

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

MASTERS PROGRAM

WESTERN MICHIGAN UNIVERSITY

College of Arts and Sciences

Department of Sociology

Masters Program

Fall, 2005

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 College Bulletin and its current Graduate Policy Handbook. 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 College Bulletin and Handbook 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. Six credit hours must be completed AFTER your candidacy has been approved.

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.

The Department of Sociology has a long-standing tradition of conducting an annual review of all graduate students during the spring semester. This policy is intended to serve as a simple and effective mechanism for informing students about their progress on a regular basis. It is good for students to know when they are doing well. If they are not, it is crucial that they know clearly what is expected of them in order to improve. This review is an intensive process where the central graduate committee will review the student’s program checklist and will assess academic performance, research and progress towards the degree.

Procedure

The central graduate committee is responsible for reviewing all graduate student records and letters as well as the Department of Sociology program checklist. This checklist is completed by the Graduate Academic Advisor and contains information on the major task the student has completed at the time of the review such as core courses, area exams, and thesis/dissertation committee formation. Timely completion of these tasks is essential for receiving a graduate degree in Sociology

Review Decisions

Each student will receive a letter that summarizes the review committee’s decision regarding progress towards the degree. After careful evaluation the committee will render one of the following decisions:

Acceptable Progress- the decision of the committee members is that the student is making timely progress towards the degree with the required grade point average and is meeting the goals for the current stage of graduate study

Acceptable Progress with Concerns- the decision of the committee members is that the student is making acceptable progress but there are some potential roadblocks that may hinder future progress. An example would be core courses not being completed in a timely manner or excessive incomplete grades. The decision letter will detail the committee’s concerns for the student as well as indicate that he or she should work immediately to address such issues.

Unacceptable Progress- the decision of the committee members is that the student has serious problems that may prevent completion of the degree. If the problems are not immediately corrected the student would be in *danger of being dismissed* from the program. Problems that may cause the committee to issue this decision include there being no appointment of thesis/dissertation committee, a poor GPA which falls below minimum requirements, there being no program of study on file, and a lack of continuous enrollment.

Dismissal- this is the gravest decision the committee can issue to a graduate student in the Department of Sociology. At this point the student as received at least 1 letter from a previous review detailing what problems needed to be addressed to complete the degree in a timely manner. Since there was a failure to correct the problems and no information or intent to address the issues has been evidenced, the graduate student will be removed from the program. This is not a decision the Department of Sociology takes lightly. All dismissed students will be notified of the loss of standing in the graduate program. Letters will be sent to the student, department chair, Graduate College and recorded in the student’s graduate file.

Once removed from the program the student has the option to correct the problems and reapply. This will require a new full application to the Department of Sociology for fall admission.

Appeals

Graduate students have the right to appeal a decision from the central graduate committee. This will require a written notice to the department chair and graduate program director. A special committee will be formed of members from the Sociology department and at least one member from outside the department to review the case. The student may present evidence or other mitigating factors to support why they believe the decision was inappropriate. The decision from the review committee will be issued in writing.

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 600 Proseminar

SOC 602 Classical Theory

SOC 606 Research Design and Data Collection I

SOC 607 Logic and Analysis of Social Research I

SOC 621 Logic and Analysis of Social Research II

Select one course from the following:

SOC 603 Contemporary Theory: Culture, Social Action and Society

SOC 604 Contemporary Theory: Agency, Interaction and Structure

Select one of the following research courses:

SOC 680 Studies in Research Methodology: Variable Topics

SOC 681 Advanced Multivariate Analysis

SOC 682 Qualitative Methods (new course)

SOC 683 Research Design and Analysis in Social Psychology (new course)

SOC 687 Evaluation Research

SOC 688 Methods of Survey Research

SOC 700 Master's Thesis (6 hours)

Elective and cognate 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. A maximum of six hours may be taken in an approved cognate area.

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 committee selected; program of study approved by major professor and candidacy form filed with The Graduate College
21	Thesis proposal approved
36	Thesis completed, oral exam completed, thesis approved by The Graduate College, degree awarded

Applied Program

The Applied Program is a 46-48 hour professional degree designed to prepare you for non-academic careers in government agencies, businesses, non-profit organization, or (in special circumstances) for a doctoral program. If you choose this option, you will be well trained for such positions as data analyst, social systems and policy analyst, survey researcher, field director, market researcher and director of research. The program is designed to prepare its graduates for the changing job market and the increased use of survey techniques and quantitative analysis to evaluate programs and shape decision making in organizations.

