



SOUTHEASTERN LOUISIANA  
UNIVERSITY

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M.S. in Applied Sociology

**Graduate Program Handbook**  
**2015-2016**

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[www.selu.edu/acad\\_research/depts/soc\\_cj/grad\\_degree/index.html](http://www.selu.edu/acad_research/depts/soc_cj/grad_degree/index.html)

## **Applied Sociology Graduate Coordinator Welcome**

It is my honor and privilege to welcome you to the Applied Sociology graduate program. As an applied sociology program offering specialization in criminal justice, globalization and sustainability, this program is unique to Louisiana and to the region in general. Graduate education should stimulate your intellectual interests and instill the knowledge and confidence needed to thrive in a career in the social sciences. Given our diverse faculty research interests and our rigorous curriculum, we have the assets available to help you succeed in your academic endeavors. To better assist you, we have created this Handbook to guide you as you progress in the program. This Handbook contains important information, such as: required courses, timeline of progression, key dates, faculty information, theses and internship information, and additional general information about the organizational structure of our program. Please review this Handbook carefully and refer to it when needed for answers to various questions. If you need any additional information, do not hesitate to contact me at [jboulahanis@selu.edu](mailto:jboulahanis@selu.edu). Additional answers to questions may be found in our Departmental webpage at the following address:

[http://www.southeastern.edu/acad\\_research/depts/soc\\_cj/grad\\_degree/index.html](http://www.southeastern.edu/acad_research/depts/soc_cj/grad_degree/index.html)

Congratulations and welcome to the Applied Sociology program! We look forward to working with you and stimulating your intellectual curiosity!

Sincerely,

*John Boulahanis*

John Boulahanis, Ph.D.

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## **SECTION 1: APPLIED SOCIOLOGY PROGRAM DESCRIPTION**

### **1.1 Purpose**

Applied sociology is a growing academic area as social research and theory are increasingly used for planning, development, evaluation and problem solving by organizations and agencies.

The purpose of the Southeastern's M.S. program in Applied Sociology is to:

1. Teach students how to use the theories and research methods of sociology to solve real world problems.
2. Train students to utilize the sociological perspective to research, analyze and develop strategies for the effective and efficient functioning of institutions, community organizations and groups.
3. Prepare students to deal with contemporary issues of multiculturalism and globalization that condition the problems and solutions that professionals regularly address.
4. Prepare students to be able to work with diverse populations and develop a clear understanding of the extent, causes, consequences and potential solutions to the problems of prejudice and discrimination.
5. Promote an understanding of the dynamic relationship between the human population and the natural environment.

### **1.2 Admission Requirements**

The following criteria guide the consideration of an applicant for admission to the Master of Science Degree Program in Applied Sociology:

1. A Bachelor's degree from an accredited institution in Sociology, Criminal Justice, or a related social science field.
  2. Satisfactory completion of prerequisite courses: a general sociology course, sociological theory, social research methods and elementary social statistics. At the Graduate Faculty Committee's discretion, students may be required to take some or all missing prerequisite courses before being allowed to enroll in the Department's 600 and 700 level classes.
  3. An acceptable admissions score based on our admissions formula. The formula is based on the last 60-hour GPA and GRE scores (on the Verbal Quantitative Reasoning sections only).
  4. A letter of introduction, an autobiographical statement, a resume and two letters of reference.
  5. Completed application for admission and payment of application fee.
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## 1.3 Requirements for Registering for Courses

To register for courses in the M.S. in Applied Sociology curriculum, students must:

1. Be advised by the Graduate Coordinator. Only after being advised by the Graduate Coordinator will students be allowed to register for classes.
2. Have an approved up-to-date degree plan on file with the Department of Sociology and Criminal Justice.
3. Be in 'good-standing' (maintain a cumulative GPA of 3.0 on all coursework with no more than two 'C' grades [six credit hours]).

## 1.4 Degree Plan

In order to file a Degree Plan for the Master of Science Degree in Applied Sociology, students **must**:

1. Have achieved regular admission status.
2. Be in good standing- completed 9 hours of graduate degree credit at SLU with a cumulative GPA of at least 3.0.
3. Obtain the Graduate Coordinator's approval for the individual degree plan prior to registering for graduate coursework beyond 9 hours.
4. Changes in the degree plan must be approved by the Graduate Coordinator.

## 1.5 Requirements for the Applied Sociology Degree

To receive the Master of Science (M.S.) in Applied Sociology Degree, students must:

1. Satisfactorily complete 36 hours of graduate coursework as outlined below.
    - a. No more than 6 hours of 500 level coursework may be counted toward a degree.
  2. Maintain a cumulative GPA of 3.0 on all coursework.
    - a. No grade of "D" or "F" may be counted toward a degree. Any course to be counted in which a "D" or "F" is earned must be repeated with a grade of at least "C."
    - b. No more than 6 hours of "C" grades may be counted toward a degree.
    - c. No grade of "C" in a program core course (601, 602, 603, 604, 605, 606) will count towards the M.S. in Applied Sociology Degree. The student is required to retake any core class in which a grade of "C" was earned and earn a "B" or an "A" grade prior to being allowed to register for any section of 690, 760, and 770.
  3. Complete either an Internship or Thesis option as discussed below.
  4. Be recommended for the degree by the Graduate Faculty Committee.
  5. Meet all requirements for the M.S. in Applied Sociology degree within 6 years of enrolling in the M.S. in Applied Sociology program.
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## SECTION 2: APPLIED SOCIOLOGY CURRICULUM

