



# Master of Arts in International Affairs and Leadership

## STUDENT HANDBOOK

2024 – 2025

Effective July 2024

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# Program Information

## Overview

The MA in International Affairs and Leadership (IAL) is offered by The School of Politics and Global Studies (SPGS) in partnership with the ASU Lab for Leadership, Diplomacy and National Security (LDNS Lab).<sup>1</sup> The IAL program prepares students for leadership roles in the international affairs field in a dynamic learning environment led by senior international affairs professionals.

### AFFORDABLE PRICE

Most students complete an IAL degree for \$25,000 (or less with financial aid).

[Tuition Calculator](#)

Most of our students aspire to careers in diplomacy, development, international organizations, NGOs, think tanks, intelligence, military, academic, and other fields.

Coursework is delivered asynchronously online to allow maximum flexibility for **working professionals** and individuals in different time zones to participate.

## A Different Kind of Master's Program

Several features distinguish the IAL program.

**FACULTY:** IAL's **faculty consists entirely of retired and active practitioners in the international affairs arena.** [IAL's faculty members](#) include former U.S. ambassadors, retired flag-rank military officers, and other distinguished professionals. At least half of the faculty has served at the rank of Deputy Assistant Secretary or higher in an Executive Branch department.

**ENGAGEMENT:** IAL also emphasizes **faculty-student interaction.** We keep our classes small (usually 20 students or less) in order to ensure every student has the opportunity to engage with the faculty. In every IAL class, students also have the option to participate in voluntary weekly Zoom sessions with their professors to discuss course topics, current events, career opportunities and more.

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<sup>1</sup> *The Washington, DC-based Leadership, Diplomacy and National Security Lab (LDNS Lab) advances character-driven leadership, diplomacy, and national security education and training in support of the full range of university enterprises. Led by diplomatic and national security professionals, The Lab dedicates itself to learner-centered solutions and thought leadership through a global network of partners employing state of the art learning tools. The Lab provides an open and non-partisan forum for public debate and constructive engagement.*

WASHINGTON WEEK: IAL students have the option of participating in one week-long in-person program in Washington, D.C. during their IAL career. During this “Washington Week,” they will engage with a broad range of foreign affairs experts and participate in various leadership events. We may limit the number of students who can participate in each iteration in order to preserve the high quality of the program.

There is no charge for participation in the Washington Week program itself. However, students are responsible for securing their own transportation to and from Washington, D.C., lodging, meals, and any miscellaneous expenses incurred outside of this program.

NETWORKING: Drawing on the LDNS Lab’s access to Washington D.C.’s international community -- and ASU’s extensive academic capacity --, students will acquire a distinctive edge to succeed in the full spectrum of international affairs professions.

GLOBAL OPPORTUNITIES: IAL students have the opportunity to interact with peers in foreign universities in ASU’s global network. For example, IAL students have taken part in a series of discussions with Ukrainian students at the American University of Kyiv.

IAL students are also eligible to earn academic credit toward their degree by studying at universities overseas.

FLEXIBLE CURRICULUM: Students may take up to six credits outside the IAL program in courses related to the fields of international affairs and/or leadership. Students can also earn academic credit for internships in these fields.

IAL STUDENTS: Our students come to IAL from highly diverse backgrounds. They live throughout the U.S. and abroad. They range in age from recent college graduates to retirees. They represent dozens of different professions, both civilian and military. What unites them is a desire to learn more about this complex world in which we live and a commitment to making it better.

## **Key Contacts**

Current and prospective students may contact the following staff with questions:

Ambassador (ret.) Rod Moore  
Program Director, M.A. in International Affairs and Leadership  
School of Politics and Global Studies  
The ASU Lab for Leadership, Diplomacy and National Security (LDNS)  
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## **Admissions**

IAL accepts applications at any time on a rolling basis. Most students apply to begin their program of study in the fall (August to December) or spring (January to May) semesters. For more information, see ASU's [academic calendar](#).

