

***COLLEGE OF
ARTS AND SCIENCES
DEPARTMENT OF SOCIOLOGY***

***MASTERS PROGRAM
2007***

WESTERN MICHIGAN UNIVERSITY

INTRODUCTION

The principal aim of the master's program in sociology is to train you to be professionally competent in teaching and research and qualified for careers in education, government and industry. In the process of meeting the requirements of your program, you will become proficient in the discipline of sociology and in research methods, as well as gain substantial knowledge in your area of specialization.

This manual is designed to supplement Western Michigan University's Graduate Catalog. It coordinates University and department degree requirements and procedures to help you meet necessary deadlines, avoid some pitfalls and, in general, proceed smoothly to the completion of your graduate program. These documents contain critical information and should be considered as essential guides.

Since you are primarily responsible for meeting all specified requirements, you should make frequent reference to the Graduate Catalog as well as this manual. A check-list is included at the end of this booklet that specifies each step of your program. Keep it in a prominent place and check each item as it is completed.

You should become acquainted with the graduate faculty as rapidly as possible through course work, research, and consultation. You will find that cooperation with faculty is of utmost importance in developing the focus of your graduate career. A current list of graduate faculty and their fields of specialization is included in this manual.

You may take advantage of another avenue of student/faculty cooperation by becoming involved in the department administrative process. Each fall, students are elected to serve as members at department and executive council meetings and other policy-making department committees. An announcement of graduate student elections is issued by the Graduate Student Association.

ENROLLMENT AND EVALUATION

Enrollment

You are expected to enroll in the semester for which you have been admitted. However, your admission status remains active in The Graduate College for one year beyond that date, as well as one year from the date of last enrollment. If these limits are exceeded, you must apply for re-admission. Before you enroll for the first time, you should contact your entering advisor to plan an appropriate schedule of classes.

The department welcomes full-time and part-time students; however, if you are on department or Graduate College support, you are required to enroll for 9 hours per semester.

Six hours of transfer credit or classes taken at Western as a non-degree student (PTG), may be included in your masters program.

Procedures

Candidacy. You should complete a Permanent Program of Study which lists your M.A. courses after you earn 18 graduate credit hours. If you were given a probation admission those conditions must be met before your candidacy can be approved by The Graduate College.

Program Changes. If you change your program after The Graduate College has approved your candidacy, you must consult with your major advisor. If your advisor approves the change, a revised program will be submitted to The Graduate College for approval.

Evaluation

You must maintain a minimum grade-point average of 3.0 (A=4.0) for every semester. In addition, you must earn at least a “B” in all undergraduate courses taken as prerequisites. You must earn at least a “C” in any graduate course counted in your graduate degree program and a “B” in any core course to be counted in your program. “DC” and below are failing grades.

Sociology Graduate faculty will review your file each year to evaluate your progress toward your degree. The results of this review will be sent to you and copied to your department file.

ADVISORS

Facilitating Advisor

Your facilitating advisor is assigned to you when you are admitted to the Sociology Graduate Program. You should consult with your facilitating advisor until you have chosen a major advisor. The facilitating advisor should be consulted on a regular basis regarding matters of curriculum.

Major Advisor

You should choose your major advisor as soon as possible after your first semester of enrollment, certainly no later than after completing 18 hours in your program. Your major advisor will guide you through the preparation of your thesis, so you should choose a graduate faculty member with expertise in your area of interest.

MASTER’S DEGREE PROGRAM OPTIONS

Disciplinary (Traditional) Program

Disciplinary Core (18 credit hours from the following courses):

SOC 6000 Proseminar

SOC 6020 Classical Theory

SOC 6060 Research Design and Data Collection I

SOC 6070 Logic and Analysis of Social Research I

SOC 6210 Logic and Analysis of Social Research II

Select one course from the following:

SOC 6030 Contemporary Theory: Culture, Social Action and Society

SOC 6040 Contemporary Theory: Agency, Interaction and Structure

Research Course:

Select one of the following research courses:

SOC 6250 Research Design and Analysis in Social Psychology

SOC 6800 Studies in Research Methodology: Variable Topics

SOC 6810 Advanced Multivariate Analysis

SOC 6820 Qualitative Methods (new course)

SOC 6830 Research Design and Analysis in Social Psychology (new course)

SOC 6870 Evaluation Research

SOC 6880 Methods of Survey Research

Master’s Thesis (6 hours):

SOC 7000 Master’s Thesis

Elective

Elective courses (9 hours)

TOTAL HOURS: 36

The Disciplinary Program requires 36 hours of graduate course credit. Twenty of those hours must be in sociology, including 6 hours of thesis credit.

