

POLITICAL STUDIES, B.A. SINGLE HONOURS

Degree Requirements (including Co-operative Option if selected)

Course	Title	Hours
Year 1		
6 credit hours in Political Studies courses numbered at or above the 1000 level		6
24 credit hours of ancillary options ¹		24
Hours		30
Year 2		
21 credit hours in Political Studies courses numbered at the 2000 level		21
9 credit hours of free options ²		9
Hours		30
Year 3		
POLS 3950	Research Methods in the Study of Politics	3
21 credit hours in Political Studies courses numbered at the 3000 level ³		21
6 credit hours of free options ²		6
Hours		30
Year 4		
3 credit hours in Political Studies courses numbered at or above the 3000 level ³		3
18 credit hours in Political Studies courses numbered at the 4000 level		18
9 credit hours of free options ²		9
Refer to the information directly below this list for other important degree requirements that B.A. Honours students must satisfy for graduation.		
Hours		30
Total Hours		120

Co-operative Education Option

Course	Title	Hours
Years 3-4		
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 count toward the ancillary credit required in this program:		
ARTS 3010	Arts Co-operative Option 1	1
ARTS 3020	Arts Co-operative Option 2	1
ARTS 3030	Arts Co-operative Option 3	1
Hours		3
Total Hours		3

¹ Ancillary options are to be chosen from courses that are acceptable for credit in the Faculty of Arts (excluding Political Studies courses).

² Free options are to be chosen from courses that are acceptable for credit in the Faculty of Arts (including Political Studies courses).

³ A student in Single or Double Honours may, with written permission of the department head, substitute: six credit hours in Honours courses numbered at the 4000-level in place of six credit hours numbered at the 3000-level.

Within the courses required above, a student must include at least six credit hours in political theory (POLS 2302, POLS 3310, POLS 3320, POLS 3350, POLS 3360, POLS 3370, POLS 3380, POLS 4310, POLS 4320 (course not offered)). Students who enrolled in a program in Political Studies prior to Fall 2019 may use the aforementioned courses to satisfy the requirement for six credit hours in political theory.

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

Four Faculty Requirements for Graduating with a B.A. Honours Degree

It should be noted that not every department has an Honours Degree program. For specific information on available Honours programs, please consult the specific listing (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#programstext>) for the relevant department.

Note: Students in an Honours Degree program who satisfy the requirements for a Minor (in accordance with the Minor (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Arts-Honours-Minor>) requirements listed under the B.A. General Degree, may request to have the Minor recorded on their transcript. These students must come to the Faculty of Arts General Office to formally declare their intention to have their Minor recorded on their transcript.

1. The minimum number of credit hours which a student must successfully complete in order to receive an Honours Degree is 120. Information on the specific course requirements are found under each department. (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#programstext>)
2. In order to graduate, a student in the B.A. Honours Degree program must satisfy the University of Manitoba residency requirements (<https://catalog.umanitoba.ca/undergraduate-studies/arts/#Residency-Requirement>) and attain a minimum degree grade point average of 3.0.
3. Included among the courses presented for graduation there must be 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.
4. Among the courses presented for graduation there must be at least six credit hours from subject fields 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 Bachelor of Arts 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.

Co-operative Education in the Faculty of Arts

Co-operative Education Office
Co-op Coordinator: Laura Basilio
304 Tier Building

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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.