

Department of Sociology

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# GRADUATE STUDENT HANDBOOK

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**Department of Sociology**  
**Graduate Student Handbook**

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# **Graduate Student Handbook**

## **Master of Arts in Sociological Practice**

### **Department of Sociology**

#### **Indiana University Purdue University Fort Wayne**

The Master of Arts in Sociological Practice at IPFW is designed to prepare you to be a skilled practitioner of sociology. Sociological practitioners use knowledge from the discipline of sociology to do needs assessment, program development and evaluation, staff development and training, conflict intervention in public and private organizations, and community organization for social change. The goal of the program is to educate you to apply the sociological perspective to research, analysis, and intervention in the function of social institutions, organizations, and groups. In addition, this program is designed to help you develop the skills necessary to conduct social research analysis and design effective research-based interventions. Successful completion of the Master of Arts in Sociological Practice program will enable you to:

- Acquire an advanced understanding of sociological practice, including a comprehensive knowledge of the theory, professional standards, and ethics of sociological practice.
- Develop skills in the design, implementation, and analysis of social research and in the interpretation of social science research data for a non-academic audience.
- Develop the skills needed to design and implement flexible, creative, research-based interventions to effect change in groups, organizations, and societies.

The purpose of this handbook is to provide graduate students with an outline of the departmental requirements that must be fulfilled in order to earn the Master of Arts in Sociological Practice degree, as well as your rights and responsibilities as graduate students in this department. This handbook should be considered a supplement to the degree requirements outlined in the *Graduate Bulletin*; therefore, this handbook does not replace any of the requirements outlined in the *Graduate Bulletin*. It is the responsibility of the student to be familiar with all general and specific degree requirements outlined in this handbook and in the *Graduate Bulletin*.

### **Admission to the Program**

Admission to the Master of Arts in Sociological Practice program is dependent upon having earned a bachelor's degree in sociology or a related discipline from an accredited institution. If you have not received an undergraduate degree in sociology or have not completed the three core undergraduate courses – Sociological Theory, Research Methods, and Statistics - you may be admitted with the contingency that you will need to complete these undergraduate courses before you are allowed to enroll in the equivalent graduate courses in sociological practice.

In addition to having earned a bachelor's degree from an institution of recognized standing with a major in either sociology or a related discipline, candidates must also meet the following

requirements in order to be considered for regular admission to the Master of Arts in Sociological Practice program:

- Have earned an undergraduate grade-point average of B or better (3.0 on a 4.0 scale).
- Have earned a minimum TOEFL score of 550 (old scale) or 213 (computer-based test) if English is your second language.
- Demonstrate ability to complete the program successfully:
  - Submit a 300-500 word Statement of Purpose regarding your current goals, plans for your professional career, and reasons for selecting this field of study.
  - Submit three letters of recommendation, at least two of which are from professors familiar with your academic work.
  - Graduate Record Examination (GRE) is optional.
- Submit official transcripts of all college and university work.

Submit all other materials necessary to complete the Masters in Sociological Practice application packet (you can request an application packet by completing the online Information Request form <http://www.ipfw.edu/soca/soc/irf.html>).

#### **Financial Aid:**

To be considered a full-time student and qualify for financial aid, graduate students must be enrolled for at least 9 credits per semester (or its equivalent if employed as a teaching or research assistant). Sources of financial aid for graduate students include, but are not limited to, Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, Perkins Loans, and Federal Work-Study. You may qualify for appointment as a teaching or research assistant. For these positions, you may be a full or part-time student. Such appointments carry a stipend as well as partial remission of fees.

#### **Faculty Mentor:**

Once admitted to the program, students will initially be assigned to work with the Graduate Program Director until the student chooses a faculty mentor. Graduate students are responsible for, and required to, secure a faculty mentor. Any tenure-track faculty member who has an interest in working with a particular graduate student can act as a faculty mentor for that student. The students will contact a faculty member and ask the faculty to become their mentor. It is the prerogative of the faculty to either take the student as their mentee, or turn the student down. If a student cannot procure a mentor within a one semester period, the student will not be able to register online without first meeting with the Graduate Program Director, and may be advised to consider another graduate program.

