IUP Indiana University of Pennsylvania

IUP Graduate Handbook

Master of Arts Program in Sociology

Department of Sociology

Handbook Updated 2020

Master of Arts in Sociology

Department of Sociology
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Phone: 724-357-2370, Fax 724-357-4842

Program Website: https://www.iup.edu/sociology/grad/sociology-ma/

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INTRODUCTION

Welcome! Graduate study is an exciting, but challenging journey. Through your Master's-level training you will learn valuable skills on the road to becoming an independent scholar with aptitude in applied research. Like any graduate program, ours requires a significant commitment of time and effort. Our program is designed to accommodate both working professionals as well as full-time students and we offer most courses in the evenings.

Most students find that participation in a graduate program can be an intensive experience. At times you may feel overwhelmed—this is perfectly normal, as graduate-level training is demanding both intellectually and emotionally. Your fellow graduate students will be an important source of support and networking opportunities. Your faculty will provide support and mentorship as you develop your research and scholarship skills. It is *your* commitment and investment in the program however, that will be key to your success in earning a Master of Arts degree in Sociology.

This Master's Student Handbook has been revised to provide students with the most current information about our program procedures. Because the Sociology M.A. program is continually developing to meet student needs and to help students and faculty achieve scholarly excellence, new editions are provided periodically with updated information for current students.

Those who join in welcoming you include Dr. Yaw Asamoah, Dean of the College of Humanities and Social Sciences, Dr. Hysock Witham, Chair of the Department of Sociology, and Dr. Hilliary Creely, Interim Dean of the School of Graduate Studies and Research. On their behalf, as well as all Sociology faculty members, I welcome you to the community of scholars in the Sociology MA program at IUP.

Sincerely,

Melanie L. Duncan, Ph.D.

Master's Coordinator

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Affirmative Action
www.iup.edu/gradcatalog

Title IX Reporting Requirement
www.iup.edu/gradcatalog

Student Conduct and Student Rights
www.iup.edu/studentconduct/policies/
www.iup.edu/gradcatalog

Department of Sociology

The Sociology Department was founded in the 1960's and grew out of the Department of Social Studies. For some time, sociology shared a department with anthropology but split in the 1990's. The Sociology master's program was developed in the 1980's. Today the department is home to 15 faculty members, many of whom practice "engaged sociology." We prepare students to think sociologically and use sociological tools to effectively participate in and make positive change in their communities.

Mission Statement and Program Objectives

Advanced training in sociology should enable you to think insightfully and critically about society and human relationships, and to serve more effectively in a variety of professions. Our Master of Arts in Sociology prepares you for employment in human services, government agencies, corporations, higher education, and social science research positions. Recent graduates work in a variety of positions such as: researchers, directors in human services agencies, alcohol treatment supervisors, domestic violence program staff members, data analysts, direct service practitioners, and educators.

The M.A. in Sociology is designed to prepare you for opportunities related to research, doctoral studies, or teaching in the social sciences. We emphasize Engaged Sociology and have designed the program for those interested in the organization, administration, evaluation of service delivery, and activism for special client groups such as the aging, the abused, and the alcohol dependent.

Faculty and Staff

Susan Boser   **sboser@iup.edu**
Cornell University, Ph.D., Human Service Studies

GRADUATE COURSES: SOC 701 Social Policy; SOC 710 Sociology of Human Services; SOC 705 Research Seminar in Sociology; SOC 765/865 Qualitative Research Methods

INTERESTS: Social Policy, Action Research, Qualitative Research, Research Ethics, Mixed Methodology, Program Evaluation, Democracy and Social Change, Higher Education.

Melanie Duncan   mduncan@iup.edu

University of Florida, Ph.D., Sociology

GRADUATE COURSES: SOC 528 Child Abuse; SOC 700 Proseminar;
SOC 777 Teaching Sociology

INTERESTS: Gender & Sexuality, LGBTQ+, Sexuality Education,
Reproductive Rights, Law & Policy, Families (Adoption, Marriage,
Definition and Construction of Families)

Valerie Gunter   val.gunter@iup.edu

Michigan State University, Ph.D., Sociology

GRADUATE COURSES: SOC 709 Contemporary Sociological Theory; SOC
803 Contemporary Social and Organizational Theory; SOC 765/865
Qualitative Research Methods

INTERESTS: Environment and Technology, Political Sociology, Community
Studies, Medical Sociology, Social Problems Theory, Social Theory, Qualitative
and Case Study Methods

Alex Heckert   aheckert@iup.edu

University of Iowa, Ph.D., Sociology

 GRADUATE COURSES: SOC 744/844 Sociology of Deviance; SOC 705
Research Seminar in Sociology; SOC 736/836 Sociology of the Family; SOC
763/863 Quantitative Research Methods I.

 INTERESTS: Sociology of Deviance and Juvenile Delinquency; Sociology of
Family; Gerontology and Medical Sociology; Research Methods.

Melanie Hildebrandt   melanieh@iup.edu
Columbia University, Ph.D., Sociology

GRADUATE COURSES: SOC 709 Contemporary Sociological Theory; SOC 754 Social Inequality; SOC 803 Contemporary Social and Organization Theory

INTERESTS: Race and Ethnicity; Gender; Social Inequality; Theory; and Community Studies.

Dana Hysock Witham   dhysock@iup.edu
University of Delaware, Ph.D., Sociology

GRADUATE COURSES: SOC 527 Social Perspectives on Intimate Partner Violence

INTERESTS: Gender, Intimate Partner Violence, Social Inequality, Peer Sexual Harassment, and Rape Prevention.

Beth Mabry   mabry@iup.edu
Virginia Tech, Ph.D., Sociology

GRADUATE COURSES: LDRS 800 Proseminar; LDRS 801 Leadership Theories; SOC 757 Aging and Society; SOC 581 Social Structure and Personality

INTERESTS: Social Inequality, Stress, and Well-Being; Roles, Identity, and the Self; Family and Intergenerational Relationships; Aging & Social Policy; Social Structure and Personality and Applications of Social Psychology.

Hilario Molina   hmolina@iup.edu

Texas A&M University, Ph.D. Sociology

GRADUATE COURSES: SOC 705 Research Seminar in Sociology; SOC 754/854 Social Inequality
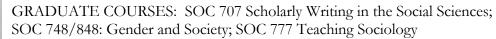
INTERESTS: Mixed-methods Research; Health, Social, & Economic Issues in the Latino Community; Social Demography; Critical Race Theory; Immigration

Michelle Sandhoff   sandhoff@iup.edu

University of Maryland, Ph.D., Sociology

GRADUATE COURSES: SOC 707 Scholarly Writing in the Social Sciences; SOC 748/848: Gender and Society; SOC 777 Teaching Sociology

Interests: Gender and Sexuality; Military Sociology and Sociology of War; Institutional Diversity; Families; Islam and Muslims in America; Cross-Cultural studies; Leadership.

Diane Shinberg   shinberg@iup.edu

University of Wisconsin-Madison, Ph.D., Sociology

GRADUATE COURSES: SOC 542 Medical Sociology; SOC 762 Analysis of Social Data; SOC 721/821 Sociology of Health Care

INTERESTS: Health and Medicine; Aging and the Life Course; Social and Health Inequalities; Gender; Disability Studies; Demography.

Melissa Swauger   **mswauger@iup.edu**
University of Pittsburgh, Ph.D., Sociology

GRADUATE COURSES: SOC 700 Proseminar; SOC 707 Scholarly Writing in the Social Sciences; SOC 777 Teaching Sociology

INTERESTS: Social Class, Gender, and Racial Inequalities in Education and Work; Adolescent Career Development; Education and Work Policies; Qualitative Research Methods; Sociology of Sport

Christian Vaccaro   **cvaccaro@iup.edu**
Florida State University, Ph.D., Sociology

GRADUATE COURSES: SOC 744 Sociology of Deviance;

SOC 765/865 Qualitative Research Methods

 INTERESTS: Social Psychology, Gender, Social Deviance, Qualitative/Quantitative Research Methods

Admission

Applicants are expected to have completed at least 12 hours of undergraduate social science courses with an average of B or better. The minimum cumulative grade point average for admission consideration is: 2.6 (on a 4.0 scale) for those whose bachelor's degrees were earned five or fewer years ago; 2.4 (on a 4.0 scale) if the bachelor's degree was earned more than five years ago; or 3.0 (on a 4.0 scale) over the last 60 credits earned towards the bachelor's degree. Applicants who do not meet the undergraduate GPA criteria must admit a Miller Analogies Test (MAT) score of at least 395.

If you do not meet this requirement, you may be considered for admission by taking additional undergraduate or graduate sociology courses designated by the department. Application material should be submitted at least one month prior to the semester in which the applicant plans to begin graduate work.

Submit the following items to IUP's School of Graduate Studies and Research:
- Application form: Online version is located at the Graduate Admissions website.
- Nonrefundable application fee.
- Two letters of recommendation (professional or academic).
- Statement of career and academic goals.
- Official transcripts from all colleges and universities attended.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

Graduate Assistantships
- o The M.A. program has a limited number of Graduate Assistantship (GA) positions available. Graduate Assistantships are awarded on the basis of merit usually on an annual basis, with a maximum of two years.

- o GA work typically involves assistance to faculty in administrative, research, and/or teaching activities. Incoming students express interest on their application. Ongoing students express interest to the coordinator.

- o Additional assistantships sometimes are available in other departments and in administrative offices. www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/
- o Student loans and work-study opportunities also may be available. Information about these forms of financial aid is available at Office of Financial Aid
  - o Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

Your Master's Coordinator serves as your faculty advisor and provides guidance throughout your studies. While you are in control of shaping your graduate career, from the topic you choose to study to the committees you form, your advisor should be a facilitator for your overall graduate school success. You should communicate at least once per semester with your advisor, especially for registration. You will also choose a thesis or portfolio committee who will guide you through the completion of these documents. Your thesis/portfolio chairperson will guide you through the stages of the thesis/portfolio process and help you reach your scholarly potential. The relationship between the student and advisor/committee should be mutually respectful, accessible, and professional.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center http://www.iup.edu/parking/
University Police http://www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration/

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Master's Program

Upon completion of the following requirements, students will earn a Master of Arts Degree in Sociology:

Required Core Courses (16 cr.)

SOC 700	Proseminar	1 cr.
SOC 705	Research Seminar in Sociology	3 cr.
SOC 762	Analysis of Social Data	3 cr.
SOC 709	Contemporary Sociological Theory	3 cr.
SOC 707	Scholarly Writing in the Social Sciences	3 cr.
SOC 765	Qualitative Research Methods	3 cr.