### 2.1 M.S. in Applied Sociology Course Work

SOC 601 Complex Organizations	3 hours
SOC 602 Social Stratification and Structured Inequality	3 hours
SOC 603 Applied Social Theory	3 hours
SOC 604 Applied Research Design and Methodology	3 hours
SOC 605 Advanced Statistics for Applied Sociology	3 hours
SOC 606 Evaluation and Assessment	3 hours
Concentration Electives*	12 hours
SOC 760 Internship or SOC 770 Thesis Research	<u>6 hours</u>
Total	36 hours

*SOC 603, SOC 604 and SOC 605 should be taken within students' first 15 hours of graduate coursework.*

### Areas of Concentration

#### Criminal Justice

- SOC 620 Applied Criminological Theory
- SOC 630 Race, Gender, Class and The Criminal Justice System
- SOC 635 Applied Crime Mapping in the Social Sciences
- SOC 640 Forensic Anthropology
- SOC 645 Dimensions of Homicide

#### Globalization and Sustainability

- SOC 625 Population Policy
- SOC 650 Applied Study Abroad
- SOC 655 Applied Environmental Sociology
- SOC 660 Participatory Research and Popular Education
- SOC 665 Globalization and Social Transformation

The following may be used in either concentration when appropriate and approved by the Graduate Coordinator in the Applied Sociology program:

- All SOC 500-Level Courses
- SOC 607 Public Policy

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\* Electives must be selected from students' area of concentration. If not, electives may be selected with the approval of the Graduate Coordinator and students' Major Professor.

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SOC 690 Independent Study in Applied Sociology  
SOC 698 Special Topics in Applied Sociology  
ANTH 698 Special Topics in Anthropology  
GEOG 698 Special Topics in Geography  
CJ 698 Special Topics in Criminal Justice

## 2.2 Independent Study

Independent Study is vital to the intellectual and professional development of students. The course is designed to allow students to work with interested professors to pursue a subject of interest that may not be offered in the Sociology Program's current curriculum. Soc 690 is designed to allow students to work in-depth with their Major Professor or a member of their Committee to review literature and prepare proposals for their eventual Internship or Thesis work.

To register for an independent study course, the student and the professor guiding the work must agree to the course requirements and submit a completed and signed 'Independent Study Syllabus/Agreement' (see model in attachment III) to the Graduate Coordinator. The student will not be allowed to register for either Soc 500 or Soc 690 until this completed Syllabus/Agreement has been submitted and is in the student's file.

No student will be allowed to enroll in an Independent Study class with outstanding grade(s) of 'I' or 'F' in other courses. Additionally, no student will be allowed to enroll in an Independent Study class with outstanding grade(s) of 'C' in core classes (601, 602, 603, 604, 605, or 606).

## 2.3 Internship Option

Taken after the completion of the required 30 hours of coursework, the internship involves application of sociological principles to work within an organization, agency, community, institution, or business setting, depending upon students' area of interest. An Agency Supervisor, students' Major Professor and the Internship Committee supervise the work. Students may choose to register for 6 credit hours of Soc 760 for one semester or 3 credit hours of Soc 760 for two consecutive semesters. Students enrolled in this option will be required to meet with their Committee three times—once before the internship begins, a second time to defend a proposal and a third time to defend the final paper.

No student will be allowed to enroll in the Internship (Soc 760) with outstanding grade(s) of 'I' or 'F' in other courses. Additionally, no student will be allowed to enroll in the Internship with outstanding grade(s) of 'C' in core classes (601, 602, 603, 604, 605, or 606). All students choosing the internship option must adhere to the Graduate School's rule mandating continuous registration for all students researching and writing theses.

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## 2.4 Thesis Option

Taken after the completion of the required 30 hours of coursework and the successful completion of the 'Thesis Proposal Defense,' the thesis is a major work of original and independent research on a topic of interest, undertaken by the student and supervised by the student's Major Professor and Thesis Committee. All students choosing the thesis option must adhere to the Graduate School's rule mandating continuous registration for all students researching and writing theses.

No student will be allowed to enroll in Thesis (Soc 770) with outstanding grade(s) of 'P' or 'F' in other courses. Additionally, no student will be allowed to enroll in Thesis with outstanding grade(s) of 'C' in core classes (601, 602, 603, 604, 605, or 606).

## SECTION 3: SOC 760- INTERNSHIP GUIDELINES

### 3.1 Description of the Internship Option

The Internship is designed to provide students with practical and professional work experience supervised by the student's Major Professor, who will serve as Chair of the Internship Committee. It is completed during the last one or two semesters of the student's plan of study (6 credit hours in one semester or 3 credit hours in two semesters).

