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Welcome to the Department of Sociology of the IU School of Liberal Arts. We are committed to providing you the best education that we can, through a variety of learning opportunities. We offer a variety of courses, in day and evening settings, and in-person and online.

Please take a look at this handbook. It provides you with information that will help you succeed as a student at IUPUI. In addition, please be sure to meet with your academic advisor. While it is your education, it is our responsibility to help you as much as we can. This handbook, the departmental advisors, and other resources available throughout campus will assist you as you progress from a being a new major to a degree holding Sociology graduate.

There are many learning opportunities available in the department, and across campus. Our Sociology Club, in particular, offers opportunities to meet with other students and engaged faculty members. As all of us know, not everything is learned in the classroom. In addition to hosting presentations from faculty members offering cutting edge research, the Sociology Club presents opportunities to engage in social service and to build rapport with fellow students. In previous years, the Club’s extra-curricular activities have included support for trips to the Midwest Students’ Sociology Conference and the American Sociological Association’s annual conference. We want our students to experience sociology and sociologists first-hand. For more information on the Sociology Club, please check inside this handbook and our website.

If this handbook does not provide the information you seek, please let us know. In the meantime, best wishes for a successful career as a student in the Department of Sociology at IUPUI.

Sincerely,

Robert W. White
Professor and Chair
What is Sociology?

Why do people act the way they do? Sociology is the study of how groups behave, and of how the people in these groups behave. Sociologists study people in all sorts of settings: at work, at play, at home – indeed, practically everywhere. They especially look at family patterns, deviance, social change, gender roles, race or ethnicity, and social practices regarding illness, sexuality, and poverty. They try to clarify what is going on in society and why, what is likely to result from current social conditions, and what might be done differently. Their theories and research findings can provide insights into processes and events that affect us in our everyday lives.

Sociology at IUPUI

The Faculty of the Sociology Department at IUPUI has adopted the following overall Goals:

- To facilitate student learning of the field and craft of sociology and to prepare them for advanced study in sociology or for careers in fields that require social scientific background.

- To contribute through original research to the body of sociological and social scientific knowledge.

- To use and apply our sociological expertise for the betterment of society through service to the School, the University, and the community.

Our Teaching Goals

In addition, we hold specific goals in teaching our students:

- To attract and retain students for course work in the Department by offering stimulating and relevant opportunities to learn about society, sociology, and social science methods.

- To assist undergraduate students in developing critical thinking and analytic skills essential for success in higher education and professional careers.

- To help undergraduate students prepare for advanced studies in sociology or related fields and/or for careers which require social science background and training.

- To enhance student learning through innovative learning strategies including collaborative learning, independent study, service learning, and internship opportunities.
Why Study Sociology?

Sociology is a fascinating discipline if you are interested in a new way of looking at life. Courses in sociology will help you see health, gender roles, crime, family, religion, and other interesting aspects of everyday life from a new perspective. It also provides a good foundation for graduate studies in law, social work, and other fields.

What Can a Person Do with a Sociology Degree?

Persons holding a Bachelor’s degree in sociology are frequently employed in the helping professions, in business, and in various public sector positions, especially in those dealing with social programs and their implementation. The following are examples of the careers that our department’s sociology majors have obtained:

<table>
<thead>
<tr>
<th>Delinquency Caseworker</th>
<th>Marketing Researcher</th>
<th>Public Health Educator</th>
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</thead>
<tbody>
<tr>
<td>Welfare Counselor</td>
<td>Youth Program Director</td>
<td>Advertising Manager</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>Corrections Officer</td>
<td>Rehabilitation Counselor</td>
</tr>
<tr>
<td>Human Resources Officer</td>
<td>Community Organizer</td>
<td>Clinical Researcher</td>
</tr>
</tbody>
</table>

A bachelor’s degree in sociology also provides excellent preparation for many graduate degrees, such as those in law, business, nonprofit management, social work, and, of course, sociology itself. The Department of Sociology here at IUPUI offers a Masters Degree in applied sociology that equips graduate students for a wide range of fields. With such graduate degrees, our department’s graduate and undergraduate students have found careers in the following areas:

<table>
<thead>
<tr>
<th>College Instructor</th>
<th>Social Worker</th>
<th>Hospital Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban Planner</td>
<td>Lawyer</td>
<td>Technology Resource Manager</td>
</tr>
<tr>
<td>Research Analyst</td>
<td>Student Services Coordinator</td>
<td>High School Counselor</td>
</tr>
</tbody>
</table>

For other sociology careers, check the web site of the American Sociological Association: [http://www.asanet.org](http://www.asanet.org).