Electives

Additional elective courses are available from other departments on related topics such as counseling, individual assessment, women's studies, criminology, cross-cultural studies, public policy and finance, community and urban planning, statistical analysis, and program evaluation. Up to nine credit hours may be taken outside the department. No more than one-third of a student's total credit hours may be dual-level (400/500-level) courses. Students who enrolled for dual-level courses while undergraduates at IUP may not repeat the same courses for credit as graduate students.

Culminating Activity Options

Students select either a six-credit thesis option or a non-thesis option. Students selecting the thesis option must successfully complete a six-credit thesis (see requirements for the thesis listed under the catalog description for SOC 795). Including the six-credit thesis, the thesis option requires a total of 37 credit hours. The non-thesis option requires a total of 37 credit hours and successful completion of a Portfolio.

A. Thesis Option

SOC 795	Thesis	6 cr.
Approved electives[1]		15 cr.

Students with a 3.0 GPA or higher in required courses are permitted to pursue the Thesis option. Students taking the Thesis option must: enroll in 15 credits of approved electives and in 6 credits of Thesis (SOC 795), form a Thesis Committee (3 faculty members), submit a Thesis to that Committee, present the Thesis at a Thesis Defense, and deposit the Thesis according to the guidelines established by the School of Graduate Studies and Research. Students will provide a bound copy of their theses to the Department of Sociology.

OR

B. Non-Thesis Option – Academic or Professional Portfolio

Approved electives[1]	21 cr.
Portfolio	0 cr.

[1]No more than 9 semester hours of approved electives may be from outside the department.
Students with a 2.6 GPA or higher in required courses are permitted to pursue the Non-thesis option. Students taking the Non-thesis option must: enroll in 21 credits of approved electives, form a Portfolio

Committee, submit a Portfolio to that Committee (2 faculty members), and present the Portfolio at a Portfolio Hearing.

Other degree stipulations:
1) A minimum of 13 courses or equivalent (37 credits).
2) *Either* a six-credit thesis option *or* a non-thesis (portfolio) option.
3) The following three core course – SOC 705, SOC 709, and SOC 762 – must be taken during the first two semesters (full-time students) or during the first three semesters (part-time students) of your course work. Any exceptions to this policy must be approved *in advance* by the Master's Coordinator.
4) A maximum of 2 courses (6 credits) may be taken as special topics courses (Special Topics in Sociology, SOC 781). You may take only one special topics course with any single faculty member.
5) No more than one-third of a student's total credit hours courses may be dual-level (500-level). Students who enroll for dual-level courses while undergraduates at IUP may not repeat the same courses for credit as graduate students.
6) In order to be permitted to write a thesis, you must have a grade point average in the three core courses (SOC 705, SOC 762, and SOC 709) of at least 3.0.

NOTE: For any exceptions to these stipulations, you must apply *in writing* to the Sociology Master's Coordinator. Your request must specify the stipulation to be waived and the rationale for the waiver. Waivers must be approved by the Master's Coordinator (and in some cases by the Graduate School). You are also encouraged to consult with the Master's Coordinator about course offerings and appropriate courses for your area of specialization.

Side-by-side Thesis and Non-Thesis Options

	Thesis	Non-Thesis (Academic Portfolio)	Non-Thesis (Professional Portfolio)
Credit Requirements	37 credits Including 6 credits of SOC 795	37 credits	37 credits (Including 6 credits of SOC 798)
Composition of Committee	3-member Thesis Committee: Chair and 1 member must be Sociology faculty. All members must be IUP faculty	2-member Portfolio Committee: Both must be IUP Sociology faculty	2-member Portfolio Committee. Both must be Sociology faculty.
Required Paperwork	Research Topic Approval Form (RTAF) CITI Training, IRB application, Signature page, Change of Grade form (for SOC 795)	Program Forms for committee, theme prospectus, and hearing outcome	Program Forms for committee, internship prospectus, and hearing outcome
What Your Document Needs to Include	Typical format ASA or APA style Front matter: Title Page Copyright page (optional) Signature page; Abstract; Acknowledgements (optional); Table of Contents; List of Tables (if applicable); List of Figure (if applicable); Chapter 1. Introduction (topic & significance); Chapter 2. Review of the Literature (include conceptual framework, research questions, hypotheses); Chapter 3. Methods (research design, data, plan of analysis); Chapter 4. Findings and Results; Chapter 5. Discussion (implications, limitations, direction for future research); Back matter: References Cited Appendices, including IRB approval	Typical format ASA or APA style; Cover page; Table of Contents for the Portfolio; Curriculum Vitae; A personal reflection or researcher position statement; A portfolio statement introducing and describing the specific Theme; Theoretical paper; Methods paper; Literature review paper; Evidence of one presentation addressing your Theme; If applicable an executive summary of internship or service learning experience and reflection paper on the experience; Portfolios may include additional materials or products related to coursework, internships, service learning, field experiences and/or professional or applied scholarship.	Typical format ASA or APA style; Cover page; Table of Contents for the Portfolio; Curriculum Vitae/Resume; A template cover letter; A professional career and goals statement; Internship Paperwork; Internship Site Supervisor Write-up/Evaluation; Internship Paper; Program reflection paper; Professional Work/Writing Sample that speak to professional development.
Culminating Activity	Thesis Defense	Portfolio Hearing	Portfolio Hearing

Focusing on a Research/Thesis Problem or Question

Some students come to a graduate program already having a fairly clear idea of the topical focus for their thesis research and course projects. Others use a master's degree to change careers, or develop new interest areas, and choose to conduct their research on an area that is new to them. And some simply don't know exactly what they wish to study as they begin the program! Regardless, you are encouraged to begin preparing for such projects from your first class at IUP, using course work and other IUP resources to help you focus on a topic.

For example, papers assigned in your courses are opportunities to explore areas you may be interested in studying later through research. You should also use your electives to explore potential research problems or questions in greater depth. This is a great way to begin your literature review, as well as to identify faculty members who might serve on your committee. You may want to consult with your Program Coordinator, as well as faculty with expertise in your field of interest, regarding suggestions for reading, electives, and other tips that can assist you to focus the scope of your research. You may also wish to consider working with a faculty member on their research in order to gain experience and ideas for your own study.

The example timeline below provides a general sketch for expected progress through the program for students enrolled on a full-time basis (with 9 credit hours per term). Students may enroll in higher credit loads or in Summer sessions for more compressed program completion. *Please note* that the sequence of courses is subject to change and adjustments to the order of courses offered are not uncommon.

Example Progression

Students entering in the Fall semester and enrolling full-time ($\geq$9 credits) in regular semesters would follow the progression described below.

FALL, Semester 1 (10 credits)
    SOC 700 Proseminar
    SOC 707 Scholarly Writing in the Social
    Sciences
    SOC 762 Analysis of Social Data
    3 elective credits

SPRING, Semester 2 (9 credits)
    SOC 705 Research Seminar in Sociology
    SOC 709 Contemporary Sociological
    Theory
    3 elective credits
        * begin thesis/portfolio
    prospectus

FALL, Semester 3 (9 credits)
    SOC 765 Qualitative Research Methods
    6 elective credits
        * form to thesis/portfolio
    committee

SPRING, Semester 4: *Non-thesis option* (9 credits)
    9 elective credits
    Culminating in Portfolio hearing

SPRING, Semester 4: *Thesis option* (9 credits)
    6 thesis credits: SOC 795 Thesis
    3 elective credits
    Culminating in Thesis defense

Required courses are generally offered once a year. Many elective courses are offered every other year, but some are offered less frequently. Please check with the Master's Coordinator and the online schedule of classes for specific information on what courses will be offered during each semester.

Independent Study
Only a very limited number of Independent Study courses (SOC 799) are approved during the academic year. Independent Study is not to be used in place of existing courses, but for advanced individual study in an area of faculty expertise. A detailed course syllabus, including purpose, objective, format, readings, and evaluation, must be developed in collaboration with a faculty member and submitted to the Master's Coordinator for approval. The Department Chair and the Dean of the College of Humanities and Social Sciences must then approve the proposal. Approval must be obtained prior to registering for the course. An independent study approval form is available from the Sociology Department Office.

Internship
Students in the have the option of doing an internship. Internships are generally 6 credits and must be approved by the Master's Coordinator and supervised by a Sociology Department faculty or the Master's Internship Coordinator (Master's Coordinator). The student may propose an internship site. Internships may include research as well as more applied work within an organization.

To prepare for an internship, consult with the Internship Coordinator or the Master's Coordinator for instructions well in advance of the semester of the internship. Internships may be at the site of your current employment provided the internship activity is beyond your previous employment responsibilities (e.g., the internship may entail introducing a new program at the employment site). Internships are generally conducted during the summer after the student's last semester of courses.

Internships are typically done during the summer. Internships may only be scheduled during Fall or Spring Semester under extenuating circumstances, and require the written approval of the Sociology Department Chair and the Dean of the College of Humanities and Social Sciences, in addition to the faculty supervisor and the Sociology Master's Coordinator.

MA in Sociology Internship Process (SOC 698/798)

The **CHSS Application** is DUE the semester beforehand. The CHSS Application requires Company/Agency, Supervisor's name & contact information, Start and End dates, Number of Weeks, Hours per week, approximate hourly schedule, Paid/Nonpaid, and APPROVAL SIGNATURES.

Prior to submitting the CHSS Application, the **SOC-MA Internship Application** must be completed and submitted at least TWO WEEKS prior to the CHSS Application Due Date.

The SOC-MA Application requires a 1-2 page statement addressing:

- Learning objectives
- Anticipated outcome – what do you anticipate gaining from this internship? (Consider skills & knowledge.)
- What can you contribute to the organization/agency during your internship? (Consider your strengths, qualities – *both* academic and personal, that you bring to the internship.)
- How does this meet your long-term goals?

Internship Application Deadlines

Semester	CHSS Application Deadline	SOC-MA Application Deadline
Fall	First Monday in July	June 15th
Spring	Second Monday in November	October 15th
Summer	Second Monday in April	March 15th

Course Descriptions

SOC 517* Global Service Learning 3 cr. Provides a forum for critical reflection on community-driven service, cross-cultural experiences, and global citizenship. Progresses through a framework, which explicitly links personal experience and readings with regular writing assignments in a journal and class discussion. Reflects on both the purposes of their service work as well as on its limits as a response to specific needs within the community, and more general problems of social justice. Through the experience of interaction and reflection, students learn to apply knowledge and skills in the real world, exercise critical thinking, develop self -learning and helping skills, develop societal knowledge and sensitivity, and enhance personal development. Explores issues of social responsibility and citizenship in relation to the social problems with which they become acquainted through their community work. Prerequisite: Permission of the instructor

SOC 527* Social Perspectives on Intimate Partner Violence 3 cr. Considers the range of theoretical explanations for the pervasive violence between intimate partners. Particularly examines the research on intimate partner violence and the implications of this research for programs and policies assisting both the victim and the abuser. Prerequisite: None

SOC 528* Child Abuse 3 cr. Examines the prevalence, causes, and social implications of physical, sexual, emotional, and neglect forms of child abuse in society. Child abuse is studied from the individual, family, and societal level perspectives. Potential intervention strategies will also be considered. Prerequisite: None

SOC 542* Medical Sociology 3 cr. A review of medical sociology. Focuses upon the sociological examination of health, illness, and healing, health inequalities, medicalization, medicine as a profession, healing occupations, interactions within medical settings, the social organization of health services, and bioethics. Current, major issues in public policy and healing.

