

WAYNE STATE
UNIVERSITY

COLLEGE OF LIBERAL ARTS
AND SCIENCES

DEPARTMENT OF SOCIOLOGY

MASTER'S OF ARTS IN SOCIOLOGY

GRADUATE STUDENT HANDBOOK

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The Doctor of Philosophy Handbook is available online at:

<http://www.clas.wayne.edu/Sociology/Graduate-Student-Handbook>

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I. Introduction

In 1933, the University emerged from a set of unrelated colleges and schools. Under control of the Detroit Board of Education, the schools coalesced into a single institution named Wayne University. In 1956, Wayne University became Wayne State University (WSU). WSU is a nationally ranked, Carnegie I Research University with a diverse student body and a variety of graduate programs. The main campus of the university is located in Detroit's Cultural Center which also is home to the main branch of the Detroit Public Library, the Detroit Institute of the Arts, the Detroit Historical Museum, the Detroit Museum of Science, the College for Creative Studies, and the Museum of African American History.

The Department of Sociology is part of the College of Liberal Arts and Sciences (CLAS) (www.clas.wayne.edu). The Department offers programs leading to a Master of Arts and Doctor of Philosophy degrees. At the Masters level, the Department offers both a Masters in Sociology and a Masters in Applied Sociological Research Methodology. The Department has 15 faculty with strong backgrounds in scholarly approaches to the study of sociology. The Department has about 200 undergraduates and 50 graduate students. Our offices are located in the Faculty Administration Building, located at Kirby and Anthony Wayne. Additional information about the Department of Sociology is available on the Department's website at www.clas.wayne.edu/Sociology.

A. Overview of the Masters of Arts in Sociology Program

The mission of the MA program in the Department of Sociology is to prepare students for a PhD program or professional careers through a challenging, comprehensive, and integrated curriculum that trains MA students to 1) theorize from a variety of sociological perspectives and 2) analyze using a variety of methodologies. The curriculum also focuses on advanced training in Sociology of Health and Illness (SOHI); Race, Ethnicity and Gender (REG); and Global, Transnational, and Comparative (GTC).

The research interests and methodological approaches of the faculty are diverse. Faculty have studied and written about a wide range of sociological topics including: aging and life course, development, disabilities, environment, fetal alcohol syndrome, gender and work, immigration, international political economy, mental health, menopause and midlife, precarity and informal employment, military, racial politics, religion, racial discrimination in consumer markets, race disparities in education, racialization of American Indians, sustainability, welfare state, and work-family policy. Faculty research addresses these issues in local, national, and international (e.g., Canada, China, Japan, Mexico) contexts. Our faculty directory can be found online at <https://clasprofiles.wayne.edu/department/sociology>. Information about current faculty research can be found on our website at www.clas.wayne.edu/Sociology/Faculty-Research.

B. Contact Information

Department of Sociology

Wayne State University
2228 Faculty Administration Building
656 W. Kirby Ave.
Detroit, MI 48202

Website: www.clas.wayne.edu/Sociology

Faculty Directory: <https://clasprofiles.wayne.edu/department/sociology>

Facebook Page: <https://www.facebook.com/groups/297089120322037/>

Graduate Director: socgraddirector@wayne.edu

Graduate School

Graduate Admissions

5057 Woodward, Suite 6304

Detroit, MI 48202

Phone: (313) 577-2170

Fax: (313) 577-0131

Email: gradadmissions@wayne.edu

Website: www.gradadmissions.wayne.edu

Students should contact the Graduate Admissions office with any admissions-related questions.

Office of Student Services, College of Liberal Arts and Sciences (MA Students ONLY)

2155 Old Main

Detroit, MI 48202

Phone: (313) 577-5188

Fax: (313) 577-9693

Website: <http://www.clas.wayne.edu/current-students>

The Office of Student Services (CLAS) handles ALL matters (besides Thesis submissions) relating to the Master of Arts degree, including but not limited to: Plans of Work, Changes in Plans of Work, Graduate Transfer Credit Forms, Changes of Status (required to change from PhD to Masters or vice versa, to add a 2nd program, or to change from one grad program to another within the college as well as other programs); Time Extensions, Credit Revalidations, Graduation Applications, and Masters Essay submissions for Plan B students.

PhD Office

5057 Woodward, Ste. 6305.5

Detroit, MI 48202

Phone: (313) 577-2170

Email: phdstudents@wayne.edu

Website: www.gradschool.wayne.edu/

Masters students may contact the PhD office for information about thesis formatting. Masters students must seek all other information from the CLAS Office of Student Services only (see above).

Students are bound to requirements of the program in place at the time they are admitted. The following guidelines were originally codified by the Graduate Committee in 2013, approved by the full faculty in the Department of Sociology, and the Graduate School of WSU in May 2014. ***The guidelines apply to all students seeking admission and/or funding, effective Fall 2017.***

II. Admission

All MA admission decisions are made by the Graduate Committee, chaired by the Director of Graduate Studies, in close consultation with the faculty members who hold Graduate Faculty status and are eligible to be MA advisers.

A. Requirements

Admission to the MA in Sociology is contingent upon admission to the Graduate School of Wayne State University. Admission is competitive and is based on an applicant's entire academic profile. *The stated requirements are minimum standards for consideration and do not guarantee admission.*

Admission is only applicable for the semester admitted. If a student is not able to register for classes for the admitted semester, they will be withdrawn from the program and will have to reapply.

Applicants must be officially admitted to the program before enrolling in coursework.

Students are admitted to the master's program only for the fall term. There are no exceptions. **The application deadline for the MA program is January 15th of each year.** All application materials must be uploaded by this deadline. If a student's application is incomplete, they will not be considered for admission.

B. Application

All applications to the MA program must include the following to be considered:

1. **Graduate Application.** All students must apply via the online application (demographic and educational profile) and pay the Application Fee (currently \$50). To start the application process, visit <http://www.gradadmissions.wayne.edu/>
2. **Official transcripts from past universities attended.** Students must have an overall grade point average of at least 3.0 with a 3.3 or higher in their major courses, upper division courses, and sociology courses. Applicants seeking admission into the MA program who are currently enrolled in a BA program should identify an expected graduation date. Once the BA degree has been granted the student will need to provide the Director of Graduate Studies (DGS) documentation verifying that the degree has been conferred. An undergraduate major in sociology is not an absolute requirement for admission, but applicants should have a background in a closely related field.
3. **Three (3) letters of recommendation.** Letters should be from individuals who can comment on academic abilities and accomplishments (at least 2 letters should be from faculty members at Wayne State or another university).
4. **Statement of Interest.** The statement (2-3 pages, approximately 500-750 words) should describe the reasons for pursuing a MA in Sociology, proposed areas of study, and career goals. The graduate committee carefully considers these statements when making their admission decisions to ensure student scholarly interests are compatible with those of the faculty.
5. **Writing Sample.** Students should submit a course paper or report.
6. **Graduate Record Examination (G.R.E.):** Students are required to submit G.R.E. scores that are no more than 3 years old. The Graduate program uses the G.R.E. scores to evaluate student readiness for graduate-level work. The G.R.E. General Test measures verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills that are not related to any specific field of study. Unofficial scores should be uploaded before they are officially sent to Graduate Admissions (institution code 1898).

The Department recognizes that scores on standardized tests are greatly influenced by social and cultural factors, and may not be accurate indicators of performance ability. Consequently, G.R.E. scores are considered, but are not be a binding criterion for admission. However, most students accepted into the MA program have an overall G.R.E. scores in at least the 50th percentile. In the event that a student's G.R.E. score falls considerably short of the 50th percentile the graduate committee looks for evidence of excellence in the other criteria (e.g., GPA, letters of recommendation, writing sample) used to make their admission decisions. Students with G.R.E. scores below the 50th percentile are encouraged to explain

the reasons for lower scores in their statement of interest. A combination of GPA, G.R.E., transcripts, letters of recommendation, and statement of interest will be used to make all admission decisions.

7. **TOEFL Scores (international students only):** We are currently asking for paper-based TOEFL scores of 600 or above (or internet-based TOEFL scores of 100 or above) for entry into our PhD program.

Wayne State students filing a change of status from another MA degree program within the university are required to submit everything except the graduate application and application fee.

III. Financial Support

Financial support for tuition and other academic expenses for MA students is *limited* both at the University and Department levels, and is awarded annually. All applicants accepted into the MA program are automatically considered for Graduate Teaching Assistantship funding; however, new applicants must apply separately for the Graduate Professional Scholarship (see below). All current students must reapply each year for all funding positions using the **Department Request for Financial Assistance** form.

Given funding allocations are limited and competitive, making satisfactory progress alone is not generally sufficient to secure funding. Rather, to be competitive for these positions students should strive to maintain a GPA of 3.7 or higher in their graduate course work, present papers at regional/national conferences, work towards submitting their scholarly work to be reviewed for possible publication in scholarly outlets, and actively engage in all Department events and activities. Students who fall short of these expectations may not be funded. There is no guarantee of multiple years of funding. Rarely are MA students funded after they have completed their thesis credits but not yet defended their thesis. Please contact the DGS in Sociology for more information.