The mentor serves in part as an advisor to the student for the purposes of course selection and career planning. The Mentor should meet with the student at least twice a year to:

- Review the Graduate Handbook.
- Review expectations of the program.
- Discuss course selections, encouraging students towards sociology electives.
- Review progress within the program and towards graduation.
- Discuss professional opportunities: paper presentations, professional organizations, AKD Honor Society, opportunities on campus and within the local community.
- Discuss Thesis or Practicum options.

In addition, the mentor will help the student to successfully navigate the requirements of the practicum or thesis. The mentor will:

- Commit time and expertise in guiding the student through the graduate program.
- Work with the student to correct deficiencies in skills and content by suggesting specific courses and activities for remediation as needed.
- Guide the student in his/her applied work during the practicum or thesis experience.
- Serve as the principal advisor for the student in completion of the practicum or thesis.
- Ensure that the student has completed all required coursework.
- As a member of the student's Practicum or Thesis Committee, certify that the student has met all the criteria of the practicum or thesis.
- Explore possibilities for publication of the student's work, either individually or jointly.
- Assist the student in the employment search process upon completion of the degree.

In any given year, a faculty member typically will mentor 3-5 students. If students wish to change mentors during their time in the program, they must first notify the Graduate Program Director of their intention to change mentors.

## **Degree Requirements**

The Master of Arts in Sociological Practice is a 33-credit program of approved graduate courses composed of the core component (which includes the practicum or thesis) and the elective component. Remedial courses and other undergraduate courses do not apply and do not count towards graduation.

In addition to fulfilling both the academic regulations that apply to all Indiana University graduate students, all degree requirements outlined in the *Graduate Bulletin*, and all program requirements previously outlined in this handbook, graduate students in the Master of Arts in Sociological Practice program must satisfy all of the following general degree requirements:

- Students must complete all graduate coursework with a grade of B or better in order for the course to count toward the degree.

- Students must maintain a minimum grade point average of 3.0 in all graduate coursework.

### **The Core Component:**

The core component (18 credits) is designed to provide you, through a series of foundation seminars, with a general level of graduate training in the intellectual tools of sociology. Included are the fundamental elements of social organization and sociological research. The core component courses are listed below.

SOC P540 Principles of Sociological Theory and Practice  
SOC P550 Statistical Techniques for Sociological Practice I  
SOC P570 Applied Research Methods  
SOC P697 Professional Development  
SOC P698 Practicum in Sociological Practice (6 credit hours)  
OR  
SOC P699 Masters Thesis Research (6 credit hours)

The Practicum in Sociological Practice (SOC P698) is designed to give you a hands-on professional practice experience and is to be undertaken only after you have completed at least half of the formal coursework. The practicum is to be divided over a two-semester sequence. During each semester, you are expected to work as a practicing sociologist in a setting outside the university in a for-profit or nonprofit organizational setting. You are required to complete 150 hours per semester at your chosen site for each of the two semesters, in addition to scheduled periodic meetings. The practicum will serve as a capstone experience in which you integrate and apply what has been learned during formal coursework. More information on the practicum is contained in a later section of this handbook.

The Masters Thesis (SOC P699) option is designed to allow you to analyze a problem, policy, or program using the tools of applied sociology and is to be undertaken only after you have completed at least half of the formal coursework. Researching and writing the thesis will generally be divided over two semesters. While the thesis is applied in its focus, its form allows you to demonstrate your mastery of sociological theory and research methods in a more traditional format. The Masters Thesis will be of potentially publishable professional quality. In addition, you will be required to formally present and defend your findings to sociology and other interested individuals in a forum determined jointly with your Thesis Committee. More information on the thesis is contained in a later section of this handbook.

### **The Elective Component:**

The elective component (15 credits) is designed to give you an ability to develop a curriculum emphasizing the applied research component of sociological practice. You and your mentor will select appropriate electives in applied sociology or other approved graduate courses.

Students may take up to 6 credit hours of electives outside the department. These electives must be approved by the procedure below. Outside elective approval forms are available from the graduate secretary. They must be submitted and approved prior to enrolling in the course.

- Student meets with their Mentor to discuss electives.
- Student and Mentor attach rationale for the elective course to the Outside Elective form; Mentor signs form.
- Graduate Program Director reviews form and makes a recommendation to the Department Chair.
- The Department Chair makes the final decision whether to approve the elective.