SOC 552* Disability and Society 3 cr. Analyzes disability from a sociological perspective. Includes a consideration of historical and current views of disability and a review of related concepts from the fields of medical sociology and the sociology of deviance. Also includes an analysis of the effects of disabilities on individuals and families through the life course and a consideration of related ethical, economic, political, and social policy issues. The emphasis is on disability as a social construction.

SOC 581/681/781/881 Special Topics in Sociology 3-6 cr. Seminar focuses on specialized areas in the discipline not covered by regular courses. Students will do extensive reading in the area. Courses may be repeated under different subtitles.

SOC 698/798 Internship 3-6 cr. Supervised experience in public or private organizations that extends and complements classroom instruction. Students gain practical experience and apply their skills to human service agencies, policy organizations, or research settings. Prerequisite: Permission.

SOC 699/799/899 Independent Study in Sociology 1-3 cr. Students wishing to specialize beyond course work are encouraged to work on a one-to-one basis with faculty members in independent study. Students may elect up to a total of six semester hours of independent study.

SOC 700 Proseminar 1 cr. Proseminar (professional seminar) helps students to develop master's-level academic skills in Sociology. It introduces students to the skills needed to become a professional sociologist with attention focused on first-year initiation, preparation, and socialization into the discipline and local departmental culture. Prerequisites: Graduate standing in the Sociology Master's Program

SOC 704/804 Social Policy 3 cr. Focuses on the development of social policy, first and foremost; on the history and development of the social welfare system in the United States with particular attention to the concepts used to discuss and explain social welfare institutions' policies and programs; on the mechanisms and structures to deliver services; and on the factors that have tended to constrain or facilitate the attainment of social justice. Development of social welfare policy is traced within the context of the social and political economy of the period to gain an understanding of how political, economic, and social ideologies have shaped attitudes about social policy.

SOC 705 Research Seminar in Sociology 3 cr. Examination of diverse research designs in the social sciences. Focuses on understanding and critique of designs in the social sciences and on integration of theory and research. Special attention given to development of thesis proposal. Required for M.A. in Sociology.

SOC 707/807 Scholarly Writing in the Social Sciences 3 cr. This seminar focuses on scholarly writing and communication for sociologists. Students will review the mechanics of writing social scientific papers, reports and presentations and will learn how to synthesize research literature, develop conceptual frameworks, and persuasively argue based on evidence. Students will learn and practice skills for writing, editing and revision. Coverage includes writing for thesis/dissertation, applied research projects, and practical applications within the discipline. Prerequisites: Graduate standing

SOC 709 Contemporary Sociological Theory 3 cr. Examination of major systems of sociological theory and major theoretical controversies vying for attention in contemporary sociology. Emphasis given to theories in macrosociology, especially functionalism, neo-Marxian conflict theory, and societal evolutionism. Required for M.A. in Sociology.

SOC 721/821 Sociology of Health Care 3 cr. Examines the contrasting perspectives in the field of medical sociology, the structure of health care institutions, and the operation of health care providers. The social, environmental, and occupational factors in health and disease are considered as well.

SOC 732/832 Addiction and the Family 3 cr. Assesses the impact of alcohol or drug addiction on individuals and their families. Research on addiction patterns, codependency, and family treatment is discussed. Special attention is given to gender and racial differences in addiction and their impact on the family.

SOC 736/836 Sociology of the Family 3 cr. Involves the sociological analysis of the family from a variety of theoretical viewpoints such as functionalism, conflict theory, exchange theory, symbolic interactionism, systems theory, and developmental theory. Special emphasis is placed on the contemporary American family. However, cross-cultural and historical comparisons are made, with the focal theme being the "decline of the family." Specific topics covered include gender, the family in historical context, power relationships and family roles, parent-child interaction, marital satisfaction, marital disruption, and the interrelationships between race/ethnicity, social class, work roles, the family, and family policy. Prerequisite: Graduate only.

SOC 744/844 The Sociology of Deviance 3 cr. Relationship between individual deviance and social and cultural factors is examined. How different groups set limits for acceptable behavior is analyzed in comparative and historical context.

SOC 746/846 Theories of Sociological Social Psychology 3 cr. Surveys a broad range of theories and substantive topics within field of sociological social psychology. Includes examination of influential theoretical and empirical work, both classic and contemporary that comprise the field's various perspectives. Emphasis on themes, perspectives, methods, and substantive topics specific to the sociological perspective on social psychology. Prerequisite: Graduate standing

SOC 748/848 Gender and Society 3 cr. Considers the position of women and men in society. Examines current perspectives and research on the nature of gender differences and causes of gender inequality. Explores how gender is structured and maintained in both public and personal lives, in such arenas as family, education, and work, and in gendered interactions of friendship and love, sexuality, and violence.

SOC 754/854 Social Inequality 3 cr. Examines central theoretical perspectives on social inequality. Considers such topics as the nature of social classes and inequality; characteristics of working class, poor, and super-rich; gender and racial inequality; and how social policies affect inequality in the United States.

SOC 756/856 Social Change 3 cr. Explores nature and consequences of social change, alternative theoretical perspectives on social change, and how social change might be implemented. Also discusses lessons to be learned from various planned change efforts.

SOC 757/857 Aging and Society 3 cr. Focuses on the social problems encountered by aging individuals in various societies. The impact of sociological factors, such as social class, ethnicity, and technological change, on the lives of the elderly is studied. The institutional structures and services designed to cope with changing demographics are also discussed.

SOC 762/862 Analysis of Social Data 3 cr. Introduces students to statistics and their use in analyzing and understanding social phenomena and social data. In particular, helps students develop the skills and knowledge needed to conduct their own quantitative research, both as graduate students and as

professionals, and to better understand and critique research which students come across in their work. By the end of the course, students will have an understanding of the concepts underlying the use of statistics, the ability to critique and question statistics they encounter in daily life, the ability to use professional statistical software (such as SPSS) comfortably, and the ability to use many different statistical techniques in their own research. Course will also provide a foundation for learning more advanced statistics.

SOC 763/863 Quantitative Research Methods I 3 cr. Examination of diverse research designs in the social sciences, with a particular emphasis on quantitative research designs. The course will focus on understanding and critiquing quantitative research designs. Special attention will be given to the integration of theory and research. Specific content includes concepts such as causality, internal validity, external validity, reliability of measurement, operational validity, sampling, and specific research designs.

SOC 764/864 Quantitative Research Methods II 3 cr. Emphasis on advanced social science quantitative methods relevant to students in sociology, human services, and administration and leadership studies. Specific topics include multiple regression, reliability analysis, factor analysis, and logistic regression.

SOC 765/865 Qualitative Research Methods 3 cr. Qualitative research represents one main branch of social inquiry into the human experience. This course will provide students with a solid understanding of the key principles associated with qualitative research, as well as a framework for understanding how this approach compares with quantitative research. Particular emphasis will be placed on the philosophical, social, and ethical dimensions of assuring quality and credibility in social inquiry and the resulting methodological implications. The course also offers an overview of the various types of qualitative research, such as case study, ethnography, phenomenological study, and grounded theory. Against this background, students will develop skills in the specific methods associated with qualitative research design, including sampling, data-gathering, data analysis, representation, and assurance of quality. Students will experience the range of skills involved through actually designing, conducting, and reporting on a small qualitative study.

SOC 767/867 Survey Research Methods 3 cr. This graduate level seminar provides a foundation in the theory and methods of survey research. Students will learn the concepts of total survey error, sampling, modes of data collection, questionnaire design, validity of survey instruments, and computer-assisted interviewing techniques. Practical issues of conducting surveys and research ethics will be addressed, along with tools for evaluating and analyzing survey data. Prerequisite: SOC 762/862 and either SOC 705 or SOC 763/863; or permission of the instructor

SOC 777 Teaching Sociology 3 cr. Examines various aspects of the teaching process: effectively developing course goals and objectives, lecturing and leading discussion, using alternative pedagogical approaches, designing instruments to evaluate student performance, developing course syllabi, addressing diversity issues in the classroom, etc. Students will develop skills and practice in these aspects of teaching sociology. Prerequisite: Graduate standing in Sociology or permission of the instructor.

SOC 781/881 Special Topics 3 cr.

SOC 795 Thesis 3-6 cr. For the student writing the master's thesis. A thesis proposal must be submitted to the department's graduate coordinator and approved by the Sociology Master's Committee prior to registering for thesis credits. A completed thesis involves a supervised research project approved by a committee composed of the student's thesis advisor and two additional faculty members.

SOC 798 Internship 3-6 cr. Supervised experience in public or private organizations that extends and complements classroom instruction. Students gain practical experience and apply their skills to human service agencies, policy organizations, or research settings. Prerequisite: Permission.

*Indicates dual-listed class (400/500-level)

<div align="center">

Evaluation of Students

</div>

Grades

At IUP, faculty are only allowed to give graduate students a course grade of A, B, C or F. At the graduate level there is no D. Faculty cannot give pluses or minuses. Per the IUP Graduate Catalog, grades are awarded as follows:

> A   Excellent
> B   Good
> C   Fair
> F   Failure

Generally speaking, an A grade means that the student has performed at a level that is beyond required course expectations; a B grade indicates that the student has met the requirements of the course in terms of learning and performance; and a C grade means that there was less than adequate performance but still enough evidence of learning that the student does receive credit for the course. According to the Graduate Catalog, no graduate credit is given for an F grade. Students may repeat courses in which s/he received a C or F; but this can only be done once during a graduate program using a C/F Repeat.

Incomplete Grades

Under some extenuating and unexpected circumstances, such as a serious illness or family emergency <u>late in the semester,</u> a student may request that a professor assign an "Incomplete" for the final grade. Students may use a course withdrawal or a full-semester withdrawal if circumstances arise that interfere with course work before the end of the semester. It is up to the professor's discretion as to whether an Incomplete is warranted. For an Incomplete grade to be converted to a letter grade, a Change of Grade form must be submitted by the faculty member by the end of the following regular semester. If not, the "I" will convert to an "F."