Careers of Previous IUPUI Sociology Majors

**Cherri Peate** (BA, Sociology, 2004), is Director of Community Outreach for the Mayor’s Office in South Bend, Indiana.

**Erin Pyle-Lacy** (BA, Sociology, 2006), is Program Director of Indiana Mentor, a leading home- and community-based human services provider offering programs to persons with intellectual and developmental disabilities.

**Jessica O’Leary** (BA, Sociology, 2007) is a Family Support Specialist with Healthy Families of Indianapolis, a voluntary home visitation program designed to promote healthy families and healthy children.

**Robert Ziliak** (BA, Sociology, 2008) is Director of Investments and Client Services for a financial advisors firm.

**Jeff Wolfe** (BA, Sociology, 2009) is Executive Director of the Kristen Center, which offers educational programs and support groups for HIV-positive persons and those who care for them.

**Kelly Wallace** (BA, Sociology, 2010) is a Program Administrative Assistant for Big Brothers Big Sisters of Indianapolis.

**Ashley Monday** (BA, Sociology, 2011), is a Donor Center Recruitment Specialist for the Indiana Blood Center branch in Columbus, Indiana.

**Kylee Swank** (BA, Sociology, 2011) is Human Resources Service Specialist for IU Women’s Health Care.
GETTING STARTED
A Guide to Successful Academic Advising
Role of the Sociology Department Advisor and the Student

Students are ultimately responsible for all academic decisions. The advisors in the Sociology Department do their best to keep up with School of Liberal Arts and major requirements. Ultimately, however, you are responsible for making sure that you have met all of your graduation requirements. To maximize the potential of your education experience, it is recommended that you schedule a visit with your Sociology Department advisor before each semester.

An advisor serves a consultative and mentoring role, helping you to make decisions. Your advisor can help you choose courses that best suit your aspirations. Your advisor can help you make decisions about possible careers. Your advisor often serves as an academic guide, helping you to identify ways to improve your performance.

A strong relationship between you and your Sociology Department advisor is crucial to your academic success. Although you are not required to see an advisor every time you register for classes, maintaining regular contact with your advisor will help you utilize your time effectively and enhance your academic progress. The Sociology Department advisor is Patricia Wittberg (pwittber@iupui.edu), assisted by David Strong (dastrong@iupui.edu).

Hints for Successful Academic Advising:

DO …
- See your Sociology advisor regularly.
- Keep your own records (such as grade reports, transcripts, syllabi, and other documents).
- Know how to access your records and academic progress through OneStart (see p. 29).
- Assert yourself. Ask questions!
- Take responsibility for knowing the rules and regulations that affect you.

DON’T…
- Take advice from just anyone. It is not advisable to continue seeing your previous advisor from University College.
- Assume your advisor has access to all your records. Keep all your materials together and bring them whenever you see your advisor.
- Assume your advisor will tell you exactly what you need to know and which courses to take.
- Assume that only advisors need to be familiar with university rules and regulations. You, too, must know the rules that apply to you.

Preparing for an Academic Advising Meeting:

Before you meet with your advisor:
- Use OneStart to retrieve and print your transcript and audit report.
- Fill out your plan of study (p. XX-XX), filling in the courses you have already taken and the courses you are taking this semester.
- Bring a tentative plan of the courses you want to take next semester.

A Note on Transferring Credits:
To learn whether sociology courses you took at another college or university will apply to your sociology degree at IUPUI, see your Sociology Department advisor. It is helpful to bring along the course syllabus, if you have it, especially for theory and methods courses. The department requires that at least 12 of your sociology credits be taken at IUPUI. For courses other than sociology, contact Teddi Gallagher (278-7356, kayward@iupui.edu), who will be able either to solve any discrepancies or to suggest further actions you may want to pursue.
What Are the Requirements for a Sociology Degree?