Exceptions to this are allowed only if the student's Internship Committee agrees that unusual circumstances are involved and an exception is necessary. In this case the Graduate Coordinator must agree and recommend the exception to the Department Head for approval. Placement is typically in non-academic settings, e.g., government agencies such as law enforcement agencies, human resource agencies, educational institutions, the judicial system, environmental agencies, offices of elected and appointed government officials, community organizations, voluntary associations, labor organizations, research organizations, or private businesses or corporations. The work experience is to be professional in nature.

Once all work (6 credit hours and the Defense-Oral Exam) has been completed and approved, the grade assigned shall be either pass or fail. Students who do not finish their internship report by the end of the semester will receive an "IP" grade and be required to register for at least one hour of SOC 760 credit the following semester.

The Internship may be completed, if appropriate, at the Student's own work setting. If this is the case, the experience must involve work other than the Student's routine work duties.

Internship requirements:

- Completion of 200 on-site hours
  - Completion and Approval of a Prospectus (proposal) for the Internship Report.
  - An Internship Report, submitted at the completion of the Internship
    - This Report contains work that is exemplary of the tasks performed for the agency, the scope of which is based on the needs of the agency or organization (hereafter Agency), and agreed upon by the Agency Internship Supervisor, the Student, and the Internship Committee. Examples include, but are not limited to, the following: policy recommendations for addressing some identified problem, a plan for improving some aspect of agency, a grant proposal, grant report, program evaluation, or a paper addressing broader issues outside the specific agency that have impact on that agency.
  - Successful Internship Paper Defense-Oral Exam.
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### 3.2 Summary of Required Steps for the Internship

All students selecting the Internship Option must complete the following steps. No deviations from this sequence will be allowed.

1. Meeting with the Graduate Coordinator early in the student's second semester to develop and submit a Degree Plan in which the student confirms her/his decision to select the internship option.
2. Meeting of Student with the Graduate Coordinator to identify placement interests. In some cases, site agreements and clearances may take a year or more, so it is important to start early.
3. Selection of Major Professor.
4. Selection of Internship Committee members.
5. On-site meeting of Student, Agency Internship Supervisor, and the Graduate Coordinator and/or Major Professor, to discuss the Intern's placement activities.
6. Meeting of Student and Committee to agree on Intern's placement activities and begin discussing Internship Report.
7. Completion of 'Field Internship Agency Agreement Form,' with appropriate signatures, submitted to Internship Coordinator.
8. Completion of all required coursework (30 hours).
9. Internship Proposal Defense and Approval.
10. Completion of 200 supervised on-site hours.
11. Completion of 'Evaluation of Internship Site Form, and completion by the Agency Internship Supervisor of the 'Final Evaluation of Applied Sociology Field Internship Student Form.'
12. Additional meetings of the Student and Internship Committee may be held as needed.
13. Submission of draft of the final Internship Paper to Internship Committee for their review.
14. Once all members of the committee have agreed that the student is ready, the student schedules an Internship Paper Defense-Oral Exam. This must occur well in advance of finals week to allow sufficient time for final editing and production of the Internship Report. It is the responsibility of the student to make sure this is accomplished in a timely fashion or s/he may be required by the Internship Committee to postpone the Internship Paper Defense-Oral Exam until the following semester.
15. Upon success of Internship Paper Defense-Oral Exam, the Internship Committee signs two copies of a signature page to be included in the Internship Report for the files and submits it to the Department Head for her/his signature.
16. Submission of one copy of Internship Report to be placed in the office of the Internship Coordinator and one copy for the Department of Sociology and Criminal Justice files.

### 3.3 Selection of Placement Site

When selecting an Internship site, the Student should consult with the Graduate Coordinator and Members of his/her committee for ideas and suggestions. The chosen site must be accessible to supervision by the department's Graduate Coordinator and Major Professor, and the scope of work must be feasible within the time and resources available to the Student.

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### **3.4 Selection of Major Professor**

Students in the Internship Option will select a Major Professor, whom, with the latter's consent, will advise the student on matters related to the internship placement and supervise the Student's Internship experience in cooperation with the Graduate Coordinator. The Major Professor should be chosen based on her/his expertise in the field in which the Student chooses as well as her/his ability to establish a reasonable time-line and facilitate communication between the Graduate Coordinator, the Student, the Internship Committee Members, and the Agency Internship Supervisor. The selection of the Major Professor should occur early in the Student's second semester while the student prepares her/his Degree Plan Form with the Graduate Coordinator.

### **3.5 Selection of Internship Committee**

Students in the Internship Option will select an Internship Committee consisting of the Major Professor, who serves as Committee Chair, and two additional members of the department's Graduate Faculty. The two additional committee members, selected with their consent, will assist the Student during all phases of the Internship. Internship Committee Members should be chosen not only on the basis of their expertise in some aspect of the Internship experience, but on their availability and willingness to advise the Student, read and suggest revisions to the Student's written drafts and attend Proposal Defense and the Internship Paper Defense-Oral Exam. The selection of the Internship Committee should occur by the midway point of the Student's second semester and be included on the student's 'Application for Admission to Candidacy Form' once the student has successfully completed 12 credit hours of coursework in the department

### **3.6 Internship Placement Activities**

Students choosing the Internship Option will meet with the Agency Internship Supervisor the Graduate Coordinator and/or the Major Professor to discuss the Internship placement activities.