Applicants must [fulfill the requirements](#) of both ASU's Graduate College and The College of Liberal Arts and Sciences (of which SPGS is a part). Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in any field from a regionally accredited institution.

Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in a relevant master's program.

Interested candidates should submit applications on the graduate admissions page (<https://webapp4.asu.edu/dgsadmissions/Index.jsp?program=GRLA&plan=LAIALMA&>). Application requirements include:

- Graduate admissions application and application fee (the application fee may be waived in specific cases)
- Official transcripts
- Professional resume
- Letter of intent
  - The letter of intent should lay out the applicant's reasons for pursuing a master's degree in International Affairs and Leadership and how this advanced degree relates to his or her future goals. The letter should also describe the applicant's academic and professional background and interests. Two-page maximum page limit.
- Writing sample
  - Applicants must submit a three- to five-page, double-spaced writing sample. The writing sample could be an original essay or previously written research paper, essay, policy memo, or other document that demonstrates the applicant's writing and analytical skills.
- Proof of English proficiency if native language is not English (see <https://admission.asu.edu/international/graduate/english-proficiency> for details)

- The GRE or GMAT is not required but can be submitted as supplemental material.

## **Tuition**

Tuition information can be found here: [ASU Tuition Calculator](#).

Financial aid is available through the ASU Financial Aid office and the Graduate College. Please visit [ASU's Financial Aid office](#) or [Graduate College Funding Opportunities](#) for more information.

## **Program Requirements**

Graduation from the IAL program requires successful completion of 30 credit hours. The program includes four required courses (a total of 12 credit hours):

**IAL 501:** *Principles of Character-Driven Leadership* (space permitting, ordinarily completed within the student's first semester in the program)

**IAL 502\*:** *The Making of U.S. National Security Policy* (should be completed within the first year of the program)

**IAL 503:** *Applied International Leadership: Case Studies*

**IAL 560:** *Capstone* (must be taken during the last semester of study and earn a grade of "B" or better)

*\*Approved IAL 502 substitute course: IAL 598 Foreign Policy and National Security Law*

*On an exceptional basis, the IAL Program Director can approve substitute courses to fulfill core requirements when core courses are oversubscribed.*

Students may select from IAL electives to fulfill the remaining 18 credit hours required for graduation.

The IAL Program Director will consider requests for degree credit for courses outside of IAL on a case by case basis. Such courses must relate directly to the topics of international affairs and/or leadership. Please seek such approval **before** enrolling in any non-IAL course. Generally, no more than six credit hours of non-IAL coursework (including transfer credits) can be applied toward an IAL degree.

## **Internship and Independent Study**

Subject to the approval of the IAL Program Director, students can earn credit towards an IAL degree for certain internships and independent research projects that relate directly to the fields of international affairs and/or leadership. Each student can apply a maximum of one internship (IAL 584) and one independent study research project (IAL 592) toward an IAL degree. Please contact the Graduate Program Coordinator and/or the Program Director for more details.

## **Foreign Language**

Mastering at least one foreign language is a critical skill for international affairs leaders that will continuously help them throughout their careers. We highly encourage, but do not require, that students of the IAL program devote time to learning a foreign language. The School of International Letters and Cultures (SILC) at ASU provides accessible language classes in an online format to students in the IAL program. Various proficiency ranges are available through SILC. Students are responsible for any additional costs they may incur to attend these classes.

The IAL program does not grant academic credit toward its degree requirements for foreign language study.

## **Transfer/Pre-Admission Courses**

A student may request up to six (6) transfer credit-hours for prior graduate-level coursework. Potentially eligible coursework must 1) have a final grade of “B” or above, 2) have been completed within the last three years, 3) have not been applied toward a previously completed degree, and 4) relate directly to the topics of international affairs and/or leadership. The IAL Program Director and the Graduate College will consider such requests on a case-by-case basis. Students should contact the Graduate Program Coordinator for information on how to request a transfer credit evaluation. Please see the ASU Graduate College policy for more information (<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>).

