East Carolina University
Department of Sociology’s
Graduate Student Handbook
2017-2018
Introduction and Sociology Faculty

This handbook is a departmental supplement to the East Carolina University’s Graduate Catalog. Its purpose is to aid graduate students in their completion of a Masters’ of Arts (MA) degree in Sociology. Although receiving guidance from the department faculty, especially the Graduate Director, is highly recommended, ultimately, it is the student’s responsibility for fulfilling all course and other requirements necessary for their timely progress through the MA program.

Graduate Faculty and Areas of Interest
Arunas Juska (Director of Graduate Studies) C Agrobusiness, Post Communist-Transformations, Theory, Environmental Issues
A.J. Jacobs Faculty Advisor to ECU’s Japanese Students Association) C Sport, International Development/Political Economy, Urban, the Auto Industry, East Asia
Colin Campbell C Quantitative methods, Poverty, Sociology of Education, Stratification
Richard Caston C Economy, Health, Aging, Social Psychology
Mamadi Corra C Social Structure, Inequality, Stratification, Theory
Bob Edwards C Social Organization and Civil Society, Social and Political Movements, Environment, Organizations
Melinda Kane C Social Movements, Stratification and Inequality, Gay and Lesbian Politics, Gender, Political Sociology
Sitawa Kimuna C Population and Aging, Health, Race and Ethnic Relations, Sub-Saharan Africa
David Knox C Dating, Marriage, Family, Human Sexuality
Lee Maril C Social Inequality, Poverty, U.S.-Mexico Borderlands, Commercial Fishing
Jim Mitchell C Aging, Health, Quantitative Methods
Susan Pearce C Culture and Politics, Ethnicity, Immigration, Gender, Collective Memory, Democratic Transformations, Global Understanding
Rebecca Powers (Director, Community Survey Lab) C Inequality, Work, Immigration, Gender

Emeritus Faculty
Charles Garrison (Emeritus) C Religion, Urban, Theory, Family
John Maiolo (Emeritus) C Environment, Work, Complex Organizations, Policy
Linda Mooney (Emeritus) C Criminology, Sociology of Law, Deviance
Christa Reiser (emeritus) C Gender, Family, Social Psychology
Martin Schultz (Emeritus) C Family, Social Change
Avtar Singh (Emeritus) C Theory, Community, Social Stratification
Paul Tschetter (Emeritus) C Population Studies, Rural Sociology
Ken Wilson (Emeritus) C Development, Social Psychology, Research Methods, Deviance

Being Accepted into ECU’s MA in Sociology
ECU’s MA in Sociology is a two-year program in which students may begin in the Fall or Spring Semester. The deadline for applying for Fall admission is June 1, and for the Spring, November 15. All the procedures to apply for admission are available on the ECU’s Graduate School’s Web site at: http://www.ecu.edu/cs-acad/gradschool/

The following represents the minimum standards for regular admission into the ECU Graduate School. Departments/Units may establish higher or additional academic standards for their program(s), but Sociology generally adheres to the Graduate School’s minimum requirements for admission. To qualify for regular admission to any graduate degree program at ECU including Sociology, an applicant must:

1) Hold a baccalaureate degree from a regionally accredited institution or from an approved foreign college/university. International Students must have their transcript evaluated by an outside accrediting board designated by ECU’s Graduate School.

2) Score at or above the 30th percentile on the GRE or Millers (MAT) standardized admissions test, or score an average of the 30th percentile for the combined GRE verbal + quantitative sections. In 2015, the 30% for the GRE was 146 in the Verbal and 147 in the Math or a combined minimum score of 293.

3) Have a minimum overall GPA of 2.7 based on a 4.0 scale or a minimum graduate GPA of 3.0 in a completed graduate degree program.

Note: Upon recommendation of the graduate program director, the standardized admission test may be waived for students with a Graduate Degree from an accredited US institution.

Individuals who do not meet the above requirements but who have a baccalaureate degree that is more than ten years old and who have extensive professional experience related to the intended program of study, may be eligible to seek admission through the professional admissions policy upon recommendation of the graduate program director.

Other students not meeting regular admission requirements may be considered for admission by exception with the support of their academic program, plus review and approval by the Graduate School. The program must provide the Graduate School with a brief justification for why they believe that student should be admitted. If the Graduate School is not in agreement with the program’s recommendation, the program may appeal the admission decision to the Graduate School Administrative Board. Not more than 10% of any department’s admissions in a given year may be by exception. For Sociology, this typically means one student or at most two per year may be accepted in this way. Legitimate justifications for requesting an exception may include one of the following: 1) the student scored in the 70 percentile or higher on the GRE; 2) the student had an undergraduate GPA of 3.5 or above; 3) the student’s undergraduate major was Sociology and their GPA in Sociology courses was 3.3 or above; 4) the student had a GPA of 3.3 or higher for at least nine credits in another accredited Graduate-level Sociology program; and 5) the student had a GPA of 3.3 or higher for six or more graduate level credits in Sociology as a non-degree student at ECU.1

1. A non-degree student at ECU may not enroll in more than nine credits in Sociology without permission of the Graduate Director. The maximum number of transfer credits allowed by the Graduate School toward graduation from a non-degree program is nine credits.
Applicants admitted by exception are placed on probation by the Graduate School and are ineligible for a Graduate Assistantship (GA) and out-of-state tuition remission from the Graduate School. They are then required to earn a minimum overall GPA of 3.0 in their first nine Graduate semester hours attempted. If the student fails to earn an overall GPA of 3.0 by the end of that period, s/he will not be permitted to continue in the program of study. Units may establish higher or additional academic standards for continuation for students that do not meet regular admission standards. If a student attains a 3.0 or higher GPA over their first nine semester hours in the degree program (not as a non-degree student), then they are eligible for a GA. Although they are eligible, since funding is limited, there is no guarantee they will receive a GA position. Students who are regular student may also become eligible for an out-of-state remission. However, since these are awarded earlier in the year, students admitted by exception generally are ineligible for out-of-state remissions for their first year. Again, being eligible does not guarantee a student an out-of-state remission, as funding for such awards is even more competitive and determined by the Graduate School (For more, see the Out-of-State Remissions section of this handbook).

Once the Graduate School has made an initial determination of an applicant’s admissibility, all completed applications are forwarded electronically to the intended program of study. This generally takes about five business days. The program then assesses the acceptability of candidates and forwards their admission decision to the Graduate School, who then notifies the student in writing (usually via email).

**Initial Enrollment:**

In the first semester, the Sociology Department will register students for their classes. This will generally occur about a week before classes begin for that semester, so that students are not billed prior to any funding or financial aid awards being dispersed. Full-time students beginning in the Fall semester will be enrolled for nine credits: two required three-credit courses (Theory and Stats) and one three-credit Sociology elective class. From the second semester onward, students will consult with this Handbook and the Graduate Director before enrolling in courses.

To remain a student in good standing with the Graduate School, and eligible for GA funding, students must: 1) maintain an cumulative GPA of 3.0 or higher; 2) maintain an 80% completion rate (hours completed divided by hours attempted, cumulative); 3) and comply with the timeframe maximum, i.e., complete their program by attempting no more than 150% of the hours required to complete the degree. Students not achieving a 3.0 GPA in their first semester or completing 80% of their enrolled credits, will be placed on probation and forfeit any GA funding. These rules apply for all ECU Graduate Programs and all subsequent semesters. The Graduate School also deems that student ineligible for other Graduate School funding, such as Graduate Work-Study and out-of-state remissions. If a student on probation fails to raise their overall GPA to 3.0 by the end of the next semester, s/he will not be permitted to continue in the Sociology MA Program (e.g., if a student achieved a 2.67 GPA in semester one, they would have to attain a 3.33 GPA or higher in semester two to bring their overall GPA to 3.0 and regain their eligibility).

**Intradepartmental Communication**

Upon their enrollment at East Carolina University, all students are given an ECU email account. The primary method of communication among faculty, departmental staff, and students is email. Almost all important information emanating from the department and the university will come via email, particularly related to departmental activities and events, courses, academic
requirements and paperwork, funding opportunities, job openings, and if they have a graduate assistantship (GA), from their faculty supervisors. Therefore, it is imperative that graduate students check their ECU e-mail account regularly, at least twice per day. Information about how to use the system is available both through the IT help desk and at http://www.ecu.edu/cs-itcs. An additional important means of communication is the department mailboxes (Brewster A-413). Students should see the department’s administrative assistant, Lisa Dozier (Brewster A-416; DOZIERL@ecu.edu), to ensure that they have an assigned mailbox and to receive a key for their box. Professors frequently return graded papers/assignments to these boxes.

MA in Sociology Course Requirements

The Master of Arts program in Sociology is designed to produce skilled social analysts and researchers. In a society awash in information and opinion based on low quality data, our MA students are trained to design and produce socially relevant research of the highest caliber. Intensive seminars focusing on social theory and selected specialty areas (e.g., Environmental Sociology, Sociology of Immigration, and Social Movements) sharpen their thinking and allow students to become a more effective communicator. In addition, we offer advanced methodological training that provides the opportunity to learn how to collect, analyze, and interpret a range of different kinds of data including in-depth interviews and surveys from representative samples.

Completion of the MA program enables students to develop the kinds of skills required for research-based positions in government agencies, businesses, and non-profit organizations. Our graduates work in social research positions in business, government and non-profit sectors like Pharmaceutical Product Development, the U.S. Census Bureau, and Research Triangle Institute to name a just a few. We also have placed graduates with funding in some of the Nation’s top PhD programs including The University of North Carolina at Chapel Hill, North Carolina State University, Arizona, Emory, Georgia, Michigan State, Ohio State, Oregon, Penn State, Pittsburgh, and Texas at Austin.

ECU’s MA in Sociology has five options C 1) Preparation for Doctoral Studies/Thesis; 2) Applied Social Research Practicum; 3) Community College Teaching Practicum; and 4) Non-thesis Community College Teaching; and the 5) Non-thesis Extended Coursework.