Both 500- and 600-level courses are open to graduate students; however, one-half of your credits earned toward your degree must be in courses numbered 600 or above. In addition, 400 level courses may be taken with special approval, when graduate courses covering comparable topics are not offered.

Disciplinary Program Schedule

The following schedule is recommended for satisfactory progress toward your masters degree.

<u>Credit Hours</u>	<u>Activities</u>
0	Admission
12	Major advisor selected
18	Core courses completed and masters thesis committee selected and appointment form completed. Program of study approved by major advisor and filed with The Records Office and Sociology Department.
21	Thesis proposal approved and permission to elect hours filed with Sociology Department and Graduate College.
36	Thesis completed, oral defense completed, thesis submitted and approved by The Graduate College. Degree awarded

Specialization in Criminology

A Specialization in Criminology is available within the 36-hour sociology master's program, designed for students with academic and professional interests in criminology and criminal justice. This option provides specialized courses in theory, policy, and substantive criminological issues. It recognizes the need for comprehensive understanding of crime as a social phenomenon and is designed for students preparing for careers in research, policy making, program development, scholarship and/or the pursuit of the doctorate and academic positions.

The disciplinary program with specialization in criminology requires 30 hours of course work and 6 hours of thesis.

Disciplinary Core (18 hours)

Criminology Core (6 credit hours from the following courses):

- SOC 5600 Corporate and Government Crime
- SOC 5610 Violence and U.S. Society
- SOC 5620 Victimology
- SOC 5630 Gender and Justice
- SOC 5680 Race, Ethnicity, and Justice
- SOC 5780 Sociology of Law
- SOC 6310 Deviance and Social Problems
- SOC 6600 Theoretical Issues in Criminology
- SOC 6610 Seminar in Current Issues in Criminology
- SOC 6640 Studies in Criminology (variable topics)
- SOC 6650 Research Issues in Criminology

Specialization in Criminology Schedule

The Specialization in Criminology should follow the disciplinary schedule.

THE THESIS

General Information

You must complete a thesis as the final requirement for the master's degree. Work which qualifies as a thesis must make a contribution to the discipline and be considered initial training for future professional activity. For example, a theoretical thesis might compare theories or theorists not previously treated, or develop a theory or frame of reference that does not now exist in the discipline. An empirical thesis might put results of original sociological research into a meaningful theoretical context or replicate prior research in a way which enlarges the scope or improves the quality of the previous research. Six hours of credit are earned for completion of the master's thesis.

Thesis Committee. Your thesis committee will consist of your major advisor, who acts as chair, and two additional graduate faculty members. One member must be from the Department of Sociology; the other may be from outside Sociology. Your committee will work with you in preparation of the thesis and will conduct the oral examination.

Thesis Credit Enrollment. You may enroll in Sociology 7000 for thesis credit in increments of one to six credit hours. Before enrolling for thesis hours, you must complete an "Application for Permission to Enroll" and submit it to your major advisor, department chairperson and The Graduate College for signatures before registration. You may obtain an application from the department advisor, Room 2401 Sangren Hall.

Continuous Enrollment. Following your first enrollment in SOC 7000, you must enroll in SOC 7000 in each fall and spring semesters continuously until all your thesis requirements are completed and approved. If you are unable to complete your thesis within the first six hours of registration you will be required to continue to enroll during the fall and spring semesters and the semester in which you plan to graduate.

Human Subjects Approval. If your thesis involves human subjects, you must have **PRIOR APPROVAL** of your research proposal by the Human Subjects Institutional Review Board (HSIRB). Policy guidelines and forms are available from the Office of Vice President for Research web site: (www.wmich.edu/research/forms/index.html).

Thesis Options

Option 1: The Traditional Thesis

Prospectus

If you choose the traditional thesis option, you are required to write and defend a master's thesis which may be preceded by a prospectus. Your prospectus must include:

1. A precise statement of the objective of your research. Research is construed in the broadest terms consistent with the demands of degree attainment.
2. An initial exposition of the literature pertaining to your problem and/or theory pertinent to your research.
3. The methods, including design, data sources and methods of analysis through which your research will be pursued.

Your prospectus can be developed in concert with your major advisor and approved by your thesis committee prior to the initiation of your research. Your prospectus should be completed and

approved by the time you complete 21 credit hours of a disciplinary or specialization in criminology master's program.

In the development of your prospectus and subsequent completion of the thesis, you and your major advisor are encouraged to create a contract. This contract should specify: 1) the schedule of work to be completed, 2) turn-around times for faculty review and response to thesis work, and 3) a schedule for meetings for you with your major professor and committee. While this contract may be altered from time to time by the uncertainties of the research process, it should be considered as a commitment by all parties.

