

# POLITICAL STUDIES, B.A. SINGLE ADVANCED MAJOR

## Degree Requirements

(including Co-operative option if selected)

Course	Title	Hours
<b>Year 1</b>		
6 credit hours in Political Studies courses numbered at or above the 1000 level		6
6 credit hours from your Minor area of Study		6
18 credit hours from outside of your Major and Minor areas of study		18
<b>Hours</b>		<b>30</b>
<b>Years 2-4</b>		
30 credit hours in Political Studies courses numbered at or above the 2000 level		30
12 credit hours in Political Studies courses numbered at or above the 3000 level		12
12 credit hours from your Minor area of Study as described in that unit's section of the calendar		12
24 credit hours from outside of your Major and Minor areas of study		24
12 credit hours of open electives		12
Refer to the information directly below this list for other important degree requirements you will need to complete prior to graduation		
<b>Hours</b>		<b>90</b>
<b>Total Hours</b>		<b>120</b>

### Co-operative Education Option

Course	Title	Hours
<b>Years 3-4</b>		
If the Co-operative Education Option is selected, time to completion will be extended by 12 months and the following three, 1 credit hour work term courses will replace three credit hours in Political Studies at or above the 3000 level.		
ARTS 3010	Arts Co-operative Option 1	1
ARTS 3020	Arts Co-operative Option 2	1
ARTS 3030	Arts Co-operative Option 3	1
<b>Hours</b>		<b>3</b>
<b>Total Hours</b>		<b>3</b>

While completing the courses listed above, students in the B.A. Advanced Degree must satisfy the University's Written English (W) and Mathematics (M) requirements, plus the following Faculty requirements in order to graduate:

### Ten Faculty Requirements for Graduating with a B.A. Advanced Degree

1. A student must successfully complete a minimum of 120 credit hours from among the courses acceptable (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Courses-Acceptable-Credit>) for credit in the Faculty of Arts, with a "C" average or better on the courses that contribute to satisfying all of the B.A. Advanced Degree requirements.

The minimum 120 credit hours of passed coursework must include the remaining nine faculty requirements:

2. At least six credit hours from subject fields (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Five-subject-field>) designated Humanities, at least six credit hours from subject fields designated Social Science, (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Arts-Social-Sciences>) at least six credit hours from the list of courses that satisfy the Science (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Arts-Science>) requirement, and at least three credit hours from the list of courses that satisfy the Indigenous Content (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Indigenous-Content>) requirement.
3. At least three credit hours completed in each of five different Faculty of Arts (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Five-subject-field>) subject fields. A subject field may also satisfy other Bachelor of Arts requirements such as Humanities, or Social Sciences, or Indigenous Content, or Mathematics, or Written English.
4. **Single Advanced Major:** 48 credit hours which constitute a Single Advanced Major in one of the subject fields (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Five-subject-field>) approved by the Faculty of Arts. The student must have a minimum "C" average in courses where a final grade is recorded that are used toward the Major including only the higher grade of any course that has been repeated and excluding any failed course(s). A student who declares a Single Advanced Major must also complete a Minor with the exception of students whose Major is Global Political Economy. Students with an Advanced Major in Global Political Economy will not be required to complete a Minor for purposes of satisfying the degree requirements.

**Double Advanced Major:** At least 42 credit hours which constitute a Double Advanced Major in each of two subject fields (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Five-subject-field>) approved by the Faculty of Arts. The student must have a minimum "C" average in courses where a final grade is recorded that are used toward each Major including only the higher grade of any course that has been repeated and excluding any failed course(s). A student who declares a Double Advanced Major will not be required nor allowed to complete a Minor, but must complete the Double Advanced Major in accordance with the requirements as specified by the Major department. A Major may be declared once the prerequisite has been satisfied.

**Note:** No course can be used to satisfy both the Single Advanced Major and Minor requirement. Similarly no course can be used to satisfy both Double Advanced Majors. Not every department offers a Single or Double Advanced Major. Please refer to department (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#programstext>) listings and other courses offered (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Courses-Acceptable-Credit>) in faculties and schools.

