



Department of Sociology Graduate Handbook 2023-2024



Revised 1/2024



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Welcome to the graduate program in Sociology at Southern Connecticut State University. We are thrilled you are here! The graduate program in sociology is designed to provide students with an understanding of sociological theories and training in social research methods that may be used to identify and address a wide range of social issues that directly and indirectly affect individuals and their communities. The program specifically emphasizes social justice, identifying its barriers and constraints, and seeking ways to mitigate them. We have prepared this handbook to provide a thorough overview of the program and our requirements. Please review it carefully and always feel free to contact the Graduate Coordinator if you have any questions.



Student Checklist for Success

_____ Read this graduate handbook in its entirety and keep a copy of the PDF on your computer for reference.

_____ Check your Southern email address regularly.

_____ If you are using financial aid, make sure you contact the financial aid office so you are aware of financial aid policies and guidelines, which can be found here <https://inside.southernct.edu/onestop/financial-aid/graduate>.

_____ Always register for fall or spring classes as soon as possible. [Check your registration time](#) in “Step 3: Find Registration time”. If you have financial or logistical reasons for not doing so, contact the Graduate Coordinator right away for assistance to make sure you get the classes you need.

_____ Track your semester-by-semester progress through your degree program using Degree Evaluation in Banner at MySCSU.

_____ Email the Graduate Coordinator about any changes to your status (Full-Time vs. Part-Time) or if you need to take a leave of absence. Don’t fall out of touch; we always want to assist you, no matter your academic or personal situation.

_____ Know which graduate capstone you intend to complete – **Special Project (3 cr) or Thesis (6 cr)**. **This** includes the deadlines below for registering and applying for each, which typically occur the semester prior to the capstone.

_____ If you are planning [to graduate](#), know the dates for applying to do so and for capstone completion by consulting the School of Graduate and Professional Studies deadlines at the Southern website.

_____ Seek out opportunities such as applying for graduate internship positions on campus (<https://inside.southernct.edu/dean-of-students/internships>), Graduate Student Graduate Assistantships (<https://inside.southernct.edu/announcement/graduate-studies-graduate-assistantships-gsga-1>), or participating in the Graduate Student Research and Creativity Conference (<https://www.southernct.edu/creative-conference/graduate>). This will greatly help your professional development.

Program Values and Expectations

As a Sociology graduate student, you are expected to be more self-disciplined and self-directed than an undergraduate student. Faculty members assume that you are ready to challenge yourself intellectually.

Workload

“Plan to spend approximately 3X the time of in-classroom instruction on studying while in graduate school. A normal course load of 9-12 credits per semester equates to 27-36 hours of graduate school study time per week. There are many variables, however, that can change your graduate school study schedule. For instance, course difficulty, your understanding of the materials, and also the requirements of the class such as the number of exams, quizzes, and projects” (Highergrad, 2021).¹

We all wear multiple hats and juggle varying roles and responsibilities at home, work, and in the community. Your role as a student is vital but comes with its own requirements and daily demands. To manage these responsibilities, you will need a well-considered plan. One of the keys to successfully completing this program is having a plan that will serve as a guide for your time management. To help you visualize this, create a study schedule for your courses.

Faculty Mentorship

All of our graduate programs culminate with a capstone experience: a thesis or a special project. You will want to think about your professors as potential advisors who might direct your thesis and special projects. Reach out to professors whose work aligns with your interests early on to establish a rapport. Your professors are here to assist you in succeeding, but it is your responsibility to be proactive.

- **Dr. Gregory Adams** (criminology/deviance, drug policy, economic sociology, statistics)
- **Dr. Amanda Bertana** (environment, globalization, political economy, and qualitative methods)
- **Dr. Jessica Kenty-Drane** (social inequality, childhood studies, education, statistics)
- **Dr. Cassi Meyerhoffer** (race & racism, residential segregation, urban sociology, qualitative methods)
- **Dr. Venezia Michaelson** (criminology, penology, gender)
- **Dr. Daniela Pila** (race, ethnicity, immigration/ migration, social justice)

¹ Highergrad. 2021. “Graduate School Study Time| How Much is Enough?” Retrieved December 2022 (<https://www.highergrad.com/entries/graduate-school-study-time-how-much-is-enough>).