## **Deferring and Canceling Admission**

Students who would like to withdraw from the degree program are encouraged to first notify the IAL Program Director and Graduate Program Coordinator. Information on how to cancel admission or withdraw from the program can be found here: <https://admission.asu.edu/graduate/cancel-defer>.

## **Accelerated Master’s Program**

Online and on-ground students in the BA or BS in Political Science and International Relations or the BA in Global Studies may be considered for admission into the accelerated Master’s program in International Affairs and Leadership. The Graduate College has approved a plan whereby undergraduates can “share” credits between their undergraduate and graduate degrees. Students can apply up to two designated 400-level POS courses and two designated 500-level IAL courses as credit hours for both degrees, allowing students to complete both degrees in five years. Students in the accelerated Master’s program must complete their undergraduate degree within one



year of being admitted into the accelerated program. Deferrals and plan changes are typically not allowed for accelerated Master's students. The accelerated Master's program requires students to meet specific guidelines, time frame, and shared course hour requirements. There are no exceptions. Accelerated MA students must also meet all satisfactory progress guidelines for the MA degree. See <https://spgs.asu.edu/graduate/accelerated/IAL> or contact the Graduate Coordinator or Program Manager for further details.

## **Enrollment**

Except as described below, students must remain continuously enrolled following admission to the IAL program.

Continuous enrollment requires registration in a minimum of one IAL credit-hour (or a non-IAL credit-hour approved by the IAL Program Director) each fall and spring semester until the degree is completed. Summer enrollment is optional.

Courses with grades of "W" (withdrawn) and "X" (audit) are not considered valid for continuous enrollment purposes.

We generally advise students to register for between 1 and 4 courses each semester. Nine or more credits in a semester is considered full-time graduate enrollment.

A student planning to discontinue enrollment for a semester or more must submit a Leave of Absence form via the student's iPOS (described below). The Graduate College must approve the request following endorsement by the IAL Program Director and by the Director of SPGS. This request must be filed and approved before the anticipated semester of non-enrollment. Students considering this request should research how this may impact financial aid or other benefits. Students may request a maximum of two semesters of leave during the entire program (see "Time-to-Degree" below). There is no maximum for students requesting a leave of absence due to military orders. Students requesting military leave should contact Graduate Program Coordinator for appropriate forms.

If the student fails to enroll for a fall or spring semester without a Leave of Absence, the student is considered withdrawn from the university. Students removed for this reason must reapply for admission to resume the degree program.

### **Concurrent Enrollment**

Students should maintain enrollment in the IAL program continuously, even if the student is concurrently enrolled in multiple programs. At least one IAL course should be completed in each fall and spring semester. Any exceptions to this must be approved by the Program Director.

## **Time-To-Degree**

A student may work towards completing the degree at their own pace. However, according to ASU policies, the maximum time to complete an MA is six consecutive years. The six years begins with the semester and year of admission to the program. Graduate students must remain continuously enrolled in at least one graduate credit hour in fall and spring semesters from the start of a program to degree completion.

## **Creating the Interactive Plan of Study (iPOS)**

Each student should review the course offerings in the program in relationship to their plan for completing the degree. The iPOS serves as an agreement between the student, the academic unit, and the Graduate College to verify the type, quality, and acceptability of the coursework and culminating experience required for the degree.

The student is required to file and maintain an online iPOS with the ASU Graduate College. Students can access the iPOS through the MyASU portal under the “My Programs” section.

Students should complete the iPOS during their first semester the program. Changes can be made subsequently to the iPOS as necessary. [[iPOS instructions](#)]

## **Incomplete Grades**

A graduate student should avoid taking a grade of “I” (incomplete) for any course if at all possible. If an “I” grade is deemed necessary, the student may be allowed any duration of time up to one year to complete the incomplete work and receive a final grade. The duration of the extension is determined by the course instructor. If the “I” grade is not replaced with a final grade within one year of the official end of the course, it will become a permanent grade on the student’s transcripts.