### **3.7 Internship Placement Activities Approval**

Students choosing the Internship Option will be required to meet with the Internship Committee for final approval of placement activities. A Field Internship Agency Agreement form is then completed, signed, and submitted to Graduate Coordinator.

### **3.8 Internship Report Prospectus (Proposal) Defense and Approval**

After the completion of required coursework (30 hours), the student will defend her / his prospectus. The prospectus for the Internship Report will vary for each placement, but must

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be approved with the Committee. The selection of the content of the Internship Paper may be completed after the Student has gained some familiarity with the Agency, but for Internships being completed over two semesters, the Prospectus should be approved by the first month of the second semester of the internship. For Internships being completed in one semester, the Prospectus should be completed within the first 30 days of the semester.

### **3.9 Completing the Internship**

The Student choosing the Internship Option will work under the supervision of the Agency Supervisor, with periodic meetings with the Major Professor and members of the Internship Committee or with the Internship Committee as a whole for direction and feedback. Once the Agency Internship Supervisor has completed the 'Final Evaluation of Applied Sociology Field Internship Student Form' and the Student has completed the 200 Internship hours, the 'Evaluation of Internship Site Form,' and the Internship Report, and made all revisions required by the Major Professor and Internship Committee, the completed draft will be submitted to all members of the Internship Committee.

### **3.10 Internship Paper Defense-Oral Exam**

Prior to graduation, students choosing the Internship Option will be required to hold an on-campus presentation of their Internship Report and respond to questions about their Internship Paper before a forum of the Internship Committee, Agency Representatives, interested Faculty and Graduate Students. It is the Student's responsibility, in consultation with the Major Professor, to schedule the Internship Paper Defense-Oral Exam. The Internship Paper Defense-Oral Exam should occur several weeks before the Student's planned graduation date, and no later than the week before finals week in order to allow for processing requirements. Otherwise, with no exceptions, the student must register for the following semester and reapply for graduation.

The date and time of the Internship Paper Defense-Oral Exam must be announced to properly notify all faculty and students. The College Conference Room (303 Fayard Hall) may be available and is scheduled with the College of Arts, Humanities and Social Sciences main office (985-549-2101).

During the defense the Student will make a presentation of the Internship Paper and respond to general sociological questions from the faculty. The Student will also be required to demonstrate a thorough knowledge of Applied Sociology.

At the conclusion of the Internship Paper Defense-Oral Exam, the Internship Committee will meet in closed conference to determine whether the Student has demonstrated possession of requisite knowledge in Applied Sociology justifying the Master of Science degree. Additional modifications of the Internship Paper may be required at this time by the Internship Committee or the student may receive a grade of 'F' in which case the student will not be awarded a Master of Science Degree by the Department of Sociology and Criminal Justice. Students required to make significant modifications may also be required to register for the following semester and reapply for graduation. Students must receive final approval from all of the Internship Committee members before receiving a grade of 'P' and

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being recommended for graduation. The Student and Department Chair must also sign the Internship Signature Page.

### **3.11 Internship Report Style and Binding**

The Student shall use the black tape binding (available at the DocumentSource) method to bind their report. The Internship Report cover will be printed on card stock, with the student's title and name inserted into the designated box on the cover. The DocumentSource can print on card stock from a disk file in Publisher or Word. The cover file will be made available on the departmental web page or provided by the Graduate Coordinator. The style and binding shall conform to the format of the most recent American Sociological Association (ASA). While the final organization of the Internship Report may vary depending upon Internship activities, each Internship Report will minimally contain the following, and, to the extent possible, in the listed order:

1. Internship Report Cover
2. Signature Page (signed and provided at the close of the successful Internship Paper Defense-Oral Exam)
3. Title Page
4. Table of Contents
5. Acknowledgments
6. Abstract
7. Body
8. Bibliography
9. Appendices
10. 25% Cotton Paper
11. Plain White Card Stock Back Cover

Submission of the Internship Report to the SLU Library and Graduate School is not required, but submission *is required* by the Department, and will be stored with departmental theses in the Office of the Graduate Coordinator.

### **Effective Date**

This policy shall be effective for all Students as of August 1, 2015.

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## **SECTION 4: SOC 770- THESIS GUIDELINES FOR M.S. DEGREE IN APPLIED SOCIOLOGY**

### **4.1 Description of the Thesis Option**

The thesis is a major work of independent research on an original topic or the replication test of previous research, supervised by the student's Major Professor and Thesis Committee. It is completed during the last one or two semesters of the student's plan of study after the completion of the required 30 hours of coursework and the successful completion of the 'Thesis Proposal Defense.' All students choosing the thesis option must adhere to the Graduate School's rule mandating continuous registration for all students researching and writing theses.