Student Ethics and Academic Honesty Policy

The integrity of scholarship is central to the academic and social structure of the University. It is both University and Sociology Department policy that every aspect of academic life must be conducted in an absolutely and uncompromisingly honest manner. Violations of academic honesty are grounds for a failing grade and may result in dismissal from the School of Graduate Studies. In addition to academic honesty, we expect students to behave ethically in class, this includes paying attention to professors and classmates, doing all assigned work (including reading), and refraining from disruptive behavior (using laptops inappropriately, answering cell phones, texting).

All scholarly work produced by students should be free from plagiarism. Plagiarism takes multiple forms such as submitting another student's work for your own, submitting work that is not properly cited in the paper itself, resubmitting previously written papers from other courses, and using AI to write your papers. All of these forms of plagiarism are grounds for dismissal from the program.

Course Requirements

The M.S. Sociology program is a 30-credit program. The course breakdown is as follows:

Core Course Requirements (9 - credits)

- SOC 500 - Sociology and Social Justice – 3 credits
- SOC 570 - Applied Research in Sociology – 3 credits
- SOC 580 - Applied Theories of Social Justice – 3 credits

Electives (21 credits)

Students must complete 21 elective credits (7 courses) in addition to the core course requirements. Elective coursework must be 500-level or higher.

Students *may take up to two graduate courses* outside of the sociology department and have them count towards their overall degree. Requests to take graduate courses outside of sociology should be made in writing to the Graduate Coordinator in advance of registration. They must be 500-level or higher and have relevance to the discipline of sociology (e.g., History, Political Science, Women's and Gender Studies).

Capstone Requirement

Capstone requirements should be taken once all core courses have been *successfully* completed with a "C" or better.

Students must select one of the following capstone experiences:



1. SOC 594 - Special Project in Sociology – 3 credits, OR
2. SOC 590 – Thesis Proposal in Sociology – 3 credits, AND
3. SOC 591 – Thesis in Sociology – 3 credits

Paperwork for enrollment in the capstone requirement can be found on the Sociology website at <https://inside.southernct.edu/sociology/graduate-capstone>. Students are required to identify a faculty supervisor who must be a full-time faculty in the Sociology department and two readers (full-time faculty are listed on P.7). Students may identify faculty readers outside of the Sociology department if the faculty interest aligns with the student’s thesis. Paperwork should be developed with the faculty supervisor. Ideally, paperwork should be complete by the end of the semester prior to enrollment in the capstone (i.e., if students are enrolling for Spring '24 signatures should be gathered by the end of Fall '23).

If students are doing a thesis, in accordance with state guidelines, they are required to submit their formatted thesis to Proquest prior to receiving a grade from the faculty supervisor. Failure to submit a thesis to Proquest will result in an incomplete for the course.

Registering for Classes

Students register for classes online in Banner, which you can access via MySCSU. The Registrar’s Office announces the date that graduate registration for upcoming semesters will begin. These dates can be found at: <https://calendar.southernct.edu/academic/all>.

Always register for Sociology graduate classes as soon as possible. Popular courses may fill quickly, so you need to secure a seat.

Graduate Advising

The Graduate Coordinator is the assigned advisor for all graduate students (*note the assigned advisor is *not* the same as the capstone advisor). The Graduate Coordinator is available to assist you with questions about the scheduling, curriculum, and program planning. However, students should also feel free to pursue work with another faculty member should one better fit with the student’s educational goals. Students can turn to any faculty member regarding specific issues. For instance, students may meet with someone who is doing research in an area of common interest. Such “informal advising” is common and highly encouraged.

Faculty have a range of teaching, research, and community service responsibilities, so students may find that making an appointment works best to ensure faculty are available to meet with them.