The Master of Arts in Sociological Practice program will maintain flexibility to provide you with training appropriate to your particular professional needs. Some of the courses that can be used to fulfill the requirements of the applied research elective component are listed below. Check the printed schedule listing or OASIS for courses offered in a particular term. Check with the Graduate Secretary to find out what graduate courses will be offered in future terms.

SOC P510 Seminar on Organizations and the Individual  
SOC P514 Health and Healthcare Issues  
SOC S516 Seminar in Sociology of Family  
SOC P517 Social Stratification and Sociological Practice  
SOC S518 Seminar in Sociology of Religion  
SOC S521 Seminar in Deviant Behavior  
SOC S528 Research in Criminology  
SOC P560 Topics in Sociological Practice  
SOC S560 Topics in Sociology  
SOC P562 Topics in Policy Analysis  
SOC S570 Sociology of Education  
SOC S574 Medical Sociology  
SOC S575 Social Gerontology  
SOC P576 Sociological Pedagogy  
SOC P578 Mediation and Conflict Resolution  
SOC P650 Statistical Techniques for Sociological Practice II  
SOC P670 Advanced Applied Research Methods  
SOC P695 Independent Research in Sociological Practice  
SOC P696 Independent Clinical Analysis and Intervention

**The Practicum:**

The practicum provides a supervised practice experience in the community through which you will apply the knowledge and skills acquired from the Master of Arts in Sociological Practice program. Prior to the practicum, working with your mentor you will form a practicum committee, develop a practicum proposal, and have that proposal approved by the Institutional Review Board (if necessary) and your Practicum Committee. After completing the practicum,

you will write a report concerning the practicum experience that will be shared with the host agency or organization and presented to representatives of the agency and sociology faculty at an appropriate forum. After you have successfully completed all the requirements of the practicum, your Practicum Committee will recommend to the Graduate Program Director that you be awarded the Master of Arts in Sociological Practice degree.

#### Practicum Eligibility:

You must complete at least half of the required coursework in the core component and the elective component (except for P698) before you can register for the practicum. Your mentor will determine if your demonstrated knowledge and skills are sufficient to carry out the practicum. The mentor will either recommend further work to fill in gaps and, when appropriate, approve you to move on to the practicum. Prior to beginning the practicum, a Practicum/Thesis Enrollment Form should be on file with the Graduate Secretary.

#### Practicum Committee:

The practicum committee, chosen by the student and the faculty mentor, will be comprised of at least three members who are faculty at IPFW. The mentor will be one of the members of the practicum committee and will serve as its chair. The Committee will have at least one additional member from the Department of Sociology. Only one member of the committee may be an IPFW faculty member from outside the Department of Sociology.

#### Practicum Proposal:

Upon approval by the practicum committee, you will enroll in the first semester of SOC P698 and develop a practicum proposal. The proposal is intended to outline the expectations and anticipated outcomes of the practicum experience. (See Appendix D for a suggested outline.) The proposal must be approved by the practicum committee before a student can register for their final semester of SOC P698. While developing the proposal, carrying out the practicum, or writing the report, students may enroll for additional credits of SOC P698 as needed, but only 6 credits of the course will count toward meeting degree requirements.

#### Final Report of the Practicum Experience:

Upon completion of the practicum, you will prepare and submit to your practicum committee a detailed report of the practicum experience, methods, and results together with a self-reflective statement of the experience. Typically this report is 40-100 pages in length. The final draft of the practicum report will be submitted to the practicum committee for review and approval. In addition, an error-free copy of the final practicum report must be placed in the department office two weeks prior to the oral presentation of the report, so that all members of the department and the university community who wish to review it may do so. The final practicum report must incorporate policy recommendations for resolving a problem or improving the functioning of the institution/organization/interactional situation in which you were involved.

No less than six weeks after the practicum committee has approved the practicum report, the student will give an oral presentation of the report to the members of the student's practicum committee and a public audience that may include practicum site representatives, members of the Department of Sociology, other faculty, staff, and students of the university, and members of

area communities, as appropriate. The chair of the practicum committee presides over the presentation. The chair and committee members have priority in asking questions of the student presenting. The grade for the practicum is based on both the written report and its oral presentation.