Academic Good Standing

As outlined as part of the General Policies and Procedures in the graduate catalog: Students must maintain a minimum of 3.0 cumulative graduate quality point average to be in good standing academically. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dropped from their degree program as well as

from the School of Graduate Studies and Research and will not be permitted to register for further courses. A student must be in good standing to graduate.

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Comprehensive/Candidacy Examinations – Not applicable to SOC MA

This examination is given, usually upon the candidate's completion of course work, to determine the student's progress in the degree field and fields related to it and the student's likelihood of success in his/her research-dissertation phase. The examination may be written, oral, or both and is not necessarily limited to areas in which the candidate has taken course work. In addition to having written procedures for taking the comprehensive exam, departments must also have written procedures regarding providing feedback for comprehensive exams.

Program Level Examination Appeals

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violations(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination.
Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for

programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

<h1 style="text-align:center;">Degree Completion</h1>

Thesis Option

As a master's student, you may choose to complete a thesis (under the thesis option). The six-credit thesis option provides you with the opportunity to explore in-depth a topic of interest through a supervised research project. It allows for individualized instruction with faculty and provides a basis for possible future doctoral-level work. If you are considering the thesis option, you must begin the following steps *a full semester prior to registering for thesis credits (or earlier).* You need to identify a faculty member to serve as your thesis committee chair and to discuss your interests with that person. With the help of the thesis chair, you need to select two other potential committee members who can offer additional advice and supervision.

Please be aware that not all master's students are eligible for the thesis option. You will need to earn at least a B (3.0) average overall in your required core courses to write a thesis.

You may think of the thesis option as including two phases: the first phase is completed prior to registering for thesis credits and the second phase is completed while registered for thesis credits until the final deposit of your thesis with the School of Graduate Studies and Research.

<h3 style="text-align:center;">Phase One</h3>

The first phase involves proposal development (to be completed <u>before</u> registering for thesis credits, SOC 795). You should be thinking about topics for a thesis while you complete your other course work. In many cases, students use their course projects and assignments as the initial steps toward exploring thesis ideas.

You need to get your proposal approved by your Thesis Committee, the Master's Coordinator, Dean of Humanities and Social Sciences, and the Graduate School. This must be done <u>prior</u> to registering for thesis credits. You should begin working on a proposal at least one full semester before you begin Phase Two (described below). Do <u>not</u> expect to devise a proposal at the end of one semester and have it approved in time to register for thesis credits in the next semester. You must have a committee formed and a proposal approved by that committee prior to your signing up for thesis credits. A Research Topic Approval Form (RTAF) must also be submitted to the School of Graduate Studies and Research , according to their deadlines, prior to your signing up for thesis credits. Please be aware that for studies involving human subjects, the Associate Dean for Research will not approve the RTAF without approval of your project from the Institutional Review Board (IRB).

Topic Selection

You must decide on a topic and develop your potential research question(s). Outline how you might approach answering that question and what you expect to find. You might draw on previous courses you

have taken, books or articles you have read, or internship and work experiences to develop the topic and question. Research Seminar in Sociology (SOC 705) provides you with an opportunity to develop a thesis proposal.

Discuss your idea with several professors who might have some interest or expertise related to your topic. You might ask for further readings or other individuals to consult. The thesis may be a theoretical analysis, social history, policy analysis, field observation study, empirical research, case study, content analysis, or program evaluation. It is recommended that you examine several social science theses in the IUP library to familiarize yourself with the range of topics and the format employed. Copies of a number of Sociology Master's theses are available in the Sociology Department Office.

Committee Selection

Identify a tentative thesis committee. (The faculty you identify will not formally become your thesis committee until your Research Topic Approval Form is approved.)

Ask a sociology professor to serve as tentative chair of your thesis committee. This person need not be an "expert" on your topic, but should be willing and able to support you in the project. They might offer you methodological, theoretical, or organizational support. You may also ask your tentative chair to suggest other possible committee members. Ask at least two or three other faculty who have reviewed and support your tentative proposal to serve as tentative committee members.

You must have three faculty members on your thesis committee. The chair of the committee and at least one of the other committee members must be an IUP Sociology professor and have masters teaching eligibility. You may opt to select your third committee member from another IUP department. Please be aware that faculty members may not serve as chair on more than three active thesis committees simultaneously. Also, inquire about faculty sabbaticals and summer schedules that may interfere with your projected timetable. Under some extreme circumstances, you may replace or change committee members. In such cases, a new Research Topic Approval Form must be submitted to the Graduate School with signatures from all committee members, the Master's Coordinator, and the Dean of Humanities and Social Sciences.

Proposal

Develop a proposal, about 15 pages long (approximately 3,750 words), that explains your potential thesis project in more detail. (Your proposal should be typed, follow the format guidelines in the *Thesis and Dissertation Manual* and an appropriate style guide (such as APA). (Most research textbooks have a chapter on proposal writing that may serve as a guide. There also are reference books on thesis and dissertation writing in the book store, library, and department. Furthermore, you may want to review some previous Sociology Department theses for ideas and structure. (See the section on **Books for Further Reading**, page 51)

> Address the following in your proposal:
> 1. <u>Statement of the Problem</u>: topic and significance
> 2. <u>Review of the Literature:</u> discussion of theory and theoretical assumptions, critical assessment of published research, conceptual framework, research question and/or hypothesis
> 3. <u>Method</u>: research design and rationale, sample, data collection, means of data analysis (the contents of this section may differ for a theoretical or policy thesis)

4. <u>Implications</u>: theoretical, conceptual, programmatic, and/or policy implications, contributions, and/or products of the study, anticipated qualifications or limitations

Following the approval of your thesis proposal by your committee, you will need to submit your RTAF and IRB for approval before starting any research.

Institutional Review Board (IRB)

In thesis projects involving interviews, surveys, or observations of people, you will also have to submit a "human subjects" statement to the Institutional Review Board (IRB). For any research involving human subjects, even secondary data analysis, thesis research proposals must be submitted to the IRB for review and approval <u>prior</u> to initiating any research. The IRB process is a requirement of the federal government and is in place to assure that human research subjects are protected from risks of harm or abuse in research. **You must submit to the IRB a proposed protocol for carrying out your thesis research AND RECEIVE APPROVAL before engaging in <u>any</u> research activities.**

IRB guidelines, forms, and deadlines are available at: http://www.iup.edu/graduate/irb/. Your Research Topic Approval Form (RTAF) <u>will not</u> be approved by the Graduate School until your IRB proposal has cleared the IRB review process.

IRB Tips: Securing IRB approval does not have to be a difficult or lengthy process. The following tips should assist you in moving easily through it:

- Read the directions very carefully, and be sure that you follow them fully. (This includes numbering pages of the documents you attach to the form.) In developing your protocol narrative, be sure to <u>address all the points indicated</u> on the form. If a point is not applicable to you, state that rather than simply skipping the point.
- Be mindful of any potential ways in which you might have a "power-over" relationship with human subjects, and be sure to address how you will protect against coercion.
- Include all related documents, such as a copy of recruitment letter, advertisements, surveys, interview guide, consent form, etc.
- Make sure that all documents that are submitted within the department, as well as outside of the department, are free of errors (e.g. typos, misspellings, omitted words, missing citations, etc.).
- Your committee chair will need to sign the IRB application so be sure to allow for sufficient time to make needed revisions based on your chair's feedback.
- Telephone surveys can be done. The IRB will expect that you will obtain consent over the phone, and will ask you to include the script of what you will say to introduce yourself, the study, inform the participant of their rights and obtain their consent. Include this script as an appendix to the form.
- Consider the readability and accessibility of the language in your consent forms, scripts, and data collection instruments, ensuring that the language matches characteristics of your sample.
- If you have a tricky or unusual element to your study, consider requesting an advance meeting for you and your thesis committee chair with the IRB Chair to get suggestions on how best to address these challenges.
- Be aware of IRB Committee schedules and deadlines for submitting your materials (usually, 10 days in advance of a review.) A calendar of IRB deadlines and meetings is available at the IUP School of graduate Studies and Research web site.

Your IRB protocol may receive an expedited review if your study qualifies (see the IRB Protocol guidelines for more details), but in the case it does require a full board review *you must attend the hearing with your thesis chair.* Members of the IRB will share their questions and concerns with you directly, allowing you the opportunity to respond. They may also offer suggestions to help you address ethical issues responsibly. You will also be able to make any necessary revisions immediately following the review and feedback and resubmit it to the IRB, allowing you to begin your research more quickly.

Abstract and RTAF

After receiving approval from your Master's Thesis Committee, a one- to two-page summary or abstract should be written and submitted to the School of Graduate Studies and Research office by the end of the semester preceding the semester of the thesis credits. The School of Graduate Studies and Research posts deadlines at https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/deadlines/.

This abstract accompanies your Research Topic Approval Form (RTAF), which requires the signatures of your committee members, the Master's Coordinator, and Dean of Humanities and Social Sciences before submission to the School of Graduate Studies and Research.

Please be aware that you should submit your RTAF to the Master's Coordinator about two weeks before the deadline posted by the School of Graduate Studies and Research.

For more information, view the Graduate Catalog: www.iup.edu/gradcatalog

Thesis Completion

Phase Two

The second phase is the most substantial phase. It includes taking thesis credits (SOC 795) and involves data collection, analysis, writing your thesis, scheduling your oral thesis defense, and revising your thesis for deposit with the School of Graduate Studies and Research.

Register for Thesis Credits

After your RTAF is approved by the Dean of the School of Graduate Studies and Research, you are eligible to register for 6 thesis credits. In order to register for thesis credits (SOC 795), you must obtain the call numbers and your section number for thesis credits from the Sociology Graduate Secretary under direction of the Sociology Master's Coordinator.

Most students generally register for 6 thesis credits in a single semester. Some students choose to sign up for three credits of SOC 795 for two consecutive semesters. Students beginning in the program fall 2017 and forward must adhere to the Continuous Graduation Registration for Dissertation/Thesis Policy.

The thesis writing, oral defense, and approval process generally takes more than one semester— approximately a semester and a half. All thesis credits will be listed as "Research in Progress" grade ("R" grade) until the successful completion of thesis, at which time, a Change of Grade can be submitted by your thesis committee chair to be approved by the SGSR. (See Grading System Policy)

For students who wish to switch from a thesis option to a non-thesis option after they are already enrolled in SOC 795, the student must be withdrawn from the SOC 795 credits and take an additional 6 elective credits (either internship or coursework) in order to meet the 37-credit requirement for the Master's degree.