A. Graduate Professional Scholarship

The Graduate School offers a Graduate Professional Scholarship competition for tuition awards each academic year. The Graduate Professional Scholarship (GPS) may be awarded to MA students. The GPS provides payment for resident tuition assessments only—a minimum of 6 graduate credits and maximum of 10 credits can be covered in each of the fall and winter semesters. Covered courses must count towards degree requirements (undergraduate, audited or dropped courses are not covered by GPS). Graduate teaching and research assistants, students holding other fellowships, internships or scholarships, and salaried or full-time employees or trainees of WSU may not hold this award concurrently. Applications open in the winter term, and are due by April 1 of each year. Applicants must reapply to be considered for subsequent years. See the Graduate School website: <https://gradschool.wayne.edu/funding/grad-prof-scholarship> for the online application process. Sociology students interested in applying for a GPS *must* also submit the **Department Request for Financial Assistance**. The Graduate Committee, chaired by the DGS, reviews GPS applications; the committee nominates students for the award. The final decision is made by the Graduate School. Competition results are announced in early June of each year.

B. Graduate Teaching Assistantships

The Sociology Department is allotted a limited number of Graduate Teaching Assistantships (GTAs) by the university each year. GTAs are typically awarded to students in the doctoral program, and are based on academic performance and departmental needs. *Occasionally, a Master's student is given a GTA position.* Assistantships include a monthly stipend, tuition scholarship for up to 10 hours of graduate credits per term (but no less than 6 credits), and health insurance. GTAs are

expected to assist a faculty member or teach their own course (depending on amount of prior teaching experience), which includes activities such as developing syllabi and assignments, grading, proctoring exams, lecturing, leading student discussions, and performing other pedagogical activities. GTAs must be enrolled for a minimum of six credits of graduate work each term.

GTA decisions for an academic year (August-May) are generally made by March 15, but no later than May 1. However, vacancies may occur throughout the year and any student who applied for funding will be considered for the position. GTA positions for MA students are renewable for up to one year after the initial one-year appointment for a total of two years, dependent on availability of funds, departmental needs, and good academic standing as indicated by satisfactory progress in the program (e.g., timely completion of coursework), record of scholarly accomplishment (e.g., GPA, conference presentations), and competent fulfillment of assistantship responsibilities (e.g., effective teaching). Rarely are MA students funded after they have completed their thesis credits but not yet defended their thesis. MA students who are admitted into the PhD program will be eligible for additional years of funding.

All GTA appointments are made by the Graduate Committee, chaired by the Director of Graduate Studies, in consultation with the Department Chair. The Department Chair makes the final decision on all GTA appointments.

All GTAs must adhere to the **Department Graduate Assistant Work Rules and Policies**, **Department Graduate Teaching and Training Policies**, and the University Graduate Employee Organizing Committee (GEOC) Agreement (see: <https://gradschool.wayne.edu/funding/assistantships-geoc>).

Recipients of a GTA may hold employment within the University up to 10 hours per week with prior written permission using the [Request for Approval of an Additional Service Assignment form](#).

IMPORTANT: Please note that the GEOC contract limits GTAs work outside of WSU. See below:

ARTICLE XXII: OUTSIDE EMPLOYMENT: The parties recognize and agree that while an Employee's primary responsibilities are to Wayne State University and the overarching concern of both parties is the successful completion of the Employee's academic program, the Employee may engage in such additional employment outside of Wayne State University as is permitted by this Article. Any outside employment must be undertaken with the understanding that the first obligation and commitment is to Wayne State University, and such outside employment shall not interfere with the responsibilities assigned or inherent in the Employee's position or academic program at Wayne State University.

An employee may not teach more than one course at another institution of higher learning or be otherwise employed outside of the University for greater than 20 hours per week without consulting with his or her departmentally-recognized academic advisor and receiving a signed confirmation of such consultation from said advisor in advance. An Employee may not use Wayne State University course materials, curricula, or other materials in any outside employment.

Upon the request of her/his department chair or graduate advisor, the Employee shall submit a report, on a form provided by the Employer, to her/his department chair or graduate advisor, as appropriate, detailing all outside employment. The report (if requested) shall be submitted once per semester, and shall be due on the seventh week of each semester. The report must be requested prior to the sixth week of the semester. (Page 33 of contract). See:

<https://gradschool.wayne.edu/funding/assistantships-geoc>

C. Graduate Research Assistantships

Faculty members may receive awards to employ Graduate Research Assistants (GRA) for a single 9- or 12-month appointment; these are sometimes renewed for additional years depending on funding. A GRA receives a monthly stipend (amounts vary), tuition scholarships, and health insurance. A GRA assists one or more faculty members with research, while enrolling in a minimum of six credits of graduate work each term. Some GRA positions that do not include tuition assistant may also be available from time to time. GRA positions are not allocated by the graduate committee. Rather, GRAs are chosen by individual faculty who are responsible for funding the position.

D. Masters Retention and Completion Scholarships

The Retention and Completion Scholarships covers up to 4 graduate credits of tuition in the semester awarded at the in-state WSU Graduate School rate effective that semester. In an effort to support and retain students engaged in master's studies, the retention scholarship is available to degree-seeking students who demonstrate financial need and have been continuously enrolled in a Wayne State University master's program. The aim of the completion scholarship is to provide tuition assistance to students who going into the final semester of their graduate studies at WSU so that they complete their degrees in a timely fashion and enter the workforce. Applications submitted in the fall are for funding in the following winter term. For eligibility requirements, see: <https://gradschool.wayne.edu/masters/scholarships>

E. AGRADE Scholarships

The aim of this scholarship is to reward AGRADE students who have graduated with their bachelor's degree and enrolled in their master's only year at Wayne State. AGRADE programs enable qualified seniors to enroll simultaneously in an undergraduate and graduate program and apply credits towards both a bachelor's and master's degree in their major field.

The AGRADE Scholarship covers up to 4 graduate credits of tuition in the semester awarded at the in-state WSU Graduate School rate effective that semester. Applications submitted in the fall are for funding in following winter term. For eligibility requirements, see: <https://gradschool.wayne.edu/masters/scholarships>

F. Conference Travel

The Sociology Department provides some travel funds for the professional and scholarly activities of graduate students. These funds are handled by the Department through the **Graduate Student Travel Fund Award**. This Award is available only for students who are presenting work that has been accepted after peer-review. Contact the DGS for more information.

The Humanities Center offers travel support for graduate students doing work in the humanities and the arts. For more information, see the Center's website: research2.wayne.edu/hum/studentfunding/graduatetravel/guidelines.html.

G. Thesis Research Funding

The Graduate Thesis Research Support Program is a grant program for WSU graduate students who are engaged in approved thesis research. These grants are intended to help defray necessary but unusual expenses essential to the performance of thesis research. Costs associated with preparation of the thesis manuscript itself are not allowable under this program. Awards are limited to a maximum of \$500 for thesis projects. Matching support from the student's department is required (maximum \$250). <https://gradschool.wayne.edu/awards/research-support>

H. Financial Aid for Graduate Students

Graduate students are also often eligible for federal aid and should contact the Office of Student

Financial Aid to review their options.

Office of Student Financial Aid

The Welcome Center

42 W. Warren Avenue

P. O. Box 2340

Detroit, MI 48202-0340

313-577-2100

studentservice@wayne.edu Fax 313-577-6648 <http://www.financialaid.wayne.edu>

Graduate students may also be eligible for loans or the Federal College Work Study Program. The Office of Student Financial Aid (wayne.edu/financial-aid) located in the University Welcome Center assists students seeking financial assistance to attend Wayne State University.

I. Other Sources of Financial Support

Graduate students are encouraged to seek funding from sources external to Wayne State University such as foundations. The Graduate School and Department will provide support for these activities and students should contact the DGS for more information.

<https://gradschool.wayne.edu/masters/scholarships>

IV. Elements of MA Program

The general responsibility for supervising all graduate programs within the department falls upon its Graduate Committee, and the Director of Graduate Studies (DGS). The DGS administers the programs with the authority to enforce degree/program requirements of the department, the college and the university, and to approve satisfactory completion of those requirements. For general information about admissions, financial assistance, and requirements, students should confer with the DGS. However, each student will be responsible for observing all requirements established by the department, the college, and the Graduate School of Wayne State University.

A. Advising

All MA students are assigned an *initial faculty adviser*. A *permanent faculty adviser* will be determined in consultation with the student. This typically occurs by the end of the first semester of coursework, but no later than the end of the second semester. Students may also consult with the DGS on selecting a permanent adviser. Students must submit the **Declaration of Adviser** form to the DGS for their signature. This adviser may or may not be the initial adviser assigned at the start of the program. The Declaration of Adviser form should be submitted with the first Annual Progress Report form, due on or about May 10th (see I below for description on APR), if not already submitted by this date.

Advisers assist with filing a plan of work and the annual program report (see below). *Students must not begin any graduate coursework until they have consulted with their adviser.* If classes are begun without seeking advice, students may find later that the classes may not be required in their program. *In addition, not every class is offered each term, or every year.* Advisers will be able to help plan ahead for the coursework required for the program. Advisers also guide the progress the progress in the program and the successful completion of the doctoral qualifying examination, dissertation prospectus, and dissertation project.