The University Principles for Undergraduate Learning

As part of the School of Liberal Arts at IUPUI, the Sociology Department’s requirements reflect the following Principles for Undergraduate Learning which have been established for all Schools on this campus:

**CORE COMMUNICATION AND QUANTITATIVE SKILLS**
The ability of students to write, read, speak, listen, perform quantitative analysis, and use information resources and technology.

**CRITICAL THINKING**
The ability of students to analyze information and ideas carefully and logically from multiple perspectives.

**INTEGRATION AND APPLICATION OF KNOWLEDGE**
The ability of students to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives.

** INTELLECTUAL DEPTH, BREADTH, AND ADAPTIVENESS**
The ability of students to examine and organize disciplinary ways of knowing and to apply them to specific issues and problems.

**UNDERSTANDING SOCIETY AND CULTURE**
The ability of students to recognize their own cultural traditions and to understand and appreciate the diversity of the human experience, both within the United States and internationally.

**VALUES AND ETHICS**
The ability of students to make judgments with respect to individual conduct, citizenship, and aesthetics.

School of Liberal Arts Course Requirements

Following these principles, the School of Liberal Arts has established the following course requirements for the Bachelor of Arts Degree in any SLA major, for those beginning their college career after September 2013:

**First Year Experience** (1-3 credits) This course is cross-listed as S100 or UC110. This may be waived for students transferring to IUPUI with more than 18 credits.

**Communication Core and Writing Proficiency** (9 credits minimum) English Composition (6 credits), Speech Communication (3 credits)

**World Language and Culture** (up to 14 credits, or second year proficiency).

**Analytical Reasoning** (6 credits) One college Math course, Plus the Sociological Statistics course (R359)

**Life and Physical Sciences** (6 credits), including a laboratory course.

**Arts & Humanities** (6 credits)

**Social Sciences** (6 credits outside of Sociology)

**Computer Proficiency/Logic** (3 credits)

**Advanced Courses** (40 Credit Hrs.), including courses taken within the major.

A minimum of 120 credit hours is required for a BA degree in the School of Liberal Arts.
A minimum cumulative grade point average of 2.0 (C) is required for graduation.
A minimum of 30 credit hours must be at the 300-400 level.
A minimum of 26 credit hours must be taken at IUPUI.

For more specific information please read the School of Liberal Arts section of the IUPUI Bulletin for 2012-2014, or check the SLA web page: [http://liberalarts.iupui.edu/](http://liberalarts.iupui.edu/).
Sociology Department Course Requirements

Students wishing to major in Sociology must take 30 credit hours of sociology courses (12 credits while attending IUPUI). This includes 12 credit hours of required courses, 15 credit hours of electives, and a 3 credit Capstone course.

Required Courses

R100 Introduction to Sociology (3 cr.) This course is the basic foundation course for the major, and a prerequisite for other courses in the department. (Note: you must either have taken W131 prior to taking R100, or else be registered for W131 during the same semester as your R100 course)

R351 Social Science Research Methods (3 cr.) A survey of methods and techniques used by sociologists and other social scientists for gathering and interpreting information about human social behavior.

R359 Introduction to Sociological Statistics (3 cr.) Measures of central tendency, dispersion, standardizing and normalizing procedures, and simple index numbers. Simple notions of probability as related to statistical inference (means, proportions, binomial distribution, chi-square, simple regression).

ONE of the following Theory courses:

- R355 Social Theory (3 cr.) Examination of the fundamental issues and perspectives in classical theories, and how these theories influenced 20th and 21st century theorists.
- R356 Foundations of Social Theory (3 cr.) Examination of the fundamental issues and perspectives in classical theories. Special focus will be on analysis of the major nineteenth-century theories that influenced later sociological thought.
- R357 Contemporary Sociological Theory (3 cr.) Emphasis on theoretical developments of the twentieth century and the relationships of current theories to classical theories.

ONE of the following Capstone courses (3 cr.) See pp. XX of this handbook.