#### Final Review and Graduation Certification:

When all requirements for the program have been completed, the student's mentor will notify the Graduate Program Director, who will recommend that the student be awarded the Master of Arts in Sociological Practice degree.

#### **The Thesis:**

The thesis provides an opportunity for you to demonstrate your mastery of sociological theory and research in a more traditional format. Prior to the thesis, working with your mentor you will form a thesis committee, develop a thesis proposal, and have that proposal approved by the Institutional Review Board (if necessary) and your Thesis Committee. After completing the thesis, you will present it to sociology and other interested faculty and students at an appropriate forum. After you have successfully completed all of the requirements of the thesis, your Thesis Committee will recommend to the Graduate Program Director that you be awarded the Master of Arts in Sociological Practice degree.

#### Thesis Eligibility:

You must complete at least half of the required coursework in the core component and the elective component (except for P699) before you can register for the thesis. Your mentor will determine if your demonstrated knowledge and skills are sufficient to carry out the thesis project. The mentor will either recommend further work to fill in gaps and, when appropriate, approve you to move on to the thesis. Prior to beginning the thesis, a Practicum/Thesis Enrollment Form should be on file with the Graduate Secretary.

#### Thesis Committee:

The thesis committee, chosen by the student and the faculty mentor, will be comprised of at least three members who are faculty at IPFW. The mentor will be one of the members of the thesis committee and will serve as its chair. The Committee will have at least one additional member from the Department of Sociology. Only one member of the committee may be an IPFW faculty member from outside the Department of Sociology.

#### Thesis Proposal:

Upon approval by the thesis committee, you will enroll in the first semester of SOC P699 and develop a thesis proposal. The proposal is intended to outline the problem addressed along with the theory and methods to be used. (See Appendix D for a suggested outline.) The proposal must be approved by the Thesis Committee before a student can register for their final semester of SOC P699. While developing the proposal or writing the thesis, students may enroll for additional credits of SOC P699 as needed, but only 6 credits of the course will count toward meeting degree requirements.

### Final Thesis Report:

Upon completion of the thesis, you will prepare and submit it to your Thesis Committee. The thesis should be of a quality level appropriate for submission to a professional sociological journal. Typically the thesis will be 40-100 pages in length. The final draft of the thesis will be submitted to the Thesis Committee for review and approval. In addition, an error-free copy of the thesis must be placed in the department office two weeks prior to the oral presentation of the report, so that all members of the department and the university community who wish to review it may do so.

No less than six weeks after the thesis committee has approved the thesis, the student will give an oral presentation and defense of the thesis to the members of the student's thesis committee and a public audience that may include members of the Department of Sociology, other faculty, staff, and students of the university, and members of area communities, as appropriate. The chair of the thesis committee presides over the presentation. The chair and committee members have priority in asking questions of the student presenting. The grade for the thesis is based on both the written report and its oral presentation and defense.

The thesis report must conform to the Indiana University "Format For Theses And Dissertations" guidelines. Information is available at <http://www.indiana.edu/~grdschl/thesisGuide.php#III>

### Final Review and Graduation Certification:

When all requirements for the program have been completed, the student's mentor will notify the Graduate Program Director, who will recommend that the student be awarded the Master of Arts in Sociological Practice degree.

## **Course Offering Cycles**

In an effort to facilitate advance planning by both faculty and graduate students, the department will make every effort to offer core graduate courses on a fixed two-year cycle, designated as Cycle A and Cycle B below. Most elective courses are offered on a bi-annual (i.e., every other year) basis as well. Since the Masters in Sociological Practice program has a rolling admission process, a student's particular sequence depends upon which cycle the department is in at the time student first registers for classes. These course cycles do not account for any undergraduate courses a student is required to take as part of their admission to this program or any other undergraduate courses, as those courses do not count towards graduation.

**Two-Year Graduate Course Cycle for Full-Time Students:**

This schedule totals 36 credit hours since you must be enrolled for 9 credit hours per semester to be classified as a full-time student.