Students should seek advice at the beginning of the program and as needed or requested by their adviser. Students are expected to keep in touch with their adviser on a regular basis. The adviser should be the student's first contact and it is important that the student go to their adviser first for any questions, concerns, or related issues. The adviser is there to provide support, guidance, and to

help the student progress through the graduate program. Throughout your time in the program, students are encouraged to meet and discuss your work with multiple faculty members, not only the adviser. Student interactions with other faculty will be helpful in selecting a thesis committee.

Change of Adviser: Graduate students may change faculty advisers. The adviser may be changed by asking a member of the full-time faculty to serve as the new adviser, informing the current adviser, and completing the **Change of Adviser** form. Students desiring an adviser change should first consult with the Director of Graduate Studies who will discuss the request with the current adviser and the proposed adviser. The final decision to approve the adviser change is contingent on the outcome of this discussion. The DGS will advise the Graduate School of the change in adviser.

B. Master of Arts Degree Requirements

The Master of Arts degree in Sociology offers two tracks: Plan A (thesis track) and Plan B (essay track). Plan B is a terminal MA degree. Students who elect this track have two choices: (1) MA in Sociology, or (2) MA in Applied Sociological Research Methodology. See pages 12-13 for course sequencing, and a full list of sociology courses offered.

Plan A: Thesis track

Students who plan to seek a PhD degree should select Plan A. Total hours: 30 (minimum).

- SOC 6050 Sociological Theory I (3 cr.)
- SOC 6280 Social Statistics (3 cr.) (permission only)
- SOC 7200 Advanced Survey of Approaches and Techniques of Social Research (3 cr.)
- SOC 7260 Qualitative Sociology (3 cr.)
- SOC 7030 Introduction to Graduate Studies (1 cr.)
- Elective courses (3 courses, 9 cr.)
- SOC 8999 Master's Thesis (8 cr.)

Plan B: Essay, terminal MA degree in Sociology

This is a terminal degree, without a pathway to a PhD program. Plan B. Total hours: 30 (minimum).

- SOC 6050 Sociological Theory I (3 cr.)
- SOC 6280 Social Statistics (3 cr.) (permission only)
- SOC 7200 Advanced Survey of Approaches and Techniques of Social Research (3 cr.)
- SOC 7260 Qualitative Sociology (3 cr.)
- Elective courses (5 courses, 15 cr.)
- SOC 8999 Master's Essay (3 cr.)

Plan B: Applied Sociological Research Methodology

This is a terminal degree, without a pathway to a PhD program. Plan B. Total hours: 30 (minimum).

- SOC 6280 Social Statistics (3 cr.) (permission only)
- SOC 6290 Advanced Social Statistics (prereq. 6280) (3 cr.)
- SOC 7200 Advanced Survey of Approaches and Techniques of Social Research (3 cr.)
- SOC 7260 Qualitative Methods (3 cr.)
- SOC 7500 Advanced Qualitative Methods (prereq. 7260) (3 cr.)
- SOC 7270 Analysis of Evaluation Data (prereq. 7200, 6280, 6290, 7260) (3 cr.)
- SOC 7280 Analysis of Complex Sample Survey Data (prereq. 7200, 6280, 6290, 7260) (3 cr.)
- SOC 7000 Internship in Applied Methodology (3 cr.)
- Elective course (3 cr.)
- SOC 7999 Essay (3 cr.)

Department of Sociology Masters of Arts Course Sequencing*

Master's plan A - thesis	
Semester I (Fall)	Semester II (Winter)
Methods (7200) (3)	Sociological Theory I (6050) (3)
Social Statistics I (6280) (3)	Elective II (3)
Introduction to Graduate Studies (1)	Thesis (2) +
**Elective I (3)	
Semester III (Fall)	Semester IV (Winter)
Qualitative Methods (7260) (3)	Thesis (6)
Elective III (3)	
Master's plan B - essay	
Semester I	Semester II
Methods (7200) (3)	Sociological Theory I (6050) (3)
Social Statistics I (6280) (3)	Elective II (3)
*Elective I (3)	
Semester III	Semester IV
Qualitative Methods (7260) (3)	Elective V (3)
Elective III (3)	Essay (3)
Elective IV (3)	
Master's plan B - methods track	
Semester I	Semester II
Methods (7200) (3)	Elective I (3)
Social Statistics I (6280) (3)	Statistics II (6290) (3)
Semester III	Semester IV
Qualitative Methods (7260) (3)	Advanced qualitative methods (7500) (3)
Analysis of Evaluation Data (7270) (3)**	Internship (may be taken summer after year 1 or year 2)
Analysis of Complex Sample Survey Data (7280) (3)**	Essay (3)

*MA programs require 30 credit hours.

**Students in the thesis track take three electives; essay track take five; methods track is one elective. Students may take this elective in an alternate term.

+Thesis credits may be split - we recommend two thesis credits in semester two; the last six thesis credits in the third term, or these may be split equally between the third and fourth semester.

++Other methods classes may be considered, if they meet our criteria, in lieu of this course (e.g., mixed methods).

List of Sociology Graduate Courses

Theory
Sociological theory I (6050)
Sociological theory II (6060)
Sociological Analysis (6070)

<i>Methods</i>
Social Statistics (6280)
Advanced Survey of Approaches and Techniques of Social Research (7200)
Introduction to Graduate Studies (7030)
Advanced Social Statistics (6290)
Qualitative Sociology (7260)
Analysis of Evaluation Data (7270)
Analysis of Complex Sample Survey Data (7280)
Advanced Qualitative Methods (7500)
Advanced Statistics II (7510)
Advanced Field Research (7520)
Seminar in Survey Research Methods (7220)
Mixed Methods (8200)
Longitudinal Data Analysis (8250)
<i>Sociology Electives</i>
Sociology of Urban Health (6750)
Women and Health (7100)
Health and Life Course (7760/5760)
Seminar in Medical Sociology (7770/5360)
Topics in the Sociology of Health and Illness (7780)
Topics in the Sociology of Sex/Gender (7800/5800)
Race Relations in Urban Society (7810/5570)
International Migration (7820)
Seminar in Sociology of the Family (8400/5400)
Seminar in Social Inequality (8700/5700)
Advanced Seminar in Race/Ethnicity (8710)
Advanced Seminar in Sex/Gender (8720)
Topics in the Sociology of Labor (8801)
Topics in Urban Sociology (8802)
Globalization, Gender, and Work Transformation (8803)
Sociology of Urban and Labor Studies (8805)

****Courses are not necessarily offered each year; the course rotation rubric lists the two-year schedule.***

Directed Study: Graduate students are not permitted to enroll in directed studies (individual courses) to meet program's required courses. In addition, students may not take an independent study course which duplicates a seminar offered at least once every two years. Students interested in pursuing an in-depth study of a specific research topic may wish to arrange for a directed study by taking SOC 7990: Directed Study-MA with a fulltime faculty member. Students must obtain the consent of the adviser and ensure that the Directed Study is noted on the Plan of Work or added to the coursework through a Change to Plan of Work form. Students are limited to no more than 3 credit hours in the MA program.

To register for a Directed Study course, *prior to the registration deadline for a semester*, students must submit the following to the DGS for approval and set up of the MA Directed Study course (SOC 7990): **Petition and Authorization for Directed Study** form to which should be attached: course description, objectives, and learning outcomes; course assessments; course reading list; and course semester schedule.

Permission Only Courses: Admission to **Sociology 6280 Social Statistics** (a required course for all Sociology graduate degrees) is **by permission only**. Students can take this class if either: (1) they have had the prerequisite waived because of a recently taken Statistics course as an undergraduate (for example SOC 4220 at WSU) or graduate student at another university, for which they received a grade of B or better; or (2) they pass a proficiency exam offered before the start of each academic year with a grade of 80% or higher. Please note: if any course is listed by permission only, a student needs the permission of the course instructor to enroll in the course. Please email the instructor of the course that is needed and include in the email the following: your Student ID number, contact email, and course needed.

C. Plan of Work

The approved **Plan of Work** is a contractual agreement of coursework. This “contract” also protects students against changes in requirements and policies as they move through the graduate program.

Master’s students should file a Plan of Work by the time 12-16 credits have been earned (that is, by the equivalent of one year of full-time coursework). Filing a plan of work allows Master’s students to achieve Masters Candidacy. Student’s rank will be changed from “Masters Applicant” (“AM”) to “Masters Candidate” (“CM”) upon approval of the Plan of Work by the Office of Student Services in the College of Liberal Arts and Sciences. Students who have not completed the Plan of Work after 12-16 credits as required will not be making satisfactory academic progress. Students should see their advisers to complete a Plan of Work.

