Departmentof Sociology

GraduateStudentHandbook

2023-2024 Academic Year

Graduates from our program have found careers in government, non-profit organizations, academia, and industry. Convenient online classes provide quality instruction that fits within students' personal and professional schedules. In addition, the flexible degree plan allows students the opportunity to take courses in diverse areas of interest.

All application materials are submitted to the Office of Admissions through the electronic submission system (https://www.shsu.edu/beabearkat/graduate-journey/)

Performance Standards and Scholastic Expectations

The curriculum requirements for each program vary slightly (and are detailed in subsequent sections in this handbook). In addition to completing relevant program criteria, students are expected to maintain high performance standards throughout their residence in the program and remain in “academic good standing” at Sam Houston State University.

Grading System

Four grades are given in graduate courses at the University:

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one or more semester credit hours are attempted will be placed on probation. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester following the starting of the probation, the student will be terminated.

A student who earns a grade of "C" in any course (repeated or distinct course) within the academic program may have his/her graduate status reviewed by a committee comprised of the department or college's graduate faculty. The committee will recommend an appropriate remediation for the student. A student who earns two grades of "C" in distinct or repeated courses within their academic program will be terminated from graduate studies. A graduate student who earns a grade of "F" in any graduate course will be terminated from graduate studies. The grade of “NC” is treated as a grade of “C” for the purpose of determining Academic Standing, but is considered an insufficient grade to meet degree course requirements. Those students who earn a second or subsequent grade of "C" or "NC" or a grade of "F" in any combination of courses within their academic program during the semester or summer session of their anticipated graduation will be terminated from graduate studies and will not be eligible to graduate in that term. The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points without regard to the regulations previously stated.

Any appeal for a review of the termination of graduate status should be directed in writing through the graduate advisor of the program, then to the chair of the department, then to the academic dean of the college, and finally to the Provost and Vice President for Academic Affairs. Refer to Academic Policy 910312 for further information.

If a student wishes to pursue a different program after being terminated from the original program, the student must complete the admissions process and be accepted into the new program. A student must be in Academic Good Standing in order to change to a new program or to receive a release from the academic program, academic dean of the college, and Dean of The Graduate School. Once accepted to the new program, the previous program must release the termination block in the Registrar's Office before the student can register in the new program.

Resignations:
To resign (officially withdraw) from the University in a given semester, a student must notify the Registrar’s Office and process a Resignation Request. The Resignation Request must be in writing and becomes effective on the date received by the Registrar’s Office. The effective date of the Resignation Request, as received by the Registrar’s Office, is the date used for determining any refund as authorized in the State Refund Policy (see Tuition and Fees Refund Policy). The student is responsible for clearing all debts owed to the University. A student who wishes to drop all courses must officially resign. A student who discontinues attending class and fails to officially resign from the University will receive the grade of “F” in each enrolled course. A student who resigns after the 12th class day of a regular semester or after the 4th class day of a summer session will receive a

mark of “W” for each enrolled course. A student who resigns from the University while enrolled in a course whose duration is less than a normal term will receive a mark of “W” if the resignation occurs after one-half of that course time has been completed.

Academic Honesty:
The Graduate Faculty of Sam Houston State University expects students to conduct academic work with integrity and honesty. Acts of academic dish

ProgramGovernance

Petition Policies

Studentswho are

subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.eds [(di)4 (s)6 (a)4 (bi)4 (l)4

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Core Required Courses:

Core Required Courses provide foundational study in sociological theory, research methods, and statistics.

Core courses are *typically* offered as follows:

- Fall Semester: SOCI 5312: Seminar in Sociological Research
- Spring Semester: SOCI 5310: Seminar in Sociological Theory and SOCI 5314: Social Statistics

For those utilizing the Thesis Degree Plan, Core Required Courses include two additional courses to facilitate the thesis proposal and defense 003 Tc 0p

SOCI 5333: Sociology of Religion
SOCI 5319: Sociological Entrepreneurship
SOCI 5337: Gender and Society
SOCI 5320: Sociology of Community
SOCI 5321: Cultural Sociology
SOCI 5322: Medical Sociology
SOCI 5324: Social Change and Development
SOCI 5325: Sociology of Food and Society

With the approval of the committee chair, the department chair, the Dean of the College of Humanities and Social Sciences, and Dean of Graduate Studies the committee may include one member who is not employed by SHSU per Academic Policy Statement 950601. The