<p><b>Cycle A - Fall</b>                  SOC P550 Statistical Techniques for Sociological Practice I                  SOC P697 Professional Development                  Elective</p>	<p><b>Cycle A - Spring</b>                  SOC P570 Applied Research Methods                  Elective                  Elective</p>
<p><b>Cycle B - Fall</b>                  Elective                  Elective                  SOC P698 or P699 Practicum or Thesis Research</p>	<p><b>Cycle B - Spring</b>                  SOC P540 Principles of Sociological Theory and Practice                  Elective*                  SOC P698 or P699 Practicum or Thesis Research</p>

\*Free elective to assure full time standing.

**Three-Year Graduate Course Cycle for Part-Time Students:**

Students who attend the program part-time will find the following three-year graduate course sequence to be helpful with respect to completing all degree requirements.

<p><b>Cycle A - Fall</b>                  SOC P550 Statistical Techniques for Sociological Practice I                  SOC P697 Professional Development</p>	<p><b>Cycle A - Spring</b>                  SOC P570 Applied Research Methods                  Elective</p>
<p><b>Cycle B - Fall</b>                  Elective                  Elective</p>	<p><b>Cycle B - Spring</b>                  SOC P540 Principles of Sociological Theory and Practice                  Elective</p>
<p><b>Cycle A - Fall</b>                  Elective                  SOC P698 or P699 Practicum or Thesis Research</p>	<p><b>Cycle A - Spring</b>                  SOC P698 or P699 Practicum or Thesis Research</p>

**Five-Year Graduate Course Cycle for Part-Time Students:**

The five year cycle may be advantageous to students who are only able to take one class per semester.

<p><b>Cycle A - Fall</b>                  SOC P550 Statistical Techniques for Sociological Practice I</p>	<p><b>Cycle A - Spring</b>                  SOC P570 Applied Research Methods</p>
<p><b>Cycle B – Fall</b>                  Elective</p>	<p><b>Cycle B - Spring</b>                  SOC P540 Principles of Sociological Theory and Practice</p>
<p><b>Cycle A - Fall</b>                  SOC P697 Professional Development</p>	<p><b>Cycle A - Spring</b>                  Elective</p>
<p><b>Cycle B – Fall</b>                  Elective</p>	<p><b>Cycle B - Spring</b>                  Elective                  Elective</p>
<p><b>Cycle A - Fall</b>                  SOC P698 or P699 Practicum or Thesis Research</p>	<p><b>Cycle A - Spring</b>                  SOC P698 or P699 Practicum or Thesis Research</p>

This course sequence would be extended if the student elects to take only one elective in the Cycle B – Spring Year 4 rotation.

# University Policies

## Individual Rights and Responsibilities as Students:

(2005-2007 Graduate Bulletin pgs. 141-142)

1. Degree-seeking students have the responsibility for selecting a major field of study, for choosing an appropriate degree program within the discipline, for planning class schedules, and for meeting the requirements for degrees. IPFW will provide advisors to assist students in academic planning, but students are responsible for being knowledgeable about all academic requirements which must be met before a degree is granted.
2. Students have the right to receive accurately and plainly stated information which enables them to understand clearly:
  - a. the general qualifications for establishing and maintaining acceptable academic standing within a particular major and at all other levels within IPFW,
  - b. the graduation requirements for specific curricula and majors, and the course objectives, requirements, and grading policies set by individual instructors for their courses.
3. In the classroom, students have the freedom to raise relevant issues pertaining to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed. However, in exercising this freedom, students shall not interfere with the academic process of the class.
4. Students' course grades shall be based upon academic performance, and not upon opinions or conduct in matters unrelated to academic standards. Students have the right to discuss and review their academic performance with their instructors. Students who feel that any course grade has been based upon criteria other than academic performance have the right to appeal through the IPFW grade appeals system. [[See IPFW Academic Regulations-Grade Appeals.](#)]
5. Students have the right to obtain a clear statement of basic rights, obligations, and responsibilities concerning both academic and personal conduct.
6. Students have the right to participate in the formulation of IPFW policies which directly affect them. In exercising this right, students have the right of access to appropriate information, to express their views, and to have their views considered.
7. Students have the privacy rights specified in the IPFW policy on the release of student information. (See IPFW Academic Regulations-Release of Student Information)

**Incompletes:**

(2005-2007 Graduate Bulletin pg. 131)

A grade of I may be granted to students

1. who are unable to complete specific course requirements for clearly unavoidable, nonacademic reasons (such as extended illness or relocation) and
2. whose work has been of passing quality up to that time.