Communicating with Your Thesis Chair and Committee

You should meet with your thesis chair at least every other week to apprise them of your progress. Meet with the other members of your committee as needed and as directed by your chair. Your thesis chair also has the responsibility for guiding your writing clarity, organization, and style.

Please be aware that faculty *voluntarily* accept the role of chairing a thesis committee and that chairing a committee may be a more formidable responsibility than serving as a committee member. You are responsible for maintaining a cordial, respectful, and productive relationship with your thesis chair.

Plan to work on completing one chapter at a time and plan to revise each chapter multiple times. Expect that your committee chair will return comments to you <u>no sooner than 2 weeks</u>. Please be mindful that your professors may require additional time depending on their other commitments.

Do not distribute many multiple versions of your thesis to all committee members simultaneously. The distribution of drafts should take place under the direction of your thesis chair. Otherwise it may get confusing to you and burdensome to your committee members to keep track of versions, comments and critiques. This arrangement may be altered *at the discretion of your thesis chair.*

Thesis committee members are encouraged to forward their comments to your thesis chair. You are urged to review those comments with your chair. Discuss any inconsistencies in comments with your chair and develop a plan with him or her to reconcile these. Sometimes committee members disagree and some comments may not be imperative. Keeping open communication with your chair will help you determine how to address their suggestions. The chair may call a meeting of the entire committee to discuss comments, suggestions, and revisions.

Committee members are not obligated to review thesis work on participate in meetings/defenses during the summer months, unless they are on summer contract for teaching or administration. *Be sure to coordinate your submissions with faculty work schedules to receive a timely response, and be respectful of faculty summer vacations.*

Draft for Defense

When your thesis chair determines your thesis draft is ready, you need to submit a draft of your entire thesis to all committee members. (Your thesis document will run between about 60 to 120 pages, which equals roughly 15,000-30,000 words.) The committee will then review and comment on this draft.

You are encouraged to use either APA style or ASA style. Be sure to purchase or borrow a style guide. The *APA Style Guide* is available in the bookstore, and the *ASA Style Guide* can be purchased through the American Sociological Association. All references, tables, and phrasing must follow an acceptable style. Additionally, the Graduate School has very strict regulations regarding format. Be sure to consult *IUP's Thesis and Dissertation Manual* for format.

Scheduling a Thesis Defense

When your chair, in consultation with your thesis committee, determines that your draft is ready for an oral defense, you and your chair should contact the Graduate Secretary. You and your entire committee will need to determine a mutually agreeable day and time for your defense. Your defense must be scheduled to allow for a **two-week** advance announcement. The announcement is made by the Graduate Secretary and must be sent out at least two full weeks prior to the agreed-upon defense date. The Graduate Secretary will need the following information to schedule your defense, reserve the room, and announce your defense:

1) Your name and thesis title;
2) Names of committee members;
3) The date and time for the oral defense;
4) The approval of your thesis chair; and
5) A single electronic document (in MS WORD or as PDF) containing your complete thesis for your defense.

Special approval from the Master's Coordinator is needed to waive any elements of listed above, including the two-week timeline.

The Sociology Graduate Secretary will send email notification of the time and location of your defense to all Sociology Department faculty members, Sociology master's students, ALS doctoral students, and the School of Graduate Studies and Research.

Thesis Defense

Your committee members may provide you with comments ahead of your defense or they may wait until the oral defense itself to provide you with such comments. This will depend entirely on individual faculty members and the particulars of the thesis and its timing. If you receive comments ahead of your defense, you should consult with your chair about how to handle them in terms of revision.

You will need to bring multiple paper copies of the Signature Page of your thesis, printed in the correct format (as described in the *Thesis and Dissertation Manual*) so that committee members and your chair may sign their approval of your thesis at the close of your oral defense. If the result of your defense is conditional approval, your thesis chair will retain these pages and wait to sign until you complete final revisions (see below). Committee members have the discretion to sign or wait to sign until those final revisions are complete.

The typical oral defense lasts about 1 to 1 ½ hours and is opened to all IUP faculty, students, administrators, and others whom you may wish to invite. Your thesis chair convenes the meeting and moderates meeting participation.

When asked to begin, you are expected to start with a brief (10-15 minute) summary presentation of your thesis. Next, your committee members will ask you to respond to their questions about your project, the research literature, your methods, results, findings and conclusions. Your committee members are free to ask you more broad questions about your research area and about Sociology more generally. You are expected to be fully engaged in this discussion of your work and to take notes about the proceedings. While your thesis chair moderates these discussions, you are responsible for demonstrating knowledge and command of your project. After the thesis committee members have completed their questioning, your thesis chair will ask others in the audience to participate by asking you questions.

You, along with all other non-committee members present, will be dismissed from the meeting by your thesis chair. This part of the defense meeting is closed. Your committee will deliberate about your thesis project, the revisions they may require and your performance during the oral defense. The chair will ask for a vote on approval for the thesis based on established department criteria. You will be provided with the criteria and potential defense outcomes prior to your defense. A unanimous vote is necessary for approval. (If approval is not achieved, a second defense may be scheduled, and your chair should advise you on how to prepare for the second defense.) Often the result of the vote is conditional approval, where your committee requires that you make further changes and revisions to your thesis and grants official approval only when these are made. You will be asked to return to the meeting and hear the results of your committee's deliberations. In a typical scenario, your committee will require some revisions and grant you conditional approval. You should take notes and ask questions about these revisions so that you have clear understanding of the remaining revisions to be made and the timeframe for your completion of them. The Thesis Defense Outcome Form detailing the outcome of the defense and feedback will be submitted to the Program Coordinator to be kept in your personal file. This form can be obtained from the Master's Program Coordinator or a sample form is available on page 47.

Your thesis chair is required to notify the Associate Dean for Research by memo of the results of the thesis defense. In addition, your thesis chair will either submit a final grade for SOC 795 when grades are due or will fill out a "Change of Grade" form.

Submission of the Thesis

When final approval is granted, you will need to include the correctly formatted Signature Page of your thesis with original signatures from your committee members. The final copy of your thesis must not only conform to the approved style, but also must meet the "appearance" guidelines established by the School of Graduate Studies and Research in the *IUP Thesis and Dissertation Manual.* The Graduate School provides specific details about its submission requirements, including any required bindery fees. You are also responsible for submitting final copies of your thesis to each committee member. Be sure to abide by all requirements spelled out in the Thesis and Dissertation Manual. Click here to view online or download a hardcopy from the IUP Graduate School web site.

When your thesis has been approved by your committee, submit it to the Thesis-Dissertation Office for format and compliance review. Your thesis will be run through an originality checking software to ensure that it is your own original work.

The School of Graduate Studies and Research has firm deadlines for the submission of your thesis. There are no exceptions to their deadlines. Typically, in order to qualify for graduation at the end of a particular semester, you must deposit your thesis one month prior to the end of the semester. The School of Graduate Studies and Research posts deadlines at http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/deadlines/

Evaluation Outcome for Thesis

Effective fall 2017 for students admitted and students admitted after -- Thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

Ongoing Thesis students admitted "prior" to fall 2017 – Thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of thesis credits required for the program. "Extended" thesis credits are not calculated into a student's CGPA.

For more information, view the view the Graduate Catalog: www.iup.edu/gradcatalog

Portfolio Completion

Students pursing the Non-Thesis Option will need to complete a faculty-adjudicated Portfolio organized around a student-chosen theme. The Portfolio is roughly modeled on the Thesis Option process in that students choose and collaborate with a faculty Committee and present their Portfolio at a Defense. The contents of the Portfolio will demonstrate your competencies in: scholarly sociological discussion; review and assessment of the scholarship of others; communication to diverse audiences; and theoretical, methodological and integrative knowledge. The Portfolio requires you to develop working relationships with faculty members outside the classroom.

Students who opt for the Non-Thesis Portfolio option for completing their Master's Degree have two routes that they can take:
- Academic Portfolio
- Professional Portfolio

The following information will detail the requirements for each option.

Academic Portfolio

Theme Selection

The purpose of the Research Portfolio Sociology Master's Degree Candidates in the Non-Thesis Option are required to develop, submit, and present a portfolio of materials documenting their competencies in specific areas relevant to the study and practice of sociology. Portfolios will be organized around a specific Theme of sociological import, which may include the following elements:

(a) assessment of a social problem;
(b) treatment of a specific theory;
(c) addressing a gap in research; and/or (d) demonstrating competency of a method.

If you complete an Internship (SOC 798), then you will be expected to incorporate your internship experience into your Theme.

Academic Portfolio Requirements and Contents

Portfolios must contain evidence of competence in each of the following areas with respect to the identified Theme:

(a) scholarly sociological discussion;
(b) review and assessment of the scholarship of others;
(c) communication to diverse audiences (scholars, public, etc.);
(d) theoretical, methodological and integrative knowledge.

Contents of the Portfolio

The Portfolio must contain the following documents:

1. Cover Page
2. Table of Contents for the Portfolio
3. Curriculum Vitae (an academic resumé)
4. A personal, reflection or researcher position statement. In a minimum of three pages, this statement should describe how the student's views, ideas, or perspective may have developed, changed or grown while enrolled in the graduate program. The statement may address issues and concerns outside the formal educational experience in the program.
5. A portfolio statement introducing and describing the specific Theme. In a minimum of three pages, this statement should describe how content materials demonstrate competency in addressing the Theme through the use of the sociological perspective. (In other words, write a narrative explanation of the portfolio contents.)

Specific content includes a single paper (such as a research proposal) or separate papers (for example, revised final papers from required or elective courses) that address your Theme. One paper addressing all three elements below shall be at least 35 pages.

Three papers, each addressing a single element shall be 12 pages minimum. Required elements include each of the following:

6. Paper applying more than one theoretical perspective in Sociology.
7. Paper applying either quantitative or qualitative methods of research.
8. Paper reviewing a focused area of existing sociological scholarship.

Portfolios should include evidence of at least one presentation that addresses your Theme, such as:

9. Presentation at a local, regional or national conference; or
10. Guest lecture within an undergraduate Sociology course or presentation to a novice or non-academic audience.

If you completed an Internship (SOC 798) or service learning course (SOC 517), portfolios should include the following materials that address your Theme:

11. Executive summary of internship or service learning experience.

12. Reflection paper on the sociological perspective as it relates to the internship or service learning experience.

Portfolios may include additional materials or products related to coursework, internships, service learning, field experiences, and/or professional or applied scholarship.

Students with a thesis proposal, but who did not complete their thesis may use their thesis proposal as in place of the three separate portfolio papers at the discretion of their committee. The thesis proposal may need to be revised to meet the portfolio minimum requirements. Students may opt to keep their original 3 committee members, or they may drop their committee down to the 2 required for the portfolio option.

