

HARVARD UNIVERSITY
JOHN F. KENNEDY SCHOOL OF GOVERNMENT

**KSG ISP-150Y Seminar: International Security and Political Economy
2003–04**

Monica Duffy Toft

Time and Location:

Thursdays, 4:10–6:00pm
L332

First class meets September 11, 2003

This seminar is designed to help students research and write the policy analysis exercises (PAE) on approved topics in international security and political economy. Students are responsible for selecting their topics and choosing an appropriate faculty advisor. The seminar will be devoted to the process of writing PAEs, and to group discussions and presentations of PAE research. Fall term will be devoted to writing and presenting proposals and narrowing the focus of the PAE. Students will make presentations and fellow seminar participants are expected to provide constructive criticism. In the spring term, students will make presentations of the final results of their PAE.

Enrollment:

Enrollment is limited to second-year MPP students, each of whom must complete a PAE to graduate.

Office hours:

A sign-up sheet will be posted outside of Professor Toft's door, L376. Her telephone is 495-5154, e-mail mtoft@wcfia.harvard.edu.

Course requirements:

This seminar is for students writing PAEs in the International Security Policy (ISP) concentration. Kennedy School MPP2 candidates who have elected ISP as their policy area of concentration must complete this PAE requirement to graduate.

Details of the PAE process are available in the PAE handbook, located online at www.ksg.harvard.edu/PAE. All students are advised to read through this handbook at least once each semester.

To successfully complete this course, students must prepare an original, analytic, and prescriptive paper on a policy issue. To do so, students must acquire and develop a working relationship with a client that is in the public, non-profit, or private sector. The issue you are researching should speak directly to a problem that your client is currently dealing with. Students are expected to approach the PAE process and seminar in professional manner. They should expect to work closely with both their advisor and client. Seminar attendance is mandatory, as is providing constructive feedback to colleagues. Students make one presentation per semester on the PAE. All deadlines are strictly enforced.

Although the course meets for two semesters, students receive credit for a one-semester course.

In addition to the required readings listed below, there are two recommended readings available for purchase at the Coop:

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research* (Chicago, IL: University of Chicago Press, 1995).

Strunk, William, Jr., E.B. White, and Roger Angell, *The Elements of Style* (Allyn and Bacon, 2000), 4th edition.

Overview of the seminar and PAE process:

The seminar will be devoted to guiding the students on how to identify, research, and write a PAE. This includes selecting a topic, narrowing that topic, finding a client, a faculty advisor, developing a research design, gathering and analyzing information, and organizing the final PAE. Class sessions of ISP-150Y consists of three types of sessions:

PAC Seminar meetings: These meetings are for students enrolled in ISP-150Y and will focus on issues related to writing an ISP PAE.

Meetings with PAE faculty advisors: These meetings may be one-on-one or small group meetings between students and their faculty advisors. They are held throughout the year and will be devoted to specific subfields within ISP.

Class-Wide PAE Meetings: Throughout the academic year there will be a number of school-wide meetings designed for all students writing PAEs from all Policy Areas of Concentration. They will tend to focus on the nuts and bolts of writing a PAE.

All PAE-related seminars are scheduled for Thursdays, 4:10-6:00pm in both semesters. Only some of these sessions will be ISP-150Y seminars, other sessions will be with faculty advisors or the more general meetings. Faculty advisors may not meet during the Thursday time. Students should check with their advisors about when they plan to meet.

Professor Toft is **always** available to meet with students during regular office hours or by appointment, especially during those weeks where there are no formal seminars.

Due Dates and seminars

There are four **mandatory** deadlines for all PAE students:

October 1, Monday Final PAE topic selection due

November 14, Friday, Final PAE prospectus due, along with human subjects review form

February 10, Tuesday, Full first draft of PAE due

April 8, Wednesday, Final PAE due

There is one **mandatory** deadline for ISP-150Y students:

January 29, Thursday, written update of progress sent via email to seminar leader

There are a total of seven ISP-150Y seminars. Attendance is mandatory for all seminars and for those designated for your group (students will be divided into two groups for presentations), making attendance required at five seminars. Students are also required to meet individually with the seminar leader on three separate occasions—twice in fall semester and once in the spring. Note that some of these sessions are scheduled for days other than the regular Thursday seminar session. Students should be actively working on their PAE even during those weeks when they do not meet with their faculty advisors or there are no ISP-150Y or class-wide seminars scheduled.

Grades and Feedback

The grades for ISP-150Y are the PAE are the same: 75 percent is for the PAE itself (graded by your faculty advisor) and 25 percent is for seminar participation. Meeting assigned deadlines and class participation are part of your grade—take them seriously.

Your faculty advisor is expected to provide you with detailed comments on your PAE and how you approached your PAE. Therefore, it is in your best interests to treat the PAE, both the process and the product, in a professional manner.

Overview of course

<i>Date</i>	<i>Subject</i>
Fall Semester	
Sep 11	PAC Seminar—introduction to seminar
Sep 18	PAC seminar—overview of PAE and researching your topic
Sep 25	PAC seminar—discuss an exemplary PAE
<i>Oct 1</i>	<i>Topic selection due by noon</i>
Oct 2	Meet with advisor
Oct 9	Individual sessions with seminar leader
Oct 16	Individual sessions with seminar leader
Oct 23	Meet with faculty advisor
Oct 30	Meet with faculty advisor
Nov 6	Meet with faculty advisor
Nov 13	Meet with faculty advisor
<i>Nov 14</i>	<i>Prospectus due by 5pm</i>
Nov 18	Individual sessions with seminar leader
Nov 20	Individual sessions with seminar leader
Dec 4	Class-wide meeting
Spring Semester	
<i>Jan 29</i>	<i>Outline of progress due to seminar leader by 5pm</i>
Feb 2	Individual sessions with seminar leader
Feb 3	Individual sessions with seminar leader
Feb 5	Meet with faculty advisor
<i>Feb 10</i>	<i>First draft due by 5pm</i>
Feb 12	PAC seminar—oral presentations of PAE, group 1
Feb 19	PAC seminar—oral presentations of PAE, group 2
Feb 26	PAC seminar—oral presentations of PAE, group 1
Mar 4	PAC seminar—oral presentations of PAE, group 2
Mar 14	Meet with faculty advisor
Mar 21	Meet with faculty advisor
<i>Apr 8</i>	<i>FINAL PAE DUE</i>

Schedule and assignments

September 11: Seminar Meeting

This session will provide an overview of the seminar and PAE deadlines.