1) Preparation for Doctoral Studies/Thesis Option (30 credits)

The Preparation for Doctoral Studies/Thesis Option supplies students with a strong foundation in which to pursue a Ph.D. in Sociology. The requirements for the Preparation for Doctoral Studies Option are:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>1. SOCI 6459-Modern Sociological Theory</td>
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</tr>
<tr>
<td>6. Graduate Level Sociology or Other Electives (5000 or above)*</td>
<td>6</td>
</tr>
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</table>

2 Completing this track does not guarantee admittance into a doctoral program. Hard work, excellent grades, elite writing skills, good references, and a commendable GRE score are still crucial to gaining acceptance into a Ph.D. Program.
7. SOCI 7000-Thesis (two semesters) ** 6
8. SOCI 8000-Comprehensive Exam (Theory, Methods, Stats) *** -
Total 30

* All courses taken outside of department must be approved by the Graduate Director. A minimum of six elective credits must be taken in Sociology, and a maximum of six credits may be taken outside of the department. Students may have this requirement waived by the Graduate Director, if they are enrolled in an official second graduate degree or certificate. However, students must have completed 18 course credits in Sociology, (not including thesis hours), along with a Teaching Mentorship, if they wish to teach an undergraduate course in the department (Student Teaching is subject to approval of the Department of Sociology’s Chair, Graduate Director, and Undergraduate Director. See Appendix J).

** Subject to Graduate Director Approval. See the discussion of the Thesis/Thesis Committee.

*** Students do not enroll in this course, but fulfill this requirement after passing all three content area sections.

Among the four elective courses required for graduation, at least two of these electives must be in Sociology. Any courses taken outside of the department must be approved by the Graduate Director to guarantee they will be counted towards graduation. More than two elective courses outside of the department may be taken if they are part of a second graduate degree or certificate program. Any such requests are subject to approval by the Graduate Director. Electives are generally topical seminars and numbered as 5000 or higher in the ECU Graduate Catalog. Appendix A contains a list of Sociology (SOCI) elective course descriptions.

The following is a typical class schedule for a student beginning in the Fall Semester 2017 under the Preparation for Doctoral Studies Track. Please note that for all semesters except the final semester, the ECU graduate school now requires that any student with a graduate assistantship in our department be registered for 9 semester hours. Therefore, the final semester consists of only 3 thesis hours, but the student can keep the graduate assistantship that final semester.

**Fall 2017**

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<td>3</td>
</tr>
<tr>
<td>3. SOCI Graduate Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Spring 2018**

<table>
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<td>2. SOCI 6488-Research Methods and Design</td>
<td>3</td>
</tr>
<tr>
<td>3. SOCI Graduate Elective or Other Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Comprehensive Exam (May 2017)*</td>
<td>-</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Fall 2018**
Course Number and Title:  
| Credits |
|---|---|
| 1. SOCI Graduate Elective or Other Elective* | 3 |
| 2. SOCI Graduate Elective or Other Elective* | 3 |
| 3. SOCI 7000-Thesis* | 3 |
| **Total** | **9** |

Spring 2019  
Course Number and Title:  
| Credits |
|---|---|
| 1. SOCI 7000-Thesis* | 3 |
| **Total** | **3** |

* Subject to Graduate Director approval. SOCI 6523-Readings in Sociology, may be substituted for up to a maximum of two electives (six credits), subject to approval of the Graduate Director. Independent studies outside the department are not acceptable as a substitute for grad electives.

As for the Comprehensive Exam (or Comps), in order to receive an MA in Sociology from ECU, all students are required to pass all three elements of the department’s comps: 1) Theory; 2) Methods, and 3) Statistics. The Comps are formulated, administered, and graded by an ad-hoc committee composed of those faculty members who have taught these required core courses to the majority of the students taking the exam. The Comps are offered in May of the student’s first full academic year (generally scheduled the week following the last final course exam for that semester). In all cases, students must have received a passing grade ("A," "B," or "C") in the related required core course(s) for them to be eligible to take the comps.

The material presented in their particular core courses represent the content covered in the comps. Generally speaking, each student will be asked to answer one or two questions on that area within an hour time-frame for each exam taken. For example, most students take the Theory and Methods comps consecutive in a two-hour block in May. Comps are graded as follows: “High Pass,” “Pass,” or “Fail.” The results of the exam will be submitted by the department’s Director of Graduate Studies to the student(s) within one month following the administration of the exam. In the event of failure, the student must take the exam within 12 months, or before the next regularly scheduled administration of the exam, whichever comes first. A second “Fail” grade on any one subject area will result in the student’s termination from the MA program. After a student has achieved a passing grade on all three areas of the comps, the Director of Graduate Studies will forward the student’s grade to the appropriate representative in the registrar’s office (currently Natasha Shepard, shepardn@ecu.edu), recording the date signifying that they have passed and received full credit for the SOCI 8000-Comprehensive Exam requirement.

As for the Thesis, this requirement of the Preparation for Doctoral Studies track consists of a student research project and document intended to replicate the sociological research process, from its beginning to its end (also see pages 20-25 of this handbook for the electronic thesis requirements of the graduate school). The Thesis is completed in consultation with a four-person committee, including three faculty members in Sociology (one which shall serve as Chair), and one outside of the department, all with graduate faculty status at ECU. There are no length stipulations for the thesis document. It should, however, be a scholarly product acceptable to the academic community. Copies of completed theses by previous sociology graduate students, which can be used as guides, are available from the Director of Graduate Studies.
An example of a thesis document would include the following chapters:

1. Introduction - An introductory chapter stating the research problem
2. Literature Review and Research Questions/Hypotheses- A chapter containing a description of the theoretical context for the exploration of the research problem, a synthesis of literature reviewed, and research hypotheses;
3. Methodology – A chapter including a description of the research methods (e.g., survey, analysis of secondary data, field research), the sample or data source, the measurement of variables contained in the hypotheses, and the methods of data analysis;
4. Research Findings – A chapter detailing the study’s research findings with reference to appended tables or other forms of documentation.
5. Summary and Conclusions - A chapter providing a summary of the work and a discussion of the implications of the findings for future research.
6. References Cited
7. Appendices, including necessary Graduate School forms

The thesis document and references sections should be prepared according to ASA format guidelines. See the ASA Style Guide or http://www.docstyles.com/asalite.htm or http://asa.enoah.com/Bookstore/Reference-Materials/BKctl/ViewDetails/SKU/ASAOE701S14. The thesis also must include a typed electronic Title Page, as prescribed by the Graduate School (See Appendix B of this document and make sure to remove the Appendix A when including it in your thesis), and any necessary University & Medical Center Institutional Review Board or IRB forms (See below and http://www.ecu.edu/irb/ for IRB forms and instructions).

When the student is ready to begin the thesis process (ideally prior to the close of the second semester of graduate study), she/he should consult with the Director of Graduate Studies to choose a committee chair. The Thesis Committee Chair must be a:

1) Tenured or tenure-track faculty member of ECU’s Department of Sociology department; and
2) Have Associate or (full) Graduate Faculty Membership standing with the Graduate School (the Graduate Director will have a list of such faculty).

With the Committee Chair, the student selects three more committee members. To qualify to serve on the thesis committee, members must meet the following:

1) Two of the additional members must be faculty members in ECU’s Sociology Department;
2) The Third member must be a faculty member from another department at ECU; and
3) At least two of these three committee members (department or outside) must have Associate or (full) Graduate Faculty Members standing with the Graduate School. The third must have at least Graduate Teaching Faculty status (The Committee Chair should check with the Graduate Director to insure that all members qualify; the student should ask, too, as a backup for their own protection).

The committee may have more than four members if the student desires. These members serve as consultants/Ex-Officio members, and therefore do not have to meet the above criteria.
Upon forming of the committee, the student then must complete a Thesis Committee Composition Form, including their tentative working title and the signatures of all committee members, and return it to the Sociology Department’s Director of Graduate Studies (See Appendix C for the form). The latter then records the members and inserts the completed form in the student’s file; the Graduate Director also will record a digital version of the form for his/her records and forward a copy to the student the committee chair.

Thereafter, the Graduate Director will: 1) instruct the appropriate Sociology Department administrative assistant to open a SOCI 7000-Thesis section for the student, under the direction of their Thesis Committee Chair; and thereby 2) authorizes the student to register for three thesis credits during the next semester. No student will be allowed to sign up for thesis credits without the completion of the Thesis Committee Form and thereafter, consent of the Graduate Director.

Concurrent to or immediately following the forming of his/her Thesis Committee, the student must complete the necessary paper work required by the University’s IRB Office, which grants them permission to proceed with their research. (Again, see http://www.ecu.edu/irb/ for IRB forms and instructions; in most cases, students fill out forms related to exempt research status). This procedure is required of all student theses, regardless if a student interviews human subjects or not. A copy of the IRB approval must be forwarded to the department’s Director of Graduate Studies and must be included in the Appendix of every student’s completed thesis. The Graduate School will not approve any Thesis without an IRB form.

Working with the committee, the then student prepares a thesis proposal. There are no length stipulations for the proposal, but they generally include: an introduction providing a clear definition of the problem or issue to be investigated; a preliminary literature review; a research methodology including the student’s intended research design and overarching research questions; and section describing the significance of the study. Upon approval of the Thesis Committee Chair, the student then is ready for a thesis proposal defense in which s/he makes a brief presentation to his/her Thesis Committee. At least two weeks prior to the scheduled defense, each member of the thesis committee should receive a copy of the proposal and a copy should be forwarded to the department’s Director of Graduate Studies; the latter should display it in the department office (Brewster A-413) for review by the faculty and other graduate students.

The proposal and proposal defense should convince the thesis committee that the research can be done. Copies of proposals completed by previous sociology graduate students, which can be used as guides, are available from the department’s Director of Graduate Studies. Upon the successful completion of the proposal defense, the student and committee then must complete a Thesis Proposal Defense Completion Form. At this time, the committee assigns a grade of “High Pass (HP),” “Pass (P),” or “Low Pass (LP)” for the defense on the form and then has the committee chair (or student) forward the form to the department’s Director of Graduate Studies (See Appendix D). The latter records the grade and places the form in the student’s file; s/he also will record a digital version of the form for his/her records and forward a copy to the student.

