

M.A. in Sociology

Student Handbook

Sociology plays an important role in helping governments, corporations and citizens to cope better in a rapidly changing world. The methods and knowledge developed by sociologists and the diverse subjects they study reflect the complexity of human behavior and social life. The newly emerging patterns of social change continue to alter our life, making the effective applications of social analysis more important than ever before in solving problems of human organizations. The Department of Sociology is committed to providing sociological skills to people entering a wide variety of careers and professions. The department is composed of a diverse, innovative, and stimulating faculty who teach and pursue research in a variety of areas that are important in today's changing world. The Sociology Program educates students for many different careers in both public and private sectors, which increasingly recognize the relevance of sociological training for a broad range of professions and organizations. The sociology department offers B.A. and M.A. programs with several emphases that respond directly to the needs of today's students. <http://www.nbs.csudh.edu/sociology/>

Program Description

The Department offers an established graduate program leading to the Master of Arts in Sociology. The program is designed to provide all students with a strong foundation in sociological theory and research methodology. The graduate program is designed to allow for a substantial degree of student choice. Students may choose a macro- or micro-based program of study and select from several areas for further specialization or experience. These areas include, but are not restricted to, such concentrations as social research and computer applications; sociology of education; community and clinical sociology; law and society; criminology and deviance; and general sociology. Students are expected to select a major advisor who can best facilitate their specific interests in the program. Finally, students may choose one of the following options to complete their program of graduate study: comprehensive exam, thematic project or thesis. Students with an interest in teaching and administrative applications of the degree are encouraged to complete via examination. Those with research interests or who may wish to pursue advanced graduate study toward a doctoral degree are encouraged to opt for the thesis or thematic project options.



Features

The Department of Sociology has an established record of success in graduate education. Many of the department's graduates have found careers in research, teaching and a wide range of other fields. Special emphasis is placed on practical and policy-relevant research participation by graduate students in the [Urban Community Research Center](#). Students are encouraged to take an active role in the department, the discipline and the wider community. Students may apprentice in one or more of the many advanced forms of social scientific research, including evaluation research, social impact analyses, ethnographic field research, etc. Students who wish to pursue advanced study beyond the M.A. degree may elect to take additional work necessary to acquire the Graduate Certificate in Social Research.

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California State University Dominguez Hills
College of Natural and Behavioral Sciences Carson, CA 90747
M.A. in Sociology (310) 243-3431

Dear Student,

Welcome to the M.A. in Sociology at California State University, Dominguez Hills. We hope that your participation in the program will be intellectually stimulating and rewarding, and will help you further your educational and career goals.

This handbook is designed to help you navigate the often confusing procedures that you need to follow to make your way through the program. Strict adherence to the policies and procedures will decrease the amount of time you need to complete the program.

