

**Capstone SOC 4996 Winter 2018;  
Course Reference Number 21386, sec 001;  
Honors: CRN 23934 Sec 501,**

**Tuesdays 4:30-6:10 plus individual meetings.  
Manoogian 166 except from Jan. 30-Mar. 6 when meet in UGL Computer Lab A**

**DR. JANET HANKIN**

**OFFICE: 2259 FACULTY ADMINISTRATION BUILDING, 656 W. KIRBY.**

**TELEPHONE: (313) 577-2930 (main office)**

**OFFICE HOURS: Tuesdays 1:00-3:30 p.m. and Wednesdays 3:00-4:30 p.m.**

**IN ADDITION, I AM AVAILABLE BEFORE, AFTER CLASS, AND AT OTHER TIMES BY APPOINTMENT, EITHER IN PERSON, BY PHONE, OR THROUGH SKYPE. If you want to stop in outside of office hours, I recommend you contact me and make sure I am available. I teach another class on Mon. & Wed. 1-2:15**

**HOW TO CONTACT ME:** I am always in during office hours. If I have to cancel my office hours, I will announce alternative hours for that week on blackboard and I will send an e-mail. The most reliable way to reach me is to call me the main office at 313-577-2930 and ask to talk to me. I do not have a phone in my office. I have a mailbox in the Department of Sociology, Room 2228 F/AB in the room where the copy machine is located. My e-mail address is [janet.hankin@wayne.edu](mailto:janet.hankin@wayne.edu), and I constantly check my e-mail.

**TEACHING ASSISTANT:** Randall Wyatt, room 2256 FAB, phone messages with main office: 313-577-2930.  
Office Hours: Thursdays 12-2 and by appointment.

**Mr. Wyatt will assist Dr. Hankin with grading all the assignments. Dr. Hankin and her teaching assistant consult on the grading of all assignments. Dr. Hankin has the final responsibility for determining your grade. If you have questions concerning grading, please consult your teaching assistant first and then contact Dr. Hankin.**

**COURSE DESCRIPTION:**

This course assesses the knowledge of sociology majors and represents a "capstone" in sociological training. Students will choose a specific, researchable topic that is related to the discipline and explore possible theoretical approaches. In addition, students will develop a research paper related to the topic. Students will analyze data from the General Social Survey and write a paper that describes the aim, previous studies, theoretical framework, methods, data analysis, results, and conclusion. The paper will be article-length (about 25 pages text and tables) and modeled after manuscripts published in sociological journals. You must earn at least a "C" in this course to complete the requirements for your sociology major.

This course fulfills the university writing intensive requirement: "All students must demonstrate an ability to communicate effectively with specialized or professional audiences by completing successfully the writing requirements (courses incorporating major writing assignments) specified by the departments." Writing is a critical part of the course requirements. Remember that the University has a great resource, the Writing Center, located on the second floor of the Adamany Undergraduate Library in room 2310. <http://clas.wayne.edu/WRITING/> is the website.

## LEARNING OUTCOMES

1. This is a writing intensive course, so the final product is a sociological paper. You will learn to write well as a sociologist.
2. As part of the course and writing the paper, you will learn how to:
  - a. develop a specific aim and research question for a research project
  - b. locate relevant sociological literature on your research topic using a scientific database and performing advanced searches using logical operators like AND and OR
  - c. write a critical literature review that synthesizes and evaluates information from scientific peer reviewed research articles
  - d. develop testable hypotheses related to your research topic
  - e. use the Statistical Package for the Social Sciences to run data analyses for frequencies, descriptive statistics (variable means, medians, standard deviations), zero-order correlations, t-tests, Chi square tests, regression analysis. Construct tables to report the statistical results and accurately interpret the findings from statistical analyses.
  - f. draw conclusions based on empirical patterns and discuss directions for future research and social policy
  - g. develop and give an oral presentation of your research findings using power point
3. learn how to write a resume
4. learn how to conduct research responsibly by completing CITI training

Your ability to learn these skills will be evaluated based on the following two deliverables: A research paper and presentation of research via a power point presentation.

**ADDITIONAL TOPICS TO BE COVERED IN THE CLASS INCLUDE:** How sociology translates research findings into policy recommendations, what you can do with a B.A. in sociology, how to apply for graduate school, tips on taking standardized tests like the GREs.