Oral Examination

The final oral examination on the thesis is conducted by your thesis committee. Prior to the time scheduled for your oral examination, you should secure three copies of the "Notification of Completion of Oral Examination" from the Graduate College Website.

Following the thesis examination, you will be advised as to whether you passed or failed and the forms will be signed by your major advisor and committee members. The "Notification of Completion of Oral Examination" copies should be submitted to the Graduate College along with your thesis.

Submission of Thesis to the Graduate College

Following a successful defense, you will be responsible for making any corrections or changes directed by your thesis committee and preparing final copies to be submitted to The Graduate College. (See Calendar of Events, Graduate College Bulletin for deadlines for submitting approved theses, diploma applications, etc.) You are responsible for filing the required forms (see department graduate advisor).

Option 2. Professional Article Thesis

The Publication Thesis consists of:

1. A comprehensive review of the literature relevant to the thesis topic.
2. Two complete article manuscripts judged by the thesis defense committee as suitable for submission to a refereed journal. The thesis defense committee may require an additional manuscript when appropriate.

The review of literature and article manuscripts will be bound together and submitted as the thesis to The Graduate College.

If you choose the Professional Article option, it will include:

1. A comprehensive review of the literature relevant to the thesis topic.
2. A journal article, judged by your master's committee as suitable for publication.
3. A final oral examination on the thesis conducted by your thesis committee. Requirements for this examination are the same as those for the traditional thesis option.
4. The review of literature and article are bound together and submitted as a thesis to The Graduate College with the necessary committee approval forms.

Deadlines

The deadlines for submission of theses and other documents, filing applications for diploma, etc., are listed in the WMU Calendar of Events, the Graduate College Bulletin and Policy Handbook and the Graduate College Calendar.

FINANCIAL AWARDS

There are a number of financial awards available through The Graduate College and the Department of Sociology. These awards are made each spring for the next academic year (fall and spring semesters). A limited number of awards are available for summer I and summer II sessions.

The Sociology Department endeavors to grant one-fifth to one-fourth of its awards each year to new students.

Graduate College Awards

Thurgood Marshall Fellowship, King/Chavez/Parks Program, Black College Program and National Consortium Education Access awards are available through The Graduate College for ethnic minorities. Eligible students should contact The Graduate College for information.

Department Assistantships

Department assistantships are awarded by the Sociology Department to new and continuing students for the masters and doctoral degrees.

Students who wish to be considered for department assistantships should complete a department application and submit the additional material required by February 15. Students are responsible for insuring that these additional materials are included with their application files.

Department assistantships are renewable, but renewal is not automatic. All applicants for awards, whether renewals or not, must submit complete applications to the Awards Committee.

Summer I/Summer II Awards. Summer I and summer II session department awards are considered separately, and will be made when and as funds are available.

Essential Information for Applicants and Awardees

Selection Process. The Awards Committee of the department selects the recipients of awards using the following major criteria: 1) academic record, 2) progress toward degree, 3) letters of recommendation, 4) evaluation of assistantship and classroom performance, 5) prior professional experience, and 6) potential contribution to the profession.

Conditions of Support. Students who receive awards are expected to make a full-time commitment to a graduate career. The department's assumption is that any scheduling conflicts created by outside activities have to be resolved in favor of departmental expectations.

Time Limitations. Students in the master's program who have received department support for two academic years are ineligible for further support until the degree is completed. (Academic year is defined as fall and spring semesters. Summer I and summer II sessions are not included in these calculations.)

Enrollment Requirements. In order to be eligible to maintain an award, graduate students must enroll in, and are expected to complete a minimum of 18 hours for the academic year (fall and spring semesters), or 9 hours if the award is made for a fall or spring semester alone. Students at the end of a degree program who need less than the required number of hours may, with special permission of the Chair of the Department be given permission to decrease hours enrolled.

Assignments. Assignments are made subsequent to awards on the basis of department needs, faculty requests, special skills, previous course work, and other considerations.

Fringe Benefits. Students receiving university or department awards are entitled to some additional advantages: 1) faculty library privileges (one-month circulation, not subject to overdue fines), 2) faculty/staff level discount at Western's campus bookstore, 3) parking sticker, 4) priority for student housing.

Other Funding Sources

Kercher Center for Social Research. The KCSR offers Sociology graduate students positions as field directors or other positions in funded projects. See the Director in the Center or the advisor for a current list of projects and an application.