When the thesis document is in a form judged by the Thesis Committee Chair to be suitable, the student partakes in an oral defense of his/her thesis. At least two weeks prior to the scheduled defense, each member of the thesis committee should receive a copy of the most up-to-date version of the thesis for their review. At least one week prior to the defense, a copy of the thesis should be forwarded to department’s Director of Graduate Studies, who should display it in the department office (Brewster A-413) for review by the faculty and other graduate students. At this time, the Thesis Committee Chair should also announce the time and date of the student’s thesis defense to the department and invite the department faculty and graduate students to the defense.
The Thesis Defense typically is a one hour session in which the student makes a polished 15-20 minute presentation of their work and then answers questions from the committee, similar to an academic conference presentation. Upon the successful completion of the Thesis defense, the student and committee then must complete a Thesis Defense Passing Grade Form. At this time, the committee assigns a grade of “High Pass (HP),” “Pass (P),” or “Low Pass (LP)” for the Thesis on the form and then has the Thesis Committee Chair forward the form to the department’s Director of Graduate Studies (See Appendix E). The latter records the grade and places the form in the student’s file; s/he also will record a digital version of the form for his/her records and forward a copy to the student.

After the final version of the thesis (with any corrections required by the thesis committee) is approved by the committee chair, the thesis Title Page must be completed (typed) by the student and signed by all the members of the thesis committee and the department chairperson (Again, see Appendix B for a copy of the Graduate School’s required thesis Title Page). For the convenience of the committee members and to insure the speedy forwarding of the thesis to the Graduate School, it is recommended that the student bring the completed Title Page to their Thesis Defense (and naturally, their Thesis Defense Form). After the Title Page is signed, it should be scanned and an electronic copy uploaded along with the entire thesis to the Dean of the Graduate School for signature. This must occur at least two weeks days before the end of classes for that semester, in order for a student to graduate in that given semester. The student also is responsible for making copies of the thesis for the department, the committee Chair, and committee members, if the latter so desire. The department copy must be a bound paper copy. The others may be an electronic, unless committee members request a paper bound copy.

ECU’s instructions and guidelines for preparation and submission of electronic theses and dissertations (ETDs) may be found at: http://www.ecu.edu/cs-acad/gradschool/ETD.cfm.

The Graduate School requires the following elements, in order of placement:
- Abstract (required)
- Blank page (required)
- Title page (required)
- Copyright page (required)
- Signature page (required)
- Dedication (optional)
- Acknowledgement (optional)
- Table of Contents (required)
- List of Tables/Figures (as appropriate)
- List of Symbols/Abbreviations (as appropriate)
- Preface (optional)
- Text (body of thesis or dissertation)
- References (required)
- Appendix A (IRB or IACUC Approval letters required if human subjects or animals used)
- Additional Appendices (as appropriate)
- Blank page

If at any time the student is not making satisfactory progress toward completing their thesis in a timely manner, ECU’s Sociology Director of Graduate Studies has the authority at his/her discretion, to request and then change the student to the non-thesis, extended course work
option. This would usually occur in the third semester, upon consultation with the Thesis Committee Chair. This is necessary in order to allow for the student to complete the MA program in a timely manner, generally within four semesters. A student may switch to a non-thesis option later, if it is deemed by the Graduate Director as the most appropriate and expedient method in which to facilitate their graduation. If a student switches or is switched to Non-Thesis, they and the Graduate Director must complete a Thesis-to-Non-Thesis Change Form and then forward to the Graduate School (see Appendix I).

2) Applied Social Research Practicum Option (30 credits)

This Applied Social Research /Practicum Practicum Option is intended on helping students develop the kinds of skills required for research-based positions in government agencies, businesses, and non-profit organizations. Graduates work in social research positions in business, government and non-profit sectors like Pharmaceutical Product Development, the U.S. Census Bureau, and Research Triangle Institute to name a just a few. However, some also have gone on to doctoral programs in Sociology.

The requirements for this track are exactly the same as for the Preparation for Doctoral Studies Track EXCEPT a six-credit Practicum and Practicum Paper replace the six Thesis credits Thesis document. A list of requirements for this track are as follows:

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<thead>
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<td>6</td>
</tr>
<tr>
<td>7. SOCI 6992-Practicum (two semesters) **</td>
<td>6</td>
</tr>
<tr>
<td>8. SOCI 8000-Comprehensive Exam (Theory, Methods, Stats) ***</td>
<td>-</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
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** Subject to Graduate Director Approval. See the discussion of the Practicum.

*** Students do not enroll in this course, but fulfill this requirement after passing all three content area sections.

The following is a typical class schedule for a student beginning in the Fall Semester 2017 under the Applied Social Research Practicum Option:

Fall 2017
<table>
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<td>3. SOCI Graduate Elective</td>
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**Spring 2018**

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<td>2. SOCI 6488-<em>Research Methods and Design</em></td>
<td>3</td>
</tr>
<tr>
<td>3. SOCI Graduate Elective or Other Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Comprehensive Exam (May )*</td>
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<tr>
<td><strong>Total</strong></td>
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**Fall 2018**

<table>
<thead>
<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SOCI Graduate Elective or Other Elective*</td>
<td>3</td>
</tr>
<tr>
<td>2. SOCI 6992-<em>Practicum</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
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</tbody>
</table>

**Spring 2019**

<table>
<thead>
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<tbody>
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</tr>
<tr>
<td>2. SOCI 6992-<em>Practicum</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

* Subject to Graduate Director approval. SOCI 6523-*Readings in Sociology*, may be substituted for up to a maximum of two electives (six credits), subject to approval of the Graduate Director. Independent studies outside the department are not acceptable as a substitute for grad electives.

The Practicum provides an alternative to the thesis and consists of 140 hours of relevant field work. During the Practicum semesters, the student is enrolled in SOCI 6992-*Practicum* and either: (1) gains hands-on experience in applied research; or (2) designs and implements a targeted intervention program. Both culminate in the completion of a practicum report.

The Practicum (1) or (2) above may be completed under the auspices of a research center affiliated with the Sociology department, or it may be completed independent of such a center. The Practicum Committee follows the same procedures as those described earlier for the Thesis Committee (See Appendix F for the Practicum Committee Composition Form).

Practicum Proposals for applied research should be no longer than 20 pages, including a description of the research problem, literature review, hypotheses, and methodology (including the research site, subjects, and data-gathering method with instrument(s) appended, and data analysis plan). A letter of agreement from the administrator of the research site(s) must be appended to the proposal. Practicum Proposals for program implementation should be no longer than 20 pages, including a succinct description of the need for the intervention (including any supportive data), literature review, and theoretical application. The intervention method should be described, including the intervention site, the target population, means of intervention,
expected outcome, and an evaluation plan. A letter of agreement from the administrator of the intervention site(s) must be appended to the proposal.

The Practicum Proposal Defense follows the same procedures as those described above for the Thesis Proposal defense (See Appendix G for the Practicum Proposal Defense Form). The Practicum Work Experience involves a minimum of 140 hours of work experience. A mid-semester practicum evaluation form should be completed by the work site supervisor and given to the Director of Graduate Studies for placement in the student's academic file.

The Final Practicum Report (excluding cover page, table of contents, acknowledgments, references, and tables) should be AT LEAST 20 pages and not more than 40 pages. The report should contain all of the elements detailed above for the practicum proposal and should be prepared according to ASA format guidelines as listed in the American Sociological Review.

The Practicum Defense follows the same procedures as those described above for the Thesis Defense (See Appendix H for the Practicum Report Defense Form).

After the final version of the practicum report (with any corrections required by the practicum committee) is approved by the committee chair, two copies of the report should be made, each signed by the practicum committee members and the department chairperson (allow 1 week for review by the chairperson). One copy should be delivered to the Practicum Chair and one copy the other to the department's Director of Graduate Studies. Both must be delivered by the last day of classes that semester.

Comprehensive Exam: Same as described in the Preparation for Doctoral Studies/Thesis Track section.

3) Community College Teaching Practicum Option

The Community College Teaching Practicum Option is for students intent on pursuing a career in higher education as a community college faculty member. Graduates from this track have secured full-time positions throughout North Carolina’s Community College system.

The course requirements for this option are identical to the Applied Social Research Practicum Option. The only difference is the requirements for the practicum: 1) their six-credit Practicum is focused on best practices in teaching as described below; 2) their Practicum involves completing a one semester teaching mentorship program in which they attend and/or conduct lectures in an ECU Sociology professor’s SOCI-2110-Introduction to Sociology course, develop a portfolio of teaching materials, and perform some sort of assessment of a selected teaching technique; 3) select students are given the chance to teach their own undergraduate SOCI-2110-Introduction to Sociology course; and 4) students are encouraged to take all their Graduate Elective Courses in Sociology, in order to expand the substantive areas they are able to teach in. The requirements for this option are as follows:

Course Number and Title: Credits
1. SOCI 6459-Modern Sociological Theory 3
2. SOCI 6488-Research Methods and Design 3
3. SOCI 6212, 6213-Social Statistics 3
4. SOCI 6312, 6313-Multivariate Techniques and Analysis 3
5. Graduate Level Sociology Electives (5000 or above)* 6
7. Graduate Level Sociology or Other Electives (5000 or above)* 6
8. Teaching Mentorship ** -
9. SOCI 6992-Practicum (two semesters) ** 6
10. Teach One Section of SOCI-2110-Introduction to Sociology*** - 
11. SOCI 8000-Comprehensive Exam (Theory, Methods, Stats) **** - 
Total 30

*All courses taken outside of department must be approved by the Graduate Director. A minimum of six elective credits must be taken in Sociology, and a maximum of six credits may be taken outside of the department. Students may have this requirement waived by the Graduate Director, if they are enrolled in an official second graduate degree or certificate. However, students must have 18 completed course credits in Sociology, (not including thesis), along with a Teaching Mentorship, if they wish to teach an undergraduate course in the department (Student Teaching is subject to approval of the Department of Sociology’s Chair, Graduate Director, and Undergraduate Director, see Appendix J).

** Subject to Graduate Director Approval. See the discussion of the Practicum.
***Subject to approval of the Chair, Graduate Director, and Undergraduate Director.
**** Students do not enroll in this course, but fulfill this requirement after passing all three content area sections.