**OTHER THAN THE QUIZZES IN THE CITI TRAINING COURSE, THERE ARE NO EXAMS IN THIS COURSE. YOU JUST NEED TO PASS THE CITI QUIZZES AND YOU CAN REPEAT EACH QUIZ UNTIL YOU GET A PASSING SCORE. There is no textbook.**

**EATING AND TEXTING:** If you want to eat during class, please consume quiet food. Cell phones must be turned off or on vibrate. Texting during class, instant messaging on your laptop, and surfing the internet will not be permitted. It is very disruptive to other students if you are playing games, playing videos or live programs on your computers. If you engage in these behaviors, you will be asked to leave the classroom (unless you can document that it is a dire emergency and thus you had to text or message someone).

**DETAILS OF CLASS SCHEDULES AND ASSIGNMENTS FOLLOW ON THE NEXT THREE PAGES.**

DATE	ASSIGNMENT DUE	POINTS FOR ASSIGNMENT	IN CLASS TOPICS
Tues. 1/9	Come to class		Introduction, course requirements, GSS data, variables, significance and specific aims
Wed. 1/10.	By 5 p.m. email 2 variables	10	NA
Thurs. 1/11	BY 11:59 p.m. email specific aims and significance	20	NA
Fri. 1/12	Receive article relevant to topic to read and analyze by 1/16		NA
Tues. 1/16	Analysis of article sent to you. Email analysis by 4 p.m.	20	Searching for articles, literature review outline, citation style, track changes
Thurs. 1/18	Bibliography due by 11:59 p.m. Need total of 8 articles including the one we sent you	20	NA
Tues. 1/23	Hard copy of 8 abstracts from articles and literature review outline	20 for abstracts 20 for lit. review outline	How to write lit. review, model and hypotheses, peer grading of abstracts and outline
Thurs. 1/25	Email 5 hypotheses and model by 11:59 p.m.	5 for model 10 for hypotheses	NA
Tues. 1/30	LAB A UGL Email theory by 4:30 p.m.	15 for theory	Introduction to GSS analysis. Running descriptives on six variables
Thurs. 2/1	Email SPSS output and interpretation of descriptives by 11:59 p.m.	18	NA
Tues. 2/6	LAB A UGL Email SPSS output and interpretation of bivariate results by 11:59 p.m.	25	Run bivariate analysis and interpret results
Thur. 2/8	Submit literature review via safe assign by 11:59 p.m.	60	NA
Tues. 2/13	LAB A UGL		Regression analysis
Thurs. 2/15	Submit SPSS output and interpretation of regression analysis by 11:59 p.m.	15	NA
Tues. 2/20	LAB A UGL		More regression and how to do tables
Thurs. 2/22	Submit SPSS output and interpretation of regression analysis by 11:59 p.m.	15	NA
Tues. 2/27	LAB A UGL		tasks - double check all runs

Thurs. 3/1			NA
Tues. 3/6	LAST DAY IN LAB A UGL Submit interim paper by SAFE ASSIGN by 11:59 p.m.	100 points	Finalize all SPSS runs. If approved, can work on interim paper in lab
3/13 & 3/15	SPRING BREAK Take CITI training course		NA
Tues. 3/20	SUBMIT EVIDENCE OF COMPLETION OF CITI TRAINING COURSE by 11:59 p.m.	37	Conclusions how to create ppt.
Thurs. 3/22	VIRTUAL MEETING ABOUT INTERIM PAPER		NA
Tues. 3/27	Conclusions and hypothesis testing due by 4:30 p.m.	15 hypotheses 20 conclusions	Stacie Moser on writing resume, Peer review of hypotheses and conclusions
Thurs. 3/29	Spend time on resume. Nothing to submit to us.		NA
Tues. 4/3	Draft of power point slides due by 11:59 p.m.	20	
Thurs. 4/5	Virtual meeting about power point slides		NA
Tues. 4/10	Resume due by 4:30 p.m. to Stacie Moser	30	How to do power point presentations
Thurs. 4/12	Finalize your slides for next week and practice presentation. Nothing to submit to us.		NA
Tues. 4/17	Power Point presentations by half the class	60	
Thurs. 4/19	Power Point presentations by the other half of the class	60	
Thurs. 4/26		400	FINAL PAPER DUE @ 5pm via Safe Assign