### **4.2 Summary of Required Steps for the Thesis**

All students in the Thesis Option must complete the following steps in order and obtain the approval of the Major Professor and Thesis Committee, Department Chair and Dean of the Graduate School at appropriate stages. No deviations from this sequence will be allowed:

- Selection of Topic
- Selection of Major Professor
- Selection of Thesis Committee
- Completion of Coursework
- Thesis Proposal Defense
- Submission of Individual Chapters and Required Revisions to Major Professor and Thesis Committee
- Submission of Complete Final Draft to Major Professor and Thesis Committee
- Approval of Complete Final Draft by Major Professor and Thesis Committee
- Apply for Graduation the semester of the Thesis Defense-Oral Exam
- Thesis Defense-Oral Exam
- Final Formatting Revision Based on Library Reviewer Comments
- Payment of Thesis Binding Fee at Controller's Office
- Submission of Fee Receipt and Four Copies (two must be on 25% cotton paper) of the Thesis to the Library for Binding

### **4.3 Selection of Topic**

When selecting a thesis topic, the student should consult with Graduate Faculty Members for ideas and suggestions. The chosen topic must be original and accessible to supervision by the department's Graduate Faculty, and the necessary research must be feasible within the time and resources available to the student. This process should begin during the student's first semester.

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## 4.4 Selection of Major Professor

Students in the Thesis Option will select a Major Professor who, with the latter's consent, will supervise the student's Proposal Development and Defense (including Soc 690 independent study work), the Research Process, the Writing of the Thesis and the Final Thesis Defense-Oral Exam. The Major Professor should be chosen based on her/his expertise in the field in which the student chooses to research as well as his/her ability to establish a reasonable thesis time-line and facilitate communication between the Student, the Thesis Committee Members and all Other Responsible Parties. The selection of the Major Professor should occur early in the student's second semester while the student prepares her/his Degree Plan Form with the Graduate Coordinator.

## 4.5 Selection of Thesis Committee

Students in the Thesis Option will select a Thesis Committee consisting of the Major Professor and two additional members of the department's Graduate Faculty. In some cases, one Thesis Committee Member may be chosen from outside of the department when agreed upon by the Major Professor, the other Thesis Committee member, the Graduate Coordinator and the Department Chair. The two additional committee members, selected with their consent, will assist the student during all phases of the Thesis Option Process. Thesis Committee Members should be chosen based, not only on their expertise in some aspect of the Thesis Research, but on their availability and willingness to advise the student, read and suggest revisions to the student's written drafts and attend the Proposal Defense and the Thesis Defense-Oral Exam. The selection of the Thesis Committee should occur by the midway point of the Student's second semester.

## 4.6 Thesis Proposal Defense

After the completion of requisite coursework (30 hours), students choosing the Thesis Option, after consulting with the Major Professor and the Thesis Committee, will propose a research topic based on their understanding of available literature in the field. The written proposal should consist of a Statement of the Problem, a Literature Review, a Methodology Section and the Research Instrument. The student must orally defend their research proposal before a forum consisting of the Major Professor and the Thesis Committee. The Major Professor and Thesis Committee must approve the date before the defense can be scheduled. If necessary, students not setting a date in a timely manner will have a date set for them by the Major Professor and Thesis Committee.

The goals of this oral defense are three-fold:

- (1) Determine whether the student has an understanding of the fundamental areas of applied sociology, especially those related to the area of concentration.
  - (2) Determine whether the student has an acceptable and feasible research design.
  - (3) Determine whether the student has acceptable oral communication skills.
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If the Major Professor and Thesis Committee feel that the student's grasp of applied sociological principles or the proposal is lacking, the student may be required to rewrite designated sections of the proposal. Once the Major Professor and Thesis Committee have approved the Proposal Defense and they and the Department Chair have signed the 'Proposal Defense Form,' the student may register for Soc 770 and begin her/his thesis research. The Thesis Proposal Defense ideally should occur by the end of the student's the third semester of study in order to permit the student to register for Soc 770 and begin the research during her/his fourth semester of enrollment. Students will not be permitted to register for Soc 770 until the signed 'Proposal Defense Form' (Attachment VI) is on file in the Department of Sociology and Criminal Justice.

## **4.7 Human Subjects Approval (IRB)**

Those students conducting research must complete an Institutional Review Board (IRB) form and have the research project approved before beginning the actual collection of data. This clearance should be done after the Thesis Proposal Defense (in case committee members want to alter the instrument) and sometime before the collection of data. Up to date information and forms can be found at [www.selu.edu/irb](http://www.selu.edu/irb).

## **4.8 Conduct Research and Submission of Chapters**

The student must work under the supervision of the Major Professor and the Thesis Committee during the research process. They agree upon a schedule for the submission of written chapters and required revisions of those chapters towards the completion of the Thesis. Once the student has completed the thesis and made all revisions required by the Major Professor and the Thesis Committee, the completed draft will be submitted to the Major Professor and the Thesis Committee. The student must obtain approval of the final draft by the Major Professor and the Thesis Committee before proceeding to the Thesis Defense-Oral Exam. The process should occur during the student's third and fourth semester of study.

## **4.9 Apply for Graduation**

Forms and deadlines for this purpose are available from the Graduate School Office. There is also a non-refundable diploma fee that must be paid.

## **4.10 Thesis Defense-Oral Exam**

Prior to graduation, students choosing the Thesis Option will be required to present the thesis results and respond to questions about their thesis research as well as sociological questions before a forum of the Major Professor, Thesis Committee, interested Faculty and Graduate Students. It is the student's responsibility, in consultation with the Major Professor, to schedule the Thesis Defense-Oral Exam. This should occur at least three weeks before the Student's planned graduation date, and no later than the week before finals week in order to allow for processing requirements. It is important that students pay very

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close attention to scheduling issues in order to graduate on time. Students must submit the final draft, schedule the Thesis Defense-Oral Exam, complete revisions and submit a final copy to the Graduate School well before finals are over each semester. Failure to do so, with no exceptions, means the students must register for the following semester and reapply for graduation.