The following is a typical class schedule for a student beginning in the Fall Semester 2017 under the Community College Teaching Practicum Option:

Fall 2017
Course Number and Title: Credits
1. SOCI 6459-Modern Sociological Theory 3
2. SOCI 6212, 6213-Social Statistics 3
3. SOCI Graduate Elective 3
Total 9

Spring 2018
Course Number and Title: Credits
1. SOCI 6312, 6313-Multivariate Techniques and Analysis 3
2. SOCI 6488-Research Methods and Design 3
3. SOCI Graduate Elective 3
Comprehensive Exam (May 2017)* -
Total 9

Fall 2018
Course Number and Title: Credits
1. SOCI Graduate Elective 3
2. SOCI Graduate Elective* 3
3. Teaching Mentorship with ECU Faculty member* -
Total 6

Spring 2019
Course Number and Title: Credits
1. SOCI 6992-Practicum* 3
2. Teach One Section of SOCI-2110-Introduction to Sociology**

Total: 6

* Subject to Graduate Director approval
** Subject to approval of the Chair, Graduate Director, and Undergraduate Director.

SOCI 6523-Readings in Sociology, may be substituted for up to a maximum of two electives (six credits), subject to approval of the Graduate Director. Independent studies outside the department are not acceptable as a substitute for grad electives.

**Comprehensive Exam:** Same as described in the Preparation for Doctoral Studies Thesis Option section.

Community College Teaching Practicum Requirements:

a) Complete a literature review on best practices in college teaching focusing on the three areas, making sure to include scholarship from the field of sociology:
   - how teaching sociology is different from teaching in other fields and how best teaching practices are influenced by those differences
   - how best teaching practices vary between 2 year and 4 year institutions due to differences in those schools and students
   - how best teaching practices differ between distance education (DE) and face to face classes

b) Complete five distance education (DE) modules to earn an DE certificate and an examination of introductory material on DE teaching options such as, Centra and Tegrity (both PDFs and videos).

c) Complete Peer Review training course offered by the Office for Faculty Excellence prior to observing faculty members’ classes

d) Create a practicum portfolio including the following items:
   - A review of best teaching practices mentioned above
   - A teaching philosophy statement
   - Summary of the student’s teaching experience (courses taught and assisted, trainings completed, etc.)
   - Three syllabi: 1) course(s) taught with revisions; 2) a proposed face-to-face syllabus for a Social Problems course; and 3) a proposed DE syllabus for an Introduction to Sociology course
   - Sample course materials (i.e., tests, in-class assignments, lectures, paper assignments) with reflections/discussions
   - Two faculty peer reviews of your course with student responses/reflections
   - Mid-semester assessment from students in your course and your response to that assessment
   - Observe/peer review three other instructor classes with written reviews
   - An end of semester reflection paper that discusses how your course went, what worked well, what you would do differently in the future, how your revised teaching would stand out
   - Any additional optional trainings you would like to complete such as Safe Zone; trainings through the Office for Equity and Diversity; Office of Faculty Excellence programs such as the incorporating service learning workshop/using small video recorders in class, etc.
e) Complete a practicum defense scheduled at the end of the last semester

As stated earlier, the Practicum Proposal Defense follows the same procedures as those described above for the Thesis Proposal defense (See Appendix G for the Practicum Proposal Defense Form). The Practicum Work Experience involves a minimum of 140 hours of work experience. A mid-semester practicum evaluation form should be completed by the work site supervisor and given to the Director of Graduate Studies for placement in the student's academic file.

The Final Practicum Report (excluding cover page, table of contents, acknowledgments, references, and tables) should be AT LEAST 20 pages and not more than 40 pages. The report should contain all of the elements detailed above for the practicum proposal and should be prepared according to ASA format guidelines as listed in the American Sociological Review.

The Practicum Defense follows the same procedures as those described above for the Thesis Defense (See Appendix H for the Practicum Report Defense Form).

After the final version of the practicum report (with any corrections required by the practicum committee) is approved by the committee chair, two copies of the report should be made, each signed by the practicum committee members and the department chairperson (allow 1 week for review by the chairperson). One copy should be delivered to the Practicum Chair and one copy the other to the department's Director of Graduate Studies. Both must be delivered by the last day of classes that semester.

We envision that you would actually produce two portfolios: the overall, practicum document that includes all of the components and your reflections and a smaller, streamlined teaching portfolio to use on the market.

4) Non-Thesis Community College Teaching Option (36 Credits)

The Non-Thesis Community College Teaching Option is for students intent on pursuing a career in higher education as a community college faculty member. Graduates from this track have secured full-time positions throughout North Carolina’s Community College system. The requirements for this track are identical to the Community College Teaching Practicum Option EXCEPT: 12 course credits are substituted for the Practicum. The requirements for this track are as follows:

Course Number and Title: Credits
1. SOCI 6459-Modern Sociological Theory 3
2. SOCI 6488-Research Methods and Design 3
3. SOCI 6212, 6213-Social Statistics 3
4. SOCI 6312, 6313-Multivariate Techniques and Analysis 3
5. Graduate Level Sociology Elective (5000 or above) 12
6. Graduate Level Sociology or Other Elective (5000 or above)* 12
7. Teaching Mentorship ** -
8. Teach One Section of SOCI-2110-Introduction to Sociology*** -
9. SOCI 8000-Comprehensive Exam (Theory, Methods, Stats) **** -
Total 36

*- All courses taken outside of department must be approved by the Graduate Director. A minimum of 12 elective credits must be taken in Sociology, and a maximum of 12 credits
may be taken outside of the department. This requirement may be waived in special circumstances, however students must have completed 18 course credits in Sociology, (not including thesis), along with a Teaching Mentorship, if they wish to teach an undergraduate course in the department. (Student Teaching is subject to approval of the Department of Sociology’s Chair, Graduate Director, and Undergraduate Director, See Appendix J).

** Subject to Graduate Director Approval. See the discussion of the Practicum.

*** Subject to approval of the Chair, Graduate Director, and Undergraduate Director.

**** Students do not enroll in this course, but fulfill this requirement after passing all three content area sections.

The following is a typical class schedule for a student beginning in the Fall Semester 2017 under the *Non-Thesis Community College Teaching Option*:

### Fall 2017

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SOCI 6459-<em>Modern Sociological Theory</em></td>
<td>3</td>
</tr>
<tr>
<td>2. SOCI 6212, 6213-<em>Social Statistics</em></td>
<td>3</td>
</tr>
<tr>
<td>3. SOCI Graduate Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Spring 2018

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SOCI 6312, 6313-<em>Multivariate Techniques and Analysis</em></td>
<td>3</td>
</tr>
<tr>
<td>2. SOCI 6488-<em>Research Methods and Design</em></td>
<td>3</td>
</tr>
<tr>
<td>3. SOCI Graduate Elective</td>
<td>3</td>
</tr>
<tr>
<td>Comprehensive Exam (May 2017)*</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Fall 2018

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SOCI Graduate Elective</td>
<td>6</td>
</tr>
<tr>
<td>2. SOCI 6992-<em>Practicum</em></td>
<td>3</td>
</tr>
<tr>
<td>3. Teaching Mentorship with ECU Faculty member*</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Spring 2019

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SOCI Graduate Elective</td>
<td>6</td>
</tr>
<tr>
<td>2. SOCI 6992-<em>Practicum</em></td>
<td>3</td>
</tr>
<tr>
<td>3. Teach One Section of SOCI-2110-<em>Introduction to Sociology</em></td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

* Subject to Graduate Director approval

** Subject to approval of the Chair, Graduate Director, and Undergraduate Director.
SOCI 6523-Readings in Sociology, may be substituted for up to a maximum of two electives (six credits), subject to approval of the Graduate Director. Independent studies outside the department are not acceptable as a substitute for grad electives.

**Comprehensive Exam:** As described in *Preparation for Doctoral Studies/Thesis Track* section.

5) **Non-Thesis, Extended Course Work Option (36 credits)**

The *Extended Coursework Option* is a 36-credit, 12 course-only, alternative to the Thesis/Practicum tracks. It provides students with the opportunity to explore specific areas of interest, allowing them to take up to 12 graduate credits outside the Sociology department. This is a good option for students seeking to jointly pursue a graduate certificate in another program major. Completing this track, however, does not preclude students from pursuing a Ph.D.

The core requirements for the *Extended Coursework Option* are similar to the other options, except that the thesis or practicum is replaced by courses as follows:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>1. SOCI 6459-Modern Sociological Theory</td>
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</tr>
<tr>
<td>2. SOCI 6488-Research Methods and Design</td>
<td>3</td>
</tr>
<tr>
<td>3. SOCI 6212, 6213-Social Statistics</td>
<td>3</td>
</tr>
<tr>
<td>4. SOCI 6312, 6313-Multivariate Techniques and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>5. Graduate Level Sociology Elective (5000 or above)</td>
<td>12</td>
</tr>
<tr>
<td>6. Graduate Level Sociology or Other Elective (5000 or above)*</td>
<td>12</td>
</tr>
<tr>
<td>7. SOCI 8000-Comprehensive Exam (Theory, Methods, Stats)**</td>
<td>-</td>
</tr>
</tbody>
</table>

Total: 36

*All courses taken outside of department must be approved by the Graduate Director. A minimum of 12 elective credits must be taken in Sociology, and a maximum of 12 credits may be taken outside of the department. This requirement may be waived in special circumstances, however students must have completed 18 course credits in Sociology, (not including thesis), along with a Teaching Mentorship, if they wish to teach an undergraduate course in the department. (Student Teaching is subject to approval of the Department of Sociology’s Chair, Graduate Director, and Undergraduate Director, See Appendix J).