	A	B	C
1	<b>HOW COURSE GRADE WILL BE CALCULATED</b>		
2	Due Date	Deliverable	Points
3	10-Jan	2 variables	10
4	11-Jan	specific aims and significance	10
5	16-Jan	analysis of article	10
6	18-Jan	bibliography	10
7	23-Jan	abstracts & lit. review outline	20
8	25-Jan	model & hypotheses	15
9	30-Jan	theory	15
10	1-Feb	descriptives for 6 variables	18
11	6-Feb	bivariate results	15
12	8-Feb	literature review	60
13	15-Feb	regression analysis	20
14	20-Feb	methods	10
15	22-Feb	sociodem. & dependent var	20
16	27-Feb	finalize analysis	10
17	6-Mar	interim paper	100
18	20-Mar	CITI training	37
19	22-Mar	hypothesis reject/accept	15
20	27-Mar	conclusions	20
21	3-Apr	draft power point	20
22	10-Apr	resume	30
23	17-Apr	power point presentations	
24	19-Apr	power point presentations	60
25		attendance 15x5 points	75
26	26-Apr	final paper	400
27			1000

**LATE SUBMISSION OF ALL WRITTEN MATERIALS WILL RECEIVE A GRADE OF ZERO! ALL ASSIGNMENTS ARE MUST BE SUBMITTED BY EMAIL OR IN PERSON TO BOTH DR. HANKIN AND MR. WYATT.** Each assignment builds on previous work. If you fall behind, you cannot pass the course.

**INTERIM PAPER (100 POINTS) AND FINAL PAPER (400 POINTS)**

Two important requirements of the course are an interim paper and a final paper. Elements of each are due throughout the semester. We will give you feedback on each part. You will then revise your work based on our comments and then integrate all the parts and put them into the interim or the final paper. If elements of the interim paper have not been received, we will not accept your interim or your final paper.

The structure of each paper is outlined below. Be sure to save all your work electronically and in more than one place, as all assignments lead to the final paper! Email copies to yourself or save it in the cloud. Capstone students have lost their flash drives, had their hard drives die, had their computers stolen, and forgotten to save their work. Don't let this happen to you! In addition, previous students suggest that you make a note about WHERE you saved your written material and when it was last revised. Save your graded papers, as we expect you to make the suggested changes in your interim and final papers. If you make the revisions shortly after you receive your corrected papers, you will find it easier. Failure to make those changes will cost you points. We keep a copy of our comments,

**. INTERIM PAPER MUST BE SUBMITTED TO SAFE ASSIGN ON TUESDAY MARCH 6 AT 11:59 P.M.**

**Grading Scheme for Interim**

**Paper**

Element	POINTS
Introduction	10
Literature Review	20
Hypotheses & Theory	20
Model	5
Methods	5
Sample Characteristics	5
Dependent Variable	5
Bibliography	10
Writing	20
TOTAL	100

It represents the first half of your final paper and is worth 100 points. It is important that you incorporate comments from previous assignments. It will be about 10 pages of text. Spelling, grammar, and writing style count.

**FINAL PAPER DUE ON Thursday, April 26 by 5 p.m. through Safe Assign on blackboard.**

## Final Term Paper Grade

ELEMENT	POINTS
Introduction	20
Literature Review	40
Hypotheses and Theory	40
Model	5
Methods	15
Dependent Variable	10
5 bivariate tables and text	40
Multivariate table and text	20
Reject/Accept 5 Null Hypotheses	25
Conclusion: summary	20
Conclusion: Limitations	20
Conclusion: Future Research	20
Conclusion: Policy Implications	20
Conclusion: Bottom Line	10
Bibliography	20
Writing	45
Made revisions noted in interim	30
	400

The paper should be about 25 pages long, including tables and bibliography. Writing style, spelling and grammar count! It is worth 400 points (40% of your final grade). Be sure to make changes we have suggested! It will include: Specific Aims, Significance, Literature Review, Model, Hypotheses, Theory, Methods, Data Analysis, tables (frequencies and descriptions of variables, Chi-Square or t-test results, correlation matrix, and regression equations), Interpretation of Tables, Conclusions (major results, limitations, directions for future research, policy implications), and Bibliography.

**CLASS PRESENTATION ON FINAL PAPER (including power point draft 80 points)**

You will be asked to do a 10 minute power point presentation of your paper on Tuesday April 17 or Thursday April 19.

Responsible Conduct in Research Training, an on-line training that you can access at <https://www.citioprogram.org/Default.asp>, you will earn 37 points. You want to complete the social, behavioral, and educational sciences components of the training. You must complete the training by February 14 and provide verification of the modules you have completed. We will demonstrate how to access the modules in class

Students enrolled in the honors section have the following additional requirements:

- 1) Expand the literature review to include a total of 16 refereed journal articles. You need to include 8 references for the literature review paper but all 16 in the interim paper.
- 2) Run three additional multivariate models to include in the final paper. You must write up the results of these regressions for the final paper.