Prompt filing of the Plan of Work helps to ensure that students take required courses when they are available and that they enroll in courses that will satisfy the degree requirements. *MA students who do not file a Plan of Work by the first 12 credits will have their registration blocked until a plan is filed.*

The Plan of Work must be completed in consultation with the faculty adviser. Students may also consult with the Director of Graduate Studies (DGS). Students must select the appropriate MA coursework requirements (see requirements described above). To find out the scheduling of courses, students should refer to the **Graduate Courses Rotation**, which provides a tentative schedule of graduate courses to be taught in the upcoming semesters.

The completed and signed Plan of Work *must be submitted to the DGS for review and approval*. The DGS files the Plan of Work with the Graduate Office in the College of Liberal Arts and Sciences. The Plan of Work can be changed with the approval of the adviser and the DGS. If the plan of work is revised, a **Change of Plan of Work** must be approved by the DGS, and filed with CLAS.

D. Coursework

Registering for Classes: Students must register for classes using web registration available via Academics (academica.wayne.edu). Access ID and password are required. The online Schedule of Classes is available at classschedule.wayne.edu. Detailed information regarding registration procedures is available in the Graduate Bulletin at bulletins.wayne.edu.

Students should make a concerted effort to register in a timely manner. By doing so, an accurate enrollment figure is established that ensures students get the classes of their choice and protects classes from cancellation.

Course Load: The Department considers 3 courses (minimum 9 graduate credits) in a regular (fall, winter) semester to be a full-time load for graduate students. M.A. students typically take 2-3

courses a semester. The Office of Student Financial Aid (wayne.edu/financial-aid) may have a different policy concerning full-time status and students receiving financial aid must directly contact this office. Students devoting full time to graduate study, with no outside employment, are expected to take at least 2-3 courses per term; funded students must take a minimum of 9 credits unless enrolled in 6 or more thesis credits.

Grades: Graduate students are required to maintain an overall “B” (3.0) average to satisfy degree requirements. Grades of “B-minus” and below, and grades of WF (Withdraw-Fail) are counted as failing grades for the purpose of evaluating students’ ability to continue in the program; they are unsatisfactory for graduate level work. Students who earn a B- or below for any required course, must repeat the course. One grade of B- or lower in any class will result in a meeting with the adviser, and the Graduate Director. Students who earn lower than a B- are at risk of being dismissed from the program. Students should consult the DGS for permission to retake a course. *Should a student receive a B- or lower grade in two courses, a hold is placed on all future registration and the student will be dismissed from the program and denied admission to any other programs in the Department.*

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
F	0.00

Grade Scale

I – Incomplete: The mark of “I” (Incomplete) is given when a graduate student has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. The student should be passing at the time the grade of “I” is given. A written contract specifying the work to be completed should be signed by the student and instructor. Responsibility for completing all course work rests with the student. The mark of “I” will be changed to a letter grade when the student completes the course work as arranged with the instructor or, if the instructor has left the University, with the Chair of the department or other instructional unit. Work must be completed within one calendar year. There will be NO extensions. Any unchanged mark of “I” will automatically be replaced with a grade of “F” after one year.

Y – Deferred: The mark of “Y” is given for the essay, thesis, and dissertation credits, when the work is planned to continue beyond the semester. The Y is changed after successful defense of the work.

W – Withdrawal: Withdrawals are granted when a student requests a withdrawal and the instructor grants it, in accordance with University policy. Please check the Schedule of Classes for specific dates. These grades are issued as follows:

WP: Withdrawal with a passing grade earned to date.

WF: Withdrawal with a failing grade earned to date.

WN: Withdrawal given to students who did not attend any classes and/or did not complete any assignments and/or did not participate in credit-earning activities by the withdrawal date.

Grades of WP, WF, and WN are not used in calculations of grade point averages, but WF grades **do** count as a failed course for of continuation in the program.

Retaking Courses and GPA: A graduate department or equivalent academic administrative unit may, if it wishes, allow a student to petition to retake a graduate course in which a grade of 'B-minus' or lower is received. The grade received in repetition of a course will be shown on the student's transcript and used in the computation of the student's grade point average for the degree program. The original grade will appear on the student's transcript as well, even though it is not counted in the GPA calculation after the repeat. Students will not receive University financial aid for courses that are retaken. Graduate students must request permission to repeat courses. Students should consult the DGS for permission.

Registration Overrides: For some courses for which there is a prerequisite, or for which enrollment is full, you may request a course override to allow you to register. The normal procedure for requesting an override is to email the DGS as well as the course instructor for which you want permission to register. In some cases, the DGS may require written permission of the instructor in order to grant the override. If the course you want to register in is in a different department, permission from that department may be necessary. In all cases, you should make sure to inform your primary adviser what courses you are hoping to take in any given semester.

Course Substitutions: Substitutions are rarely possible for required courses within the MA programs. Contact the DGS if you have specific questions.

E. Plagiarism and Academic Dishonesty

Students are held to the Code of Student Conduct and Academic Misconduct as outlined in the University Student Code of Conduct and Academic Integrity documents (<https://doso.wayne.edu/conduct/academic-misconduct>). Plagiarism and academic dishonesty are examples of student misconduct, which can result from, among other things: stealing or using someone else's work or ideas and presenting them as your own; using part or all of another student's work and presenting it as your own; submitting a paper or other work that someone else has written; using information from the World Wide Web/Internet without citing the source or sources; having someone else do your work for you; having your work edited to the point that it is no longer your work; buying a paper or other assigned work from any source; submitting anything that is not your own work; and submitting the same work for more than one class without the express permission of the instructors involved.

All students are expected to display the highest level of honesty and integrity in regard to academic life and as such every student must: abstain from cheating, avoid appearance of cheating, and desist from assisting or otherwise making it possible for others to cheat -- any intentional act of dishonesty in the fulfillment of academic course or program requirements is academic cheating; and give credit for ideas or materials that have been taken from another source -- to copy and submit intentionally or unintentionally the ideas of others, without acknowledging the author/creator, is regarded as plagiarism.

The following information is on the webpage provided by the Office for Teaching and Learning on the WSU website: http://otl.wayne.edu/wsu_integrity.php

Cheating: Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise.

Examples:

- Copying from another student's test paper.
- Allowing another student to copy from a test paper.
- Using unauthorized material such as a "cheat sheet" during an exam.

Fabrication: Intentional and unauthorized falsification of any information or citation.

Examples:

- Citation of information not taken from the source indicated.
- Listing sources in a bibliography not used in a research paper.

Plagiarism: To take and use another's words or ideas, intentionally or unintentionally, and represent them as one's own.

Examples:

- Failure to use appropriate referencing when using the words or ideas of other persons.
- Altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.
- Copy part or all of a paper from the internet.
- For more information on Plagiarism, please see the following website:
http://otl.wayne.edu/wsu_integrity.php

Other: Other forms of academic misbehavior include, but are not limited to, the following acts:

- Unauthorized use of resources, or any attempt to limit another student's access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users. Enlisting the assistance of a substitute in the taking of examinations;
- Violating course rules as defined in the course syllabus or other written information provided to the student;
- Selling, buying or stealing all or part of an un-administered test or answers to the test.
- Changing or altering a grade on a test or other academic grade records.

Students found to have committed an act, or acts of misconduct may be subject to one or more sanctions, which shall take effect immediately upon imposition, unless otherwise stated in writing, except as provided in the code of conduct (article 10.1). More than one sanction may be imposed for any single violation. A student who does not know or is not aware of the rules and requirements is no excuse for ignoring or violating them.

F. Thesis and Essay Requirements

Both the MA Essay and MA Thesis should be written so that they could eventually become a professional conference presentation and/or publication.

1. Thesis Guidelines (Plan A)

The thesis track is chosen by students who are thinking about going on for a PhD degree in sociology or a related field, or who aspire to another type of research career. The purpose of the thesis is to demonstrate knowledge in a particular area as well as show the ability to carry out an independent research project. The thesis must be sociological in nature. The MA thesis is practice for a PhD dissertation, and often takes students 2-3 semesters to complete. The thesis should be empirical, and includes a comprehensive analysis of data (primary or secondary), demonstrate the relationship between theory and methods, and make a solid contribution to sociological knowledge. The thesis is typically about 40 pages in length (even longer at times). Thesis committees are comprised of three faculty members, all from the Sociology faculty. The thesis committee should be

formed in consultation with the student adviser; committee members should have a substantive and/or methodological connection to the student's area of interest.

Thesis Proposal: Students submit a proposal to their adviser. Once the thesis proposal has been approved by the adviser, the document is sent to the other two committee members. Faculty are given 3-4 weeks to read the document and give feedback to the student, preferably in writing. The committee should meet following this time period to discuss the proposal. This is not a formal defense; rather, it is an opportunity for committee members to give feedback to the student before beginning data collection. Thesis proposals include an introduction, literature review, and methods section outlining how they will conduct their research.

Following this meeting with the thesis committee, students must fill out the **Thesis Outline and Record of Approval**. The form requires the student's and adviser's signatures. Students must submit a copy of this document to the DGS, along with an **Approval of MA Thesis Proposal** form that includes all committee members' signatures and the DGS signature, indicating that the committee members have approved the proposal. The DGS forwards the thesis outline form to the College of Liberal Arts & Sciences. The approval of MA thesis proposal form is maintained for internal purposes solely. Only after IRB approval is secured (if required), will the student engage in data collection and analysis for their thesis, overseen by their adviser. The student and adviser should meet regularly throughout the thesis process to insure that they are on the same page about the scope of the work and expectations for the final draft.