R494 Internship Program in Sociology (3-6 cr.) This course involves students working in organizations where they apply or gain practical insight into sociological concepts, theories, and knowledge. Students analyze their experiences through work logs, a paper, and regular meetings with the internship director. See pp. 21-23 of this handbook. Prerequisite: GPA of 3.0 or higher in Sociology courses and consent of instructor.

R497 Individual Readings in Sociology (3 cr.) Investigation of a topic not covered in the regular curriculum that is of special interest to the student and that the student wishes to pursue in greater detail. Normally available only to majors through arrangement with a faculty member. See pp. 14-17 of this handbook. Prerequisite: GPA of 3.0 or higher in Sociology courses and consent of instructor.

R498 Capstone Seminar (3 cr.) The capstone seminar is designed to help students integrate what they have learned in their sociology courses, improve their research skills, and prepare themselves for postgraduate careers in sociology.

Sociology Electives

In addition to the required courses and the Capstone, at least 15 credit hours of sociology electives are also required.

Petitions

The above requirements may be waived or changed, for compelling reasons and on a case-by-case basis, upon the submission and approval of a petition outlining the reasons for the change. See the Sociology Advisor for further information.
The Medical Sociology Concentration

Undergraduate students majoring in Sociology have a special opportunity to receive training in medical sociology, an area for which our faculty is nationally and internationally recognized. The Department’s faculty are exploring a wide range of questions related to the sociology of health and illness in the field of medical sociology. The concentration consists of choosing 4 of 5 sociology electives from a list of approved courses.

Students who complete concentration requirements will have the concentration area in their major noted on their transcript and degrees.

Why Complete a Medical Sociology Concentration?

Our medical concentration is designed to provide students with an increased understanding of the social factors in health, illness, patient care, and the various health professions. It offers a needed sociological background for a variety of professional programs and careers including nursing, optometry, medicine, social work, medical sociology and psychology. It also builds on our department’s growing contribution to medical social science training, and promotes greater collaborative relations with health-related fields on campus.

Courses Required for the Concentration

<table>
<thead>
<tr>
<th>Required Sociology Courses</th>
<th>ONE of these Courses</th>
<th>3 Medical Sociology Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>R100 Introduction to Sociology</td>
<td>R381 – Social Factors in Health and Illness</td>
<td>R320 – Sexuality and Society</td>
</tr>
<tr>
<td>R351 Social Science Research Methods</td>
<td>R382 – Social Organization of Health Care</td>
<td>R321 – Women and Health</td>
</tr>
<tr>
<td>R355 Social Theory</td>
<td>R327 – Death and Dying</td>
<td>R385 – AIDS and Society</td>
</tr>
<tr>
<td>R359 Sociological Statistics</td>
<td></td>
<td>R410 – Alcohol, Drugs, and Society</td>
</tr>
<tr>
<td>R498 Sociology Capstone Seminar</td>
<td></td>
<td>R415 – Disability</td>
</tr>
<tr>
<td>(or approved equivalent: R494 or R497)</td>
<td></td>
<td>R485 – Mental Illness</td>
</tr>
</tbody>
</table>

For further information, see the Sociology Web Page: [http://liberalarts.iupui.edu/sociology/](http://liberalarts.iupui.edu/sociology/)

Graduation

When you have accumulated 86 credit hours, you should verify with your Sociology advisor what requirements you still need to complete to graduate.

Two semesters before you will have fulfilled all your graduations requirements, you must fill out an Intent to Graduate form in CA 401. Graduation is not automatic. You must complete this form, or you will not be allowed to graduate, even if you have completed all of your coursework.

After Graduation

The Sociology Department also offers a Masters degree in sociology that is especially designed to prepare students for applied and policy-oriented research. For further information, contact the Director of Graduate Studies for the Department
Sociology (SOC) Major

Sociology courses are designed to take advantage of the unique resources of an urban campus. The curriculum emphasizes the applied aspects of sociology as well as those segments of sociology necessary for advanced study. Courses in sociology serve to broaden the understanding of all students and should be of particular interest to students preparing for careers in professional social science, education, government, law, criminal justice, urban affairs, social service, medical service fields, and business. In an ever-changing environment, the Department of Sociology strives to provide students with diverse educational experiences, including traditional education and fieldwork and/or survey research experience. Undergraduate majors are encouraged to participate in internships and research projects as part of their educational experience.