5. **Minor:** 18 credit hours which are in a subject field (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Five-subject-field>) that is different from that of the declared Single Advanced Major, which constitute a Minor approved by the Faculty of Arts. A student who declares a Single Advanced Major must also complete a Minor. A student who declares a Double Advanced Major will not be required nor allowed to complete a Minor. No course can be used to satisfy both the Advanced Major(s) and the Minor requirement. Only one Minor may be declared. A Minor may be declared once the prerequisite has been satisfied.

6. A student who declares a Single Advanced Major with a Minor must have at least 42 credit hours in subjects other than those used towards the Single Advanced Major and Minor. In addition, students in a Single Advanced Major must successfully complete 12 credit hours of coursework in any subject acceptable for credit in the Faculty of Arts including courses in the Major and Minor.

A student who declares a Double Advanced Major must have at least 36 credit hours in subjects other than those used towards their Double Advanced Major subject fields.

7. A student may not declare a Major/Minor combination in both Sociology and Criminology or both Italian and Italian Studies.
8. At least 81 credit hours that have been taught by the Faculty of Arts (may include up to 36 credit hours from the Department of Mathematics or Art History courses considered as Humanities), or which have been accepted on transfer as equivalent to courses taught by the Faculty of Arts.
9. At least 42 credit hours numbered at or above the 2000 level.
10. Residency Requirement: A student in the B.A. Advanced Degree Program must complete University of Manitoba residency requirements (see Residency Requirement (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Residency-Requirement>)).

## Co-operative Education in the Faculty of Arts

### Co-operative Education Office

Co-op Coordinator: Laura Basilious

304 Tier Building

[arts.coop@umanitoba.ca](mailto:arts.coop@umanitoba.ca) ([arts.coop@umanitoba.ca](mailto:arts.coop@umanitoba.ca))

### Co-operative Education in the Faculty of Arts

Co-operative Education is available to students in any of the Bachelor of Arts Advanced or Bachelor of Arts Honours degree programs whose department offers Co-operative Education as an option. Co-op is an arrangement in which students spend alternating in academic terms and employment.

There are several advantages to Co-operative Education, including but not limited to the following:

Applying theoretical knowledge gained in the classroom to real life, working situations and applying knowledge gained in the workplace to the theory being taught in class. Both the academic and practical experiences are enriched by the other.

- Students who complete Co-op are successful at exploring and selecting areas of specialization within their chosen field of study.
- Enhanced professional development through networking, participation in conferences and workshops, acquisition of foundational skills around strategies for seeking and obtaining employment.
- Students earn competitive wages and thus have the opportunity to defray the costs of their education by participating in Co-operative Education.

## Academic Regulations

### Applying to the Co-operative Education Program

Students must check with the Faculty of Arts Co-op Coordinator for information regarding application deadlines and start dates. Students will

be notified of their provisional acceptance to the program by September each year.

Acceptance to the program is dependent upon the student receiving a job placement. Employers will select the student they wish to employ and students are advised that satisfying the entrance requirements does not guarantee a place in the Co-operative option. The department reserves the right to identify and select the best qualified candidates.

Applicants will be interviewed and approved by the Co-op staff and departmental faculty advisors. Final acceptance to the program will be confirmed in writing by the Co-op Office.

International Students planning to complete courses or programs that require work placement must obtain a valid work permit, in addition to maintaining a valid study permit. Please contact the International Centre for further information on the requirements that need to be met in order to apply for Co-op Option work placement.

## Entrance to the Co-operative Education Option

To enter a Faculty of Arts Co-op program, a student must be eligible to enter the specific Advanced Degree or Honours Degree Program offered by the department offering a Co-op program. Departments may also stipulate additional requirements for entering the Co-op option related to their program. Please refer to Faculty Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#facultyacademicregulationstext>) and the specific departmental calendar entry for information regarding entering the Bachelor of Arts Advanced and Honours degrees, including any related Co-operative Education options.

The Co-operative Education option is not available to students pursuing the three-year Bachelor of Arts General Degree or Bachelor of Arts Integrated Studies Degree.

The normal point of entry to a Faculty of Arts Co-op program is following the completion of second year. Students must have completed at least 48 credit hours in order to be eligible to enter Arts Co-op.

Students are required to complete an application form, available in the Faculty of Arts Co-op Coordinator's office. Students are also required to register in the appropriate Co-op courses and pay the applicable course and administrative fees prior to beginning their work placement. Normally, no portion of the administration fee will be refunded.