Please also see University Guidelines on data Access, retention, and ownership:

<https://gradschool.wayne.edu/policies/data-ownership>.

Finalizing and Defending the Thesis: Once data collection and analysis are complete, students work with their adviser to finish a defensible draft of the thesis. The student and adviser should meet regularly throughout the thesis process to ensure they are on the same page about the scope of the work and expectations for the final draft. When the adviser believes the student's draft is defensible, the adviser forwards the thesis draft to the other committee members. Faculty are given 3-4 weeks to read the document and give feedback to the student, preferably in writing. The committee will meet following this time period, and prior to setting a defense date to decide if the defense should go forward with scheduling. When all committee members find the draft defensible, an oral defense date is scheduled. Once the defense date is established, the student should submit the thesis for a format check via the Graduate School website:

<https://gradschool.wayne.edu/masters/thesis>.

Oral defense: Student will give a 15-minute presentation of their thesis to the three-member committee, including the rationale and background, methodology, and results of the project. Committee members will question the student about their project. Once questioning is done, the committee members will evaluate whether the student has passed their defense and, if so, determine what final revisions need to be made to the draft. If the student passes the defense, the adviser and student sign the completed **Final Report with Recommendation** form, and sign the title page of the thesis. Committee member names should be added in the comments section. Students may invite family members, faculty, or other graduate students to the presentation. They will be asked to leave when committee members begin their questioning.

After the defense, the adviser and student work to finalize the thesis draft by the deadlines established by the College of Liberal Arts and Sciences. The finalized thesis must be submitted online via the Graduate School's website, similar to how students initially submitted their thesis for

a format check. The title page with original signatures must be submitted separately (in hard copy) to the Graduate School. The Final Report with Recommendation Form must be submitted to the DGS for review and approval. The form is then submitted to the Office of Student Services in the College of Liberal Arts and Sciences (2155 Old Main) upon completion of a successful defense.

Defending the thesis and graduating in the same semester: If students wish to graduate the same term they defend their thesis, students must deliver a full draft of the written work to all committee members at least six weeks before the last day to defend in the semester in which they graduate. Failing to do will not give committee members adequate time to read, comment, and approve moving forward with the thesis defense. Keep in mind that students often have some revisions following the oral defense.

Thesis Formatting: The thesis brings to a close the pursuit of the MA degree. The manuscript represents a tangible summation of the many hours spent in study and research to acquire a higher education. For this reason, such scholarly documents must evidence only the highest standards of research and writing; they also must show consistency in punctuation, style and format. Thesis students follow dissertation formatting guidelines as required by the Graduate School. Format Guidelines for Preparing Theses: <https://gradschool.wayne.edu/masters/thesis>. The final thesis must be certified through Safe Assign.

2. Essay Guidelines (Plan B)

The essay is a scholarly paper written in partial fulfillment of the requirements for the Master of Arts degree under the Plan "B" option. Essays can range from approximately 25 to 40 pages (although some are longer), depending on the amount of data reviewed and the type of project students are engaged in. Typically students take one to two semesters to complete their MA essay. The purpose of the essay is to demonstrate knowledge of a sub-area of sociology, and show the ability to move past existing knowledge in some way, either by completing an analysis of the gaps in a body of literature, an expanded theoretical or methodological analysis of a body of literature, or a small empirical project using secondary data. The essay is often seen as a review paper, however, and does not need to produce new empirical results. The essay articulates mastery of a body of literature, theory, and/or methods. The essay must be sociological in nature and is much more limited in scope than the thesis. Essay committees are comprised of three faculty members, all from the Sociology faculty. The thesis committee should be formed in consultation with the student adviser; committee members should have a substantive and/or methodological connection to the student's area of interest.

Essay Proposal: Students submit an essay proposal to their adviser. Once the essay proposal has been approved by the adviser, the document is sent to the other two committee members. Faculty are given 3-4 weeks to read the document and give feedback to the student, preferably in writing. The committee should meet following this time period to discuss the proposal. This is not a formal defense; rather, it is an opportunity for committee members to give feedback to the student. The student and adviser should meet regularly throughout the essay process to insure that they are on the same page about the scope of the work and expectations for the final draft.

Once the committee approves the essay proposal, the student must submit an **Approval of MA Essay Proposal** form that indicates the adviser and two committee members agree with the proposed plan. This form must be submitted to the DGS, which includes signatures of the adviser, committee members, and the DGS. The form is maintained for internal purposes solely. Student and adviser should meet regularly throughout the essay process to ensure they are on the same page about the scope of the work and expectations for the final draft.

Finalizing and Defending the Essay: Students work with their adviser to finish a defensible draft of the essay. The student and adviser should meet regularly throughout the essay process to ensure they are on the same page about the scope of the work and expectations for the final draft. When the adviser believes that the student's draft is defensible, the adviser forwards the essay draft to the other committee members. Faculty are given 3-4 weeks to read the document and give feedback to the student, preferably in writing. The committee meets following this time period, and prior to setting a defense date to decide if the defense should go forward with scheduling.

Oral defense: Student will give a 10-15 minute presentation of their essay, covering all major written sections in the draft. At a minimum, the essay presentation should include information about the rationale and background for the essay, as well as an outline of the analysis completed in the essay project. Committee members will question the student further about their project. Once questioning is done, the committee members evaluate whether the student has passed their defense and, if so, determine what final revisions need to be made to the essay draft. After the defense, the adviser and student work to finalize the essay draft by the deadlines established by the College of Liberal Arts and Sciences. Students may invite family members, faculty, or other graduate students to the presentation. They will be asked to leave when committee members begin their questioning.

If the student passes the defense, the adviser and student sign the completed **Final Report with Recommendation** form. Committee member names should be added in the comments section. The Final Report form requires the review and approval from the DGS. Once all signatures are obtained, the form must be submitted to the Office of Student Services in the College of Liberal Arts and Sciences (2155 Old Main).

There is no prescribed format for the text of the Master's Essay; students should work with their adviser and Graduate Director to make sure they understand departmental guidelines. The title page with the adviser's signature must be submitted to the College of Liberal Arts and Sciences Graduate Office, 2155 Old Main (along with the Final Report Form), no later than the deadline date established for the semester in which the student expects to graduate. The Graduate Office issues deadline dates shortly after the beginning of each semester. A final copy of the essay must be submitted to the DGS for inclusion in the student's files. The final essay must be certified through Safe Assign. The College of Liberal Arts and Sciences also has information about the Masters Essay process on their website:

<http://www.clas.wayne.edu/Multimedia/clas.wayne.edu/Files/GUIDELINES%20FOR%20MASTER%20ESSAY.pdf>

Defending the essay and graduating in the same semester: If students wish to graduate the same term they defend their essay, students must deliver a full draft of the written work to all committee members at least six weeks before the last day to defend in the semester in which they graduate. Failing to do will not give committee members adequate time to read, comment, and approve moving forward with the essay defense. Keep in mind that students often have some revisions following the oral defense.

G. Time to degree, time limitations, and time extensions

Time to Degree and Limitations: Students have a six-year (6) time limit to complete all requirements for the Master's degree in Sociology. The six-year period begins with the end of the first semester the student has enrolled for coursework meeting the requirements of the degree. For example, if admitted for Fall 2018, a student's time clock expires on 12/31/2024.

Time Extension: When a student has exceeded the time limits for their degree in Sociology (6 years), they must apply for an extension. Applications for extensions should begin with a discussion with the student's adviser. ***MA students whose clock has expired must submit a written request for a time extension, along with all other documentation to the DGS within six (6) months.*** Failure to do so may result in immediate dismissal from the program.

Extension requests must include:

- Completed **Request for Time Extension** form. The form can be found on the following link: <http://www.clas.wayne.edu/current-students#masters>.
- Letter from student indicating the reason for the delay, as well as plans to complete the degree. Students should provide evidence that they have maintained currency in the field of sociology, by showing evidence of continued reading, writing, teaching, or employment in the field.
- Statement of support from adviser, indicating why they believe the student is now capable of pursuing their studies successfully, how the student has remained current in their field, and how their completed graduate curriculum is still relevant. The statement should note whether courses older than six years on students' records should be counted towards the degree.
- Copy of the student's most recent annual review.
- Statement of support from the Director of Graduate Studies.
- If the extension is needed due to a prolonged absence for medical reasons, a statement from the student's physician, stating the nature of the illness, as well as the physician's opinion as to the student's ability to resume academic work.
- The extension request should be submitted to the Graduate Director for approval, and the DGS forwards the application to the appropriate office.
- Students should not assume that re-admittance or extension requests will be automatically approved. Extensions are not guaranteed. Students may be required to retake classes if more than 6 years have passed since first being taken. Final approval of the request is made by the Associate Dean of CLAS.