The Bachelor of Arts degree with a major in Sociology (SOC) requires satisfactory completion of the following:

- completion of general education and distribution requirements as indicated in the School of Liberal Arts section of the IUPUI bulletin that was current when the student declared a major in Sociology,
- completion of a total of 30 credit hours, with a minimum grade of C in each course,
- 12 credits must be completed at IUPUI.

Major Requirements:

____  R 100: Introduction to Sociology (3 cr.)
____  R 351: Social Science Research Methods (3 cr.)
____  R 359: Introduction to Sociological Statistics (3 cr.)

fulfills PULs 1B, 5

One Theory course selected from one of the following:
- R 355: Social Theory (3 cr.)
- R 356: Foundations of Social Theory (3 cr.)
- R 357: Contemporary Sociological Theory (3 cr.)

fulfills PULs 1B, 5

One Capstone course selected from one of the following:
- R 494: Internship Program in Sociology (3 cr.)
- R 497: Individual Readings in Sociology (3 cr.)
- R 498: Capstone Seminar (3 cr.)

fulfills PULs 1B, 5

15 additional credit hours of other Sociology courses, selected from the following courses:
- R 121: Social Problems (3 cr.)
- R 234: Social Psychology (3 cr.)
- R 240: Deviance and Social Control (3 cr.)
- R 295: Topics in Sociology (3 cr.)
- R 305: Population (3 cr.)
- R 312: Sociology of Religion (3 cr.)
- R 314: Families and Society (3 cr.)
- R 315: Political Sociology (3 cr.)
- R 316: Society and Public Opinion (3 cr.)
- R 317: Sociology of Work (3 cr.)

Principles of Undergraduate Learning (PULs):

1A = Language Skills
1B = Quantitative Skills
1C = Information Resources Skills
2 = Critical Thinking
3 = Integration and Application of Knowledge
4 = Intellectual Depth, Breadth, Adaptiveness
5 = Information About Society andCitizen

Faculty Academic Advisor:
Dr. Patricia Wittberg
E-mail: pwittber@iupui.edu
Telephone: (317) 274-4478
Office: Cavanaugh Hall (CA) 303G

12/2010
Sociology (SOC) Minor

Sociology courses are designed to take advantage of the unique resources of an urban campus. The curriculum emphasizes the applied aspects of sociology as well as those segments of sociology necessary for advanced study. Courses in sociology serve to broaden the understanding of all students and should be of particular interest to students preparing for careers in professional social science, education, government, law, criminal justice, urban affairs, social service, medical service fields, and business. In an ever-changing environment, the Department of Sociology strives to provide students with diverse educational experiences, including traditional education and fieldwork and/or survey research experience.

A minor in Sociology (SOC) requires satisfactory completion of the following requirements:

- completion of properly distributed credit hour requirements for the baccalaureate degree in effect when the student was admitted to their home school,
- completion of 15 credit hours, distributed as indicated below, with a minimum grade of C in each course,
- 6 credits must be completed at IUPUI,
- contact both the department (located in CA 306) and the School Liberal Arts Student Affairs office (located in CA 401) to complete the necessary paperwork to officially declare the minor.

Minor Requirements:

_____ R 100: Introduction to Sociology (3 cr.)

_____ 12 additional credit hours of Sociology courses, with 6 of those credit hours at the 200-400 level

Select from the following courses:

R 121: Social Problems (3 cr.)
R 234: Social Psychology (3 cr.)
R 240: Deviance and Social Control (3 cr.)
R 285: AIDS in Society (3 cr.)
R 295: Topics in Sociology (3 cr.)
R 305: Population (3 cr.)
R 312: Sociology of Religion (3 cr.)
R 314: Families and Society (3 cr.)
R 315: Political Sociology (3 cr.)
R 316: Society and Public Opinion (3 cr.)
R 317: Sociology of Work (3 cr.)
R 320: Sexuality and Society (3 cr.)
R 321: Women and Health (3 cr.)
R 325: Gender and Society (3 cr.)
R 327: Sociology of Death and Dying (3 cr.)
R 329: Urban Sociology (3 cr.)
R 330: Community (3 cr.)
R 335: Sociological Perspectives on the Life Course (3 cr.)
R 338: Comparative Social Systems (3 cr.)
R 344: Juvenile Delinquency and Society (3 cr.)
R 345: Crime and Society (3 cr.)
R 346: Control of Crime (3 cr.)
R 349: Practicum in Victimology (3 cr.)
R 351: Social Science Research Methods (3 cr.)
R 359: Introduction to Sociological Statistics (3 cr.)
R 355: Social Theory
R 356: Foundations of Social Theory (3 cr.)
R 357: Contemporary Sociological Theory (3 cr.)
R 381: Social Factors in Health and Illness (3 cr.)
R 382: Social Organization of Health Care (3 cr.)
R 410: Alcohol, Drugs and Society (3 cr.)
R 415: Sociology of Disability (3 cr.)
R 420: Sociology of Education (3 cr.)
R 425: Gender and Work (3 cr.)
R 430: Families and Social Policy (3 cr.)
R 461: Race and Ethnic Relations (3 cr.)
R 463: Inequality and Society (3 cr.)
R 467: Social Change (3 cr.)
R 476: Social Movements (3 cr.)
R 478: Formal Organizations (3 cr.)
R 480: Sociology and Social Policy (3 cr.)
R 481: Evaluation Research Methods (3 cr.)
R 485: Sociology of Mental Illness (3 cr.)
R 490: Survey Research Methods (3 cr.)
R 493: Practicum in Sociological Fieldwork (3 cr.)
R 495: Topics in Sociology (3 cr.)

Faculty Academic Advisor:
Dr. Patricia Wittberg
E-mail: pwittber@iupui.edu
Telephone: (317) 274-4478
Office: Cavanaugh Hall (CA) 303G

12/2010
DEPARTMENT OF SOCIOMETRY  
*Student Worksheet for*  
*Major in Sociology*

**Name:** ___________________________  
**Today’s Date:** ________________  
**Graduation Date:** ________________

**PROPOSED SOCIOLOGY MAJOR**

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R100</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R351</td>
<td>Social Science Research Methods</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>R359</td>
<td>Introduction to Sociological Statistics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R355</td>
<td>EITHER:</td>
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<td></td>
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<tr>
<td>OR:</td>
<td>Social Theory</td>
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<td></td>
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<tr>
<td>R356</td>
<td>OR: Foundations of Social Theory</td>
<td>3</td>
<td></td>
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<tr>
<td>OR:</td>
<td>OR: Contemporary Sociological Theory</td>
<td>3</td>
<td></td>
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<tr>
<td>R494</td>
<td>One of the following Capstone courses:</td>
<td></td>
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<td></td>
<td>Internship Program in Sociology</td>
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<tr>
<td>R497</td>
<td>Individual Readings in Sociology</td>
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<tr>
<td>R498</td>
<td>Capstone Seminar</td>
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And 15 additional credit hours of other Sociology courses:

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester Completed</th>
<th>Grade</th>
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**Notes:** ___________________________

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**Faculty Advisors for Sociology Majors:**
- **Primary** – Patricia Wittberg  
  **CA 303G**  
  **274-4478**  
  **email: pwitter@iupui.edu**
- **Alternate** – David Strong  
  **CA 301B**  
  **278-1138**  
  **email: dastrong@iupui.edu**
Preparing for Your Capstone Experience

The Capstone is intended to be “a culminating experience in which students are expected to integrate, extend, critique, and apply the knowledge [they] have gained in [their] major.” In fact, your entire time at IUPUI can be viewed as leading toward your Capstone Experience in one way or another. To get the most out of your Capstone Experience, however, you should actively plan for it at least one semester in advance.

First Steps

- Before taking the capstone, you should have completed all of the required Sociology courses: Introductory Sociology (R100), Research Methods (R351), a theory course (R 355, R356, R357), and Statistics (R359), as well as most of your Sociology electives.
- In your required and elective Sociology courses, pay attention to topics and issues that interest you. Get to know your instructors and advisors; meet and talk with them, and ask about research and internship possibilities within their specialties.
- Join the Sociology Club! Many senior club members are currently working on or preparing for their Capstones. You can learn a lot from talking with them.