## **Satisfactory Academic Progress**

A graduate student is expected to make steady progress towards completion of a degree. This involves meeting the standards and deadlines of the ASU Graduate College as well the requirements established by SPGS.

Specifically, a student enrolled in the IAL program is required to maintain a minimum cumulative, graduate, and iPOS grade point average (GPA) of 3.0.

In addition, the student must not have more than two (2) “Incompletes” in a one-year period and must be on track to complete the Capstone requirement within the six-year time limit for the completion of the IAL program.

The Graduate Program Coordinator will review student academic records at the end of each semester. If the review reveals any deficiencies by any student in maintaining satisfactory academic progress, the Program Director may pursue various options, including those outlined below.

### **Academic Grievance and Grade Appeals**

Students who have a grade dispute or other academic grievance should first address the concern with the relevant faculty instructor. If the dispute or appeal is not resolved with the instructor, the student may appeal to the Program Director per the University Policy for Student Appeal Procedures on Grades (see <https://thecollege.asu.edu/student-resources/academic-grievance>). If the dispute is not resolved with the Program Director, the student may appeal to the Dean's office of the College of Liberal Arts and Sciences, as described in the policy linked above.

General grievances can be routed to the Graduate Program Coordinator or Program Director. If the grievance involves one of these individuals, students can address their concerns to the Director of SPGS.

### **Academic Probation**

The Program Director may place a student on academic probation:

- If a student's cumulative, graduate, iPOS, or semester GPA falls below 3.0
- If a student fails to maintain an iPOS, has more than two incomplete ("I") grades within a 12-month period, or fails to meet degree program requirements and deadlines
- For other reasons as determined by the Program Director

The Program Director will inform the student in writing that the probation has been established and will outline the reasons for the probation. Unless stated otherwise in writing, students will have one semester to overcome the deficiencies that led to probations.

A student should interpret probation as a strong warning that continuing status in the program is in jeopardy unless corrective action is taken.

The student will be removed from probation when the conditions of the probation have been satisfied by the stated deadlines. The student will then be considered in good standing.

### **Mandatory Course of Action**

Independent of, or in conjunction with, the establishment of probation, the Program Director may, at his or her discretion, establish mandatory courses of action designed to guide the student to remediate deficiencies within fixed timelines. Such courses of

action may include, but are not limited to, written plans for raising GPA, overcoming excessive incompletes, remaining on track for Capstone completion, etc.

## **Withdrawal and Dismissal from Program**

### *Medical/Compassionate Withdrawal*

If a student experiences a serious illness, injury or other significant personal situation that prevents that student from continuing in classes, students may request a medical/compassionate withdrawal. Students are encouraged to contact the Program Director or Graduate Program Coordinator if requesting this type of withdrawal. Students should first make use of the regular withdrawal procedures, request incompletes or make other arrangements with instructors if possible. **All applications for medical/ compassionate withdrawal require thorough and credible documentation.** <https://thecollege.asu.edu/resources/medical-withdrawal>

### *Voluntary Withdrawal*

If a student wishes to withdraw from his/her graduate degree program and the University, they must complete the Voluntary Withdrawal form available at <http://students.asu.edu/voluntary-withdrawal-form>. Students must separately withdraw from their courses via MyASU. International students should contact the ISSC (info below) before submitting a Voluntary Withdrawal form, as it most likely will affect their visa status.

A student who has been dismissed from a graduate program due to lack of compliance with published departmental or Graduate College policies or lack of satisfactory academic progress is eligible to apply for admission to the same program only after one year has passed from the term of the dismissal.

### *Dismissal*

Any student who does not comply with the Graduate College policies may be dismissed from their graduate program after review by the Dean of the Graduate College. Only the Dean of the Graduate College may dismiss a student from a graduate program due to lack of compliance with satisfactory academic progress policies.