For students who wish to switch from a thesis option to a portfolio after they are already enrolled in SOC 795, the students must be withdrawn from the SOC 795 credits and take an additional 6 elective credits (either internship or coursework) in order to meet the 37-credit requirement for the Master's degree.

Committee Selection

Identify a tentative portfolio committee. (The faculty you identify will not formally become your portfolio committee until your Portfolio Committee Form is submitted.)

Ask a sociology professor to serve as tentative chair of your portfolio committee. This person need not be an "expert" on your Theme, but should be willing and able to support you in the project. They might offer you methodological, theoretical, or organizational support. You may also ask your tentative chair to suggest other possible committee members. Ask at least two or three other faculty who have reviewed and support your tentative prospectus to serve as tentative committee members. Also, inquire about faculty sabbaticals and summer schedules that may interfere with your projected timetable

You must have two faculty members on your portfolio committee. The chair of the committee and the one committee member must be an IUP Sociology professor. Only regular (non-temporary) IUP Sociology faculty members holding Master's level graduate eligibility may serve on Portfolio Committees.

You are expected to select faculty members for their Portfolio Committee before completing 18 credits. A completed Portfolio Committee Form with signatures from selected faculty members and the student should be submitted to the Master's Coordinator or the Graduate Secretary.

Prospectus and Meeting

Develop a prospectus, about 3-5 pages long (approximately 750-1,250 words), that explains your potential portfolio theme in detail. (Your prospectus should be typed and follow the appropriate style guide (such as APA or ASA).

> Address the following in your prospectus:
> 1. Identification of Theme: theme and significance
> 2. Review of the Literature Paper: brief overview of the literature you will review relative to your theme
> 3. Methods Paper: research design and rationale, sample, data collection, means of data analysis and how it relates to your theme

4. <u>Theory Paper</u>: identify the theoretical frameworks that you will be using for this paper and how they connect to your theme

You will submit your prospectus to your committee for review and have an informal meeting to discussion the direction of your portfolio. At the conclusion of this meeting, your committee will give you feedback and let you know whether or not your prospectus is approved for you to move forward on.

Following the approval of your portfolio theme by your committee, you will submit a signed Portfolio Theme Prospectus to the Master's Coordinator according to announced deadlines (December 15 for graduation the following May; May 15 for graduation the following August; August 15 for graduation the following December).

Professional Portfolio

The purpose of the Professional Portfolio Sociology Master's Degree Candidates in the Non-Thesis Option are required to develop, submit, and present a portfolio of materials documenting their competencies in specific areas relevant to the study and practice of sociology. This portfolio option requires that students complete 6-credits of internship.

- In consultation with the Master's Internship Coordinator and their committee, students should select at least 3 internships that speaks to the student's professional development/career path post-graduation.
- Students must complete a 6-credit internship. This can be one 6 credit internship or two 3 credit internships.

Professional Portfolio Requirements and Contents

Portfolios will be organized around the student's internship experience and should include the following elements:

(a) scholarly sociological discussion on the value of sociology
(b) review and assessment of how their internship placement fits within larger sociological literature
(c) communication to diverse audiences (scholars, public, etc.)
(d) application of sociological concepts to their internship experience

Contents of the Portfolio

The Portfolio must contain the following documents:

- ☐ Cover page
- ☐ Table of Contents for the Portfolio
- ☐ Curriculum Vitae
- ☐ Template Cover Letter
- ☐ <u>Professional Career and Goals statement</u> - In a minimum of three pages, this statement should describe how the student's views, ideas, or perspective may have developed, changed or grown while enrolled in the graduate program. The statement may address issues and concerns outside the formal educational experience in the program. This is also a good place to check any biases or personal experiences that may have shaped how the portfolio played out.

- ☐ Internship Paperwork – Paperwork filed through the Dean's Office requesting approval of internship with written justification of internship on the student's part.
- ☐ Internship Site-Supervisor's Evaluation – This is the written and scored evaluation of students that their internship site supervisor is required to complete at the culmination of their internship experience.
- ☐ Internship Paper – Students must complete a 10-15 page internship paper as a part of the SOC 798 course. They will be expected to include a revised and expanded version of this paper (15-20 pages) in their professional portfolio.
  - o As a requirement of the SOC 798 course, students are required to complete a 10-15 page paper. This paper must be expanded on for the Internship Portfolio to meet a minimum of 15-20 pages. Submission of the same paper that was used for SOC 798 is not acceptable.
- ☐ Program Reflection Paper – This is an opportunity for students to reflect on their time in the program, how they have grown as sociologists, and how they can apply this knowledge to their professional lives after graduation.
- ☐ Professional Work/Writing Sample – As a part of the Appendix of their portfolio, students are expected to submit writing sample that speaks to their scholarly work and professional development. The writing sample should be a minimum of 15 pages in length. It can be one 15 page paper or two 7+page papers.

Portfolios may include additional materials or products related to coursework, internships, service learning, field experiences, and/or professional or applied scholarship.

Students with a thesis proposal, but who did not complete their thesis may use their thesis proposal as in place of the three separate portfolio papers at the discretion of their committee. The thesis proposal may need to be revised to meet the portfolio minimum requirements. Students may opt to keep their original 3 committee members, or they may drop their committee down to the 2 required for the portfolio option.

For students who wish to switch from a thesis option to a portfolio after they are already enrolled in SOC 795, the students must be withdrawn from the SOC 795 credits and take an additional 6-credts of internship in order to meet the 37-credit requirement for the Master's degree non-thesis Professional Portfolio option.

Committee Selection
Identify a tentative portfolio committee. (The faculty you identify will not formally become your portfolio committee until your Portfolio Committee Form is submitted.)

Ask a sociology professor to serve as tentative chair of your portfolio committee. This person need not be an "expert" on your professional areas of interest, but should be willing and able to support you in the project. They might offer you sociological or organizational support. You may also ask your tentative chair to suggest other possible committee members. Ask at least two or three other faculty who have reviewed and support your tentative prospectus to serve as tentative committee members. Also, inquire about faculty sabbaticals and summer schedules that may interfere with your projected timetable

You must have two faculty members on your portfolio committee. The chair of the committee and the one committee member must be an IUP Sociology professor. Only regular (non-temporary) IUP Sociology faculty members holding Master's level graduate eligibility may serve on Portfolio Committees.

You are expected to select faculty members for their Portfolio Committee before completing 18 credits. A completed Portfolio Committee Form with signatures from selected faculty members and the student should be submitted to the Master's Coordinator or the Graduate Secretary.

Prospectus and Meeting

Develop a prospectus, about 3-5 pages long (approximately 750-1,250 words), that explains your potential portfolio theme in detail. (Your prospectus should be typed and follow the appropriate style guide (such as APA or ASA).

> Address the following in your prospectus:
> 5. <u>Identification of Theme</u>: theme and significance
> 6. <u>Review of the Literature Paper:</u> brief overview of the literature you will review relative to your theme
> 7. <u>Methods Paper</u>: research design and rationale, sample, data collection, means of data analysis and how it relates to your theme
> 8. <u>Theory Paper</u>: identify the theoretical frameworks that you will be using for this paper and how they connect to your theme

You will submit your prospectus to your committee for review and have an informal meeting to discussion the direction of your portfolio. At the conclusion of this meeting, your committee will give you feedback and let you know whether or not your prospectus is approved for you to move forward on.

Following the approval of your portfolio theme by your committee, you will submit a signed Portfolio Theme Prospectus to the Master's Coordinator according to announced deadlines (December 15 for graduation the following May; May 15 for graduation the following August; August 15 for graduation the following December).

<div align="center">

General Portfolio Requirements

</div>

 Communicating with Your Portfolio Chair and Committee

You should meet with your portfolio chair at least every other week to apprise them of your progress. Meet with the other member of your committee as needed and as directed by your chair. Your portfolio chair also has the responsibility for guiding your writing clarity, organization, and style. You are encouraged to seek advice from your Portfolio Committee early and often for recommendations on structuring their portfolio contents. Such guidance is separate from, but integral to, the formal evaluation process.

Please be aware that faculty *voluntarily* accept the role of chairing a thesis committee and that chairing a committee may be a more formidable responsibility than serving as a committee member. You are responsible for maintaining a cordial, respectful, and productive relationship with your portfolio chair.

Plan to work on completing one paper at a time and plan to revise each chapter multiple times. Expect that your committee chair will return comments to you <u>no sooner than 2 weeks</u>. Please be mindful that your professors may require additional time depending on their other commitments.

Do not distribute many multiple versions of your portfolio to all committee members simultaneously. The distribution of drafts should take place under the direction of your portfolio chair. Otherwise it may get confusing to you and burdensome to your committee members to keep track of versions, comments and critiques. This arrangement may be altered *at the discretion of your portfolio chair.*

Portfolio committee members are encouraged to forward their comments to your portfolio chair. You are urged to review those comments with your chair. Discuss any inconsistencies in comments with your chair and develop a plan with him or her to reconcile these. Sometimes committee members disagree and some comments may not be imperative. Keeping open communication with your chair will help you determine how to address their suggestions. The chair may call a meeting of the entire committee to discuss comments, suggestions, and revisions.

Committee members are not obligated to review portfolio work on participate in meetings/defenses during the summer months, unless they are on summer contract for teaching or administration. *Be sure to coordinate your submissions with faculty work schedules to receive a timely response, and be respectful of faculty summer vacations.*

Draft for Defense
When your portfolio chair determines your thesis draft is ready, you need to submit a draft of your entire portfolio to all committee members. Your draft should be a complete draft that includes all of the required portfolio contents. The committee will then review and comment on this draft.

You are encouraged to use either APA style or ASA style. Be sure to purchase or borrow a style guide. The *APA Style Guide* is available in the bookstore, and the *ASA Style Guide* can be purchased through the American Sociological Association. All references, tables, and phrasing must follow an acceptable style.

Scheduling a Portfolio Defense
When your chair, in consultation with your portfolio committee, determines that your draft is ready for an oral defense, you and your chair should contact the Graduate Secretary. You and your entire committee will need to determine a mutually agreeable day and time for your defense. Your defense must be scheduled to allow for a **two-week** advance announcement. The announcement is made by the Graduate Secretary and must be sent out at least two full weeks prior to the agreed-upon defense date. The Graduate Secretary will need the following information to schedule your defense, reserve the room, and announce your defense:
1) Your name and portfolio title;
2) Names of committee members;
3) The date and time for the oral defense;
4) The approval of your portfolio chair; and
5) A single electronic document (in MS WORD or as PDF) containing your complete portfolio for your defense.

Special approval from the Master's Coordinator is needed to waive any elements of listed above, including the two-week timeline.