Capstone Requirements

Students must select one of the following capstone experiences: special project or thesis. To ensure adequate preparation and time, students should make their capstone selection, in consultation with the graduate coordinator, upon completing their first 18 credits in the program. **Students should plan to satisfactorily complete all core course requirements prior to enrolling in capstone.**

Special Project SOC 594

- SOC 594 – Special Project in Sociology – 3 credits

Prerequisite Requirements: 27 credits (9 credits from Core Course Requirement and 18 credits from Electives) of approved course work and successful completion of a special project (3-credits) for a total of 30 credits. Special projects will be conducted under the supervision of an approved department faculty advisor and committee. To register, students must complete [the special project application](#).

Master's Thesis SOC 590 and SOC 591

- SOC 590 - Thesis Proposal in Sociology – 3 credits
- SOC 591 - Thesis Research in Sociology – 3 credits

Prerequisite Requirements: 24 graduate credits (9 credits from Core Course Requirements and 15 credits from Electives) and successful completion of a thesis (6 credits) for a total of 30 credits. Thesis will be conducted under the supervision of an approved department faculty advisor and committee.

All required forms for the capstones can be found at:
<https://inside.southernct.edu/sociology/graduate-capstone>.



Academic Status

Full-Time vs. Part-Time Status

Full-time status in the Sociology graduate program is 9 credits, or three courses. Part-time status is 3-6 credits, or 1-2 courses. You are strongly discouraged from taking more than 9 credits, as the normal course load for three graduate Sociology classes is quite substantial. Notify the Graduate Coordinator if you are planning to change your status from full- to part-time, or vice versa.

Time to Completion

All requirements for a graduate degree at Southern must be completed within a period of six years prior to the granting of the master's degree or sixth year professional diploma. The six-year period begins with the semester in which the first graduate course is completed that applies to the program or the date of acceptance, whichever comes first. Graduate courses more than six years old at the time of graduation do not count toward meeting degree requirements. This includes transferred courses.

An extension of the time to complete degree requirements may be granted only if there are compelling extenuating circumstances. To obtain an extension, a student must petition the graduate coordinator in writing prior to the expiration of the course or program. The graduate coordinator then forwards the petition, with a recommendation, to the Dean of the School of Graduate and Professional Studies. The student and the graduate coordinator will be notified in writing of the approval or disapproval of the petition.

Leaves of Absence

If you plan not to register for any credits in a given semester or need to take time off from the program, you should discuss your plans with the Graduate Coordinator and complete the form for taking a leave, which carries a fee of \$150/semester and maintains your status as a matriculated student. If you are ill, pregnant, facing military deployment, or caring for a family member, you may petition the Graduate Dean to have the fee waived. The Leave of Absence form can be found at: <https://inside.southernct.edu/sites/default/files/inline-files/leave-of-absence.pdf>.



Financial questions

Financial Literacy and Advising

The Office of Student Financial Literacy and Advising is committed to helping students pay for college and manage their finances. The Office provides students with one-on-one advising to develop payment plan options as well as financial aid and scholarship opportunities.

Information about their Office and the services they provide can be found here:

<https://inside.southernct.edu/financial-advising>.

Federal Financial Aid

Financial aid consists of grants and loans that are intended to help students pay for tuition, fees, food and housing (or living expenses, if commuting), transportation, books and supplies.

The [FAFSA](#) is the only aid application required by SCSU. SCSU offers a comprehensive financial aid package that may include grants, loans and scholarships. Funding is available from federal and state governments along with private sponsors and university resources. The Financial Aid Office is available to discuss any questions or concerns that you have about financing your degree.

More information about the Financial Aid Office and the services they provide can be found here: <https://inside.southernct.edu/onestop/financial-aid/graduate>.