## DETERMINING COURSE GRADE

POINTS	%	GRADE
1000-900	100-90	A
899-850	89-85	A-
849-800	84-80	B+
799-750	79-75	B
749-700	74-70	B-
699-650	69-65	C+
649-600	64-60	C
599-550	59-55	C-
549-500	54-50	D+
499-450	49-45	D
449-400	44-40	D-
< 400	<40	F

### MORE ABOUT GRADES

The University does not permit A+ grades. I do not curve the assignments. I do not give "extra credit" assignments to make up points. I am not sympathetic to requests at the end of the term that state: "Please, change my course grade because I missed an 'A' by only 20 points." Therefore, you need to monitor your points throughout the semester on blackboard.wayne.edu. Please see me or your peer mentor if you have concerns about your point total or if you are having problems in the course. Do not wait until the last minute to panic about your grade.

Attendance will count 75 points. For every class session attended, you will earn five points. Be sure to sign the attendance sheet at each class session. I will excuse your absence in the case of serious illness, religious observance, work requirements, or a family or personal emergency. However, you must notify me immediately of the reason for the absence, provide a note from your physician verifying your illness, or, in the case of another emergency, provide written verification of the problem (obituary in the case of a funeral, car repair receipt if your car dies, hospital discharge form, etc.) If you are suffering from flu symptoms, DO NOT COME to class. I realize that you may not have health insurance and may not have access to a physician. I do need some type of verification of illness, like a note from "Dr. Mom" or a significant other. Please notify me if you wish to request an excused absence as soon as possible.

### APPEALS OF GRADES AND POLICIES

If you wish to appeal a grade on an assignment or an exam, you must provide a note to Dr. Hankin explaining why you deserve a higher grade. You take the risk that your grade will go up, go down, or stay the same. IF YOU WISH TO APPEAL YOUR GRADE OR ANY POLICIES PERTAINING TO THIS COURSE, YOU SHOULD FIRST CONSULT ME. IF A SATISFACTORY SOLUTION IS NOT REACHED, YOU SHOULD CONTACT THE CHAIR OF THE SOCIOLOGY DEPARTMENT, DR. JEFFREY KENTOR AT 313-577-8131, [Jeffrey.kentor@wayne.edu](mailto:Jeffrey.kentor@wayne.edu). Formal grade appeals can only be made in regard to final grades in a course. You file a formal grade appeal regarding your final course grade by contacting THE COLLEGE OF LIBERAL ARTS AND SCIENCES DEAN'S OFFICE, Elizabeth Stone-Hall, "Elizabeth June Stone-Hall" [elizabeth.stone@wayne.edu](mailto:elizabeth.stone@wayne.edu), 313-577-2516. The office is located on the SECOND FLOOR OF OLD MAIN, room 2155. College procedures for grade appeals are available at <http://www.clas.wayne.edu/grade-appeal-process>

Note there is a 30 day time limit for filing appeals about a course grade. STUDENTS SHOULD CONSULT THE UNIVERSITY BULLETIN REGARDING UNIVERSITY POLICIES THAT AFFECT COURSES.



**EXTENSIONS:** I permit time extensions in the case of illness or death in the family, religious observances, or dire emergencies. I must be notified as soon as possible of these circumstances. Either send me an e-mail or leave a message at 313-577-2930. I must have a written note from a health care provider, a significant other, or a funeral director or documentation of the emergency before you receive an extension.

Various written assignments must be submitted on SAFE ASSIGN. Your score must be below 15% in order to rule out plagiarism. Plagiarism on a written assignment (purchased discussion pieces, pieces written by someone other than you, or pieces acquired from the internet) will result in a grade of 0 (zero) on the assignment. Appropriate citations must be used to cite the works of others. Lifting entire paragraphs or pages from other sources and inserting them into a writing assignment is plagiarism.

## **OTHER IMPORTANT INFORMATION**

### **STUDENT DISABILITY SERVICES**

"If you have a documented disability that requires accommodations, you will need to register as soon as possible with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University." Please refer to the SDS website for further information about students with disabilities and the services we provide for faculty and students:

<http://studentdisability.wayne.edu/>

### **GRADING RULES AT WSU.**

**a. Students who do not complete these course requirements, or do not withdraw appropriately (in timely ways), will receive a failing grade. So if you stop coming to class and forget to withdraw from the class, you will receive a F.**

**B. Students who request withdrawals beginning with the 5th week of the term will now receive one of these notations:**

- WP Withdrawal with a passing grade earned to date
- WF Withdrawal with a failing grade earned to date
- WN Withdrawal never attended, or no graded work to date

Students are able to make requests to withdraw on Academica. However, before your request is forwarded to me, you must go through SMART CHECK. Once the SMART CHECK is completed, I will be able to approve the request on Academica.