End of third semester

1. Completed a minimum of 18 credit hours that count toward the M.A.
2. Achieved a minimum GPA of 3.75 in graduate courses

End of fourth semester

1. Completed a minimum of 24 credit hours that count toward the M.A.
2. Successfully completed SOCI 6098 Thesis Practicum
3. Achieved a minimum GPA of 3.75 in graduate courses.
4.

the eligibility requirements noted above. To initiate this process, they must email the Director of Graduate Studies to articulate (1) their preference for either the Systematic Review of Scholarship or the Teaching Portfolio (both requirements are discussed in detail below) and (2) their substantive area of interest (i.e., "Social Inequality", "Health and Well-Being", or "Community, Food, and the Environment") if they intend to complete a systematic review of research. On receiving this email, the Director of Graduate Studies will begin the process of identifying an eligible mentor to guide the student through the Capstone Project Requirements.

Core Required Courses (9 credit hours): These courses are required for all students

SOCI 5310: Seminar in Sociological Theory
SOCI 5312: Seminar in Sociological Research
SOCI 5314: Social Statistics

Elective Courses (21 hours)

Each student must select seven of the elective courses (listed below). Students may use up to 6 credits from graduate courses outside of the Sociology department to fulfill this requirement.

SOCI 5099: Graduate Readings in Sociology
SOCI 5313: Qualitative Research Methods
SOCI 5333: Sociology of Religion
SOCI 5319: Sociological Entrepreneurship
SOCI 5337: Gender and Society
SOCI 5320: Sociology of Community
SOCI 5321: Cultural Sociology
SOCI 5322: Medical Sociology
SOCI 5324: Social Change and Re

Components

Research Question:

Identify a publishable sociological research question based on the three substantive areas above. A sociological research question is linked to sociological theories, and it should be inspired by other sociological studies. Sociological scholarship is not only helpful in identifying a sociological research question, but also for critically thinking about the society around you. Students and their mentors should work to narrow the scope of the sociological research question.

Literature Selection:

Develop and justify systematic search criteria for the selection of relevant, peer-reviewed sociological

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2. Identify relevant themes and literature.
3. Read literature and begin writing a draft of the paper.

2nd Semester of Capstone:

1. Revise the draft.
2. Complete the paper and get mentor's permission to join the departmental conference.
3. Present the paper.

Teaching Portfolio

A successful teaching portfolio must meet each of these criteria:

1. Written reflection that discusses recent developments in scholarship on teaching and learning in sociology (at least 20 citations) and uses these citations to articulate one's teaching style and overarching approach to instruction. This document should be 8-10 pages double-spaced (excluding title and works cited page).
2. Formal, polished teaching philosophy (one page, single-spaced).
3.

c.

sociology with emphasis placed on the relevance of classic sociological theory in the formation and development of contemporary sociological theory. The characteristics and origins of major sociological schools are explored

States and in other regions of the world. Prerequisites: Graduate standing. Credit 3.

research stressing their scopes and limits. Through an examination of the epistemological characteristics of major paradigms in the social sciences, the course illustrates various analytical techniques necessary for the preparation of research proposals. This activity includes techniques for the identification of research questions, the development justifications, the integration of theories and methods, and the development of analytic designs. This is a course specifically designed for students who would like to be involved in research grant writing and in conducting research. Prerequisites: Graduate standing. Credit 3.

SOCI 5380 Social Impact Assessment and Program Evaluation
This course is designed to provide an overview of the field of social impact assessment and program evaluation. This course explores basic knowledge, as well as technical skills, related to conducting a social impact assessment and program evaluation. Attention is also given to hands-on experience in the form of a group activity or an individual project covering a practical case study in the field. Prerequisites: Graduate standing. Credit 3.

SOCI 5386 Sociology of Aging
This course explores sociological theories of aging and old age from historical, demographic, comparative, social psychological and structural perspectives. It also focuses on current gerontology issues. Particular attention is given to investigating the similarities and differences among aging ethnic groups, as well as those with different social and human capital. Prerequisites: Graduate standing. Credit 3.

SOCI 6098 Thesis Practicum
Students are encouraged to initiate planning and formulation of approved problems in conjunction with course work in Methods and Theory. Prerequisites: 24 graduate credits and consent of advisor. Credit 1-3.

SOCI 6099 Thesis
The completion and accepted defense of Thesis. The student must be registered in SOC 6099 the semester in which the master's degree is to be completed. Prerequisites: Graduate standing and consent of advisor. Credit 1-3.