The date and time of the Thesis Defense-Oral Exam must be announced to properly notify all faculty and students. It is also the student's responsibility to schedule an adequate room in which to hold the event. The Dean's Conference Room (303 Fayard Hall) may be available and is scheduled with the College of Arts, Humanities and Social Sciences main office (985-549-2101).

During the Thesis Defense-Oral Exam, the Student will make a presentation of the Thesis/ Research Paper and respond to general sociological questions from the faculty. The Student will also be required to demonstrate a thorough knowledge of Applied Sociology justifying the awarding of the Master of Science degree. At the conclusion of the presentation, the Major Professor and Thesis Committee will meet in closed conference to determine whether the student has demonstrated a thorough presentation of the thesis research process and a level of knowledge in applied sociology justifying the Master of Science degree. Additional modifications of the thesis may be required at this time by the Major Professor and Thesis Committee or the student may receive a grade of 'F' in which case the student will not be awarded a Master of Science Degree by the Department of Sociology and Criminal Justice. Students required to make significant modifications may also be required to register for the following semester and reapply for graduation.

Students must receive final approval for their thesis from the Major Professor and both Thesis Committee members before being recommended for graduation. They, the Graduate Coordinator, the Department Chair and the Dean of the academic college must also sign the Thesis Signature Page.

## **4.11 Thesis Style and Binding**

The thesis must conform to the format of the most recent American Sociological Association (ASA). In addition, the thesis must conform to the requirements of the University. Southeastern's guidelines and policies governing theses and dissertations is available on-line at the following address:

[http://www.southeastern.edu/acad\\_research/programs/grad\\_school/assets/thesis\\_and\\_dissertation\\_standards\\_4th\\_final.pdf](http://www.southeastern.edu/acad_research/programs/grad_school/assets/thesis_and_dissertation_standards_4th_final.pdf)

Students must first pay the requisite binding fee in the Controller's Office and then submit the receipt and at least 4 copies of the final approved version of the thesis to the Sims Memorial Library for binding. In addition, thesis must conform to the requirements of Proquest, since they will be digitized and published in their electronic database.

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## 4.12 Thesis Layout

Southeastern's Graduate School has general guidelines for the layout of the master's thesis. The guidelines are located at the following address:

[http://www.southeastern.edu/acad\\_research/programs/grad\\_school/assets/thesis\\_and\\_dissertation\\_standards\\_4th\\_final.pdf](http://www.southeastern.edu/acad_research/programs/grad_school/assets/thesis_and_dissertation_standards_4th_final.pdf)

Each M.S. thesis in Applied Sociology should adhere to the following structure:

- Signature Page (completed after the Thesis Defense-Oral Exam)
- Title Page
- Acknowledgements
- Table of Contents
- Thesis Abstract
- Text
- Bibliography
- Appendices (if required)

### Effective Date

This policy shall be effective for all students as of August 1, 20015.

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# APPENDICES



## **A. PROGRAM ORGANIZATIONAL STRUCTURE**

### **Dean of the Academic College**

The Dean must approve and sign all forms pertaining to students' degree plan, teaching assistantship appointments, and final copies of the thesis.

### **Department Head**

The Department Head is the administrative leader of the Department of Sociology and Criminal Justice. With regard to the graduate program, her/his responsibilities include:

- Approving all budget expenditures.
- Approving course withdrawals, resignations and all administrative decisions regarding enrollment (e.g. retroactive withdrawals, late adds).
- Approving and signing off on the final copies of the thesis and internship paper.
- Working with the Graduate Coordinator to develop the Graduate class schedule each semester.
- Serving as the key contact person and administrator of the Graduate Program when the Graduate Coordinator is absent (e.g. the summer semester).
- Making all final decisions to resolve otherwise irresolvable disagreements among members of the Graduate Faculty and / or Graduate Students.

### **Graduate Coordinator**

The Graduate Coordinator is the administrative leader of the graduate program. Her/his responsibilities include:

- Developing a student recruitment plan and actively working to maintain student admission to and retention in the program.
  - Representing the Graduate Program at College, Graduate School and University Curriculum meetings when the Graduate Program and/or Graduate Faculty have items on the agenda.
  - Processing application materials.
  - Supervising Graduate Assistants.
  - Presenting admission recommendations to the Graduate Faculty Committee.
  - Presenting graduate assistantship recommendations to the Graduate Faculty Committee.
  - Assigning responsibilities and supervising Graduate Assistants.
  - Preparing an orientation for newly admitted graduate students each semester.
  - Maintaining a file for each graduate student.
  - Working with the Graduate Faculty Committee and the Department Head to develop the Graduate class schedule each semester.
  - Advising all graduate students' course selection.
  - Processing all graduate students' Degree Plan Form.
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- Advising graduate students in the selection of a Major Professor and Committee.
- Processing all graduate students' Admission to Candidacy Form.
- Providing necessary forms at requisite stages in students' academic career.
- Verifying the completion of all coursework in relation to students' Degree Plan.
- Working with graduate students, their Major Professor and their Thesis and Internship Committee to ensure proper and timely scheduling and completion of all thesis and internship requirements (e.g. scheduling defenses).
- Accumulating and maintaining contact lists of potential agencies interested in the placement of interns.
- Meeting and consulting with students recommended for internship placement by the Graduate Coordinator to identify placement interests and explain the internship program in greater detail.
- Scheduling and attending, if deemed necessary by involved parties, a meeting of the Student, Agency Internship Supervisor, and Major Professor, to discuss the Intern's placement activities.
- The completion of the Field Internship Agency Agreement form, with appropriate signatures, and submits a copy to the Graduate Coordinator to place in the student's file.
- The completion of all external agency or internal departmental paperwork related to a student's Field Internship placement.
- Resolving disagreements among members of the Thesis and Internship Committee and / or the Graduate Student.
- Serving as the department's representative on the College of Arts and Sciences Graduate Committee and on the University Graduate Council.
- Serving as the program's representative with National and Regional Applied Sociology Associations.
- Maintaining all departmental records pertaining to the Graduate Program.

## **Graduate Faculty Advisory Committee**

All graduate faculty members in the Department of Sociology and Criminal Justice shall serve as members of the Graduate Faculty Advisory Committee. A simple majority of the members of this committee must approve all decisions and recommendations made by the Graduate Coordinator. For example, the committee must approve all student admissions to the program and the awarding of all graduate assistantships. Additionally, a simple majority of the members of this committee must approve all recommendations made by the Graduate Coordinator and/or the Department Head to resolve disagreements among Graduate Faculty members and / or Graduate Students.

## **Graduate Faculty**

All faculty members in the Department of Sociology and Criminal Justice who are members of the University Graduate Faculty are members of the Department's Graduate Faculty. The 'Policies and Procedures manual for the Graduate Council' stipulates that Members shall have a three to six year term, as determined by the individual colleges' credentials

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committees, subject to review by The University Graduate Council, with eligibility to teach graduate courses, serve on and chair graduate student committees, supervise theses and serve on thesis committees, and serve on the Graduate Council.

Temporary graduate faculty status must be renewed annually; adjunct faculty must be renewed each semester. Professors in both categories do not share the range of privileges and responsibilities enjoyed by professors with 3 to 6 year graduate faculty status, and must consult with the Graduate Coordinator and Department Head before assuming graduate faculty level responsibilities.

## Major Professor

All graduate students must have a Major Professor who acts in a mentoring capacity to the student and the Major Professor should share common research interests. The Major Professor must be a member of the Department's Graduate Faculty and her/his responsibilities include:

- Working with the Graduate Coordinator to guide the student during all aspects of her/his master's degree program.
- Meeting with student and graduate coordinator to approve the degree plan.
- Heading and coordinating the student's thesis or internship committee.
- Coordinating the preparation of thesis or internship placement with the student and other committee members.
- Ensuring that the student follows all steps and procedures agreed upon by the Graduate Faculty Advisory Committee as outlined in the Departmental Thesis and Internship Guidelines.
- Coordinating with other committee members the critical review and editing of the thesis or coordinate with the committee and agency supervisor the progress and final write-up of the internship work.
- Facilitating the proposal defense and final thesis or internship paper defense-oral exam including ensuring the proper and timely scheduling of all defenses.
- Working closely with the Graduate Coordinator to ensure the student's progress as well as ensuring that the student follows all steps and procedures agreed upon by the Graduate Faculty Advisory Committee as outlined in the Departmental Thesis and Internship Guidelines.

## Thesis and Internship Committee

Both the thesis and internship committee consists of the major professor and at least two other members of the Graduate Faculty. A qualified academic professional from outside the department or the university may be appointed to the committee if the student, Major Professor, and Graduate Coordinator agree that such a person's expertise could benefit the student. In addition to those items listed above under 'Major Professor,' the committee will:

- Provide advice to the student on thesis research topics or internship placement.
  - Give final approval for the thesis proposal or internship placement.
  - Supervise thesis research or internships with the agency supervisor.
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- Conduct the proposal defense and thesis defense-oral exam or internship paper defense-oral exam to test the student's knowledge of general sociological issues as well as the student's specific knowledge of her/his research topic.
- Give final approval and sign off on the thesis or internship paper if they feel that the quality of the student's defense and final paper are of sufficient academic quality to warrant approval. The committee passes their recommendation on to the Department Head for approval.
- The committee may require the student to re-do all or part of the research, defense-oral exam and / or final paper in order to receive the committee's approval. Furthermore, the committee may decline to approve the student's work and submit a grade of 'F' resulting in the non-awarding of the M.S. in Applied Sociology degree. The committee passes its recommendation to the Department Head for approval.

## Graduate Assistants

The Graduate Coordinator recommends and the Graduate Faculty Advisory Committee awards graduate assistantships on the basis of merit. Graduate assistants are contractual employees who work under the general supervision of the Graduate Coordinator and the immediate supervision of the professor(s) to whom they are assigned. Graduate Assistants are selected competitively on a semester-by-semester basis. There is no guarantee that a GA position award will be extended beyond the semester it was awarded.

