtual internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

### **2. Combining shorter-term internships:**

The Graduate Advisors will consider approving two separate internships that, combined, total 400 hours. These internships should be linked—either in terms of policy area, the skills required, or the professional exposure they provide. Students who have secured two such internships, and who wish to combine them, should consult with their Graduate Advisor prior to seeking approval of such an internship. These internships may be traditional in nature, or a combination of traditional, remote, research, or service-learning projects.

### **3. Shorter internship durations:**

The Graduate Advisors will consider approving internships that are less than 400 hours, if the student has significant, prior policy/management experience in a relevant field. Students who wish to use this option should consult with their Graduate Advisor prior to seeking approval of such an internship. In this situation, only the actual hours worked would qualify for fellowship funding.

In certain instances, we may consider fewer hours for students who have had substantial prior relevant professional experience, but who fall short of expectations for a full waiver. Please consult directly with your Graduate Advisor. For students seeking a full waiver, see section 5 below.

### **4. Alternatives to traditional internship placements:**

The Graduate Advisors will consider counting professional experiences that are not internships as alternatives to the internship requirement. These experiences could fall in the following categories:

*Research Assistantships:* Students who participate in significant, policy-relevant research assistantship outside of their usual coursework may request that this fulfill their internship requirements. The research project may be run by a university research center (at UT Austin or elsewhere), a faculty member (at UT Austin or elsewhere), or a think tank. It should require the use of skills that the student has built at the LBJ School, and be policy-relevant. The work performed may not be used simultaneously to earn academic credit (for example, a conference course with an LBJ faculty member may not also count as a student's internship).

Students who have served as GRAs or in other research assistant capacities, whose work fulfills the above requirements, may apply to have this work count retroactively towards their internship requirement, if the work totals (or will total) to 400 hours. Students who wish to count such research experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

In these instances, research assistantships are considered paid employment and are not eligible for unpaid internship funds from the LBJ School.

If you plan to pursue this alternative, please complete the normal internship application and the additional "Application for Alternative Internship" form.

*Service learning:* Students who participate in significant volunteer or service activities may request that this fulfill their internship requirements. Such work must be combined with some

academic, policy/management-relevant work—which will require the supervision of an LBJ faculty member. The supervising faculty member and the student will determine the scope of the work, and the time required to perform the work will count toward the 400 hours of the internship. Students who wish to count such volunteer or service experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

If you plan to pursue this alternative, please complete the normal internship application and the additional “Application for Alternative Internship” form.

*Current Employment:* Students who had significant employment in policy/management-relevant areas last fall and/or this spring may apply to have this work count retroactively towards their internship requirement if the work totals (or will total) to 400 hours. In these instances, students are not eligible for unpaid internship funds from the LBJ School. Students who wish to count such work experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

If you plan to pursue this alternative, please complete the normal internship application and the addition “Application for Alternative Internship” form.

### **1. Internship waivers:**

The current handbook policies on internship waivers remain in effect. Students with significant, high-level, relevant service or professional experience may request an internship waiver. Requests should be directed to the student’s Graduate Advisor, and will require a CV and a cover letter. Because the internship experience is a valuable learning, resume-building, and professional networking opportunity, students with less than substantial professional experience (including project and/or team management) are encouraged to complete an internship, even if a waiver could be obtained.

### **Changes to the internship approval process:**

Students pursuing a traditional internship will see no changes to the internship approval process.

Students wishing to take advantage of one of the internship policy changes outlined above should start by consulting with their Graduate Advisor. Additionally, they should complete the “Alternative Internship Application” form (found at the end of this memo) and submit it along with their Internship Approval Form.

### **Changes to the internship evaluation process:**

Students pursuing a traditional internship will see no changes to the internship evaluation process. Students taking advantage of one of the internship policy changes outlined above also still will need to fill out an internship self-evaluation form, and their supervisor still will need to submit an evaluation form of the student. In the case of research internships, this will be the supervising faculty member/research center staff member. In the case of service/volunteer internships, it will be the person supervising the service/volunteer activity. Students combining two internships for a total of 400 hours should submit two self-evaluations, and acquire an evaluation from each of their two supervisors.

We would also like to collect budget estimates (total costs incurred) at the end of each student’s internship so we can better assess our underlying models we use to calculate unpaid internship

awards. In your self-evaluations, please include this data.

### **Impact on internship fellowships:**

The internship policy changes outlined above will strain the LBJ School's internship fellowship budget. To maximize equity, fairness, and opportunity for all LBJ students, the following policies apply, regarding eligibility for summer internship funding:

1. Virtual internships are eligible for internship fellowships—students will be expected to apply based on their physical location (not the location of the organization at which they are interning).
2. Combined shorter-term internships are eligible for internship fellowships—each internship requires its own separate application, based on the physical location of each internship. Each internship is eligible only for the duration of the full-time equivalent of the hours worked. [Example: a 200-hour internship is eligible for 5 weeks' worth of fellowship funding in the physical location of the internship.]
3. Shorter internships (of at least 300 hours) are eligible for internship fellowships—but only for the duration of the full-time equivalent of the hours worked. [Example: a 320-hour internship is eligible for 8 weeks' worth of fellowship funding in the physical location of the internship.]
4. Research assistantships should be paid for by faculty supervisors through their individual research accounts.
5. Service/volunteer internships are eligible for internship fellowships—students will be expected to apply based on their physical location during the summer.

As with all internship fellowship applications in the past, the LBJ School will prioritize support for unpaid internships. We encourage students who consider themselves financially stable to not apply for unpaid internship funding. This will allow the LBJ School to more equitably assist the maximum number of students.

## **Section 9: Quantitative Readiness Program**

The LBJ School provides *both* a rigorous quantitative-analytic curriculum *and* a comprehensive support structure to ensure that all entering students acquire the background to meet that rigor. Those of you who are concerned about your math skills should not worry, because we have a three-stage process to help:

1. Initial Quantitative Readiness Assessment (JUNE): We will administer a required two-hour methods diagnostic assessment that all entering MPAff and MGPS students will complete online. No preparation and no stress required!
2. Summer Transition Analytical Foundations Course (JULY): This course is designed for admitted students who need that essential refresher in quantitative methods. It is designed to cover all material that students need to know to pass the methods diagnostic exam. As such, at the end of the course, students will re-take a diagnostic exam. All students who

pass will move on to the core methods courses in MPAff or MGPS.

- 3. Beginning Statistics Class (First Year, Fall Semester):** Students who do not pass the methods diagnostic test before or after the Summer Transition Analytical Foundation course will be asked to take an undergraduate level Statistics class at UT Austin to ensure they have the basic foundations before moving on to the core methods courses in MPAff and MGPS.