** Students do not enroll in this course, but fulfill this requirement after passing all three content area sections.

The following is a typical class schedule for a student beginning in the Fall Semester 2016 under the *Non Thesis Extended Course Work Option*:

**Fall 2017**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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</tr>
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<tbody>
<tr>
<td>1. SOCI 6459-Modern Sociological Theory</td>
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<td>2. SOCI 6212, 6213-Social Statistics</td>
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<tr>
<td>3. SOCI Graduate Elective</td>
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Total: 9

**Spring 2018**
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<th>Credits</th>
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<tbody>
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<td>1. SOCI 6312, 6313- Multivariate Techniques and Analysis</td>
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</tr>
<tr>
<td>2. SOCI 6488- Research Methods and Design</td>
<td>3</td>
</tr>
<tr>
<td>3. Other Graduate Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Comprehensive Exam (May 2017)*</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
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</tr>
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<td>3. Other Graduate Elective*</td>
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**Spring 2019**

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<td>1. SOCI Graduate Elective</td>
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</tr>
<tr>
<td>2. Other Graduate Elective*</td>
<td>3</td>
</tr>
<tr>
<td>3. Other Graduate Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
</tr>
</tbody>
</table>

* Subject to approval by Graduate Director. Order flexible, depending upon elective courses offered in and outside the department. SOCI 6523-Readings in Sociology, may be substituted for up to a maximum of two electives (six credits), subject to approval of the Graduate Director. Independent studies outside the department are not acceptable as a substitute for grad electives.

**Comprehensive Exam:** As described in *Preparation for Doctoral Studies Thesis Option* section.

**Transfer and Non-degree Status counted towards Graduation:**

Subject to approval of the Sociology Department’s Director of Graduate Studies and the Graduate School, students may have up to a maximum of two courses (six semester hours) counted towards their MA Degree in Sociology that were taken while they were a non-degree status student. Similarly, upon approval of the Graduate Director and the Graduate School, students may have two courses (six semester hours) taken at the graduate level (5000 or above equivalent) at another university counted towards their MA in Sociology at ECU.

**Other Requirements and Policies**

The Graduate School mandates that students fulfill a research skills requirement. Students in the MA Degree Program in Sociology fulfill this requirement by getting a grade of "C" or better in the required Multivariate Techniques and Analysis (SOCI 6312) course.

To receive a master’s degree: 1) maintain an cumulative GPA of 3.0 or higher; 2) maintain an 80% completion rate (hours completed divided by hours attempted, cumulative); 3) and complete their program by attempting no more than 150% of the hours required to finish the degree. Students whose do not meet these standards are placed on academic probation and cannot graduate. Once on probation, failing to raise their GPA by the end of the next semester will cause the student to be terminated from the program. There is no “grade replacement” policy for graduate students.
“Incompletes” are given in graduate courses only under extreme special circumstances and with the approval of the Director of Graduate Studies. **Students and Instructors/Professors requesting an Incomplete must notify the Graduate Director as soon as possible, as they have potential serious consequences towards a student’s eligibility for continuous regular enrollment status, graduate assistantships, and out-of-state remissions funding.** Graduate School requirements state that a student may carry a grade of “Incomplete” in a course for no more than one academic year from the beginning of the enrollment in that course. However, it is the Department of Sociology’s policy, to have those students receiving an “Incomplete” fulfill all the requirements for that course by the end of the next semester, if at all possible, as university rules are subject to change. In fact, recently undergraduates had their grace period reduced to one semester. If a grade of “A,” “B,” or “C” is not assigned by the end of the following semester (the Spring Semester for courses taken in the Fall, the Fall Semester for courses taken in the Spring or Summer), a grade of “F” will automatically be assigned.

**Finally, students with Incompletes may also be ineligible for regular enrollment standing (i.e., placed on probationary status) if they have not made satisfactory progress towards graduation. The Graduate School defines satisfactory progress as having completed 80 percent or more of the credits they have attempted).**

**Assistantship Support**

Financial support is available to qualified students in the form of a graduate assistantship (GA). A full-time GA involves 20 hours per week of work for one or more faculty. The student is expected to work a total of 280 hours per semester, which amounts to 14 weeks at 20 hours per week. The stipend is $9,000 for the academic year, or $4,500 per semester, and awarded to 10-12 students per year, depending upon funding levels within and outside of the department (annual Sociology MA enrollment is typically 23 students). Continued support, which normally is provided for a maximum of four regular semesters (not including summers), is contingent upon funding availability, satisfactory work performance (competitive with/relative to other students), and demonstrated progress toward the degree. To remain eligible for a GA, a student must have an overall GPA of 3.0 or higher and must be enrolled in at least nine semester hours. However, if the student has met all of her/his curriculum requirements met (and the student is registering for thesis or practicum project credits only), then 3 semester hours of Thesis for MA students is considered full-time for graduate assistantship eligibility purposes. This rule does not apply during summer terms. Neither, however, guarantees a student a GA position. Moreover, at the discretion of the Graduate Director, students failing to achieve at least a 3.0 overall GPA in their Sociology courses may be deemed ineligible for GA funding. (Again, students with Incompletes may also be ineligible for funding if they have not completed 80 percent or more of the credits they have attempted).

Initial funding is competitive, and based upon a variety of factors, including overall undergraduate GPA, GPA in Sociology courses taken, GRE score, work or volunteer experiences, references, etc. After the first year, awarding of GA positions are based upon GPA in graduate courses in Sociology, overall GPA, and the evaluations of the GA’s supervisor. If a faculty member judges work to be unsatisfactory, the student may receive a letter outlining the specific work problem(s) and suggesting corrective measures. If the faculty member

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3 Note, the Graduate School recommends enrolling for at least four semester hours, in order to satisfy federal guidelines relating to minimum full-time enrollment, and the student thereby, avoids being subject to FICA taxes. Three credits are required in summer semesters to avoid FICA taxes.
continues to consider the work to be unsatisfactory, the assistantship may be terminated.

Nevertheless, the first priority for graduate students is the timely completion of class and program requirements. Consequently, faculty members may not schedule work assignments in a way that conflicts with classes or final exams. Beyond this restriction, students are expected to complete the hours of work that have been assigned. Other time commitments (such as other work), must be communicated to the Director of Graduate Studies prior to the assignment of assistantship support or at any time during the contracted assistantship period. Other work commitments shall not take priority over assistantship commitments. GA of any type should not work more than 20 hours per week during the academic year. GA are limited to 30 hours per week (30-hour rule) in the Fall and Spring Semesters in any combination of appointments – GIA/GRA/GTA, self-help, College Work Study, EPA/SPA. Foreign students are limited to twenty hours per week, no exceptions (this is a federal requirement). During first and second summer sessions, all graduate students (domestic or foreign) are limited to 38 hours per week. Nevertheless, all students are advised to follow the 20-hour rule, and must notify the Graduate Director when activities beyond 20 hours will occur, even if these positions are with centers housed within the Sociology Department. Failure to do may result in a forfeiture of some hours of a student’s GA. This is especially the case when work is affecting student class performance.

Departments must issue a signed assistantship/fellowship contract for each GA or fellowship recipient. For teaching assistants the contract must state which course(s) they are teaching, name of the individual responsible for the course, name of the supervising faculty, state that the TA has been/will be trained, will be monitored and evaluated, and be signed by the GPD (as opposed to administrative assistant). All other assistantship contracts must briefly describe the GA’s duties using the descriptions listed in the Graduate Assistant Categories (http://www.ecu.edu/cs-business/grad/assistantships.cfm) and include the name of the supervising faculty. It is necessary that all units hiring graduate assistants have a copy of the completed agreement in the student’s personnel file and forward a copy of the signed contract to the Graduate School office by Census Day.

**Graduate Scholar Award**

The Graduate School established the Graduate Scholar Program as a recruiting incentive for prospective master’s students. Graduate Scholar Awards are $4,000 per year for two years above the program’s standard full-time graduate assistantship stipend. A total of 50 awards were available for the 2015/2016 academic year. Awards are made on a competitive basis for students. In order to be eligible, a student must have a minimum undergraduate GPA of 3.3 and a minimum GRE score on the new scale of be 302 (verbal + quantitative), and be nominated by their respective department’s Director of Graduate Studies; this is equivalent to 1100 (verbal + quantitative) on the old GRE test, or an average of about 52 percentile. Over the past five years, one Sociology student has typically received this award.

**Out-of-State Remissions**

The Department of Sociology typical gets two or three out-of-state tuition remissions from the graduate school, depending upon the availability of such funds. These remissions enable out-of-state students to pay in-state tuition. In the first two semesters, the Graduate School will subsidize up to nine credit hours, which is considered full-time. In the second year, the same rule applies for 36-credits extended course work students. However, since 30-credit thesis and practicum students are only required to take 12 credits in total in year 2, they will receive
remissions of up to six credits per semester. To receive a remission, students generally have to have a 3.0 or better undergraduate GPA and a higher GRE than the 30 percentile. However, these awards are subject to the decision of the Graduate School, in consultation with the Director of Graduate Studies in Sociology. In addition, to be awarded an out-of-state tuition remission, students must also be eligible for and receive a GA from the Sociology Department. All eligibility rules for GA position therefore apply to out-of-state tuition remissions ((Again, students with Incompletes may also be ineligible for funding if they have not made satisfactory progress towards graduation (i.e., The Graduate School defines satisfactory progress as having completed 80 percent or more of the credits they have attempted).

Continuous Enrollment and Time Limit

Continuous enrollment requirement: Students must be registered each semester (except summer terms) from the beginning of their coursework until graduation. Under special circumstances, exceptions may be approved by the Dean of the Graduate School. The time limitation for completion of a MA degree is six years from the beginning of coursework. Graduate students who have previously registered for all credits in a graduate degree program but who have not completed all requirements (e.g., thesis, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. Students must be enrolled for at least one credit hour during the semester of graduation except summer, if registered for the prior spring semester. (In this case, students should enroll in GRAD 6999, a graduate school one-credit hour course with no actual requirements, just to ensure the student is enrolled the semester they graduate). For the semester of graduation, students may petition the Graduate School for an exception to the continuous registration requirement if all degree requirements are completed prior to the first day of class.

Graduation

Enrollment is required for the semester of graduation, unless graduation occurs during one of the summer terms. The student must fill out an “Application for Graduation” form from the Registrar's Office no later than the beginning of the semester of graduation. The completed form should be taken to the Cashier's Office, where a diploma fee must be paid, and then returned to the Registrar's Office. Prior to the completion of the form, the student should meet with the Director of Graduate Studies to ensure that all requirements for graduation will be met by the end of the semester. After the “Application for Graduation” form has been submitted and the fee paid, the Director of Graduate Studies will fill out a Graduation Summary and submit it to the Registrar’s Office. The student should send an email to the Graduate Director to make sure this necessary paperwork is completed on time.