A grade of I will not be considered as an alternative to an anticipated low grade in a course. Certain IPFW schools/divisions or departments impose additional limitations on the use of I grades.

An instructor who reports a grade of I must provide the registrar's office with a form specifying

1. the reason for the incomplete,
2. the requirements for completing the course,
3. the grade earned for the course to date, and
4. the specific time limit, not to exceed one calendar year, allowed for completing the course.

An instructor may change the incomplete to a regular letter grade if requirements for the completion of the course are not met within the time specified. Given extenuating circumstances, the initial time limit may be extended for a period not to exceed one additional calendar year if approved by the instructor and the instructor's dean/division director, and if the registrar's office is notified before the expiration of the original time limit.

The registrar's office changes the I to a grade of IF unless you graduate or remove the incomplete within the time allowed. If you are enrolled at IPFW as an Indiana University student and receive an IF grade, a grade of F is recorded on your official transcript. If you re-enroll in the same course while the I is still on your record, and the course is not repeatable for credit, the original grade of I remains on your official transcript.

If you transfer resident credit for a course in which you received an incomplete, you will have the grade of I recorded on your academic record for up to one calendar year from the date of admission to IPFW. At the end of this period, if you have not graduated or provided evidence that the incomplete has been replaced with a permanent grade, the registrar's office will change the incomplete to IF.

**Academic Grade Appeals:**

(2005-2007 Graduate Bulletin pg. 133)

The grade appeals policy applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a

similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings.

Grades may be changed only by a university authority upon the decision of the Grade Appeals Subcommittee, or by the instructor any time prior to the decision of the Grade Appeals Subcommittee.

**Affirmative Action, Nondiscrimination, and Nonharassment:**  
(2005-2007 Graduate Bulletin pgs. 126, 140-141)

IPFW is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

IPFW views, evaluates, and treats all persons in any university-related activity or circumstance in which they may be involved solely as individuals on the basis of their personal abilities, qualifications, and other relevant characteristics.

IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. The university will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations, and orders and in conformance with the procedures and limitations as set forth in Purdue University's Executive Memorandum No. D-1, which provides specific contractual rights and remedies. Additionally, the university promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and Vietnam-era veterans through its affirmative action program.

**Antiharassment:**  
(2005-2007 Graduate Bulletin pg. 141)

It is the policy of IPFW to maintain the campus as a place of work and study for faculty, staff, and students free from all forms of harassment. In providing an educational and work climate that is positive and harassment-free, faculty, staff, and students should be aware that harassment

in the workplace or the educational environment is unacceptable conduct and will not be tolerated. This policy addresses harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin or ancestry, or disability, as well as those who are harassed for other reasons such as sexual orientation.

### **Research Involving Human Subjects:**

As part of their coursework, practicum or thesis, students may choose to conduct research that will involve the collection of primary research data or the use of secondary data via the use of human subjects. Students should be aware that any research which involves human subjects must first be approved by the Committee on the Use of Human Research Subjects at Purdue University. The instructions for submitting an application, other general guidelines, and all relevant forms necessary to obtain approval from the Committee on the Use of Human Research Subjects at Purdue University are located at their website: <http://www.irb.purdue.edu/>.

## **Departmental Expectations**

### **Expectations of Graduate Students:**

Graduate students should conduct themselves in a professional manner at all times.

Graduate students should budget their time wisely so that all course requirements will be met during the semester they are registered for a course. The granting of an incomplete must involve extenuating circumstances.

Since e-mail is the primary means of communicating official department announcements to students, each graduate student is responsible for making sure that the Graduate Secretary and Graduate Program Director have the student's most up-to-date active e-mail address. Faculty will make every effort to respond to emails in a timely manner.

### **Expectations of Graduate Teaching Assistants:**

Teaching assistants will be responsible for independently teaching a class. Typically this class is a section of Principles of Sociology S161.