Appendix A: Websites to Note

Center for Academic Success and Accessibility Services: <https://inside.southernct.edu/casas>

Dean of Students: <https://inside.southernct.edu/dean-of-students>

Financial Aid Office: <https://inside.southernct.edu/onestop/financial-aid/graduate>

Graduate Catalog: <https://catalog.southernct.edu/graduate/>

Graduate Student Advisory Committee (GSAC):
<https://inside.southernct.edu/gsac/funding/organizations>

MySCSU: <https://login.southernct.edu>

Office of Diversity and Equity: <https://inside.southernct.edu/diversity>

Registrar: <https://inside.southernct.edu/onestop/registration>

School of Graduate and Professional Studies: <https://grad.southernct.edu/>

Student Code of Conduct: <https://inside.southernct.edu/handbook/student-code-of-conduct>

Sociology Department Website: <https://inside.southernct.edu/sociology>

Student Research: <https://grad.southernct.edu/student-research/>

Wellbeing Center: <https://inside.southernct.edu/wellbeing>



Appendix B: Important Forms

ASA Citation Guide

Independent Study Form

M.S. Sociology Special Project Guidelines and Application

M.S. Sociology Special Project Syllabus

M.S Sociology Thesis Research Guidelines

M.S Sociology Thesis Proposal Guidelines

All necessary curriculum forms and this handbook can be found on the Sociology website:

<https://inside.southernct.edu/sociology/graduate>

M.S. Sociology Program
Department of Sociology
Southern Connecticut State University
Application for Special Project

SPECIAL PROJECT OVERVIEW

Students plan, develop, and implement a research-based project in sociology under the supervision of a Sociology Department faculty member. Examples of projects include, but are not limited to the following: a program grant, program evaluation, website development, community partnership, or curriculum design (e.g. undergraduate Sociology course).

SPECIAL PROJECT REQUIREMENTS

1. You must have completed all core courses (SOC 500, SOC 570, SOC 580).
2. Your special project must be completed in one semester.
3. You must identify a faculty supervisor and faculty reader, **the semester prior to enrolling in Special Project.**
4. Your special project must demonstrate that it makes a contribution to the study of sociology and broader society.

RESEARCH INVOLVING HUMAN PARTICIPANTS

While not every special project will involve research with human participants, some projects may involve data collection involving people (e.g. interviews, observation, surveys, etc.). These projects must adhere to all university and federal guidelines for research involving human participants as identified below.

By federal law, all research involving human or animal subjects requires prior ethical review and approval by an independent review committee. At Southern Connecticut State University (SCSU), the relevant committee for research involving human subjects is the Institutional Review Board (IRB). **No data collection or recruitment of subjects may take place without IRB approval.** This requirement includes use of all surveys, questionnaires, interviews, focus groups, recruitment of study participants, and any form of primary and/or secondary data collection involving human participants.

Before beginning a research study, the student should consult with the faculty supervisor to determine whether the project requires IRB approval. If so, the supervisor will assist the student with initiating the IRB proposal process. Copies of the necessary forms and instructions for submission can be obtained from the School of Graduate Studies office or online at <http://southernct.edu/academics/graduate/research/rpp/index.html>.

ACADEMIC INTEGRITY

Students are required to comply with the following School of Graduate Studies requirements about honesty and integrity in research, as in all scholarly activity. Students are reminded that areas of misconduct in scholarship include the following (<https://inside.southernct.edu/rpp/ori>):

- 1) Fabrication is making up data or results and recording or reporting them.

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 Application for Special Project

- 2) Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- 3) Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- 4) Research misconduct does not include honest error or differences of opinion.

Violations of the requirements for integrity of scholarship shall result in a failing grade for the Special Project and dismissal from the Graduate School.

THE FINER MODEL

Special projects should be designed according to the F-I-N-E-R model:

F	FEASIBLE	<ul style="list-style-type: none"> • Doable • Affordable in time and money • Manageable in scope
I	INTERESTING	<ul style="list-style-type: none"> • Getting the answer is intriguing to peers • Getting the answer is intriguing to scientific community • Getting the answer is intriguing to YOU
N	NOVEL	<ul style="list-style-type: none"> • Relevant to the literature
E	ETHICAL	<ul style="list-style-type: none"> • Does it take into consideration the wellbeing of individuals involved in the project? • Will IRB approve the proposed project?
R	RELEVANT	<ul style="list-style-type: none"> • Why is it important to society?