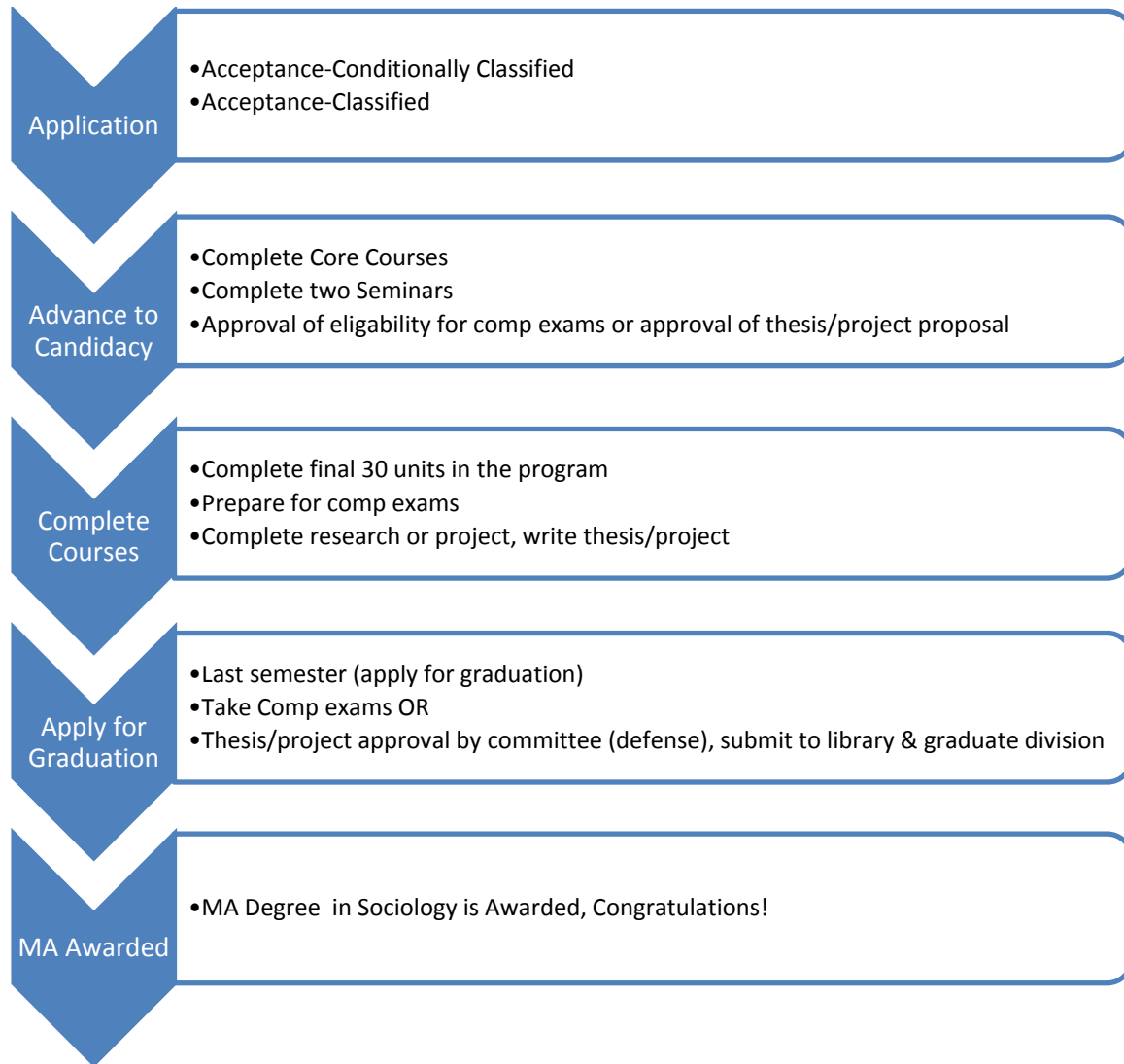
A note about the organization of the department advising. All full-time faculty are available for academic advising. All full time faculty, in addition to the graduate coordinator, can provide you with course advising (e.g. help you think about courses, review academic requirements on mycsudh, or discuss culminating experiences), however, only the graduate coordinator can provide you with signatures for university paperwork. The scope of this paperwork varies, but if you need signature from the graduate coordinator, only the graduate coordinator can give you these. Please get to know all faculty, in addition to the graduate coordinator. If you have any questions at any time during your participation in the program, please feel free to contact the Program Coordinator.

A note on admission status and progress. You were admitted in either Classified Status, or Conditionally Classified Status. Classified Status means full, unconditional admittance to the program. If you were admitted in Conditionally Classified Status, the conditions for your admission and continuation in the program were detailed in your notice of admission. Once these conditions are satisfied, you will be promoted to Classified Status. You should see the program coordinator to update your status.

Again, welcome to the MA program in Sociology

Sociology Graduate Coordinator

MA Sociology Roadmap



MA in Sociology Department Policies

Overview: The MA in Sociology includes a required core of courses and additional electives. The culminating experiences in the sociology department are comprehensive exams, thesis, or projects. See the University Catalog for a list of required and elective courses.

The MA in Sociology Degree requires completion of 30 units, at least 21 of which must be graduate (500-level) courses. An overall "B" average is required in courses in the program and all courses must be passed with a grade of "B-" or above. Note that Full Time status for a graduate student consists of 8 units per semester. In addition, the university requires 21 units in residence.

Culminating Experience:

Thesis/Project: Students with a GPA of 3.75 or higher are permitted to write thesis or projects. Students must enroll in Soc 599 for 5 units the semester when they will file and defend their thesis. Students who have been in the program longer than 3 years will not be allowed to complete a thesis/project. To complete a thesis/project, students need approval from a faculty committee and students should file a Graduate Thesis Committee Declaration Form with the graduate coordinator. To receive approval from a faculty committee, students should prepare a 2-3pg proposal describing the thesis/project. The proposal should contain an introduction, literature review, statement of research question (or description of project), methodology, conclusion, and a timeline. Thesis and projects can take three semesters to complete, so planning is essential.