SOCI 6360 Seminar in Sociology
This seminar is designed to provide an examination and study of substantive areas and/or sociological significant issues not covered in other departmental offerings. Particular attention is on current literature presented in the context of papers and discussion. May be repeated. Prerequisites: Graduate standing and consent of instructor. Credit 3.

Matriculation Timelines:

2-Year Matriculation Timeline: Capstone Project Degree Plan

The following guidelines reflect optimal scheduling of coursework for students wishing to graduate in two academic years (4 semesters) under the Capstone Project Degree Plan. Students

should utilize these guidelines under the advisement of the Director of Graduate Studies. Note that this timeline does not include summer instruction. Summer coursework will reduce semester course loads specified in this timeline.

End of first semester

1. Completed at least one of the following Core Required courses:
    a. SOCI 5310: Seminar in Sociological Theory
    b. SOCI 5312: Seminar in Sociological Research
    c. SOCI 5314: Social Statistics
2. Completed a minimum of 9 credit hours that count toward M.A.

End of second semester

1. Completed all three of the following Core Required courses:
    a. SOCI 5310: Seminar in Sociological Theory
    b. SOCI 5312: Seminar in Sociological Research
    c. SOCI 5314: Social Statistics
2. Completed a minimum of 18 credit hours that count toward the M.A.

End of third semester

1. Completed a minimum of 27 credit hours that count toward the M.A.
2. Successfully begun the Capstone Project requirement.

End of fourth semester

1. Successfully completed Capstone Project requirement.
2. Completed the presentation component of the Capstone Requirement.
3. Completed a minimum of 30 credit hours that count toward the M.A.

2-Year Matriculation Timeline: Thesis Degree Plan

The following guidelines reflect optimal scheduling of coursework for students wishing to graduate in three academic years (4 semesters) under the Thesis Degree Plan. Students should utilize these guidelines under the advisement of the Director of Graduate Studies. Note that this timeline does not include summer instruction. Summer coursework will reduce semester course loads specified in this timeline.

End of first semester

1. Completed at least one of the following Core Required courses:
    a. SOCI 5310: Seminar in Sociological Theory
    b. SOCI 5312: Seminar in Sociological Research
    c. SOCI 5314: Social Statistics
2. Completed a minimum of 9 credit hours that count toward M.A.

End of second semester

1. Completed all three of the following Core Required courses:
    a. SOCI 5310: Seminar in Sociological Theory
    b. SOCI 5312: Seminar in Sociological Research
    c. SOCI 5314: Social Statistics
2. Completed a minimum of 18 credit hours that count toward the M.A.

End of third semester

1. Successfully completed SOCI 6098: Thesis Practicum
2. Completed a minimum of 24 credit hours that count toward the M.A.

End of fourth semester

1. Successfully completed SOCnu[74 (Td)5 (c)T0-Td-09 Tc.01 09 (0)22 Jebes9005 Tc -0II22 4 (II)5 (C)6 (I)5

Part IV: Graduate Student Resources

Graduate

2. *The Ruth A. De Blanc Scholarship:* Available to full-time graduate students in Sociology. Awarded annually (for Fall and Spring semesters) on the basis of financial needs and academic accomplishments.

3. *Dan and Donna Beto Sociology Scholarship:* Awarded to full-time undergraduate or graduate student (with preference to graduate students) majoring in Sociology. Student must be in good standing with a minimum GPA of 3.0. Preference is given to students with interest in areas of Social Control, Deviance, or Inequality. Financial need may be a consideration, but not a determining factor.

4. *Prince Sociology Scholarship:* Awarded to a full-time undergraduate or graduate student majoring in Sociology. The student must be in good standing with a minimum GPA of 3.0. Financial need may be a consideration, but not a determining factor.

5. *Walter & Minnie Bennett Scholarship:* Awarded to full-time undergraduate or graduate student majoring in Sociology. Preference is given to students with interests in marriage & the family or community. Student must be in good standing with a minimum GPA of 3.0 and have completed 9 credit hours in Sociology at SHSU. Financial need be a consideration.

University and Graduate School scholarships are also available.