September 18: Seminar meeting

This session will be devoted to the process of writing a PAE and go over the factors that contribute to producing an excellent PAE.

Required Reading:

Stephen M. Walt, "How to Write a Dissertation, Senior Thesis, or Major Research Paper," 1990.

September 25: Discussion of an exemplary PAE (will be distributed to students)

This session will be devoted to discussing the basic elements of an excellent PAE.

October 1: Reminder

This is the deadline for PAE topic selection. Your final topic selection is due by noon through the online form at <http://www.ksg.harvard.edu/PAE>. These sheets should also be posted to the course web site.

October 2: Meet with PAE faculty advisor

This session is set aside for you to meet with your faculty advisor. If your faculty advisor is not available at this time to meet, you should arrange another time to meet with him/her.

October 9: No formal seminar meeting: individual meetings with seminar leader

This session is set aside for you to meet with your seminar leader. You are required to meet with her either October 9 or 16. Sign-up sheets will be outside her office.

October 16: No formal seminar meeting: individual meetings with seminar leader

This session is set aside for you to meet with your seminar leader. You are required to meet with her either October 9 or 16. Sign-up sheets will be outside her office..

October 23: Meet with PAE faculty advisor

This session is set aside for you to meet with your faculty advisor. If your faculty advisor is not available at this time to meet, you should arrange another time to meet with him/her.

October 30: Meet with PAE faculty advisor

This session is set aside for you to meet with your faculty advisor. If your faculty advisor is not available at this time to meet, you should arrange another time to meet with him/her.

November 6: Meet with PAE faculty advisor

This session is set aside for you to meet with your faculty advisor. If your faculty advisor is not available at this time to meet, you should arrange another time to meet with him/her.

November 13: Meet with PAE faculty advisor

This session is set aside for you to meet with your faculty advisor. If your faculty advisor is not available at this time to meet, you should arrange another time to meet with him/her.

November 14: Reminder

Final prospectuses are due by 5pm to faculty advisor, client, and seminar leader. Students also need to complete a human subjects review form and submit it to their seminar leader.

November 18: No formal seminar meeting: individual meetings with seminar leader

Students are expected to meet with the seminar leader to discuss the progress of their PAE on either November 18 or 20. A sign-up sheet will be posted outside her office door.

November 20: No formal seminar meeting: individual meetings with seminar leader

Students are expected to meet with the seminar leader to discuss the progress of their PAE on either November 18 or 20. A sign-up sheet will be posted outside her office door.

November 27: No seminar meeting: Thanksgiving Holiday**December 4: Class-wide meeting: Qualitative Research methods**

This session will go over the basic methods of qualitative research design and methods. This session is optional, although highly recommended.

January 29: Reminder

All ISP-150Y students must submit a written update on their progress by 5pm. These updates should be posted to the course webpage and submitted via email to the seminar leader.

February 2: No formal seminar meeting: individual meetings with seminar leader

Students are expected to meet with the seminar leader to discuss the progress of their PAE on either February 2 or 3. A sign-up sheet will be posted outside her office door.

February 3: No formal seminar meeting: individual meetings with seminar leader

Students are expected to meet with the seminar leader to discuss the progress of their PAE on either February 2 or 3. A sign-up sheet will be posted outside her office door.

February 5: Meet with PAE faculty advisor

This session is set aside for you to meet with your faculty advisor. If your faculty advisor is not available at this time to meet, you should arrange another time to meet with him/her.

February 10: Reminder

First full draft of PAE is due to faculty advisor and PAC seminar leader by 5pm. This is a mandatory deadline and should be taken seriously. This full draft will serve as the principal basis for feedback from your advisor and seminar leader.

February 12: Oral presentations, group 1

Each of you will give a 10 minute presentation on your PAE to half of the class. This presentation will be attended by your faculty advisor and in some cases your client. It should be professional and polished.

February 19: Oral presentations, group 2

Each of you will give a 10 minute presentation on your PAE to half of the class. This presentation will be attended by your faculty advisor and in some cases your client. It should be professional and polished.

February 26: Oral presentations, group 1

Each of you will give a 10 minute presentation on your PAE to half of the class. This presentation will be attended by your faculty advisor and in some cases your client. It should be professional and polished.

March 4: Oral presentations, group 2

Each of you will give a 10 minute presentation on your PAE to half of the class. This presentation will be attended by your faculty advisor and in some cases your client. It should be professional and polished.

March 14: Meet with PAE faculty advisor

This session is set aside for you to meet with your faculty advisor. If your faculty advisor is not available at this time to meet, you should arrange another time to meet with him/her.

March 21: Meet with PAE faculty advisor

This session is set aside for you to meet with your faculty advisor. If your faculty advisor is not available at this time to meet, you should arrange another time to meet with him/her..

April 8: Reminder

Final PAE due by 5pm. Two copies go to Madeleine Harvey, L-129 and one to your seminar leader.