Comprehensive Exams: Students must take all parts of the comprehensive exams together, unless they are making up a portion that they did not pass on their first attempt. Exams may be attempted up to two times. Students must sign up for the comp exams at the beginning of the semester with the graduate coordinator and must enroll in Soc 599 for 2 units the semester when they will be taking the exams. Students must withdraw from the exam two weeks prior to the date of the exam, if a student does not withdraw during this time, this will count as one failed attempt. Special test accommodations will only be made for students registered with the DSS. Serious medical conditions may also be reviewed by the graduate committee for test accommodations, but all others must complete the exam as set up by the department.

Revalidation of Outdated Course Work: All course work taken in the program must be completed within the seven years immediately preceding the date of graduation. If approved by the Graduate Committee and the Graduate Dean, a limited number of courses may be revalidated. Under no circumstances can a course taken more than eight years before date of graduation be revalidated and counted in the program.

Revalidation of outdated course work may be requested from the University Graduate Studies Office through the Program Coordinator. The request must be accompanied by a petition from the Program Coordinator that verifies that the student has done one of the following: 1) repeated the course and passed it with a grade of "B" or better; or 2) taken the exams and completed the assignments of the course as it is currently offered and earned a grade of "B" or better.

Graduate Committee. Students must select a Graduate Committee Chair to guide their research. The student and Graduate Committee Chair will select two additional members for the student's Graduate Committee. At least two members, including the Chair, must be CSUDH faculty. A third member can be added outside of the Sociology department. If the student and advisor agree that an additional member is needed for the committee, for example as an external research mentor, a fourth member may be added. This fourth member does not need to be CSUDH faculty, and may be selected from another institution or professional agency. This process must be completed, with forms signed and submitted, before enrollment in SOC 599.

The student and thesis advisor will prepare a proposal of the thesis research with a time of no more than two years to completion. This proposal must be approved by all members of the student's Graduate Committee and submitted to the Program Coordinator. In addition, students should submit a Graduate Thesis Committee Declaration Form. Upon acceptance of the thesis, the student and advisor will arrange an oral defense of the thesis, to which the faculty, students and public are invited to attend.

Continuing Student Status. Students must maintain continuous enrollment throughout their time in the graduate program, including the semester they graduate. Students who miss a semester will have to reapply to the university and to the program. Students who have completed all course work may enroll in SOC 600 Graduate Continuation Course (0 units) to maintain continuous attendance.

Administrative-Academic Probation and Administrative-Academic Disqualification. Students must maintain satisfactory progress in the department to avoid academic probation and disqualification. When the department determines that satisfactory progress is NOT being met, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed. When students do not make satisfactory progress after the time period described once placed on probation, they will face Academic Disqualification. These two processes are detailed in the university Graduate Policy Handbook.

Important Forms

The forms listed below can all be found in the sociology department office or in the graduate coordinator's office.

- 1) **Letter of Agreement:** Students interested in the graduate courses below must complete this form. If you are enrolling in multiple courses, you need a separate form for each course. **SOC 596-598 require faculty supervision. SOC 599 is for culminating experience. SOC 600 is for continuous enrollment, only if you have completed all coursework.**
 - a. SOC. 596 Practicum in Teaching
 - b. SOC. 597 Directed Reading
 - c. SOC. 598. Directed Research
 - d. SOC. 599. Graduate Capstone
 - e. SOC.600 Continuous Enrollment

- 2) **Course Substitution Memo:** Students are allowed to take 9 units from SOC 300-400 level classes to meet the electives requirements in the MA degree. Currently, these courses do not automatically appear in the university academic requirements page on mycsudh. In order for these courses to appear, students must fill out a course substitution memo with the graduate coordinator.

- 3) **Advance to Candidacy:** When you complete your required core courses and two seminars, you are eligible to advance to candidacy. This form should be filled out with the graduate coordinator.

- 4) **Petition for exemption:** Students who request to drop or add courses past the university deadlines are required to fill out a petition for exemption, in addition, to the drop/add course form. This form must be signed by the instructor, graduate coordinator, and dean of NBS.

- 5) **Graduate Thesis Committee Declaration Form:** Students who will complete a Thesis or Project should fill out this form once they have a committee that has approved their thesis or project. These forms are available from the graduate coordinator and must be signed by committee and graduate coordinator.

- 6) **Thesis and Project Guide:** Students who would like to complete a thesis or project, should also carefully review the Thesis and Project Guide prepared by the University. It can be found in a pdf version at <http://www.csudh.edu/graduatestudies/documents/thesisguide.pdf>

- 7) **Graduate Policy Handbook:** This handbook documents the important rules for our department, but these are in addition to the Graduate University policies which are outlined in detail in the Graduate Policy Handbook you can find this in a pdf version at: http://www.csudh.edu/graduatestudies/documents/GRADUATE_POLICY_HANDBOOK.pdf