M.S. Sociology Program
Department of Sociology
Southern Connecticut State University
Application for Special Project

Check Appropriate Semester and Indicate Year

Fall Spring Summer YEAR

Only matriculated students who have completed SOC 500, SOC 570, and SOC 580 and have maintained at least a “B” (3.0) average are eligible for Special Project. Each Special Project must be approved as an academically sound proposal by the student’s Special Project Faculty Advisor, Special Project Faculty Reader, and the Graduate Coordinator. **Please note: The application form, properly signed by the individuals concerned, must be submitted to the Graduate Coordinator no later than first day of classes.**

Student’s Name:

Banner ID:

Faculty Supervisor’s Name:

Faculty Reader’s Name:

Credits Completed:

As of Semester/Year:

The following information is submitted to support my application for Special Project:

A: Special Project Title:

B: Justification and Project Description (Attached on a separate sheet)

C: Signature Approvals:

Student Signature:

Date:

Faculty Supervisor’s Signature:

Date:

Faculty Reader’s Signature:

Date:

Graduate Coordinator’s Name:

Graduate Coordinator’s Signature:

Date:

Example Project Timeline Template

Month	Project Goal	Tasks
August	Draft project	<ul style="list-style-type: none">• Discuss with faculty supervisor detailed plan of action• Identify relevant people to talk to regarding project
September	Review literature, make connection with community organization, identify relevant information needed to complete the proposed project, etc.	<ul style="list-style-type: none">• Find relevant literature• Submit to advisor for feedback
October	Work on project	<ul style="list-style-type: none">• Submit progress report
November	Work on project	<ul style="list-style-type: none">• Submit progress report
December	Finalize project	<ul style="list-style-type: none">• Draft report due to supervisor• Finalize details

SOC 594: Special Project in Sociology
SEMESTER, 3 credits
Online asynchronous
Syllabus and Course Outline

Professor: FACULTY ADVISOR TBD
Office Location:
Phone:
E-mail:
Office hours:

Sociology Mission Statement:

The Department of Sociology inspires Southern students to explore our dynamic society by embracing a social curiosity and recognizing the impact of large- and small-scale social forces. In addition to supporting Southern students in pursuit of their passions and dreams, the Department of Sociology faculty members prepare students to be productive citizens, capable of enhancing the quality of life in Connecticut, the United States, and across the world. Through curriculum and experiential opportunities sociology students develop skills that are marketable and can change lives for the better. Our students' intellectual journey includes rigorous coursework in social science research, sociological theory and social diversity. Students gain and apply sociological insight in service learning, internship, independent study, student research, and volunteer opportunities. Southern sociology students are poised to challenge the status quo as well as present new and evolving visions of the world.

Course Summary:

This is a graduate-level course required for students who choose to do a special project for completion of the M.S. in Sociology program. Students in consultation with a faculty supervisor will identify a project that can be **executed in one semester**. Special projects must be specific to the field of sociology. Formats may vary depending on the specific project that is undertaken. Students are expected to produce a final paper/written report upon completion of the special project.

Course Catalog Description:

Students plan, develop, and implement a research-based project in sociology under the supervision of a faculty member. **Course taken as pass/fail only.**

Examples of projects include but are not limited to:

- **A program grant.** A student may identify and write a grant for a future project they are interested in undertaking.
- **Program evaluation.** A student may choose to conduct an evaluation of an existing program, including identifying the primary evaluation questions, identifying the evaluation methods, collecting data, analyzing data, and writing a final report.
- **Website development.** A student may develop a website that focuses on a social issue with an identified target audience and goal.
- **Community partnership.** A student may work with a local community to identify a collaborative project based on the needs of the specific community partner. The student should have a meaningful role in the creation or facilitation of the community-based project. Some examples may be the development of a handbook, creation and facilitation of a workshop, evaluation of a specific project, etc.
- **Curriculum Design.** A student may create a syllabus for an undergraduate sociology course that they are interested in potentially teaching. The student will develop multiple lesson plans for the course as well as assignments and assessment rubrics.