The Sociology Graduate Secretary will send email notification of the time and location of your defense to all Sociology Department faculty members, Sociology master's students, and ALS doctoral students.

Evaluation Outcomes for Portfolio Defense

You will be required to present your Portfolio at a defense for evaluation purposes. Committee members as well as other faculty and students will be invited to attend Portfolio defense. Portfolio defenses are analogous to a Thesis defense.

Academic Portfolios will be assessed based how well they show competency in: scholarly sociological discussion, review and assessment of the scholarship of others, communication to diverse audiences (scholars, public, etc.), and theoretical, methodological and integrative knowledge. Each part of the portfolio will be assessed as to whether they included the necessary sections and whether or not revisions are needed. For substantive areas of the portfolio (e.g. position statement, portfolio statement, and three papers), work will be assessed using the values of Exemplary Pass, Competent Pass, Revise & Redefend, and Fail. Details regarding assessment can be found in the Academic Portfolio Defense Outcome Form or Professional Portfolio Defense Outcome Form. Copies can be obtained from the Program Coordinator or a sample on pages 48 and 50, respectively.

Professional Portfolios will be assessed based how well they show competency in: the application of sociological concepts to their internship experience, the content and quality of their professional writing samples, ability to communicate to a range of audiences (scholars, public, etc.), and the value of sociology as it relates to their experiences in the program and their career goals. Each part of the portfolio will be assessed as to whether they included the necessary sections and whether or not revisions are needed. For substantive areas of the portfolio (e.g. professional career and goals statement, program reflection paper, and professional writing samples), work will be assessed using the values of Exemplary Pass, Competent Pass, Revise & Redefend, and Fail. Details regarding assessment can be found in the Portfolio Defense Outcome Form. A copy can be obtained from the Program Coordinator or a sample on page 54.

Similar to procedures in place for Thesis Option, a Portfolio presented at a defense may need revision. Portfolio Committee members are responsible for providing Portfolio students with feedback on revisions they require. Portfolio students are responsible for accomplishing those revisions according to the guidance/comments provided by the Committee. The Portfolio Defense Outcome Form will indicate what revisions are needed. Your portfolio will be run through an originality checking software to ensure that it is your own original work. A copy of your portfolio will be kept on file in the Sociology Department Office.

The Portfolio will be considered completed when committee members approve all portfolio elements including the defense, sign the Portfolio Defense Outcome Form, and submit the signed Approval Form and a copy of the accepted Portfolio to the Master's Coordinator.

Sample Timeline for Portfolio Completion

	MAY	AUGUST	DECEMBER
	Graduation Goal		
Select Committee Members; Submit signed Portfolio Committee Form	Before completing 18 credits		
Work with committee to select, develop and revise Portfolio contents	Prior Spring through graduation semester	Prior Summer through graduation semester	Prior Fall through graduation semester
Submit signed Portfolio Theme Prospectus Form following a Portfolio Meeting	December 15	May 15	August 15
Submit final version of Portfolio for public review after making additional revisions based on input from your committee. Last date for public announcement of defense.	April 1	July 1*	October 25**
Public Portfolio Defense	April 15	July 15*	November 8**
Complete required revisions, obtain committee signatures	April 15-30	July 16-30*	November 8-31**
Copies of signed Portfolio must be submitted to the Master's Coordinator	April 30	July 30*	November 30**
Submit "Application for Graduation" and pay related fees to IUP Graduate School	**May 1**	**August 1***	**December 1**
Graduation!	May	August	December

NOTE: Bolded dates are firm deadlines.
* Faculty are not contractually obligated to provide feedback or attend defenses in Summer months.
** Be aware of Thanksgiving recess in November

Graduation

The Graduate School's *Thesis and Dissertation Manual* contains the Application for Graduation, as well as the deadlines for submission. This information also is available at **How to Apply for Graduation (Graduate Students**). All students must apply for graduation. Applying for graduation is a separate process from the thesis defense or comprehensive exams, it is important to be aware of the deadlines.

Students are strongly encouraged to participate in the commencement ceremony, which is held each May and December. In May there are two ceremonies, including a special ceremony held by the Sociology Department on Saturday morning. **Graduate Commencement Ceremonies are now Friday evenings, both in December and May. August graduates can only participate in the May University Commencement ceremony for graduate students. January graduates can only**

participate in the December University Commencement ceremony for graduate students. You may not participate in a graduation ceremony after your degree has been conferred.

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact Dr. Duncan or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The following University and SGSR policies can be found at www.iup.edu/gradcatalog

Academic Good Standing
www.iup.edu/gradcatalog

Academic Integrity
www.iup.edu/gradcatalog
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Bereavement-Related Class Absences
www.iup.edu/gradcatalog

Continuous Graduate Registration for Dissertation and Thesis
www.iup.edu/gradcatalog

Grade Appeal Policy
www.iup.edu/gradcatalog

Graduate Fresh Start Policy
www.iup.edu/gradcatalog

Graduate Residency Requirement
www.iup.edu/gradcatalog

Leave of Absence Policy
www.iup.edu/gradcatalog

Time Limitations
www.iup.edu/gradcatalog

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
www.iup.edu/gradcatalog

Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation

www.iup.edu/gradcatalog

Transfer of Credits Policy
www.iup.edu/gradcatalog

(If you add program policy, be sure to delineate University policy and program policy.)

<div align="center">Research</div>

Research Software and Equipment
Software for quantitative data analysis (SPSS and Stata) is available on the Sociology Department computers. At IUP, QSR N6, the latest version of the NVivo software for qualitative data analysis, has been installed on two of the department computers in the Graduate Room. Software such as EndNote, for citation and reference formatting, is available free of charge from the university to install on your own computers, see http://www.iup.edu/techzone/software/softwarelist.shtm

Tape recorders, table-top microphones, transcribing equipment, and laptop computers for research are available on loan through the Graduate Secretary.

Obtaining Books and Articles for Your Research
In master's level work, you will avail yourself of original research, such as journal articles and research monographs, as background for course papers (as well as your thesis, if you choose the thesis option). IUP offers many resources (described below) for scholarly information and research.

IUP Library - Online Resources
Stapleton Library at IUP's main campus (www.iup.edu/library/) provides many important resources to support your research. The library's web site offers an array of information on services and hours, as well as a host of research resources. Reference librarians are available to you on-site, by telephone, by e-mail, and live online. To access the library's online catalog and electronic databases from any off-campus site, you will need to enter the 16-digit Library Patron ID number located at the bottom left of your I-Card. You also can set up a "virtual private network" (VPN) with IUP on your home computer; the connection automatically recognizes you as an IUP student and gives you access to library resources. Visit www.iup.edu/itsupportcenter for directions and follow the few, easy steps for setting up a VPN.

Other resources available via the Library website are: a book catalog, interlibrary loan services (including the Pennsylvania Academic Library Consortium, Inc or PALCI), scholarly articles available via databases including full-text journal articles and dissertations, as well as library services including online, real-time Chat Reference Services with a librarian.

Library Patron ID
Accessing some online library services requires that you enter your Library Patron ID number, a sixteen-digit number located on the lower left of the **I-Card**, it begins with 6008. Make certain you are putting the right numbers in, and putting them in as a continuous string of numbers **with no spaces**. Some of the

databases are associated with the Keystone Library Network and when you try to access them you will be asked to enter your library identification / barcode. This is the same 16-digit number that is on your I-Card.

If you have any difficulties logging in or accessing the IUP library web site, please visit http://www.lib.iup.edu/databases/login.html. You can avoid this requirement by installing an IUP virtual private network (VPN) on your computer. For information on this and other IT resources go to http://www.iup.edu/ats/helpdesk/.

Reference Librarians – in person, by phone, by e-mail

While you will learn to access a wealth of scholarly resources on your own using the vast databases in the library's holdings, reference librarians also are a key resource to assist you in your course work and research, so be sure to take advantage of their expertise and assistance as you go about doing your literature reviews. They will provide answers to questions by phone or e-mail, or meet with you for a research consultation. Services include assisting students in developing a literature search strategy, selecting appropriate electronic databases, and locating other useful search tools. It may be helpful to identify yourself as a graduate student.

You can connect with a reference librarian in person, by phone (724-357-3006 or toll free 866-836-8815), via e-mail, or through real-time "chat". The Chat Reference Service is located on the library web site and is available Monday through Thursday 7:45 a.m. to 10 p.m., and Friday 7: 45 a.m. to 5 p.m. when classes are in session. For library hours, go to the library web site or call 724-357-2197 (recording).

Online Databases

Students have access to a wide range of periodicals through multiple electronic databases, such as EBSCOHOST, JSTOR, ERIC and others. The library also provides access to a large number of journals in electronic format, called e-journals. Databases such as Sociological Abstracts, SOC Index, and Web of Science are particularly useful in locating bibliographic information for relevant published research. IUP Libraries Electronic Journals Search may prove useful in identifying sources and databases. Reference librarians can consult with you on how to use these electronic resources effectively for your literature search.

Books: Stapleton Library, Interlibrary Loan and PALCI

Even with ever increasing amounts of information available electronically, we still need books. To find a particular book you may need for your research, first look in the online catalog to see if the book is available at IUP's Stapleton Library. If it is, students at the main campus can pick up the book directly.

Access to books not owned by the library is possible in two ways. You can order books online via the library web site. Because it is faster, start with PALCI (Pennsylvania Academic Library Consortium, Inc.), a web gateway which allows simultaneous searching of academic library catalogs in Pennsylvania. You will get the book faster than by using Interlibrary Loan as it is all done electronically. If the book is not available through PALCI, try the Interlibrary loan option (searches libraries from across the United States) or e-mail the reference librarian (using the link at the library web site), and they will look for your book through

additional sources. Typically, any book order can be at the IUP library or the Dixon Center within about two weeks.

Borrowing books from other university libraries
IUP students can also borrow books from any of the 14 State System campuses, as well as University of Pittsburgh and Penn State, and any of their branch campuses, such as Penn State-Harrisburg. You will need your IUP I-Card as identification.

For more information, visit these websites:
www.iup.edu/gradcatalog
www.iup.edu/research/

Department/Program Awards

The Sociology Department offers two awards to Master's students. The Chancey Rawleigh Award is given to a graduate student member of the Alpha Kappa Delta Honor's Society for outstanding service and the Outstanding Graduate Student Award is given at the Sociology Department graduation ceremony to the student who demonstrates the combined best strengths as a Sociology master's student in both academics and service.

Appendices

Getting Help and Staying Connected

Master's Program Coordinator
Dr. Melanie Duncan is the Master's Program Coordinator. She can be contacted at 724-357-3931 or by e-mail at mduncan@iup.edu. She will gladly meet with you by appointment, by phone or in person, or during regular office hours (which do change each semester).