The IAL Program Director may recommend to the Dean of the Graduate College the dismissal of a student from the IAL program for lack of compliance with published policies or lack of satisfactory academic progress. Lack of satisfactory academic progress includes, but is not limited to, the failure of a student to overcome in a timely manner (usually one semester) the deficiencies that led to an academic probation. All such recommendations for dismissal by the IAL Program Director will be submitted to

the Graduate College with appropriate documentation (e.g., nature of issue, communications with student).

### *Appeals of Recommendations for Dismissal*

The Graduate College reviews dismissal recommendations only after all Academic Unit and College/School-level appeals are exhausted. A student may appeal to the Director of SPGS the IAL Program Director's recommendation for dismissal. Such appeals must be submitted to the Director of SPGS in writing within 10 calendar days of the date of the IAL Program Director's recommendation for dismissal. The SPGS Director will notify the student in writing of his or her decision.

If the SPGS Director does not grant the appeal, the student then has the option to appeal the dismissal recommendation to the Dean's Office of the College of Liberal Arts and Sciences. Appeals to the Dean's Office must be submitted in writing within ten calendar days of the notice of the SPGS Director's decision.

The full description of ASU Graduate College rules and procedures for dismissals can be found at: [https://graduate.asu.edu/sites/default/files/satisfactory-academic-progress-guidelines-and-dismissal-processes\\_1.pdf](https://graduate.asu.edu/sites/default/files/satisfactory-academic-progress-guidelines-and-dismissal-processes_1.pdf).

## **Graduation**

To graduate from the IAL program, a student must successfully complete all program requirements. Once a student has reached the semester of intended graduation, the student must follow the graduation deadlines and procedures outlined by the ASU Graduate College which can be found at: <https://graduate.asu.edu/current-students/completing-your-degree>

Each student should review the iPOS against their current ASU transcript continually, and at the beginning of the last academic term. Any changes necessary to make the iPOS match the official transcript should be done through the iPOS link in MyASU (<http://my.asu.edu>).

Students must apply for graduation and pay the graduation fee. From the MyASU page, select the "Graduation" tab from "My Programs" and follow the online instructions. If application for graduation is made after the deadline, the student will be assessed a late fee. <https://students.asu.edu/graduation>

Students may opt to participate in graduation ceremonies through the ASU Ceremonies office. An official RSVP must be submitted to participate in ceremonies. Official graduation ceremonies take place in fall and spring semesters. Students graduating in the summer may opt to participate in spring or fall ceremonies; however, the degree will

not be conferred until all program requirements are met. Please see the MyASU page, “Graduation” tab or <https://graduation.asu.edu/> for information on ceremonies.

### **Sensitive Information Guideline**

IAL courses frequently include video interviews and other content featuring outside experts and current and former senior U.S. Government officials. Their comments are only for your use as students of IAL. You may not quote or attribute their comments for any purpose outside of your coursework as an IAL student without their express permission. We ask that you adhere to the 'Chatham House Rule':

'When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.'

## ASU Policies and Resources

### **Student Responsibilities**

It is the responsibility of each student to understand and observe all procedures and requirements specified by ASU’s Graduate College and the School of Politics and Global Studies (SPGS). It is a requirement for all students to read and understand the MA-IAL Graduate Student Handbook, the ASU Academic Catalog and Graduate College Policies and Procedures. While program faculty and staff provide academic advice and assistance, the ultimate responsibility for meeting degree and other requirements rests with the student.

All ASU students are required to have an active ASU e-mail account and to check it frequently. Students may forward their ASU email to another preferred account but are still responsible for frequently checking their official ASU email account for correspondence. Instructions on how to forward email can be found on the ASU Service Center tab via the MyASU page.

Information is provided to students via MyASU (<http://my.asu.edu>) and students should frequently check the MyASU page for information regarding their status, holds, and list of “to do” items.