Extension requests must be approved by the DGS, in consultation with the Graduate Committee. An extension on a student's Master's program may be granted only with the approval of the CLAS Dean. The maximum number of years for completion of a MA degree is six years, per WSU procedures. Students should not assume that extension requests will be automatically approved.

Re-Admittance: Graduate students who have not taken classes or dissertation credits for two consecutive semesters must contact their adviser and the DGS to determine if they are in good standing with the University, and their eligibility to remain in the program. MA students who wish to resume their studies must submit in writing their request for re-admittance to the DGS. Re-admittance must be approved by the DGS, in consultation with the Graduate Committee. ***Re-admittance is not guaranteed, and is only granted under exceptional circumstances.*** Please note that if a student has exceeded their time limitations in the program, they are not eligible for re-admittance, and have been dismissed from the program. See, also maintaining satisfactory progress and the Annual Review process.

H. Annual Student Review

Review of student progress is an important cornerstone of quality training of MA students. All MA students receive a written annual review of their progress toward completing the requirements for their degree and career preparation. Reviews are conducted on an annual basis at the end of each academic year (i.e., May of each year). The DGS notifies all students when it is time to submit the **Annual Progress Report**.

The review has three parts: Student self-assessment (annual progress review form); adviser review; and review by the Director of Graduate Studies and Graduate Committee. The purpose of this review is to provide students with feedback to help them achieve their academic and professional goals. In addition, these reviews enable the Department, College, and University to make decisions about awards, fellowships, and scholarships.

The review has three evaluation categories: satisfactory; satisfactory with concerns; and unsatisfactory. The criteria for evaluation include three broad categories: (1) **progress in the program** (e.g., progression of coursework; maintaining a cumulative GPA of at least 3.3; scheduling a thesis proposal meeting no later than the third semester; actively engaging in data collection for the thesis by the fourth semester); (2) **career preparation** (e.g., presentation of at least one sole- or co-authored paper at a regional or national conference; submission of manuscript to a journal for publication review; student evaluation scores for teaching, if applicable); and (3) **service and citizenship** (e.g., visibility and active participation in department workshops, events, and other activities; volunteering as a reviewer for conference submissions; professional behavior with students, colleagues, staff, and faculty).

A satisfactory evaluation is earned by students who maintain the above expectations of progress in the program, have at least one conference presentation, and participate actively in department and professional activities.

A satisfactory with concerns, or unsatisfactory progress is earned by students who fail to fulfill one or more items in the evaluation categories described above. Areas of concern, along with recommendations for improving performance, should be clearly articulated. Goals for the following year are also described and then used to evaluate performance at the end of the next year. ***See the next section on Making Satisfactory Progress for more details on program expectations.***

The annual review is signed by both the student and adviser. The student's signature indicates only that the student has seen the review and does not imply he/she/they agrees with its contents. One copy of the review will be given to the student and another copy placed in his or her departmental file. Annual Progress Reports can be submitted electronically. Students should consult with their adviser in-person to discuss their progress.

The DGS presents the information on student progress to the graduate committee each May. The graduate committee reviews all annual reports for consistency and enforcement of policies. Following the committee meeting, annual review letters are sent to the students indicating their progress, with a copy to their adviser. The decision of the graduate committee is final; faculty advisers may appeal a graduate committee decision. Once the graduate committee determines student progress, the DGS submits and annual report to all faculty on overall student progress.

Failure to submit an Annual Progress Report will result in a letter of unsatisfactory progress from the graduate committee. If students have any questions about this process, they should contact the DGS and their adviser.

Mid-year review: The DGS conducts a mid-year assessment of students who have time clocks set to expire within 12 months of the annual review in May, and students completing their first semester of MA coursework. This review takes place in December. The DGS presents this information to the graduate committee. Advisers are invited to attend the meeting. Following the meeting, students receive written notification of their mid-year progress.

Important: *If students receive an unsatisfactory annual review in May, the Graduate Committee will conduct a mid-year review of a student's performance at the end of the following Fall semester. See the Department's Guidelines for Satisfactory Academic Progress for more information.*

I. Satisfactory Progress Guidelines

All MA students are expected to make satisfactory academic progress. Making satisfactory academic progress means students are maintaining "good academic standing." Maintaining good academic standing will mean students are eligible for jobs after graduation, entry into PhD programs, and potential funding opportunities later on, so it is important to remain in good academic standing in the MA program. Students are expected to make every effort to abide by these guidelines:

- Maintain a minimum of a 3.3 average GPA (a B+ average).
- Have a Master's Plan of Work on file after the completion of 12-16 credit hours or no later than the end of the first academic year.
- Receive a final grade of B or better in all MA coursework. A B- or below will result in earning unsatisfactory progress for that year's annual review unless the B- is offset by exceptional achievements in other areas of the student's professional development. If a B- grade or lower is received in a course, a student may ask for permission to repeat the course. If this is the case, a student should repeat this course within one year's time. See, also the section on grades.
- Students should avoid "Y" or "I" grades. However, in the event that a "Y" or "I" grade is given they must be resolved within the subsequent 12 months. (At the time that the "Y" or "I" grade is given, students should work out a written plan with the instructor of these courses for how these grades will be resolved. A copy of this plan should be in the student's departmental file.) Students with more than one unfinished regular course (with a grade of "Y" or "I") on their records at any given time will be considered to be making unsatisfactory progress and will be at risk of being dismissed from the program.
- Make regular and consistent progress through required coursework so that they are making steady progress towards their MA degrees. Students should not leave the university and remain unregistered for courses (i.e., "stop out") or thesis credits. If students are out for more than one academic year (two semesters) while they are completing their required coursework, they are at risk of dismissal from the program.
- Students must complete coursework and the thesis/essay within six years, per university guidelines. This means there should be no more than two academic years (four semesters) between the completion of required coursework and the completion of a Master's thesis or essay. Students interested in the PhD program should take no longer than three years to finish the MA degree requirements.
- Students taking courses part-time (i.e., one course per semester) should remember that they are given the same time clock as full-time students, and must finish within six years' time if they are a Masters student.
- Pass oral defenses (Master's essay or thesis) on the first try. Students should work with their advisers to ensure that they are prepared for their oral defense. If students cannot pass an oral defense they are dismissed from their Master's program. Only in rare circumstances are students given a second chance to pass an oral defense.
- Students are expected to meet at least once a semester with their adviser to ensure they are making satisfactory academic progress.

Unsatisfactory Progress: If MA students do not maintain good academic standing as specified by the above criteria, they are making "unsatisfactory progress" in the program. Students who are making unsatisfactory progress will not be admitted to our PhD program if they apply. Students will not be considered for departmental funding opportunities. Students who are making unsatisfactory progress are at risk of not completing the degree programs within their allotted times; extensions on time clocks are difficult to acquire. Students who are making unsatisfactory progress are at risk of dismissal from the MA program. The following outlines the process:

- If students earn an "unsatisfactory progress" evaluation, they have 18 months to resolve academic issues related to poor academic performance before dismissal from the program.
- The 18 month clock begins upon students' first unsatisfactory evaluation following the annual review conducted in May of each academic year. Students will receive notification of their risk for dismissal from the program outlining the steps needed to resolve the issues.
- Students with an unsatisfactory evaluation are re-evaluated in December of the same year.
- If students resolve the issues by their mid-year assessment, but no later than their review the following year, the risk of dismissal is retracted and students receive notification they are in good standing.
- If the issues indicated in the previous year's annual review go unresolved resulting in a second unsatisfactory evaluation, students remain at risk for dismissal from the program and will be given until December of the same year to resolve the issue.
- If students resolve the academic issues between the second unsatisfactory review and December of the same year, advisers must notify the graduate committee that students are now in good standing. Otherwise, students will receive a dismissal letter in December (18 months after the first unsatisfactory evaluation).
- The appeal process requires students to submit their appeal in writing to the graduate committee within 60 days of receiving their dismissal letter. The appeal requires the endorsement of their faculty adviser and will be decided by vote of the graduate committee.
- Given that students will not be dismissed from the program until they have failed to make satisfactory progress towards their degree for 30 consecutive months (includes 12 months of academic year preceding notification of making unsatisfactory progress), appeals will only be granted if extraordinary extenuating circumstances can be demonstrated.

In defining these guidelines for satisfactory academic progress, we hope that graduate students will take responsibility for their academic work and set high standards for themselves. We believe that graduate students who maintain good academic standing will be more likely to complete their degrees in a timely fashion and maximize their time within our program. If students have any questions about these guidelines for satisfactory academic progress or about the Doctoral program as a whole, they should contact the Director of Graduate Studies in the Department of Sociology.

J. Student Contact Information and Email

The Department of Sociology maintains contact information based upon initial admission information. Students are responsible for notifying the department of any mailing address, telephone, and email address changes. In addition, students are expected to use their Wayne State University email account. All official email correspondence will be sent to students' Wayne State University email address. The Computing & Information Technology department (computing.wayne.edu) has instructions on how to forward Wayne State email to other accounts.

All MA students who register for courses in their semester of admission are automatically added to the Department's MA email listserv with their Wayne State University email address. This listserv is used by the Department for announcements, news, work opportunities, and other similar notifications. Students are expected to regularly check their Wayne State University email.