## Continuation in the Co-operative Education Option

### Academic Term Requirements

All performance regulations governing Faculty of Arts degree programs apply to students in programs with Co-operative Education options. Departments may also stipulate additional requirements for continuing in the Co-op option related to their program. Please refer to Faculty Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#facultyacademicregulationstext>) and the specific departmental calendar entry for information regarding continuing in the Bachelor of Arts Advanced and Honours degrees, including the related Co-op options.

The coursework requirements of the different Co-operative education options are equivalent to the coursework requirements outlined in each Advanced or Honours degree program offering Co-op as an option.

Each work term is assigned one (1) credit hour. The combination of the minimum 3 employment terms is equal to one 3 credit hour course for use toward the Bachelor of Arts degree.

### Course Load Expectations

It is recommended that students in a Co-op option maintain full time status (min. 9 credit hours per academic term) when not completing a work term placement.

### Employment Term Requirements

#### Number and Length of Terms

All Co-operative Options will include a minimum of 12 months spent in employment terms with a Department and Faculty approved employer. Normally each employment term will be completed with a single employer.

#### Limits on Coursework While Completing a Work Term

While completing a work term, students are not permitted to take more than one course at a time.

#### Grading of Work Terms

Co-operative Option students are required to submit at least three written employment reports on their employment term activities. These reports are due at times designated by the student's department and the Faculty of Arts Co-op Coordinator.

Co-operative Option work term reports are graded as Pass/Fail. In order to remain in the Co-operative Option, students must obtain a grade of "Pass" for each term work report. Each department will provide students with instructions regarding the content and format requirements of the employment reports.

#### Unsatisfactory Performance

Indications of unsatisfactory performance by a student in an employment term will be thoroughly investigated by the student's department and the Faculty of Arts Co-op Coordinator. If the investigation finds that benefits from further professional training are questionable, the student may be required to withdraw from the Co-operative Option. The student would then be eligible to enter the regular Advanced or Honours program, provided the student meets the minimum academic requirements of the target program.

#### Schedule and Sequence

The Co-operative option consists of both academic terms and work terms. The sequence of academic terms and work terms will be variable to suit the needs of each department. In order to satisfy course and program requirements, timetables may differ from the regular program. Except where stipulated by specific Faculty and Departmental regulations related to the different Co-operative Education options, students working toward the completion of Co-op will be evaluated and assessed in the same manner as regular students and all rules and regulations of the Faculty of Arts continue to apply to students in the Co-operative Education option. Students must be aware of terms when required courses may or may not be offered and plan their timetables accordingly.

Students are expected to follow the academic/employment term sequence defined by their department, from entry to completion.

### Withdrawal from the Co-operative Education Option

Students may be required to withdraw from the program for any of the following reasons:

- Failure to maintain the minimum academic requirements set out by the department offering Co-operative Education;
- Failure to maintain the minimum academic requirements of the Faculty of Arts degree they are pursuing (Advanced or Honours);
- Unsatisfactory performance in the workplace during an employment term; or,

- Any violation of the University of Manitoba Academic Integrity regulations, in any course.

Students who wish to withdraw voluntarily from the Co-op Program may do so in writing to the Faculty of Arts Co-op Coordinator prior to:

- participating in the recruitment period (applications and/or interviews);
- accepting a position for a work term placement;
- the VW deadline for the term in question.

A student who selects, or is required, to withdraw after participating in the recruitment period or after accepting a position with an employer for a work term placement without written approval of the Co-op Coordinator will have the following notation placed on their transcript: "Required to Withdraw from the Co-operative Education Option"

### Graduation Requirements of the Co-operative Education Option

The Bachelor of Arts Advanced and Honours degrees are comprised of 120 credit hours. Students who intend to complete the Co-op Option must also successfully complete a minimum of three, four-month work term placements. Each work term is assigned one (1) credit hour. The combination of the minimum three employment terms is equal to one, three credit hour course for use toward the requirements of the Bachelor of Arts degree.

Work-term credit hours may only be used toward programs offering a Co-operative Education Option.

Except where stipulated by specific Faculty and Departmental regulations related to the various Co-operative Education options, students working toward the completion of Co-op will be evaluated and assessed in the same manner as regular students and all rules and regulations of the Faculty of Arts continue to apply to students in the Co-operative Education Option.