### **Academic Integrity**

The highest standards of [academic integrity \(https://provost.asu.edu/academic-integrity\)](https://provost.asu.edu/academic-integrity) and compliance with the university’s [Student Code of Conduct](#) are expected of all

graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Students are responsible for familiarizing themselves with and complying with ASU’s policies, including those relating to academic integrity and dishonesty.

Violations of academic integrity include, but are not limited to: cheating, fabrication of data, improper use of artificial intelligence tools, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, we expect students to be familiar with these issues and to assume personal responsibility in their work.

Students who have been dismissed from a graduate program due to an Academic Integrity violation are not eligible for readmission to Arizona State University.

Students should consult their instructor and/or course syllabi to acquaint themselves with the course policy on the use of generative AI. Failure to comply with such policies can lead to violations of academic integrity guidelines and lead to sanctions.

**Professional Conduct**

Students in the Master of Arts in International Affairs and Leadership program are expected to uphold professional responsibilities of the field, and are therefore evaluated with regard to professional responsibilities and behaviors described below. The rubric below shows the required elements in each of three areas of professional responsibility. Students are expected to perform at the “Emerging” level, and to be making progress toward the “Applying” level. Over time, growth in these areas is expected. Performance at the “Unsatisfactory” level may lead to academic probation as well as a reduced grade in a class. Egregious violations may result in a recommendation to the Graduate College that the student be dismissed from the degree program.

	<b>Unsatisfactory</b>	<b>Emerging</b>	<b>Applying</b>
<b>Relationships with others in ASU classrooms, schools and the profession (instructors, school/university leaders, colleagues, etc.).</b>	Exhibits negative, divisive or self-serving behaviors in relationships with colleagues. Addresses concerns inappropriately, or uses disrespectful language or inappropriate emotions.	Maintains cordial relationships with colleagues using appropriate means and respectful language when addressing issues of concern.	Relationships with colleagues are characterized by collaboration and cooperation. Presumes positive intent when addressing issues of concern, and demonstrates willingness to learn from others.

<b>Fulfilling Professional Responsibilities</b>	Violates the rules, policies or procedures established by SPGS, the university, and/or the law.	Requires some guidance regarding the rules, policies and procedures established by SPGS, the university, and/or the law.	Acquires knowledge and adheres to the rules, policies and procedures established by SPGS, the university, and/or the law.
<b>Content Knowledge and Continued Professional Growth</b>	Engages in few or no professional development activities to enhance knowledge or skill; does not apply new skills. Fails to recognize or respond to feedback indicating the need for continued professional growth.	Participates in professional activities to a limited extent or when they are convenient; application of new skills may be attempted but may not be consistent. Responds to feedback indicating the need for professional growth.	Participates in opportunities for professional development and consistently applies new skills. Seeks feedback and actively works to improve skills by participating in professional development.

### **SPGS Commitment to Diversity and Inclusion**

The School of Politics and Global Studies (SPGS) fosters a culture of inclusiveness by embracing people of varied backgrounds into our workplace and educational environment. We recognize that a diverse student population enriches the learning environment for all SPGS graduate students and others enrolled in our classes. The School embraces ASU’s commitment to inclusion as stated in the university diversity plan. SPGS is engaged in ongoing efforts to recruit and retain graduate students from a wide variety of backgrounds and experiences.

One of the most important things we can do to achieve this goal is to maintain a diverse set of faculty to serve as mentors for our graduate students. Political science research shows that having women and racial and ethnic minorities in positions of power can empower and encourage young people to follow suit. In this way, our diversity efforts at all levels of SPGS are interconnected.

‘At ASU, we have taken to heart the notion of designing and building the “New American University,” a university built on the notion of maximum



social inclusion, maximum academic excellence, and maximum impact on serving our communities all from the same institution.'

-ASU President Michael Crow  
Letter to ASU Community, June 1, 2020

### **Indigenous Land Acknowledgment**

We acknowledge the 22 tribes who are native to Arizona, whose care and keeping of these lands allows us to be here today. More specifically we honor the Akimel O'odham (Pima) and Pee Posh (Maricopa) peoples, on whose ancestral homelands ASU's campuses reside.