Learning Objectives:

Upon successful completion of this course students will be able to:

- 1) Conceptualize and frame personal, work-related, and social issues from the perspective of sociology.
- 2) Interpret information relevant to personal, work-related and social issues from the perspective of sociology.
- 3) Identify the value of pro-active citizenship in the form of community/university service, and/or professional activities.
- 4) Recognize and appreciate human difference on the bases of social class, race/ethnicity, gender and sexual orientation, and the skills to apply their understanding in diverse social contexts.
- 5) Adopt ethical principles of honesty, equity, confidentiality, professionalism, and responsibility in executing a project.
- 6) Further develop already existing critical thinking skills.

Course Readings and Resources

There is no required textbook or readings for this course. Student and faculty supervisor will identify readings as deemed appropriate and pertinent to the special project. It is expected that students will have read all assigned readings. Below are suggested readings that may be helpful resources as you progress with your project.

Suggested Readings:

- Anzaldúa, Gloria. 1987. *Borderlands La Frontera: The New Mestiza*. San Francisco: Aunt Lute Books. (Available for free at <http://users.uoa.gr/~cdokou/TheoryCriticismTexts/Anzaldua-borderlands-la-frontera.pdf>).
- Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. 2008. *The Craft of Research*, 3rd edition. Chicago: University of Chicago Press. (Available for free at <http://course.sdu.edu.cn/G2S/eWebEditor/uploadfile/20140306165625006.pdf>) *Any edition will work.
- Burawoy, Michael. 2005. "2004 Presidential Address: For Public Sociology." *American Sociological Review* 70:4-28.
- DuBois, W.E.B. 1903. *The Souls of Black Folk*. Chicago: A.G. McClurg. (Available for free at <https://www.troyspier.com/OER/texts/The%20Souls%20of%20Black%20Folk%20-%20W.E.B.%20Du%20Bois.pdf>).
- Freire, Paulo. (1970) 2000. *Pedagogy of the Oppressed*. Harrisburg, PA: Continuum International Publishing Group. (Available for free at <https://envs.ucsc.edu/internships/internship-readings/freire-pedagogy-of-the-oppressed.pdf>).
- Romero Mary. 2020. "Sociology Engaged in Social Justice." *American Sociological Review* 85(1):1-30.

Additional Course Policies

Academic Misconduct:

Academic misconduct, also called academic dishonesty, includes cheating, plagiarism and other academically dishonest acts. Examples of what constitutes academic misconduct are presented in the Faculty Senate Policy on Academic Misconduct and appears in the Student Handbook. Sanctions for academic misconduct in this course are under the purview of your instructor and may include penalties such as the assignment of a failing grade in this course and request for disciplinary charges to be brought against you by the Office of Judicial Affairs. All incidents of academic misconduct will be reported to the Department of Sociology and the College of Arts and Science.

Please refer to the Student Code for full elaboration of student academic and behavioral misconduct policies <https://inside.southernct.edu/sites/default/files/a/sites/student-conduct/StudentCodeofConductrevised6.16.16.pdf>.

Addressing Sexual Misconduct:

At Southern Connecticut State University (SCSU), we are committed to creating a community of respect, civility, and honor. Your health and safety are a top priority! In line with this mission, we enforce Title IX of the Education Amendment of 1972 which prohibits acts of sexual misconduct (sexual harassment, sexual assault, sexual exploitation), intimate partner violence (dating violence and domestic violence) and stalking at educational institutions. Acts of sexual misconduct and intimate partner violence are a violation of Southern Connecticut State University policy and state law. We encourage you to report any incidents of sexual misconduct, intimate partner violence or stalking and/or utilize the support and advocacy services available to you. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator, Paula Rice, 203-392-5568, or the Office of Student Conduct and Civic Responsibility, Christopher Piscitelli, 203-392-6188. For support and confidential consultation, contact the SCSU Counseling Services, 203-392-5475; SCSU Health Services, 203-392-6300; SCSU Marriage and Family Clinic, 203-392-6413. To report to the police, contact the University Police, 203-392-5375. Please refer to the reporting guidelines for complete list of available resources <https://inside.southernct.edu/sexual-misconduct/reporting-students>.