Grading in the Sociology MA Program

A = Excellent, passable for entry into a Ph.D. Program
B = Good, Average and Expected performance for completion of an MA Degree
C = Pass, Below Average, Unsatisfactory performance for completion of an MA Degree
F= Failure, Inadequate and Unacceptable performance for completion of an MA Degree
Q= In Progress – A special grade reserved for capstone courses such as professional paper, internships, practicum, and similar courses. The "Q" grade is removed when the course is successfully completed and replaced with a grade of "R". The grades in these courses are not
included in meeting the cumulative “B” average required for graduation.

S = Satisfactory progress in thesis or dissertation research. A special grade reserved for thesis and dissertation courses. The grades in these courses are not included in meeting the cumulative “B” average required for graduation.

U = Unsatisfactory progress in thesis or dissertation research. A special grade reserved for thesis and dissertation courses. The grades in these courses are not included in meeting the cumulative “B” average required for graduation.

R = A special grade that replaces the grade of “Q” or “S” upon successful completion of capstone courses. This grade is not included in the cumulative grade point average.

I = Incomplete, giving only under extreme special circumstances and must be made up within one calendar year from the beginning of the enrolled semester or a grade of “F” will automatically be assigned. No exceptions to this policy will be allowed by the Graduate School. No student will be allowed to graduate with an “I” on his or her record. It is important to note that Incompletes also have potential consequences towards a student’s eligibility for continuous enrollment eligibility and graduate assistantship and out-of-state remission funding (See the sections of this handbook: Other Requirements and Policies, Assistantship Support; and Out-of-State Remissions).

Advising

The Advising for MA Program Graduate Student enrollment in coursework is the responsibility of the Director of Graduate Studies in Sociology. For the first semester of enrollment, the Graduate Director will enroll students in classes at the proper time. Thereafter, students should make an appointment with and consult with the Graduate Director before registering for classes. It is not the responsibility of other faculty members to enroll students in courses. Therefore, while students may ask the advice of other faculty members, the student should not enroll in courses without consulting with and ultimately receiving approval from the Graduate Director. As noted earlier, this is especially important when registering for courses outside the department (See the sections MA in Sociology Course Requirements for each option).

Appeals

Grade appeals or any other requests for reviews of decisions made by Faculty or the Graduate Director should be directed to the Chair. The same is true for any faculty issues with a student, such as violations of the academic conduct or integrity/academic dishonesty honor code.

Billing Cycles

Returning students and those currently admitted and registered will receive a Cashier’s billing statement, for both fall and spring semesters, approximately 30 days prior to the published date on which classes begin. Summer billing statements will be received approximately three weeks prior to the first day of classes. Fall and spring payment of tuition and fees will be subject to a late payment charge, if not paid by a published deadline, which usually precedes registration day by about two weeks. To avoid having class schedules canceled, tuition, fees, room and board (if applicable) must be paid no later than the close of business on the last day before registration day. To confirm a class schedule, the remittance stub from the billing statement must be returned by the prescribed deadline to the University Cashier's Office, 105 Old Cafeteria Complex, even if no remittance is required at that time.
Course Enrollment

Students should be certain that the tuition for the courses in which they enroll is covered by the financial aid they receive, particularly undergraduate courses. Graduate student enrollment in undergraduate courses cannot be covered unless the course can be demonstrated to be a prerequisite for a graduate degree/certificate in the unit or is preparatory in nature for a graduate degree/certificate. Verification of this is usually provided to the Office of Student Financial Aid (OSFA) by the Graduate Director. The student is encouraged to consult with the Graduate Director, as well as the OSFA financial aid counselor, before registering to determine that verification documentation is provided.

Electronic Theses and Dissertations (ETD) and Intellectual Property

The following about Electronic Theses and Dissertations (ETD) and Intellectual Property Rights comes directly from Chapter 9 of the 2013 Graduate Director’s Handbook, p. 68-75, but as stated in the Thesis section, also is available online at: http://www.ecu.edu/cs-acad/gradschool/upload/Official-GPD-Handbook.pdf

In programs where a thesis or dissertation is prepared, the student must comply with the specific regulations of his or her school or department and the general requirements of the Graduate School. These requirements are specified in the Manual of Basic Requirements for Theses and Dissertations which is approved by the Graduate School and available on the Graduate School’s web site, www.ecu.edu/gradschool/. The website manual contains details on the form, preparation, and electronic submission of theses and dissertations, which are presented in a perspective for GPDs in this chapter.

9.1. Prior to Beginning Research

Students whose research involves human subjects, animals, biohazards, or radiation must have their research proposals approved by the appropriate compliance committee BEFORE beginning their research. A copy of the appropriate committee approval must be included in the appendixes of the final thesis or dissertation. Research involving human subjects must be approved by the University and Medical Center Institutional Review Board (UMCIRB), a part of the Office for Human Research Integrity (OHRI): www.ecu.edu/irb. Research involving animals must be approved by the Institutional Animal Care and Use Committee (IACUC): www.ecu.edu/iacuc. Research involving radiation/biohazards must be reviewed by the Office of Prospective Health to ensure compliance: http://www.ecu.edu/prospectivehealth/. Masters’ and Doctoral research requires completion of a Pre-Masters/-Dissertation Research Approval Form: (http://www.ecu.edu/cs-acad/gradschool/ETD.cfm?mod&RenderForPrint=1).

9.1.1. Pre-Thesis or -Dissertation Research Approval Form

The Pre-Thesis or Dissertation Research Approval Form, available on the Graduate School Web site, should be completed, appropriate signatures obtained, and submitted to the Graduate School, prior to beginning research. Please note: all thesis and dissertation research must be approved by the thesis or dissertation director and the Unit GPD. All students whose thesis or dissertation projects involve human subjects, animals, radiation, and/or biohazards must have their proposed research approved by the appropriate ECU committee (see above) before beginning their research, and a copy of the appropriate approval form must be submitted with the Pre-Thesis/-Dissertation Research Approval form, and must be included in the Appendix of the
completed thesis or dissertation.

9.1.2. Thesis or Dissertation Committee Requirements

Faculty chairing or serving on thesis or dissertation committees must have appropriate graduate faculty status as defined in Appendix F of the Faculty Manual. In general, all members of a thesis or dissertation committee must have either associate graduate faculty status or full graduate faculty status except for the additional conditions outlined below:

1. Graduate teaching faculty and adjunct graduate teaching faculty may serve as a fourth member of a committee as provided in Appendix F of the Faculty Manual. The Graduate School Administrative Board (GSAB) interprets this to mean that at least three members must have associate or full graduate faculty status.

2. Persons external to the university serving as one of the three or four primary members (but cannot serve as the chair) of the student’s Graduate Advisory Committee must have adjunct graduate faculty status at the associate level or full level. Appendix F allows adjunct graduate faculty to have the same privileges as corresponding regular graduate faculty (associate and full), and thus may serve as qualified members of a thesis or dissertation committee.

3. Ad-hoc committee members external to the University may serve without additional qualifications as long as at least four members of the committee have the appropriate graduate status as described above.


Students must comply with provisions of the Copyright Act when using copyrighted materials in a thesis/dissertation. The fair use doctrine allows limited use of copyrighted material without requiring prior permission from the copyright holder. Checklists available online from Columbia University [http://copyright.columbia.edu/copyright/fair-use/fair-use-checklist/], the UNC system [http://old.northcarolina.edu/legal/sm/copyright.htm], and other sources can help students determine if fair use applies. If it does not, the student must obtain prior permission from the copyright holder. Documentation that permission has been obtained must be included in the Appendix of the completed thesis or dissertation. Students and advisors may consult ECU’s Copyright Officer at http://copyright.ecu.edu/ for assistance.


Copies of the thesis/dissertation must be presented by the student to his or her faculty advisor for the use of the examining committee not later than one week prior to the date on which the examining committee will conduct the oral examination and defense of the thesis. At this oral defense of the thesis, the examining committee may ask the student questions regarding the subject matter in the major field. A student may attempt to defend the thesis or dissertation no more than twice.

After the student has successfully defended their thesis or dissertation and made the changes recommended by their committee, they must obtain committee members' signatures on the signature page and complete the ECU Non-Exclusive Distribution Agreement with their thesis or dissertation chair. See http://www.ecu.edu/cs-acad/gradschool/upload/Non-Exclusive-Distribution-License.pdf

9.4. Electronic Submission Process

The signed signature page and the ECU Non-Exclusive Distribution Agreement must be
delivered to the Graduate School, 105 Ragsdale, via campus mail, email or in person. These two forms must be on file in the Graduate School before the student’s thesis/dissertation will be reviewed (if emailing, please send as a PDF). Note that at the time of electronic submission, the student must include an unsigned signature page with committee members’ names typed as part of their PDF document. The student should not submit the signed signature page or include the ECU Non-Exclusive Distribution Agreement with their electronic submission.

Once the Signature Page and the Non-Exclusive Distribution License have been delivered to the Graduate School, the thesis/dissertation document is submitted electronically to the Graduate School at www.etdadmin.com/ecu. Theses and dissertations must be submitted for Graduate School review no later than ten days prior to the last day of classes during the intended semester of graduation. This date applies to all semesters including summer. Details on document preparation and formatting requirements can be found on the Graduate School website at http://www.ecu.edu/cs-acad/gradschool/ETD.cfm?mod&RenderForPrint=1

9.4.1. Selection of Electronic Publishing Options during the Submission Process
At ECU dissertations and theses are published in two electronic databases; (a) ProQuest, and (b) the ECU institutional repository, named the ECU ScholarShip (see the individual descriptions, below).