Program requirements include:

Disciplinary Core (18 credit hours; see previous page)

Applied Core (12 credit hours from the following courses)

SOC 686 Applied Sociology

SOC 687 Evaluation Research

SOC 688 Methods of Survey Research

Select one course from the following:

HHS 513 Special Studies in Health Care Organization and Delivery, Variable Topics OR

PADM 670 Public Policy and Strategic Planning

Select one of the following research courses:

SOC 680 Studies in Research Methodology: Variable Topics

SOC 681 Advanced Multivariate Analysis

SOC 682 Qualitative Methods (new course)

SOC 683 Research Design and Analysis in Social Psychology (new course)

Elective Courses (8-10 credit hours)

Internship (5 credit hours)

Thesis (optional; 6 credit hours)

Applied Program Schedule

The following schedule is recommended for satisfactory progress toward your master's degree.

Credit

<u>Hours</u>	<u>Activities</u>
0	Admission
12	Major advisor selected
24	Department core courses completed; masters committee selected, program of study approved by major advisor and candidacy forms filed with The Graduate College
30	Applied program core completed, thesis proposal approved (if thesis option selected), internship arranged and approved by committee
46-48	Internship completed, internship essay or thesis completed, oral exam completed thesis 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. You may consider combining the Applied and Specialization in Criminology programs. Applied internships in criminal justice agencies are available.

The program requires 30 hours of course work and 6 hours of thesis.

Disciplinary Core (18 credit hours)

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

- SOC 560 Corporate and Government Crime
- SOC 561 Violence and U.S. Society
- SOC 562 Victimology
- SOC 563 Gender and Justice
- SOC 568 Race, Ethnicity, and Justice
- SOC 578 Sociology of Law
- SOC 631 Deviance and Social Problems
- SOC 660 Theoretical Issues in Criminology
- SOC 661 Seminar in Current Issues in Criminology
- SOC 664 Studies in Criminology (variable topics)
- SOC 665 Research Issues in Criminology
- SOC 667 Sociology of Criminal Justice

Specialization in Criminology Schedule

The Specialization in Criminology should follow the appropriate schedule, be it the traditional or applied masters program.

THE THESIS

General Information

Unless you elect to write an internship report as part of the Applied Program, 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 is 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 at least two additional graduate faculty members. One member must be from the Department of Sociology; the other may be from Sociology or your cognate area. 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 700 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 advisor, Room 2401 Sangren Hall.

Continuous Enrollment. Following your first enrollment in SOC 700, you must enroll in SOC 700 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 criminology master's program or the completion of 18 credit hours if you have been enrolled in your program for one calendar year or more. If you choose to do a thesis within the applied option, you should have completed your prospectus by the time you have completed 30 credit hours.

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 of 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 advisor, Room 2401 Sangren Hall.

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 approval theses, diploma applications, etc.) You are responsible for filing the required forms (see graduate advisor).

Option 2. Professional Article Thesis

The Publication Thesis would consist 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.

The Applied Option Internship Report

Please see a faculty member from the applied area for information on the applied option internship report.

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 Information 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

University Fellowships.

Graduate College Fellowships are awarded to students entering the master's program on a full-time basis. Application is made by new students through completion of the "Application for the Graduate College Fellowship." Graduate College admission must be completed and all required information for the award must be submitted by February 15. If a student is not awarded a graduate fellowship, all of the applicant's materials are used by the department Awards Committee in its deliberations for department assistantships. Since the structure of The Graduate College awards may change from year to year, students should contact The Graduate College for current award information.

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.

New students who apply for department assistantships do so on The Graduate College "Application for The Graduate College Fellowship." Continuing students who have applied for a Graduate College award and all others who wish to be considered for department assistantships should complete a department application and submit the additional material it requires by February 15. Students are responsible for insuring that these additional materials are included with their application files.

The Graduate College awards and 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, composed of four faculty, 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; summer I/summer II session assistants must take a minimum of 3 hours in whichever term offers class applicable to their program of study. Students at the end of a degree program who need less than the required number of hours may, with special permission of the Central Graduate Committee and The Graduate College, 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 624) 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 graduate 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 600 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 598 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 700, 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</u> <u>Appointed</u>	<u>Doctoral</u> <u>University</u>	<u>Specializations</u>
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Paula Brush	1996	Chicago	Theory, Methods, Soc of Culture, Soc of Education
Susan Caringella-MacDonald	1984	Western Michigan University	Criminology, Women and Violence
Susan Carlson	1993	Florida State University	Criminology, Social Inequality, Methods, Political Economy
Susan Caulfield	1990	SUNY-Albany	Criminology, State Crime, Deviance, Peacemaking
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
Thomas Ford	1995	Maryland	Social Psychology, Methods, Race and Ethnicity
Barry Goetz	2001	UC – Berkeley	Policing & Society, Drugs & Society, Organizations, Political Sociology, White Collar Crime
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
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
Subhash Sonnad	1964	Wisconsin	Applied, Law, Urban Housing
Thomas Van Valey	1977	North Carolina	Computers & Society, Applied, Teaching, Population
Robert Wait	1970	Indiana	Soc Psych, Symbolic Interaction, Socialization, Emotions
Rachel Whaley	2002	State Univ of NY	Criminology, Research Methods, Statistics
Paul Wienir	1970	North Carolina	Social Psychology