SHSU Academic Resources

The Academic Success Center

The Sam Houston Academic Success Center for Reading and Writing serves all members of the SHSU academic community. The center provides one-on-one instruction for reading and writing and assists students of all level in composition of their written work. The center assists students in constructing arguments, organizing papers, identifying and correcting grammatical errors, teaching proofreading techniques, and generally improving their writing style. The writing center also provides ASA style guides and online tutoring. All sociology graduate students at SHSU are encouraged to utilize the Academic Success Center to enhance their writing capacities. The Academic Success Center can be contacted http://www.shsu.edu/centers/academic-success-center/.

Newton Gresham Library

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resources for

PART V: FORMS AND CHECKLISTS

Appointment of Thesis/Dissertation Committee
College of Humanities and Social Sciences

Department: _____

The following members of the department listed above are appointed to serve as members of a Thesis Committee:

Title (Ex. "Thesis Director") Name

* Please notify the Dean's office if the Thesis/Dissertation Committee changes for any reason by

Thesis/Dissertation Defense

College of Humanities and Social Sciences

4-10-14

Date: _____

Department: _____

Student's Name: _____

SamID: _____

Graduating Semester: _____

A Thesis/Dissertation Defense was administered on _____, 20___ ,at
Date

_____. Time

The examining committee consisted of the following members: Printed

Name	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Title: _____

Grading on Thesis/Dissertation Defense: _____
(Please list results of Thesis/Dissertation Defense: Pass/Fail)

_____ Date _____
Graduate Advisor

_____ Date _____
Department Chair

_____ Date _____
Dean, College of Humanities and Social Sciences

The following chart lists important deadlines and requirements relating to the submission of theses and dissertations as shown on the Academic Calendar, and includes explanations of what you need to accomplish by those dates.

See Academic Calendar for date.	1st draft review Last Day to Submit Draft Thesis/Dissertation to Library for First Format and Style Review.	What this means for you: By this date, Email a draft of your document to nglthesis@shsu.edu so that we may look over it for any formatting or copyright issues. Please provide the following information when submitting: x Phone and email contact info. x Name of the style guide you're using. x If you are working on a Journal Model manuscript, provide: o a copy of the journal's instructions for the author o 3 recently published articles from that journal. See Journal Model Instructions to make sure you really are creating a Journal Model document. If your document does not meet the journal-ready criteria, then you should use one of the SHSU approved style manuals. Using the Document Checklist will help make the review process faster and easier.
See Academic Calendar for date.	Defense Last Day to Complete a Public Defense of the Thesis/Dissertation.	What this means for you: You should defend in front of your committee no later than this date. Once t

	Last Day to Submit Letter Requesting A Permanent Embargo to the Dean of Graduate Studies.	¾ A note on embargoes: "Embargo" means that a publisher waits a certain amount of time before actually publishing a work. For instance, a 1-year embargo means that a publisher will wait one year before publishing something. SHSU is offering a Permanent Embargo for those rare students whose work cannot be published within two years' time. For instance, students who are writing books that may get published by large publishers. Since it takes years for these items to get published, we will allow them to permanently embargo their thesis or dissertation, thereby providing ample opportunity to successfully publish with a large and profitable company. This also applies to students who are seeking patents or whose research is funded by outside entities who do not want the work published. Talk to your Advisor, and if any of these scenarios applies to you, then refer to the document entitled Steps for Permanent Embargo found on the Faculty Resources

Using the Document Checklist will help make the review process faster and easier.

Committee signatures on the Approval page:

- x

	Permanent Embargo students should have contacted the

Appendix A

Evaluation for Systematic Review of Scholarship

Student Name: Reviewer Name:	Exceeds Expectations	Meets Expectations	Does not meet Expectations
Selection and presentation of search criteria			
Summary of literature			
Thematic organization of literature			
Critical evaluation of scholarly developments			
Call for future research on existing gaps in research			
Implications for policy and practice			
Quality of writing (grammar, style, and organization)			

To successfully complete the capstone project, the majority of reviewers (including the mentor's evaluation) must agree that the student at minimum "meets expectations" on each item provided in the rubric above.

Evaluation of Teaching Portfolio

Student Name: Reviewer Name:	Exceeds Expectations	Meets Expectations	Does not meet Expectations
Reflection on developments in sociological scholarship on teaching and learning			
Formal teaching philosophy			
Syllabus for Introduction to Sociology			
Two assignments for SOCI 101			
One active learning exercise for SOCI 101			
Lesson plan for 75-minute class in SOCI 101			
Quality of writing (grammar, style, and organization)			

To successfully complete the capstone project, the majority of reviewers (including the mentor's evaluation) must agree that the student at minimum "meets expectations" on each item provided in the rubric above.