**C. Incompletes will revert to a failing grade after one calendar year. That means that work must be completed within one calendar year - there will be no extensions. There is a contract that must be completed if you are taking an incomplete in a course. It must be signed by the instructor, student, and the**

**department chair. An Incomplete will be granted only in unusual circumstances, for example, serious illness or hospitalization.**

The mark of I – Incomplete is intended to allow a student to complete the required work for a course after the semester has ended, if, in the judgment of the instructor, there is a legitimate reason why the work could not have been completed during the term. Incompletes (I) may be given only when the student has not completed all of the required work and when there is a reasonable probability that the student will complete the requirements successfully without again attending regular class sessions. If additional class attendance is required, the student must reregister for the course. The student must be passing at the time the Incomplete is given.

The work must be completed and a change of grade filed with the Office of the Registrar within one year of the end of the term when the course was originally taken. Any unchanged Incomplete at the end of the one-year will be changed to a grade of F. University statute clearly stipulates that no extension to the one-year limit is permitted and that once an Incomplete has been changed to an F, it cannot be changed again. The only recourse for a student not completing coursework in the time allowed is to repeat the course. **Instructors have the right to establish a deadline that is earlier than one year.**

Responsibility for completing all course work rests with the student. Responsibility for grading the completed work and reporting the grade change to the Office of the Registrar in a timely fashion rests with the instructor.

#### **OTHER IMPORTANT INFORMATION. Important dates: (See of Schedule of Classes)**

January 22: A university rule requires you to show evidence that you have participated in this class by attending class and doing assignments. If you fail to attend class and do not take the quizzes, the university will withdraw you from the class and your financial aid will be readjusted. See <http://reg.wayne.edu/gotoclass.php> for details.

January 22: Last day to drop this class and get tuition cancellation. Also, it is the last day to add this class.

January 23-February 4: If you drop class, it will NOT appear on your academic record, but you are contractually liable for tuition of dropped courses.

February 5-March 25: Need my permission to drop this class. Go into Academics and drop the class. Next complete S.M.A.R.T. counseling. After the counseling I will receive notification from the registrar about your withdrawal request. A grade of WN, WP, WF will appear on your transcript, so it will indicate whether you ever attended class (WN=never attended), were passing (WP), or failing the class (WF) at the time of withdrawal. You are liable for tuition.

**NOTE THE EARLIER DEADLINE FOR DROPPING THIS CLASS. MARCH 25, 2018 IS THE LAST DAY TO DROP THE CLASS!!!! STUDENTS WHO DO NOT OFFICIALLY WITHDRAW FROM THE COURSE BEFORE THE DROP DEADLINE OF MARCH 25 WILL RECEIVE A GRADE OF F. THERE ARE NO EXCEPTIONS.**

#### **ACADEMIC INTEGRITY (PLAGIARISM & CHEATING) see <https://doso.wayne.edu/conduct/student>**

*“Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:*

*Plagiarism: To take and use another’s words or ideas as your own without appropriate referencing or citation.*

*Cheating: Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student’s test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.*

*Fabrication: Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.*

*Other: Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.*

*Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University.” Retrieved from doso.wayne.edu on August 9, 2017*

## **OMBUDSPERSON**

Accessed on August 9, 2017 from <https://wayne.edu/ombuds/>

### *Mission*

The mission of Ombuds Office is to encourage student success by answering the WSU community's questions about University policies and procedures, supplying an informal and impartial environment in which conflicts and concerns may be confidentially discussed and potential solutions explored, and providing referrals to appropriate services. It also identifies areas for improvement in University processes and systems that relate to academic and student life, and conveys them to relevant parties for consideration and possible action.

### *Services*

The Ombuds Office can provide assistance in:

- Accessing processes for academic appeals.

- Identifying the appropriate offices and individuals to help students solve problems related to enrollment and registration, tuition and fees, academic support and student life.

- Appropriate referral for personal or health-related issues.

- Other assistance in navigating the university's programs, processes and offices.

Contact the office directly at 313-577-3487 or send an email to [ombudsoffice@wayne.edu](mailto:ombudsoffice@wayne.edu). You may also send a fax to 313-577-9296 or hard copy materials to the below address.

### **Ombuds Office**

790 Student Center Building (SCB) (7th Floor)

Detroit, MI 48202