Americans with Disabilities Act (ADA) Statement:

SCSU's Center for Academic Success and Accessibility Services (CASAS) provides comprehensive support for Southern students, which includes the University's tutoring, writing support services, and PALS as well as academic coaching and programming related to your success in the academic environment. Additionally, Southern provides reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, for students with documented disabilities on an individualized basis. If you are a student with a documented disability, the University's Accessibility Services can work with you to determine appropriate accommodations. **Before you receive accommodations in this class, you will need to make an appointment with Accessibility Services, located in Buley Library, Rm 303.** To discuss your approved accommodations or other concerns, such as medical emergencies or arrangements in case the building must be evacuated, please make an appointment to meet as soon as possible.

Citation of Sources:

Proper citation of sources is required using ASA format. For assistance with proper formatting of citations, please visit: https://owl.purdue.edu/owl/research_and_citation/resources.html. A general guide is provided here:

- You must cite when: you directly quote from an outside source. The cited text should always be placed in quotation marks [“”] or block quoted followed by (Author year, p. #) for ASA format. Use a block quote when your citation is over two lines in length. Block quotes should always be single-spaced and indented beyond the normal margins.
- You must cite when: you are paraphrasing or citing an idea that is not your own. When you paraphrase, quotation marks are not necessary, but the paraphrased section should always be followed by (Author year) for ASA format.

Additional University Resources

Sexuality and Gender Equality (SAGE) Center:

The SAGE Center is committed to providing a positive academic, cultural, and social environment where the LGBTQ+ community at Southern can learn, grow, and thrive. **They are located at Adanti Student Center, Room 324 and is open Monday-Friday from 8 AM-5 PM.** For more information about the resources they offer, along with a list of ongoing events, please visit <https://inside.southernct.edu/sage-center>.

Veterans Center:

If you are a student veteran, Southern Connecticut State University has a Veterans Support Center on campus. **The center is located in Engleman Hall, Room A014 and is open Monday-Friday from 8:30 AM to 6:00 PM.** For more information about the resources they provide to our student veterans, please visit <https://inside.southernct.edu/veterans-services>.

Well-being Statement:

Your physical and mental health are critical to your learning and success. Southern has a comprehensive range of supports available to enhance your holistic wellbeing, including the Wellbeing Center, the Food Pantry and Closet, Counseling Services, Health Services, Recreation and Fitness, Alcohol and Drug Services and Recovery Services, and Violence Prevention, Victim Advocacy and Support (VPAS). **For more information, please visit <https://inside.southernct.edu/wellbeing> or call 203-392-7330.**

The Writing Center:

Writing is a tool of discovery, self-expression, and social justice. The purpose of the Writing Center at Southern Connecticut State University is to provide a curricular structure and an educational environment, in which students and faculty can gain the skills and support they need to be successful writers, and writing mentors. For more information about the resources they offer, please visit <https://inside.southernct.edu/writing-center>.

Assessments of Student Learning

Note about Credit Hours:

Students are expected to spend a minimum of 45 hours for each credit hour they carry. A 3-credit course requires 135 hours of work. Special projects are independent, but students should expect to dedicate about ten hours each week on their special project.

How will you spend your 9 hours each week?

We all wear multiple hats and juggle varying roles and responsibilities at home, work, and in the community. Your role as a student is vital but comes with its own requirements and daily demands. To manage these responsibilities, you'll need a well-considered plan. One of the keys to successfully completing this course is having a plan that will serve as a guide for your time management. To help you visualize this, create a project schedule for when you will devote time to this course.

Required Out-of-Class Learning Activities		
Expected Activity	Total Expected Hours	Average Hours/Week
Capstone Project (research, tasks, writing, editing)	97	6.46
Consulting with faculty advisor (via email or communication)	10	0.66
Progress Report (x2 @5 hours each)	10	0.66
Capstone monthly meeting (x4 @2 hours each)	8	0.53
Final Report (draft, writing, editing)	10	0.66
Total	135	9

Note: This is an approximation of hours. They will likely vary depending on the final project, and the agreement between the student and their faculty supervisor.