Special Projects. Students may be employed directly by the project director (faculty member) of an independently supported research or training project. This is an independent arrangement between the student and faculty involved and does not come under the jurisdiction of the Department's Awards Committee.

Teaching. Students who meet department qualifications for teaching (M.A. and successful completion of SOC 6240) may be employed as part-time instructors.

External Support. Student efforts to obtain outside fellowship support from other programs at WMU or external sources are both encouraged and much appreciated. Under certain circumstances the time a student is supported externally would not count against the time limits specified above. Faculty in the department are available to provide assistance in making such applications, and their aid should be solicited. For further information, contact the Department Chair or the Director of the Kercher Center for Social Research.

Student Loans. Western Michigan University participates in some state and nationally supported student loan programs. For further information, see the Graduate College Bulletin or contact the Student Financial Aid Office on campus.

OTHER IMPORTANT INFORMATION

Dismissal from the Sociology Graduate Program

Sociology masters students may be dismissed from the graduate program under the following circumstances:

1. Failure to maintain the required cumulative grade point average of 3.0 calculated initially on the first two semesters or sessions of the student's graduate program. Dismissal for failure to maintain the required cumulative grade point average is automatic upon notification by the Annual Review Committee to the student and the Central Graduate Committee.
2. Failure for two consecutive years to maintain satisfactory progress toward degree. If, upon the second consecutive annual review evaluation, a student is found to have:
 - a. Failed to have rectified the initial failures; and

- b. Failed to maintain satisfactory progress in terms of the additional hours taken between the first and second reviews.

The Annual Review Committee shall make a recommendation to the Central Graduate Committee. Upon Central Graduate Committee review and concurrence, the student will be dismissed from the graduate sociology program. If the Central Graduate Committee does not concur, the Committee shall establish conditions for the student's continuation in the program.

All student dismissals from the sociology graduate program will be effected by a letter to the student from the department's Director of Graduate Studies in the name of the Central Graduate Committee informing him/her of loss of standing in the graduate program. Copies will be furnished to the Department Chair, The Graduate College and the student's departmental file. Applications for readmission are possible. Such applications will be considered by the Central Graduate Committee.

Other Essential Requirements

- *At least 15 hours of your work toward your master's degree must be in courses that are numbered 6000 and above.
- *All work for your degree program must be elected within six (6) years preceding the date your degree is conferred.
- *You may use four (4) hours of SOC 5980 Directed Individual Study toward your degree.
- *If you do not enroll in classes for one full year, you must apply for readmission to the program.
- *Except in SOC 7000, an Incomplete grade in a course must be removed within one calendar year or it will become an "X" (an automatic "E") on your transcript.

**Department of Sociology
Graduate Program Faculty**

<u>Faculty Member</u>	<u>Year Appointed</u>	<u>Doctoral University</u>	<u>Specializations</u>
Susan Caringella	1984	Western Michigan University	Criminology, Women and Violence
Susan Carlson	1993	Florida State University	Criminology, Social Inequality, Methods, Political Economy
Laura Citrin	2004	University of MI	Social Psychology
Paul Ciccantell	2000	Wisconsin - Madison	Comparative, Economic Development, Social Organization
Charles Crawford	1995	Florida State University	Criminology, Corrections, Minority Issues
Douglas Davidson	1991	UC - Berkeley	Soc of Education, Ethnic Relations, African Studies, Theory
Elena Gapova	2007	Minsk State	Gender/Women's Studies, Comparative
Barry Goetz	2001	UC – Berkeley	Policing & Society, Drugs & Society, Organizations, Political Sociology, White Collar Crime
Chien-Juh Gu	2007	Michigan State	Social Psychology, Gender Studies, Asian Americans, Social Inequality, International Migration
David Hartmann	1996	Chicago	Applied, Urban, Ethnic Relations, Methods
Gregory Howard	1998	SUNY Albany	Criminology, Social Problems, Environment
Vyacheslav Karpov	1996	Ohio State	Comparative, Social Problems, Soc of Education
Ronald Kramer	1978	Ohio State	Criminology, Social Problems, Theory, Peace Studies
Elena Lisovskaya	2006	Ohio State	Comparative, Soc of Education, Methods
Richard MacDonald	1967	Missouri	Theory
Gerald Markle	1971	Florida State University	Knowledge and Science, Social Movements, Social Problems
Angela Moe	2002	Arizona State	Criminology, gender and justice
Victoria Ross	2000	Brandeis	Medical, Social Problems, Health Care Policy
Zoann Snyder	1992	Arizona State	Criminology, Racial/Ethnic Populations, Gender & Justice
Robert Wait	1970	Indiana	Soc Psych, Symbolic Interaction, Socialization, Emotions