

Southern Connecticut State University
Department of Sociology

M.S. Sociology Capstone Special Project Guidelines

Special Project Overview

The M.S. Sociology Special Project Capstone option is designed for students interested in engaging in sociological praxis and/or empirical study. Students work with sociology faculty to devise a project relevant to the student's own academic specialization and interests. Projects may involve collaboration with external agencies (e.g. non-profit organizations), faculty, and peers. Projects will engage students in a synthesis of research, theory and sociological practice. All completed special projects must be documented in a written report.

The M.S. Sociology program encourages careful coordination and preparation for the capstone special project. The special project is to be completed under the supervision of one faculty advisor and with approval of at least one faculty reader and department chairperson. Special project may be completed during fall, spring or summer terms. Those electing to complete the special project should plan to do so in their final semester of study.

Please notify the M.S. Sociology Graduate Coordinator of your intention to complete the capstone special project. Please be sure to consult your sociology faculty and/or the Graduate Coordinator to discuss your plan for the capstone special project. Please review all of the guidelines and instructions noted below.

Capstone Information: Special Project

- Review SCSU Graduate School & Professional Studies guidelines and deadlines for special projects here: <https://www.southernct.edu/grad/current-students/student-research>.
- Review SCSU School of Arts & Science guidelines and deadlines for independent study here: <https://inside.southernct.edu/inside-arts-sciences/resources/student>.

Instructions: Students who elect to complete the M.S. Sociology capstone with a special project will complete their special project by registering for SOC 600 Independent Study, preferably during their final term at the institution. The special project will be completed by registering for SOC 600 Independent Study with your special project faculty advisor. A second faculty member must also serve on the special project committee. Upon completion of the special project a final letter grade will be submitted for SOC 600 Independent Study by the faculty advisor. Paperwork to register for and submit your special project are as follows:

Steps:

- 1) Complete **SOC 600 Independent Study form** with your special project faculty advisor (<https://inside.southernct.edu/inside-arts-sciences/resources/student> - select Independent Study/ Graduate Student Independent Study From/ Independent Study Form). Signatures

from you, your independent study faculty member, department chair, and School of A&S Dean are required before registration is completed on your behalf in Banner.

- 2) Complete **Graduate Studies Special Project proposal form** (<https://www.southernct.edu/grad/current-students/student-research>) with your special project faculty advisor. Obtain signatures from your faculty advisor, your second faculty special project committee member, and department chairperson. The completed and signed form will be submitted here: GradCapstone@southernct.edu.
 - 3) Many research projects require the approval of the Institutional Review Board (IRB). If your proposed special project involves collection and/or analysis of data from **human subjects** please discuss approval requirements with your faculty special project advisor, department chair, or your graduate coordinator. If these requirements apply to your area of focus, you may need to submit the IRB applications and receive approval before your capstone project can begin. See: <https://www.southernct.edu/academics/graduate/research/institutionalreviewboard/>.
 - 4) Complete the special project/ independent study under the supervision of your special project faculty advisor. Complete a written report documenting your special project. Circulate your special project and written report to your special project advisor and reader(s), respond to feedback.
 - 5) Complete **Graduate Studies Project acceptance form** (<https://www.southernct.edu/grad/current-students/student-research>) with your special project advisor. Obtain signatures from both advisor and reader(s). The completed form will be submitted here: GradCapstone@southernct.edu.
 - 6) A final grade for SOC 600 Independent Study will be submitted into Banner by your special project faculty advisor.
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