### **Criteria for the Selection of Graduate Teaching Assistants:**

1. Preference will be given to those enrolled in the Program for 6 or more hours at the time they teach.
2. Must have completed the Pedagogy course or have prior teaching experience in sociology or related discipline.
3. Must have completed nine hours of sociological graduate coursework in theory, methods, and pedagogy courses prior to teaching.
4. When needed, undergraduate remedial sociology courses in theory, methods, and statistics must be completed prior to teaching.
5. Must be a student in good standing.
6. Preference will be given to those who have completed more courses in our graduate program.

7. Preference will be given to those who have sociological research experience.
8. Graduate GPA's will be considered.
9. Consideration will be given to students whose career goals involve teaching.
10. Graduate students are eligible to be teaching assistants for a maximum of two semesters.

**Expectations of Graduate Research Assistants:**

Graduate research assistants will participate with faculty of the Sociological Practice Graduate Program in research on a variety of topics. Topics may include family violence, race/ethnicity, minority groups, environmental, religion, crime/deviance, social organization, alcohol/drug addiction, social policy evaluation and implementation and others.

Applicants should have sufficient background in sociology and research methods. Applicants should be able to follow instruction and work independently on research topics such as those described above. Skills in library research, word processing and statistical analysis are expected. The position requires between ten and twenty hours per week.

Duties of a graduate research assistant include, but are not limited to assisting in management of the research project, data collection, dataset management and analysis of data, assistance with literature reviews and reference acquisition, preparation of tables and reports, secretarial duties and website maintenance and development. Other duties may also include research participant recruitment, scheduling appointments, interviewing research participants, data transcription, writing up results and participation in research team meetings. Other work assignments may include assisting with the preparation of grant proposals. Specific duties will be clearly designated by the principal investigator prior to the beginning of the appointment. However, research assistants should be aware that additional duties may occur depending upon the research project.

The research assistantship provides the student with an experience of a particular methodology, or participation in a research study related to one's area of interest.

**Citation Standard:**

See the American Sociological Association website [www.asanet.org](http://www.asanet.org)

## Appendix A: Department of Sociology Faculty Profile

### **Patrick J. Ashton**

Ph.D., 1981, Michigan State University

#### Substantive Specialization Areas

Community/Urban Development  
Conflict Resolution and Mediation  
Social Theory and Practice  
Sociological Pedagogy

### **Christopher S. Bradley**

Ph.D., 2004, Bowling Green State University

Domestic Violence  
Social Psychology  
Quantitative Methodology  
Statistics

### **Augusto De Venanzi**

Ph.D., 1981, University of Surrey (United Kingdom)

Sociological Theory  
Globalization  
Inequalities  
Social Policy

### **Donna Holland**

Ph.D., 2005, Bowling Green State University

Sociology of the Family  
Family Violence  
Criminology/Delinquency

### **Peter Iadicola**

Ph.D., 1979, University of California, Riverside

Crime and Delinquency  
Violence  
Political Economy  
Community/Social Development

### **Michael R. Nusbaumer**

Ph.D., 1977, Western Michigan University

Deviant Behavior and Social Control  
Quantitative Methodology  
Sociology of Drugs  
Peace and American Society

### **Anson Shupe**

Ph.D., 1975, Indiana University

Religion/Religious Movements  
Deviant Behavior and Social Control  
Social Psychology

### **Diane E. Taub**

Ph.D., 1986, University of Kentucky

Social Psychology  
Sociology of Deviance  
Medical Sociology

### **Carol Walther**

Ph.D., 2007, Texas A&M University

Demography/Statistics  
Sociology of Deviance  
Gender/Sexuality  
Race/Ethnicity

### **Mieko Yamada**

Ph.D., 2006, Western Michigan University

Identity  
Popular Culture  
Race/Ethnicity  
Sociology of Education  
Japanese/Asian Pacific Studies

### Affiliated and Joint Appointments

#### Substantive Specialization Areas

### **Jane A. Grant**

Ph.D., 1981, University of California, Berkeley  
School of Public and Environmental Affairs

Environmental Sociology  
Policy Analysis/Public Policy  
Community

### **Barry Hancock**

Ph.D., 1982, Oklahoma State University  
School of Public and Environmental Affairs

Criminal Justice  
Juvenile Justice  
Penology/Corrections

## Appendix B: Master of Arts in Sociological Practice Learning Objectives

Note: While a learning objective may be covered in several courses, the courses checked will have primary responsibility for assuring the accomplishment of the learning objective.