K. Important Dates

It is the responsibility of students to submit paperwork and forms on time and to the right location. If there are any questions or concerns, please check the graduate school website, [www.gradschool/wayne.edu](http://www.gradschool.wayne.edu), or the sociology department website, www.clas.wayne.edu/Sociology, or contact your adviser and the DGS in Sociology for help. Please also make sure to check the Academic Calendar for important dates and changes at <http://reg.wayne.edu/students/calendar.php>.

L. Paperwork

Students are encouraged to keep records of all paperwork turned into the Sociology Department, CLAS Dean's office, and/or Graduate Department. Should any paperwork become misplaced, lost, or damaged, the student should be able to provide a copy.

M. Academic Calendar

The current academic calendar dates can be found on the University's Registration webpage, <http://reg.wayne.edu/students/calendar.php>. Classes always begin the Wednesday *before* Labor Day; classes do not meet the Wednesday before Thanksgiving. Please make sure to check for changes to important academic calendar dates.

N. Withdrawal from Program and University

Students withdrawing from the MA program must send an email to the DGS. The email should note if the withdrawal is only from the MA program in the Department of Sociology, or from both the MA program and the University as well. The email should also note the semester in which the withdrawal will take effect. The Director will notify the College, who after approval will notify Student Records.

O. Graduation Deadlines

The deadlines for submission of the thesis and other documents, filing applications for diploma, etc. can be found in the WSU Academic Calendar, the Graduate School's website, or by consulting with the Graduate Director or your faculty adviser.

Each candidate for a degree or certificate should file a Graduate Application for Degree no later than the first day of classes for the semester in which he/she expects to complete the requirements for the degree. Consult the academic calendar.

Degree application deadlines are always the 4th Friday of any given semester in which a student applies for graduation. The College of Liberal Arts and Sciences does NOT accept late applications. Please be aware that the university requires a degree application governed by strict deadlines. For more information, please visit their website: <https://wayne.edu/commencement/apply-for-graduation/>.

Commencement: In order to participate in the Commencement ceremony, a student must be considered a graduate of that semester by meeting the deadline to complete all requirements. Any student who has not completed degree requirements by that semester's deadline will not be allowed to walk in graduation that semester. Information concerning commencement announcements, caps and gowns, invitations, tickets, time and place, assembling and other relevant items will be mailed to the graduates by the Commencement Office (313) 577-2414, prior to the event. Students should make sure that their current address appears in their Academia profile so that commencement information and final diplomas are mailed to the correct address.

P. Change of Status Requirements

Students completing their MA degree in the department of sociology at Wayne State or those taking prerequisite courses at the Masters level can apply for admission into the PhD program by submitting to the graduate committee a change of status request. The granting of a change of status request will signify that the student has been accepted into the PhD program. Requests for change of status are not automatically granted. Change of status requests will be granted only to those students who satisfy all PhD admission requirements. That is, students must have completed their MA with a grade point average of at least a 3.5 GPA based solely on required coursework (theory, statistics and methods), and have written and defended an MA thesis prior to submitting the change of status request. Electives and directed studies are not included in the GPA threshold. Students are expected to complete all MA coursework and thesis within three years to be considered for the PhD program. Students requesting entrance to the PhD program should submit the **Change of Status** form, along with three letters of reference from Wayne State faculty one of which must be their MA thesis adviser, a personal statement, and a writing sample (students must submit their MA thesis).

V. Department Activities and Resources

A. Graduate Student Orientation

The Department of Sociology hosts an annual new graduate student orientation. The event takes place at the end of August, right before the beginning of the semester. At orientation, we review course schedules, program information, policies and procedures, and answer any questions students may have about the department, the university, etc. See this link for a campus map: <http://maps.wayne.edu/>

B. Department Events

Graduate students are strongly encouraged to participate in Department activities, and other professional events. To be successful after graduation, it is not enough to excel at coursework; rather, students should be ready to do the “extra” things that will make them competitive on the job market. Such activities can include but are not limited to the following: attending workshops, department events, department or university colloquia, presenting at conferences, assisting a professor in the department with their research projects, engaging in internships during summer months, submitting scholarly papers for publication, and networking. Keep your ears and eyes open for ways in which the CV can be improved.

These activities can help a student continue to develop and hone research and writing skills, remain knowledgeable with current issues in sociology, place the scholarly work on the student’s CV, and give students entry into appropriate community and research networks, which will be beneficial for future employment positions. Students should consult both their individual advisers and the DGS to discuss the activities that they should be engaging in from year to year.

C. Sociology Graduate Student Organization (SGSO) at Wayne State University

The Sociology Graduate Student Organization (SGSO) is an organization in the Wayne State University Sociology department. It is an organization for graduate students, and is also operated and managed by the graduate students in the department. The SGSO acts as a “voice” for graduates in the department of Sociology. Graduate students in the department elect a representative to the faculty meetings and to the graduate committee. The SGSO brings any concerns or interests that graduate students may have to the department. In addition, the SGSO acts as an organization where incoming graduate students may come to for questions and concerns with anything they may have. All graduate students are encouraged to become involved in this organization.

Please contact the Sociology Graduate Student Organization (SOCGSO) at socgso@wayne.edu, or ask the DGS about how to get more involved. More information can be found on the departmental website: <http://www.clas.wayne.edu/Sociology/SocGSO-and-The-Detroit-Sociologist>

D. Graduate Student Scholarships and Awards

The Department has several annual awards and funding competitions for graduate students. Students should always be thinking about these awards and funding opportunities and should plan on applying regularly. Please see the description of Award and Funding Opportunities below:

Frank Hartung Award: Frank E. Hartung was a professor in the Department of Sociology from 1942-1978. He promoted the sociological approach to crime and deviance. He was a great proponent of the notion that crime was a freely chosen behavioral pattern and was not the result of psychological abnormalities. In 1965, he published *Crime, Law, and Society* with Wayne State University Press. His published articles covered a variety of topics including: "White- Collar Offenses in the Wholesale Meat Industry in Detroit" in *American Journal of Sociology*; "Problems in the Sociology of Knowledge," "Cultural Relativity and Moral Judgments" and "Social Function of Positivism" in *Philosophy of Science*; and "Trends in the Use of Capital Punishment" in *Annals of the American Academy of Political and Social Science*. After Dr. Hartung died in 1985, Professor Mary Cay Sengstock wrote, "Frank's writings were not only scholarly explications, they were also delivered in a witty and incisive style which delighted those who agreed with him and infuriated his opponents" (*ASA Footnotes*, May 1986, page 11). While Vice President of the Society for the Study of Social Problems, Professor Hartung testified before the House Special Committee on Education, urging "more highly qualified personnel (e.g., teachers) to staff prisons" (Sengstock, 1986). After Professor Hartung's death, his family, colleagues, and students established the Frank Hartung Memorial Award to recognize students who wrote outstanding papers, theses, or dissertations in sociology. An award in his memory is given once a year to either undergraduate or graduate students. Students applying for the award must write a paper in the area of sociology. This paper could be a course paper, a Master's essay, Master's thesis, or dissertation. The recipient of a Hartung award receives a \$1000 monetary award and plaque. The Hartung Award is given out every year at our annual Student Research and Award Day, and a member of the Hartung family always comes to this event to help us present students with this award. Sociology graduate students can apply for this award by submitting a paper of no more than 10,000 words (e.g., papers may be part of a Master's essay or thesis, PhD dissertation, or course paper) written during the previous academic year.

Shirley Falconer Slayman Memorial Scholarship: Shirley Falconer Slayman enjoyed her life to the fullest. She was an individual, wife, mother, grandmother, social worker and student enriched by Wayne State University. The purpose of this scholarship is to fulfill her wish to enable others to be equally enriched. Her husband, William Slayman, established the Shirley Falconer Slayman Memorial Scholarship for Sociology students in her memory in 1993 to recognize scholastic achievement, encourage continued progress and provide economic assistance to female students majoring or co-majoring in Sociology at Wayne State University. Applications are accepted from female students at Wayne State University who are specializing in sociology at either the undergraduate or graduate level. Recipients are selected on the basis of financial need, scholastic achievement, qualities of leadership, and commitment to contribute to community improvement, with financial need being the primary consideration. Selected recipients receive the award for two academic years. The award alternates between undergraduate and graduate students every two years.

Mary Cay Sengstock Diversity Scholarship: In view of the fact that sociologists must be keenly

sensitive to the diversity of groups and cultures in modern society, this scholarship was established to provide financial assistance to full-time or part-time graduate students who are contributing to the knowledge and promotion of social and cultural diversity. The contribution should be demonstrated through educational vehicles. The scholarship was endowed by Dr. Mary Cay Sengstock, a former faculty member in the Department of Sociology, and provides \$1,000 to 1-2 graduate students each year, to be used towards tuition and/or other academic fees. Dr. Sengstock funded this scholarship anonymously for many years before her death in May 2014, and it has now been renamed in her legacy.