### **Discrimination Complaints**

It is a violation of ASU policy to discriminate against any employee or student on the basis of that individual's race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, Vietnam-era veteran status, special disabled veteran status, and other protected veteran status, newly separated veteran status, or any other unlawful discriminatory grounds. Complaints should be filed within 120 days of the last act of alleged discrimination. The director of the Office of Equity and Inclusion may waive or extend this time frame for good cause such as holidays or times that classes are not in session.

An employee or student (or member of the public in cases of disability complaints) who believes that they have been unlawfully discriminated against may discuss his or her concerns with the director or an assistant director of the Office of Equity and Inclusion, file a report, and/or file a complaint of unlawful discrimination with the Office of Equity and Inclusion (<https://cfo.asu.edu/hr-equityandinclusion>).

The Office of Equity and Inclusion review of complaints is a confidential process because it involves personnel matters. The parties to the complaint are guaranteed confidentiality except as noted in the policy and as necessary to conduct a thorough and fair investigation of the complaint. All witnesses in a complaint investigation are guaranteed confidentiality. All documentation and reports received and/or developed as part of the report/complaint process, including investigative reports are considered confidential unless otherwise noted in the policy.

To review the official policy, see "ACD 403: Procedures for Resolving Complaints of Unlawful Discrimination" in the Academic Affairs manual (<http://www.asu.edu/aad/manuals/acd/>).

### **Crisis Services**

ASU Counseling Services prioritize immediate access to services to ensure that all students who request or need services can be seen the same day- no appointment is necessary. You can call or walk in and be seen anytime at one of four campus locations (<https://eoss.asu.edu/counseling/services/crisis>) between Monday-Friday, 8 a.m. – 5

p.m. If you need assistance outside of business hours, please call EMPACT's 24-Hour ASU-dedicated Crisis Line: 480-921-1006.

## **Counseling Services**

Faculty, staff, and parents can be very helpful in supporting a student in distress to access counseling services. ASU Counseling Services staff offers consultation assistance to concerned parents, faculty, staff, and other students who have concerns about a student. By speaking with one of our counselors, you can receive information about how to talk with a student experiencing difficulties and how to access various resources. You may call any ASU Counseling Services location and ask to speak to a counselor who will help you decide what options are available. If a crisis occurs on or near campus students, faculty, and staff may be affected. ASU Counseling Services staff will schedule meetings with groups of faculty, staff, and students who have been affected by a crisis. You may call any ASU Counseling Services location (<https://eoss.asu.edu/counseling/about-us/location-and-hours>) and ask to speak with a counselor who will talk with you about your needs.

## **Title IX**

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

## **University Resources**

ASU Counseling Services: <https://eoss.asu.edu/counseling>

ASU Graduate College: <https://graduate.asu.edu/>

ASU Health Services: <https://eoss.asu.edu/health>

ASU ID Card (Suncard): <https://cfo.asu.edu/cardservices>

ASU Libraries: <https://lib.asu.edu/>

ASU Online: <https://asuonline.asu.edu/>

Career and Professional Development Services: <https://career.asu.edu/>

Student Accessibility and Inclusive Learning Services (formerly DRC): <https://eoss.asu.edu/accessibility>

Graduate and Professional Student Association: <https://gpsa.asu.edu/>

Graduate Writing and Tutoring Center: <https://tutoring.asu.edu/student-services/graduate>

International Student Services: <https://issc.asu.edu/>

Pat Tillman Veteran Center: <https://veterans.asu.edu/>

Tuition and Fees: <https://students.asu.edu/tuitionandfees>

### **Graduate Student Wellness Resources**

(see the last two pages)

## Course Descriptions

For a current list of IAL courses and descriptions, please visit the following link:

<https://spgs.asu.edu/degrees/graduate/ma-intl-affairs-leadership/courses>