Learning Objectives	SOC P540 Principles of Sociological Theory and Practice	SOC P550 Statistical Techniques for Sociological Practice I	SOC P570 Applied Research Methods	SOC P697 Professional Development	SOC P698 Practicum in Sociological Practice	SOC P699 Masters Thesis Research
1. Clearly define social problems and issues using a sociological perspective	√		√	√	√	√
2. Explain key classical and contemporary social theories	√					√
3. Demonstrate understanding of macro, meso, and micro theories	√					*
4. Appropriately analyze, evaluate and apply sociological theories to social problems	√				√	√
5. Demonstrate knowledge & application of evaluation research; policy analysis; needs assessment		√	√		*	*
6. Demonstrate knowledge & application of quantitative methods		√	√		*	*
7. Demonstrate knowledge & application of qualitative methods			√		*	*
8. Present findings, results, and/or recommendations to clients & the public			√		√	√
9. Utilize professional & disciplinary ethical standards			√	√	√	√
10. Demonstrate appropriate knowledge of sociological & professional opportunities				√	√	

NOTE: \*= depends on the project.

## Appendix C: Review Checkpoints in the Masters Program

<b>TYPE OF REVIEW</b>	<b>When?</b>	<b>By Whom?</b>	<b>Description</b>	<b>Outcome</b>
Bi-annual	Typically once in the Fall semester and once in the Spring semester.	Mentor	The mentor and the student conduct a joint review of the student's progress to date. Students must satisfactorily complete a minimum of 3 credits per academic year to remain active in the program.	Student receives feedback on his/her progress and recommendations to remediate any deficiencies.
Approval of the Practicum Project or Thesis Proposal	Upon completion of the practicum or thesis proposal	Practicum or Thesis Committee	Student enrolls in P698 or P699 to develop a proposal for a practicum project or a thesis which is then reviewed and approved by the Committee.	Upon approval of the Practicum Committee or Thesis Committee, the student enrolls in additional credits of P698 or P699 to carry out their proposed work.
Approval of the Practicum or Thesis Report	At least 3 weeks prior to the end of the Fall or Spring semester	Practicum or Thesis Committee	Student prepares and submits a detailed report on the Practicum or Thesis experience – what occurred and what was learned, or the final draft of their thesis. The Practicum or Thesis Committee discusses and evaluates the work, recommending changes if necessary or voting to approve it.	Upon approval of the report or thesis, the Practicum or Thesis Committee recommends the scheduling of a presentation of the results to an academic and public audience. Presentation must take place within 6 weeks of the final approval. If student is unable to meet the 3 week deadline before the end of the semester, he/she must enroll in P698 or P699 for an additional semester.
Evaluation of the Practicum Presentation or Thesis	Within 2 weeks of the presentation	Practicum or Thesis Committee	The Practicum Committee solicits input from the practicum site representative(s). The Thesis Committee evaluates the thesis presentation and defense. The Committee forwards their evaluation to the Graduate Program Director.	Evaluative information is compiled for final review. A final grade is assigned by the mentor based on a vote of the committee which assesses both the written report/thesis and the oral presentation
Final Review and Graduation Certification	Within 3 weeks of the presentation	Graduate Program Director	Graduate Program Director certifies that all program requirements have been met and forwards a recommendation to the Chair for signature.	Upon approval, the Graduate Program Director recommends that the student be awarded the Master of Arts in Sociological Practice degree.

## **Appendix D: Practicum/Thesis Proposal**

### **Suggested Practicum Proposal Outline**

- I. Title of Project
- II. Introduction
- III. Project Description, Site, External (on-site) Mentor
- IV. Sociological Knowledge and Skills to be Used
- V. Theoretical Framework
- VI. Project Timeline
- VII. Resources Needed and Sources
- VIII. Project Goals and Expected Outcomes
- IX. Project Assessment Plan
- X. Presentation and Dissemination of Practicum Results

### **Suggested Thesis Proposal Outline**

- I. Title of Project
- II. Introduction
- III. Theoretical Framework
- IV. Research Design/Methodology
- V. Contribution
- VI. Project Timeline
- VII. Resources to Complete Thesis and Sources, if Needed