9.4.2. ProQuest Electronic Publishing Options
During the electronic submission process, the student must select the type of publishing agreement they want with ProQuest; (a) Traditional or (b) Open Access. In addition, with either of these options, students may elect to have their work made available as soon as it is published or to delay release of their work for a period of time (i.e., an embargo for 6 months, 1 year, or 2 years). No actual signature is needed but the student must accept the online agreement in lieu of signing in order to continue. The student and the mentor (student’s committee chair) should familiarize themselves with these two publishing options and select the one that best fits the student’s interests and scholarly publishing obligations.

With Traditional Publishing, the student author grants ProQuest a non-exclusive right to reproduce, distribute and sell copies of the work. It is referred to as the “Copy Sales and Royalties Payment Model”. ProQuest pays 10% of its net revenue from any sale. The work is posted in the ProQuest Theses and Dissertations Database available to academic organizations that subscribe to this fee-based database. ECU’s subscription is found here: http://media.lib.ecu.edu/erdbs/title.cfm?searchWord=proquest&button.x=0&button.y=0&on=title.

With Open Access, the student author grants a non-exclusive right to the publisher to reproduce, distribute, display, and transmit their work in an electronic format. The work is available at no charge for viewing or downloading for anyone with access to the Internet, but Proquest requires a fee of $95 for this option (no royalties for ProQuest or the author with this option). The work is deposited in the ProQuest Dissertations and Theses Open database. Both options grant a non-exclusive right to the publisher—the student retains the copyright to their work.

9.4.3. ECU Open Access ScholarShip Publishing Options
Electronic theses and dissertations will also be automatically published in ECU’s open-access institutional repository (The ScholarShip: http://thescholarship.ecu.edu/handle/10342/1044) either as (a) open access or (b) campus access subject to any embargo period selected by the student. With Open Access, the entire Work is released immediately for free world-wide access.
With Campus Access, the entire Work is released immediately for access only by ECU faculty, students and staff (access authenticated by valid PirateID).

9.4.4. Precautions Regarding Intellectual Property Rights and Electronic Publication

1. Faculty and students are cautioned that electronic publication may disclose intellectual property and thus harm patenting and licensing rights. In these cases, embargos are necessary to protect the intellectual property. As noted in the previous section, in some situations a complete restriction of the work may be warranted.

2. Faculty and students planning to publish their theses or dissertations in the future should investigate specific publishers’ copyright policies. The Sherpa/RoMEO database collects publishers’ copyright policies: http://www.sherpa.ac.uk/romeo/.

3. Check “Instructions for Authors” or “Copyright Information” on the specific journal’s website. Faculty and students are also cautioned that electronic publication of theses or dissertations may preclude future publication of creative works such as plays or short stories. In these instances, the work may be embargoed indefinitely or completely restricted.

4. Please note that the copyright to theses and dissertation always rests with the student author. ProQuest does not ask students to sign over the copyright to their work during the submission process. ProQuest copyrights only the metadata they produce when archiving the thesis or dissertation.

If a student’s work contains confidential intellectual property, patentable material, or there are concerns about future publications, students may delay the release of their work by choosing to embargo their thesis/dissertation with ProQuest and with ECU’s Institutional Repository for a period of 6 months, 1 yr, or 2 yrs. If more time is needed, they may request an extension of the embargo. During the embargo, the full text of the ETD is not made available to the public by ProQuest or the Institutional Repository. Abstracts and metadata may be restricted upon special request. In certain instances, a complete restriction of the work may be warranted. Please contact the Dean of the Graduate School for approval of a complete restriction of the work. Students are required to consult with their thesis/dissertation advisor about potential problems concerning any intellectual property disclosure or prior publication issues. The Graduate School will verify that this consultation has taken place by checking the advisor's signature on the mandatory Non-Exclusive Distribution License Form: https://www.ecu.edu/cs-acad/gradschool/upload/Non-Exclusive-Distribution-License.pdf.

9.4.5. Copyright Filing and Information

A copyright is an intangible right granted to the author or originator of certain literary or artistic productions, under which he or she is invested for a limited period with the sole, exclusive privilege of making copies and publishing and selling them. Copyright protection automatically exists from the time the work is created in “fixed, tangible medium.” There is no requirement that the work be published or registered to obtain protection under copyright law. The copyright in the work of authorship immediately becomes the property of the author who created the work unless it is a work-for-hire or unless ownership has been assigned by written agreement.

Copyright registration establishes a public record of your thesis or dissertation and copyright. In the U.S., registration is required before you can file an infringement lawsuit. Registration also allows the author to be awarded damages and attorney fees in an infringement action. Generally, the author must have registered before the infringement occurs to have these benefits. During
the submission process, the student will have the option to request that UMI Dissertation Publishing file for copyright on their behalf. If they choose this option, there will be a $55 fee (payable by credit card at the time of initial submission). Students who publish with UMI retain all right to their original works. If they request that ProQuest file a copyright claim, ProQuest merely acts as their agent in filing the form, paying the fees and providing the copy. It is filed in the student’s name only. There is also the option of the student filing their own copyright registration. Students may file an application with the US Copyright Office, 101 Independence Ave., S.E., Washington, DC 20559-6000, for a fee of $35 (in place of the ProQuest fee). For more information, see the U.S. Copyright Office web site: http://www.copyright.gov/forms. East Carolina University requires that students include a copyright notice following the title page. Typical copyright notices take this form: Copyright 2015, Jane E. Student or © 2015, Jane E Student.

9.4.6. Revising the Submission
After review by the Graduate School, the student will receive an email indicating any necessary formatting corrections. Corrections need to be made in the original Word document, converted to a PDF. The revised PDF should then be submitted.

9.5. Final Approval of Manuscript
The student will be notified by the Graduate School via email upon final approval of their ETD document. An email notification will be sent to the student, the degree program, and the Registrar’s Office. The approved document is designated on the Administrator Site as the official copy to be submitted to Proquest. Once the Graduate School accepts/approves the final document, the student’s account will be locked, and no revisions or resubmissions are allowed. When the student’s manuscript has been approved by the Graduate School, the approved manuscript will be submitted to ProQuest and to the ECU Institutional Repository at the end of the term upon verification of the student’s graduation by the Registrar’s Office. If the student would like to inquire about the status of their submission after it has been submitted to ProQuest by the Graduate School, they may contact the Author and School Relations group directly: disspub@umi.com or 800-521-0600 Ext. 7020.

Before loading the PDF format of the document in its database, ProQuest will check for document integrity and copyright compliance. If the document appears to be incomplete or if there are questions about the reproduction of previously copyrighted materials, publication will be delayed until those concerns are resolved.

9.6. Archives
ProQuest is the Library of Congress’ official offsite repository for dissertations and theses in digital format. They are stored as TIFFs and PDF in online electronic vaults. In addition, dissertations and theses are archived on two copies of microform stored in separate vaults.

9.7. Ordering Bound Copies
Students are not required to order your bound copies from ProQuest. Options include using other vendors to print and bind their manuscript, including the recommended companies: thesisondemand.com (http://www.thesisondemand.com) and printondemand.com (http://www.printondemand.com).
Appendix A: Sociology Graduate Course Descriptions Listed in the ECU Graduate Catalog

Required courses:

SOCl-6212, 6213. Social Statistics (3,0). Principles underlying application of statistical techniques to sociological research data. Application of packaged computer programs to problems.

SOCl-6312, 6313. Multivariate Techniques and Analysis (3,0) P: SOCl 6212, 6213. Multivariate techniques currently used in sociology (beginning with multiple regression). Evaluates published research using these techniques. Applies techniques to real data. Integrates sociological theory and statistics.

SOCl-6459. Seminar on Modern Sociological Theory (3). Comparison and analysis of concepts, conceptual schemes, and theories of leading contemporary theorists in relation to modern research.

SOCl-6488. Seminar in Research Methods and Design (3). Research methodology, experimental and survey designs, and scaling and sampling techniques. Field projects designed and carried out by class. Critical analysis of techniques and results.

SOCl-6992. Practicum (6) 140 hours of relevant field work. For Practicum Students Only. P: Approval of graduate director and student’s practicum committee. Plan, implement, and evaluate individual project of applied sociology. (Three committee members must be graduate faculty in the Sociology Department and one member should come from outside the department and be connected or familiar with the student’s outside field work). Or,

SOCl-7000. Thesis (1-6) May be repeated. For Thesis Students Only. May count maximum of 6 s.h. P: Approval of graduate director and student’s thesis committee. Students must assemble a four member thesis committee before signing up for this course (Three committee members must be graduate faculty in the Sociology Department and one must come from outside the department and also have graduate faculty status).

Elective courses:

SOCl-5100. Seminar in Social Inequality and Diversity (3). Critical examination of theory and research on stratification. Consequences for industrial and nonindustrial societies. Emphasis on
method and design for analysis.


SOCL-5300. Seminar in Juvenile Delinquency (3). Juvenile delinquency as a socio-legal phenomenon. Special attention to theoretical and methodological issues in study of delinquency, consequences of and societal responses to delinquency, and prediction and intervention techniques.


SOCL-5700. Seminar in Social Interaction (3). Empirical research on interaction in small groups and relations between group structure and personality. Emphasis on micro-sociological research methods and results.


SOCL-6010. Seminar on Immigration (3) Sociological analysis of ongoing debates regarding the causes and consequences of immigration; implications for social diversity and inequality.

SOCL-6100. Aging and Health (3). Analysis of behavioral, social, and cultural influences upon health status of older adults and intervention strategies.

SOCL-6300. Seminar in Environment and Society (3). In-depth treatment of human dimensions of environmental conditions and issues. Emphasis on society as cause of environmental problems and social impacts of these problems at regional, national, and international levels.

SOCL-6400. Social Issues in Regional Development (3). Social, cultural, and development issues facing regions such as eastern NC within context of social changes occurring in American
society. Macro and micro sociological theories used to explore relationships between local issues (e.g., gender, race, class, power, poverty, and community) and national and international treads (e.g., demographic, social, and cultural).


SOCI-6500. *Qualitative Methods* (3). Study and practice of participant-observation, in-depth interviews, and related methodologies used by sociologists.

SOCI-6521. *Readings in Sociology* (1) P: Consent of instructor and dept chair. Modern sociological research monographs or specialized areas of sociology in which student has taken one or more courses.