The Graduate School limits GA position awards to a maximum of 36 months; however, the Department of Sociology and Criminal Justice limits GA position awards to a maximum of 24 months. Students may seek a GA position outside of the Department of Sociology and Criminal Justice if they wish. Graduate Assistants should:

- Understand that they should adhere to the responsibilities outlined below under the heading 'Graduate Students' and particularly make sure they are aware of and comply with all University and College rules and regulations.
  - Understand that the position they have been awarded is competitive and may be revoked upon non-compliance with the responsibilities vested in the position as determined by the Graduate Faculty Advisory Committee or failure to maintain 'good' academic standing and reasonable academic progress as defined by the Graduate School.
  - Immediately after being assigned by the Graduate Coordinator, meet with the professor(s) to whom s/he has been assigned and arrive at a written agreement of duties, responsibilities, days and times of availability on campus for the semester that the GA position has been awarded. The professor(s) should keep one copy of the written agreement, the student should keep one and one copy should be given to the Graduate Coordinator to maintain in the student's file.
  - Understand that s/he is responsible for working in the Department of Sociology and Criminal Justice 20 hours per week and is further responsible for keeping and submitting her/his time in order to be paid.
  - After reaching an agreement with the professor(s), post her/his work hours on her/his office door. In the event that the student's services aren't required by her/his
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- assigned professor on a particular day, the student should maintain office hours during the agreed upon work time.
- While fulfilling her/his work time by keeping office hours, be aware that s/he may be asked by another professor to fulfill some task. The student should attempt to comply with the professor's request if it is reasonable and doesn't detract from the student's other assigned duties and responsibilities. However, the student is under no obligation to perform clerical tasks in the Department of Sociology and Criminal Justice main office.
  - Understand that any scheduling conflicts or other disagreements over time or requested duties and responsibilities should be worked out with the student's assigned professor(s). In the event that the two cannot arrive at an adequate resolution, the Graduate Coordinator must be contacted and asked to intervene.
  - Turn in all keys and other departmental and university equipment at the end of their assignment.

## Graduate Students

Admission to Graduate School is an honor that few people have experienced. Graduate School is qualitatively different from the baccalaureate level and requires commitment and a professional work ethic. Students who do well and are awarded a Master's Degree are generally those students who hunger for knowledge and desire to make a real difference in their chosen field. Preparation, organization and the ability to work with and communicate with professors and other students are vital to the student's success. After being accepted to the Master's Program in Applied Sociology students should be the catalyst for their own success and be prepared to make others help them meet their needs and goals. To be successful students must:

- Make sure they are aware of and comply with all University and College rules and regulations.
  - Be able to successfully navigate all aspects of University bureaucracy and meet its requirements (e.g. the financial aid office).
  - Meet with the Graduate Coordinator prior to any semester that the student will enroll in order to be academically advised and have registration blocks removed.
  - Meet the requirements of all coursework and maintain 'good' academic standing.
  - Develop a research focus of interest sometime during the late part of the first semester and the early part of the second semester and talk with faculty who may be interested in working with the student's thesis/internship project.
  - Meet with the Graduate Coordinator at the beginning of the student's second semester to develop and submit a Degree Plan Form to the Graduate School. This includes stating the student's area of concentration, declaring a thesis or internship option and naming a Major Professor and Committee.
  - Meet with the Graduate Coordinator at the beginning of the semester after which the student has finished 12 hours of Graduate level coursework to submit an Admission to Candidacy form to the Graduate School.
  - Work very closely with the student's agreed upon Major Professor and Committee to fulfill all requirements for the successful completion of the student's
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thesis/internship option as outlined in the Department of Sociology and Criminal Justice Thesis / Internship Guidelines.

- Pay all required fees and fill out all paperwork in a proper and timely fashion in order to fulfill University and College requirements for graduation.

## B. PROGRESSION TIMELINE

While specific schedules will vary, the timeline provided below provides you with an approximation of key benchmarks as you progress through the program.

### Semester 1

- All core courses completed with a grade of at least a “B”
- No grades lower than a “C”
- GPA is at least a 3.00
- Thesis/Internship Development
  - ✓ A selection has been made as to whether or not to pursue the internship or thesis option

### Semester 2

- All core courses completed with a grade of at least a “B”
- No grades lower than a “C”
- GPA is at least a 3.00
- Degree Plan Filed
- Thesis/Internship Development
  - ✓ Workable Thesis/Internship topic has been identified
  - ✓ Major Professor has been selected
  - ✓ Thesis/Internship Committee has been selected

### Semester 3

- All core courses completed with a grade of at least a “B”
- No grades lower than a “C”
- GPA is at least a 3.00
- Thesis/Internship Development
  - ✓ Research proposal for thesis completed (Introduction, Review of Literature, Methodology)
  - ✓ Internship Site Selected and all applications for placement completed
  - ✓ First meeting with internship committee completed
  - ✓ Thesis proposal defended
  - ✓ IRB approval granted

### Semester 4

- Thesis/Internship Development
    - ✓ Completion of 200 on-site internship hours and internship report
    - ✓ Completion of Thesis research
    - ✓ Successful defense of internship report
    - ✓ Successful defense of thesis research
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