The Master's Coordinator is appointed by the Department of Sociology. The Coordinator has responsibility, in coordination with the Graduate School and the Master's Committee, for recruitment, admissions, and assistantship placement for the program. The Coordinator provides student support by offering advisement on various questions students may have. The Coordinator advises and approves many matters including credit transfers. The Coordinator works with the Graduate Secretary to maintain a file for each student with forms and correspondence. The Master's Coordinator provides an approval signature on forms such as the thesis Research Topic Approval Form (RTAF) for completing a thesis and the Internship Approval Form. As the program leader, the Coordinator chairs the Sociology Department's Master's Committee (which includes representatives of the Sociology faculty).

IUP Graduate School (School of Graduate Studies & Research)
The School of Graduate Studies and Research, located in 101 Stright Hall on the IUP campus, is ultimately responsible for the University's graduate programs. Admissions, which is part of Enrollment Management receives applications and admits students (based on departmental reviews) and is located in Sutton Hall. The Graduate School also awards students funding for delivering papers at conferences or conducting dissertation research. Thesis topics, research procedures, and final thesis documents are also reviewed by the Graduate School for adherence to standards.

You should refer to the IUP Graduate School web site (**www.iup.edu/graduatestudies/**) or contact the Graduate School Office directly at 724-357-4511 for additional information on any of these matters or to obtain additional graduate materials, such as assistantship applications, conference or research funding applications, the IUP Graduate Catalog, Semester Course Offerings, and the *Thesis and Dissertation Manual.* This information, and much more, is shared through the web site for the School of Graduate Studies and Research, http://www.iup.edu/graduatestudies.

Sociology Department Graduate Secretary
The Sociology Department's graduate secretary, Diann Armstrong, provides important support for faculty and students. She can answer many of your questions, provide needed forms, and troubleshoot problems such as course registration error messages. She also directs students to other departmental and university resources as needed. She maintains student files and handles loans of equipment needed for research such as tape recorders, digital recorders, transcription equipment, etc.

- If you need assistance on the days/times that the Graduate Secretary is not in the office, please contact the Master's Coordinator or our Undergraduate Secretary, Crystal Deemer (McElhaney 102F, cdeemer@iup.edu or 724-357-1288).

Sociology E-Mail List Serv
All sociology master's students and faculty are subscribed to an e-mail list-serv by which students and faculty can send messages that reach all students automatically. To send a message, enter the e-mail address, soc-ma@iup.edu. Students are encouraged to use this list-serv to dialogue with each other about topics of interest, resources, and conferences. For example, if you have a research interest in non-profit fundraising, you could post an e-mail to the list asking about whether others share this interest or would have references to recommend. Please be aware that if you hit "reply" to a list-serv message, your response is sent to ALL list-serv subscribers. If your response is meant only for certain people, be sure to change the recipients e-mail address before you hit "send."

Funding for Conference Registration and Travel
Funding is available to encourage and support student participation in academic and professional conferences. Information on Graduate School funding for travel is available by contacting the SGSR and at http://www.iup.edu/page.aspx?id=65579. These funds help support students who will be **presenting** at a conference.
Please fill out the form and submit it first to the Master's Coordinator, who will send it on to the Dean of the college and to the Graduate School. Access to Graduate School funding is more likely if you apply early in the school year, e.g. fall semester, so it is worth applying as soon as you submit a presentation

proposal (if later your proposal is not accepted, simply ask the Graduate Secretary to withdraw your application). You should apply for funding regardless of the semester timing, but the earlier the better. When needed, especially for international travel, it may be possible to secure additional funds from the College of Humanities and Social Sciences (CHSS) Dean's office as well. Your Doctoral Coordinator can help you work through this funding process.

Alpha Kappa Delta (AKD)

Finally, the IUP chapter of Alpha Kappa Delta (AKD) offers funding for graduate students to travel to regional and national Sociology conferences. Deadlines are typically mid-October for Fall travel and mid-February for Spring travel. AKD also sponsors a graduate student paper competition. Alpha Kappa Delta welcomes submissions from graduate students who are members of the Society, whether or not they are involved in AKD chapter activities. The deadline for submissions to the competition is **typically in late February/Early March. If you are interested in learning more about the funding and/or paper contest, contact Dr. Melissa Swauger, faculty advisor to AKD.**

Access to Research Projects

Working with faculty on their own research provides an opportunity for skill development, valuable contacts, and "hands on" experience with research. The Graduate School has an online directory of the IUP Centers and Institutes that sponsor research; it can be accessed at http://www.iup.edu/graduate/iracs/tcontent.shtm. Students should peruse this directory for research currently being sponsored through IUP. Faculty involved in research projects may welcome your interest.

Attending Thesis Defenses

You will periodically receive e-mail notices via the SOC-MA list-serv about thesis and dissertation defenses by our students. These defenses involve a presentation of the student's work, and are open to faculty and graduate students. You are encouraged not only to attend the defense, but also to read the student's work in advance, and come prepared to ask questions. These defenses are wonderful opportunities to get tips on how to structure your own research. Once a defense has begun, you may not be allowed to enter the room where the defense is taking place. For that reason, it is recommended that you arrive at least ten minutes prior to the scheduled start of a thesis or dissertation defense.

Books for Further Reading

Books below may be useful for students working on or toward dissertations. Some are available in either Stapleton Library or the Graduate Room in McElhaney Hall.

Amato, C.J. (2008). *The world's easiest guide to using the APA: A user-friendly manual for formatting research papers according to the American Psychological Association style guide, (4th ed).* Corona, CA: Stargazer Publisher. [http://www.caroljamato.com/the-worlds-easiest-guide-to-using-the-apa.html]

Becker, H. S. (2007). *Writing for social scientists: How to start and finish your thesis, book, or article (2nd ed).* Chicago: The University of Chicago Press.

Fink, A. (2010). *Conducting research literature reviews: From the internet to paper, (3rd ed).* Thousand Oaks, CA: Sage Publications.

Garson, G.D. (2002). *Guide to writing empirical papers, theses, and dissertations.* New York: Marcel Dekker.

Hart, C. (2001). *Doing a literature search: A comprehensive guide for the social science.* Thousand Oaks, CA: Sage.

Hoffman, G., & Hoffman, G. (2011). *Adios, strunk and white: A handbook for the new academic essay, (5th ed).* Huntington Beach, CA: Verve Press.

Ross-Larson, B. (1996). *Edit yourself.* New York: W.W. Norton.

Stilman, A. (1997). *Grammatically correct: The writer's essential guide.* Cincinnati, OH: Writer's Digest Books.

Strunk, W., & White, E. B. (1999). *The elements of style, (4th ed).* Boston: Allyn & Bacon.

Walliman, N. (2001). *Your research project: A step-by-step guide for the first-time researcher.* Thousand Oaks, CA: Sage.

Walsh, B. (2004). *The elephants of style: A trunkload of tips on the big issues and gray areas of contemporary American English.* New York: McGraw-Hill.

Thesis Defense Outcome Form (SAMPLE)

Student: _____

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Outcome of Thesis Defense:

_____ Exemplary Pass

_____ Competent Pass

_____ Revise and Redefend

_____ Fail

Feedback:

Signatures of Approval:

Thesis Chair: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

MA Program Coordinator: _____ Date: _____

Academic Portfolio Defense Outcome Form (SAMPLE)

Student: _____

Committee Chair: _____

Committee Member: _____

General Portfolio Components:

Items will be assessed using Yes/No values.

Portfolio Component	Item Was Included	Item Needs Revision	Feedback
Cover Page			
Table of Contents			
Curriculum Vitae			
Evidence of Presentation at: (1) A local, regional, or national conference OR (2) Guest lecture in an undergraduate Sociology course or for a non-academic audience			

Academic Portfolio Components:

Items will be assessed using the values of Exemplary Pass, Competent Pass, Revise & Redefend, and Fail.

Portfolio Component	Description	Outcome/ Scoring	Feedback
Position Statement	Student has submitted a positionality statement that accurately reflects their relationship to the portfolio, its theme, and their evolution through the program. (Minimum of 3 pages)		
Portfolio Statement	Student has written a statement that identifies the portfolio theme, how the papers relate to the them, and how they have demonstrated competency through these papers. (Minimum of 3 pages)		
Portfolio Component	Description	Outcome/ Scoring	Feedback
Theoretical Paper	Student has written an original paper that applied more than one sociological theoretical perspective. (Minimum of 12 pages).		

Methods Paper	Student has written an original paper that applied either quantitative of qualitative methods. (Minimum of 12 pages).		
Literature Review Paper	Student has written an original paper that reviews the literature of sociological scholarship. (Minimum of 12 pages).		

Overall Outcome of Portfolio Defense:

_____ Exemplary Pass   _____ Competent Pass   _____ Revise and Redefend   _____ Fail

Feedback:

Signatures of Approval:

Portfolio Chair: _____   Date: _____

Committee Member: _____   Date: _____

MA Program Coordinator: _____   Date: _____

Professional Portfolio Defense Outcome Form (SAMPLE)

Student: _____

Committee Chair: _____

Committee Member: _____

General Portfolio Components:

Items will be assessed using Yes/No values.

Portfolio Component	Item Was Included	Item Needs Revision	Feedback
Cover Page			
Table of Contents			
Curriculum Vitae			
Template Cover Letter			
Evidence Completion of Internship: (1) Internship Paperwork (2) Internship Site-Supervisor's Evaluation			

Professional Portfolio Components:

Items will be assessed using the values of Exemplary Pass, Competent Pass, Revise & Redefend, and Fail.

Portfolio Component	Description	Outcome/ Scoring	Feedback
Professional Career and Goals Statement	Student submits a paper detailing their professional and career goals and how their time in the program has shaped them. This is a good place to make connections between the program and internship and how they fit with the students long-term goals (Minimum of 3 pages)		
Internship Paper	Student has submitted a revision and expansion of the internship paper that they were required to submit to successfully complete their internship. (15-20 pages)		
Program Reflection Paper	Student has written a reflection on their growth as a sociologist while they are enrolled in the program (Minimum of 3 pages)		

Professional Work/Writing Sample	Student submits samples of scholarly work and/or professional development (Minimum of 15 pages)		

Overall Outcome of Portfolio Defense:

_____ Exemplary Pass   _____ Competent Pass   _____ Revise and Redefend   _____ Fail

Feedback:

Signatures of Approval:

Portfolio Chair: _____   Date: _____

Committee Member: _____   Date: _____

MA Program Coordinator: _____   Date: _____

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

_____
Print Name

_____
Signature

_____
Date

Submit to Dr. Melanie Duncan by September 10th

The Sociology Department will keep this signed document on file.