SOCI-6523. *Readings in Sociology* (3). May be repeated for a maximum of 6 s.h. P: Consent of instructor and dept chair. Extensive readings from modern sociological research monographs or specialized areas of sociology in which student has taken one or more courses.


SOCI-6900. *Special Topics Seminar* (3). May be repeated. Selected advanced topics in sociology.

SOCI-7001. *Thesis: Summer Research* (1). May be repeated. No credit may count toward degree. Students conducting thesis research may only register for this course during the summer.
Appendix B

TITLE

by

Student Name Here

APPROVED BY:

DIRECTOR OF THESIS: ________________________________ (Name, Degree Here)

COMMITTEE MEMBER: ________________________________ (Name, Degree Here)

COMMITTEE MEMBER: ________________________________ (Name, Degree Here)

COMMITTEE MEMBER: ________________________________ (Name, Degree Here)

CHAIR OF THE DEPARTMENT: ___________________________ (Name, Degree Here)

DEAN OF THE GRADUATE SCHOOL_______________________ Paul J. Gemperline, PhD
Appendix C

DEPARTMENT OF SOCIOLOGY
East Carolina University
Thesis Committee Composition Form

This form confirms the individuals who have agreed to serve on the Thesis Committee of:

____________________________________________________________________________________

Student (Print Name)  Sign Here  Date

Banner ID: __________________________

The working title of the thesis is as follows:

____________________________________________________________________________________

____________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Thesis Chair (Print Name)  Sign Here  Date

Sociology Faculty Member (Print Name)  Sign Here  Date

Sociology Faculty Member (Print Name)  Sign Here  Date

University Faculty Member (Print Name)  Sign Here  Date

Upon receiving signatures from all committee members, the Thesis Chair (or student) should return this form to the Graduate Director.

__________________________________________________________________________________

Graduate Director  (Print Name)  Sign Here  Date
Appendix D

DEPARTMENT OF SOCIOLOGY
East Carolina University
Thesis Proposal Defense Completion Form

This form confirms that the student has passed his/her Thesis Proposal Defense (Please signify the grade below). Upon receiving signatures from all committee members, the Thesis Chair should return this form to the Graduate Director.

_________________________________     ________________________________    _______________
Student (Print Name)                      Sign Here                          Date

Banner ID: ______________________________

The working title of the Thesis is as follows:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

The student has successfully passed his/her Thesis Proposal Defense with a grade of: HP P LP

_________________________________     ________________________________    _______________
Thesis Chair (Print Name)                  Sign Here                          Date

_________________________________     ________________________________    _______________
Sociology Faculty Member (Print Name)      Sign Here                          Date

_________________________________     ________________________________    _______________
Sociology Faculty Member (Print Name)      Sign Here                          Date

_________________________________     ________________________________    _______________
University Faculty Member (Print Name)     Sign Here                          Date

_________________________________     ________________________________    _______________
Graduate Director  (Print Name)            Sign Here                          Date
Appendix E

DEPARTMENT OF SOCIOLOGY
East Carolina University
Thesis Defense Passing Grade Form

This form confirms that the student has passed his/her Thesis Defense (Please signify the grade below). Upon receiving signatures from all committee members, the Thesis Chair should return this form to the Graduate Director.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

The student has successfully passed his/her Thesis Defense with a grade of: HP  P  LP

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Banner ID: ___________________________

The Title of the Thesis is as follows:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Student (Print Name)  Sign Here  Date

Thesis Chair (Print Name)  Sign Here  Date

Sociology Faculty Member (Print Name)  Sign Here  Date

Sociology Faculty Member (Print Name)  Sign Here  Date

University Faculty Member (Print Name)  Sign Here  Date

Graduate Director    (Print Name)  Sign Here  Date
Appendix F

DEPARTMENT OF SOCIOLOGY
East Carolina University
Practicum Committee Composition Form

This form confirms the individuals who have agreed to serve on the Practicum Committee of:

<table>
<thead>
<tr>
<th>Student (Print Name)</th>
<th>Sign Here</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner ID: __________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The working title of the Practicum Report is as follows:

- __________________________________________________________________________
- __________________________________________________________________________
- __________________________________________________________________________
- __________________________________________________________________________
- __________________________________________________________________________

<table>
<thead>
<tr>
<th>Practicum Chair (Print Name)</th>
<th>Sign Here</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sociology Faculty Member (Print Name)</th>
<th>Sign Here</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sociology Faculty Member (Print Name)</th>
<th>Sign Here</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>University Faculty Member (Print Name)</th>
<th>Sign Here</th>
<th>Date</th>
</tr>
</thead>
</table>

Upon receiving signatures from all committee members, the Practicum Chair (or student) should return this form to the Graduate Director.

<table>
<thead>
<tr>
<th>Graduate Director (Print Name)</th>
<th>Sign Here</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendix G

DEPARTMENT OF SOCIOLOGY
East Carolina University
Practicum Proposal Defense Completion Form

This form confirms that the student has passed his/her Practicum Proposal Defense (Please signify the grade below). Upon receiving signatures from all committee members, the Practicum Chair should return this form to the Graduate Director.

_____________________________________________________________________________________
Student (Print Name)  Sign Here  Date

Banner ID: ____________________________

The working title of the Practicum Report is as follows:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

The student has successfully passed his/her Practicum Proposal Defense with a grade of: HP  P  LP

_____________________________________________________________________________________
Practicum Chair (Print Name)  Sign Here  Date

_____________________________________________________________________________________
Sociology Faculty Member (Print Name)  Sign Here  Date

_____________________________________________________________________________________
Sociology Faculty Member (Print Name)  Sign Here  Date

_____________________________________________________________________________________
University Faculty Member (Print Name)  Sign Here  Date

_____________________________________________________________________________________
Graduate Director (Print Name)  Sign Here  Date
Appendix H

DEPARTMENT OF SOCIOLOGY
East Carolina University
Practicum Defense Passing Grade Form

This form confirms that the student has passed his/her Practicum Defense (Please signify the grade below). Upon receiving signatures from all committee members, the Practicum Chair should return this form to the Graduate Director.

_________________________________     ________________________________    _______________
Student (Print Name)                                                               Sign Here                                    Date

Banner ID: ____________________________

The Practicum Report Title is as follows:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

The student has successfully passed his/her Practicum Defense with a grade of: HP   P   LP

_________________________________     ________________________________    _______________
Practicum Chair (Print Name)                                                      Sign Here                                    Date

_________________________________     ________________________________    _______________
Sociology Faculty Member (Print Name)                                             Sign Here                                    Date

_________________________________     ________________________________    _______________
Sociology Faculty Member (Print Name)                                             Sign Here                                    Date

_________________________________     ________________________________    _______________
University Faculty Member (Print Name)                                            Sign Here                                    Date

_________________________________     ________________________________    _______________
Graduate Director (Print Name)                                                     Sign Here                                    Date
Appendix I:

The Graduate School
East Carolina University
THESIS - NON THESIS CHANGE FORM

TO: The Graduate School

FROM: ________________________________________________________________
                  Department/School/College

SUBJECT: ____________________________________     __________________________
            Student's Name                                              BANNER ID

A change from the thesis to the non-thesis option is approved for the above named student. The student is
aware of the academic consequences of making this change.

________________________________________________    __________________________
            Signature:  Graduate Program Director                   Date

________________________________________________    __________________________
            Signature:  Thesis Director                        Date

I understand that all previously earned credits and grades for 7000/7001 thesis courses will remain on my
record but will **not** count toward the degree. I may be required to enroll in additional course credits to
meet the requirements for the non-thesis degree. Any grades of “Q” assigned under the former grading
system will be changed to “S” or “U” as appropriate by the professor of record through submission of a
grade change form to the Registrar’s Office. If enrolled in a thesis course for the current term, I may drop
the course prior to the last day to drop a graduate course according to the published academic calendar. A
statement will appear on my transcript noting the transfer from the thesis to non-thesis track with the
effective month, day and year.

________________________________________________    __________________________
            Signature:  Student                           Date

For Graduate School / Registrar Use

TO: Graduate Registrar
RE: Transcript comment

Please add the following comment to the above named student’s transcript:

“Transferred from thesis to non-thesis option effective ___________   ________   __________”
            Month      Day      Year

________________________________________________    __________________________
            Signature:  Dean of the Graduate School or Designee       Date

C: Dept/school
   Registrar

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Appendix J

DEPARTMENT OF SOCIOLOGY
East Carolina University
Student Teaching Mentorship Form

This form confirms that the below ECU Sociology faculty member has agreed to act as the mentor for the participating student’s Teaching Mentor. In addition to this form, the faculty member should forward this form and an outline of agreed upon activities to the Graduate Director for approval. Thereafter the Graduate Director will forward the form to the Chair and Undergraduate Director. **The mentorship must start at the beginning of a semester and at least one semester prior when the student wishes to teach, and with a mentor teaching SOCI-2110-Introduction to Sociology or SOCI-2111-Social Problems that semester. Therefore, this form should be submitted to the Graduate Director at least two weeks in advance of that semester. The student also understands that this is NOT a guarantee that they will get to teach. Student teaching will depend upon availability of graduate assistantship funds, an evaluation by the Mentor and Graduate Director and/or Department Chair, and approval by the Undergraduate Director.**

The mentorship and mentorship outline should include but is not limited to the student: 1) attending at least one course lecture per week; 2) guest lecturing in two or three classes, at the discretion of the mentor; 3) helping with grading, recording grades, proctoring exams, and constructing a few test questions; 4) reviewing Intro/Social problems textbooks and selecting one for use; and 5) developing a syllabus for the ensuing course. The time of these activities should be approximately 8-10 hours per week similar to a teaching assistant.

__________________________    ________________________________    _______________
Student (Print Name)            Sign Here                      Date

Banner ID: _______________________

__________________________    ________________________________    _______________
Faculty Mentor (Print Name)     Sign Here                      Date

__________________________    ________________________________    _______________
Graduate Director (Print Name)  Sign Here                      Date

__________________________    ________________________________    _______________
Department Chair (Print Name)   Sign Here                      Date

__________________________    ________________________________    _______________
Undergraduate Director (Print Name) Sign Here                      Date