Aaron Irving Geselis Memorial Endowed Scholarship: Mr. Geselis was an undergraduate sociology major at Wayne State University who graduated in 1952. His family has endowed a scholarship to honor his memory. The \$1,000 scholarship is established to recognize scholastic achievement, to encourage continued progress, and to provide assistance to undergraduate and graduate students in financing their education in the Department of Sociology at Wayne State University. Candidates for this award are undergraduate or graduate students majoring in Sociology with an overall GPA of 3.0 and a GPA in Sociology of 3.3. This award is pending approval of the Memorandum of Agreement between the donor and Wayne State University. Recipients may use the award for tuition and other educational expenses.

Graduate Award for Excellence in Teaching: This award is in memory of Kaleema Sumareh, who was a doctoral student in the Department of Sociology at Wayne State University from 2012 to 2016. Dr. Sumareh was passionate about promoting social justice and instilling the sociological imagination in the classroom and beyond. Her research on social activism in Detroit reflected her commitment to public sociology. This \$500 award is in honor of her legacy as a teacher, scholar, mentor, and poet. The award provides recognition for graduate students who have made outstanding contributions to teaching. Sociology graduate students who have at least two years of teaching experience at Wayne State University. Students can apply for this award by submitting a teaching portfolio. The portfolio must be no more than 10 pages and include a statement of teaching philosophy (e.g., pedagogy, goals, objectives, evaluation methods), summary table of SET scores from all courses taught at WSU (use template provided), sample syllabi, sample course assignments that reflect the teaching philosophy, and curriculum vita.

Outstanding Master's Thesis Award: The Department of Sociology also offers an Outstanding Master's Thesis Award, to be granted up to two times per academic year. Given an increasingly competitive academic and non-academic job market, the Department of Sociology has created this scholarship to encourage the production of Master's Theses at or near the level of a publishable academic paper. Full-time or part-time graduate students who complete a Master's Thesis in the previous term are eligible to apply. Consistent with the purpose of this scholarship, the graduate committee will score each submitted thesis in relation to published research in the following areas: contribution to knowledge, methodological rigor, and professional preparation. The award recipient will be granted \$1,000 to be used towards tuition and other academic fees.

E. On the Job Market

Knowledge of employment possibilities early on in graduate school is key to professional success. Students should begin to be familiar with employment possibilities after graduation as soon as they embark on a MA program. Being aware of the job paths you are eligible for early on will allow you to maximize your time at Wayne State and secure the "extras" that you need to follow those job paths in the long run. Students should be continually reading, talking, and independently researching their desired career trajectories.

An MA degree permits one to teach at a two-year college or high school level. Or, MA students may

follow a more applied track for research jobs in government agencies, private research institutions, and the research departments of private corporations; to conduct market research, public opinion surveys, and impact assessments, and to work as a community planner, correction officer, environmental analyst, equal opportunity specialist, probation officer, rehabilitation counselor, resident director, and social worker; market researchers, pollsters, human resource managers, affirmative action coordinators, employee assistance program counselors, labor relations specialists, and public information officers. For more information and assistance, please visit the following sites in addition to doing your own independent research on sociology jobs:

- The SocioWeb is an independent guide to Sociological Resources that holds information about sociology jobs: <http://www.socioweb.com/sociology-jobs>
- The American Sociological Association recently published a series of reports on the types of jobs that Masters students in sociology secure upon graduation, and how to use the Masters degree to launch careers. Those reports are available here:
http://asanet.org/research/sociology_masters_graduates_in_the_workforce.pdf
<http://asanet.org/research/MastersDatabriefJuly2010.pdf>
http://asanet.org/research/masters_degrees_department_in_context.pdf

F. Sociological Organizations

The organizations listed below are important organizations for graduate students to aware of. Listed are brief descriptions along with web page links to find out more information. Students are highly encouraged to visit the websites and become involved in any or all of the organizations.

AMERICAN SOCIOLOGICAL ASSOCIATION (ASA)

As the national organization for sociologists, the American Sociological Association, through its Executive Office, provides a unique set of services to its members and promotes the vitality, visibility, and diversity of the discipline. Working at the national and international levels, ASA aims to articulate policy and implement programs likely to have the broadest possible impact for sociology now and in the future. The American Sociological Association is a non-profit membership association based in Washington, DC; dedicated to advancing sociology as a scientific discipline and profession serving the public good; 100 years old in 2005 (founded in 1905); an association of over 14,000 members; home to 44 special interest sections with more than 21,000 members; host of an annual meeting with more than 6,000 participants; and publisher of 10 professional journals and magazines. Members include: college and university faculty, researchers, students, and practitioners. About 20 percent of the members work in government, business, or non-profit organizations. Please visit the following website for more information: <http://www.asanet.org/>

SOCIETY FOR THE STUDY OF SOCIAL PROBLEMS (SSSP)

Founded in 1951, the Society for the Study of Social Problems (SSSP) is a non-profit corporation that promotes research on and serious examination of problems of social life. The SSSP works to solve these problems and to develop informed social policy. The SSSP works to encourage the work of young sociologists; to stimulate the application of scientific method and theory to the study of vital social problems; to encourage problem-centered social research; to foster cooperative relations among persons and organizations engaged in the application of scientific sociological findings to the formulation of social policies; to foster higher quality of life, social welfare, and positive social relations in society and the global community and to undertake any activity related thereto or necessary or desirable for the accomplishment of the foregoing purposes. Please visit the following website for more information: <http://www.sssp1.org/>

SOCIOLOGISTS FOR WOMEN IN SOCIETY (SWS)

Sociologists for Women in Society (SWS) is an international organization of sociologists and social scientists who work together to improve the position of women in sociology, and in society. SWS is a non-profit scientific and educational organization dedicated to maximizing the effectiveness of and professional opportunities for women in sociology; exploring the contributions which sociology can, does and should make to the investigation of and humanization of current gender arrangements; and improving women's lives and creating feminist social change. Our members include women and men who work in academia, the private sector, government, and other settings. Please visit the following website for more information: <http://www.socwomen.org/>

ASSOCIATION OF BLACK SOCIOLOGISTS (ABS)

The Association of Black Sociologists (ABS) is a national, professional organization of sociologists and social scientists, founded by women and men of African descent. The organization's mission is to build a tradition of scholarship that will serve Black people in perpetuity. The objectives of the ABS are as follows: to enhance the transmission of sociological knowledge to Black communities for their utilization in development and survival; to provide perspectives for the analysis of Black experiences as well as knowledge for understanding and resolving the varied problems confronted by Black people; to stimulate and improve the quality of research and the teaching of Sociology; to promote a substantial increase in the numbers of professionally trained Black Sociologists and to encourage their active participation in all areas of Sociology; to promote the individual and collective interests of Black Sociologists; and to protect the professional rights and safeguard the civil rights of Black Sociologists against any and all repressive measures which may stem from their values, ideologies, and/or activities related to the aforementioned objectives. Please visit the following website for more information: <http://www.blacksociologists.org/>

NORTH CENTRAL SOCIOLOGICAL ASSOCIATION (NCSA)

The North Central Sociological Association (NCSA) was established in 1925. The NCSA is a regional sociology association including the following areas: Eastern Illinois, Indiana, Michigan, Ohio, Kentucky, Western Pennsylvania, West Virginia, and Ontario, Canada. Membership in the NCSA shall be open to all persons and students interested in and subscribing to its objectives and who have been awarded a graduate degree in Sociology or in closely related fields from accredited institutions. The objectives of the NCSA are to further the development of sociology as a scientific and scholarly discipline through stimulation and promotion of: scientific research in its defined subject matter area; the widest possible and feasible utilization of the knowledge and skills of sociologists and the findings of scientific sociological research by public and private agencies in all relevant social policy issues; effective teaching of the subject matter at all levels of educational endeavor; interchange and cooperative relations among persons and organizations engaged in the scientific study of society; any and all such other acts as may be deemed conducive to these ends. Please visit the following website for more information: <http://www.ncsanet.org/>

MIDWEST SOCIOLOGICAL SOCIETY (MSS)

The Midwest Sociological Society (MSS) was founded in 1936. It is a professional membership organization of academic and applied sociologists as well as students of the discipline. Nearly 1200 scholars, students and practicing sociologists in universities, government and business belong to the organization. Known for its accessible but rigorous annual meetings, the MSS encompasses nine states: Illinois, Missouri, Wisconsin, Iowa, Nebraska, Minnesota, Kansas, South Dakota and North Dakota. Membership is open to anyone; and more than one-third of the members are from other parts of the nation and the world. Please visit the following website for more information: <http://www.themss.org/>. Information about these and other sociology organizations can be found here: <http://clasweb.clas.wayne.edu/Sociology/SociologyLinks>



Acknowledgement of M.A. Degree Handbook Policies and Procedures

DEPARTMENT OF SOCIOLOGY

I hereby acknowledge that I have received the Department of Sociology Graduate Student Handbook (approved version, May 2014, updated, August 2018). I also understand that I am responsible for knowing all the policies and procedures pertaining to graduate study at Wayne State University.

Signature

Date

Print Name

Banner ID: _____

Access ID: _____

Preferred Mailing Address:

Street Address

City

Zip Code

Preferred Telephone Contact: _____

Other: _____