Evaluation Methods and Criteria:

All components of the special project will be graded as pass/fail only.

Note: The syllabus is not a binding legal contract. It may be modified by the instructor when the student is given reasonable notice of the modification.

Southern Connecticut State University
Department of Sociology

Guidelines for Thesis Writers

Described below are the steps that all M.S. Sociology Thesis Writers must attend to when registering for and conducting their master's thesis. Also noted below are important sources of information for thesis writers.

First, students must review university guidelines for thesis writers. See:

<https://www.southernct.edu/grad/current-students/student-research>.

Second, students must register for SOC 590: Thesis Proposal under their thesis advisor and formulate their thesis committee. Both the advisor and committee must be consulted in the development of the thesis proposal and all must approve of the proposed research prior to submission of the proposal to the graduate school.

Third, students must acquire permission to do research with Human Subjects through the SCSU Institutional Review Board or IRB (as well as any potential external IRB's at your site of data collection) prior to submission of the proposal to the graduate school. See:

<http://www2.southernct.edu/academics/graduate/research/institutionalreviewboard/>

Fourth, students must submit their advisor/committee approved thesis proposal to the graduate school along with their IRB approval.

Fifth, upon approval of the Dean of the graduate school, students may then register for SOC 591: Thesis. Data collection/ analysis may commence.

Sixth, both the advisor and committee must be consulted in the writing of the thesis and all must approve of the completed thesis prior to setting the thesis defense data.

Seventh, students must successfully defend their thesis research. Once the advisor and committee approves the thesis the student may submit the thesis to the graduate school for final approval.

Eighth, students must successfully submit their thesis to the graduate school in order to be awarded the M.S. Sociology degree. For thesis submission information, see:

<https://www.southernct.edu/grad/current-students/student-research>

Additional Notes

- Each spring thesis students MUST complete the thesis progress report and submit this form to the Graduate Coordinator.
- Thesis students may consider applying for the Graduate Student Advisory research funding (deadline each November & April) for funding to support the purchase of relevant research materials during the completion of their thesis research. See: <https://www.southernct.edu/grad/current-students/research-funding>.

M.S. Sociology Program
Department of Sociology
Southern Connecticut State University
SOC 590: Thesis Proposal Guidelines

There are no rigid rules governing the length, structure or format of the Thesis Proposal. It should be roughly 5-double spaced pages. Two things are important to remember: (1) you want your proposal to adequately describe the focus and scope of your project, and (2) the time and effort that you spend developing your proposal will not be wasted, but will improve and guide the research and apply to the final thesis document.

The following outline presents a suggested structure of the major sections usually present in a Thesis Proposal:

- I. **Problem Statement.** This section presents a clear statement of the specific topic to be addressed and the purpose of the work to be proposed. Precisely, what is the problem to be solved, the issues to be analyzed, the questions to be answered, or the project to be completed?

- II. **Literature Review.** This section demonstrates that you are familiar with the current related body of knowledge and that you have an understanding of the wider implications of the topic. It gives recognition to other scholars and it also allows you to point out what is new about your research. Be sure to indicate if you are building on a previous study or a well-established theory; addressing certain gaps in knowledge that exist; or adding to existing knowledge by doing a study with a different or more complete methodology.
 - a. **At least five other studies** should be discussed in the literature review. After you have written the literature review read it carefully and make sure it is clear. Notice whether you can easily determine how the proposal is building on earlier studies, as well as exploring a line of research that is new.
 - b. When you mention other studies, they are usually cited by the author's last name and the date of publication. For example: "Another important study in the area (Chan and Gibbs, 2003) found that..."

- III. **Methodology.** Provide a description of your general research design. The methodology should be sufficiently detailed so that it can be replicated. Discuss the types of sources you will use (e.g., primary or secondary texts, interviews, surveys, personal notes, etc.).

- IV. **Bibliography.** You will provide a full citation to all the studies you cited in your proposal using ASA format. You can find citation details here.
https://www.asanet.org/sites/default/files/savvy/documents/teaching/pdfs/Quick_Tips_for_ASA_Style.pdf