Next Steps

- Next, you need to identify a course that will serve as the foundation of your Capstone. The options are listed on page 9 of this handbook. If you choose the Capstone Seminar (SOC-R498) as part of your Capstone Experience, you will need to determine when that course will next be offered. Currently, R498 is offered in the evening both semesters.
- If you are thinking of doing an internship (SOC-R494) as your Capstone Experience, you should first read page 21-23 of this handbook. Then fill out the Internship Interest & Eligibility Form (p. 23) and bring it to Patricia Wittberg, the Sociology advisor, who will assign you a faculty member to be your advisor. Some students may already have established a working relationship with a faculty member and may request this person.
- If you are thinking of doing an independent study (SOC-R497) as your Capstone, you will need to complete the Capstone Proposal Form in consultation with your Capstone Advisor. This form is included on pages 15-16 of handbook, and is also available on the department web site. The form will ask you to provide a brief description of your proposed Capstone experience, a timetable for completing the various parts, and the course you plan to take. A checklist of these steps in on p. 14 of this handbook.

Pitfalls to Avoid

- Plan ahead, especially if you are thinking of doing an Internship or an Independent Study as your Capstone. Don’t put off thinking about your Capstone until the registration week for the semester you plan to do it. That will probably be too late.
- It is extremely difficult to complete a Capstone Experience satisfactorily in the summer. Therefore, it is the Sociology Department general policy not to allow this. Be sure to plan ahead so that you can do your Capstone Experience in the Fall or Spring semesters.

It all looks a bit overwhelming at first, but remember that you are not expected to plan your Capstone Experience alone. The Sociology Department faculty will be glad to advise you. No sociologist ever knows how all the steps of the research process will turn out before s/he starts them – and you are not expected to know this either! Expect to find challenging surprises along the way.

For more information (including FAQs) visit our website:
http://liberalarts.iupui.edu/sociology/uploads/docs/CapstoneFAQs.pdf

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CAPSTONE INDEPENDENT STUDY CHECKLIST: 2014  
(for students registering for SOC-R497 only)

At Least 5 Weeks Prior to Advanced Registration for Capstone:

_______ Student has completed (or is currently enrolled in) all required Sociology courses.
_______ Student has Senior status. (i.e. 86 or more credit hours completed).
_______ Student has prepared and submitted a Capstone Proposal (pages 15-16 of handbook).
       Student has identified a Capstone/Independent Study advisor and this person has agreed to serve.
_______ Student has obtained the necessary signatures and approvals.

One Month prior to the Start of Classes: (Certified by Capstone/Independent Study advisor)

_______ Student has revised the proposal with his/her Capstone/Independent Study advisor and obtained the advisor's signature.
_______ Student has submitted proposal for IRB approval if appropriate.

During the Capstone Experience:  (To be certified by Capstone/Independent Study advisor)

_______ Student met regularly with Capstone/Independent Study advisor.
_______ Student submitted materials according to the schedule.

Completing and Grading the Capstone Experience:  (Certified by Capstone/Independent Study advisor)

_______ Student submitted paper/final project to Capstone/Independent Study advisor 2 weeks before the end of the semester.
_______ Student provided a copy of the paper/final project to Director of Undergraduate Studies. (This will be made available for faculty review).
_______ Student did presentation of Capstone experience (optional).
_______ Student submitted the Post-Capstone Assessment Form (page 18 of this handbook).
_______ Paper has been reviewed by Capstone/Independent Study advisor.
Capstone Proposal Form For R497 Students

This form will need to be completed, and submitted to Patricia Wittberg, the Director of Undergraduate Studies, prior to the time you register for your Capstone course. Please try to provide as much information as possible. You will need to consult with your Capstone Advisor to develop the detailed proposal deadlines prior to attach to this form. Your Faculty Advisor will also help you obtain IRB approval (if appropriate) and the required signatures.

Name: ___________________________________________ Date: __________________

Semester and Year:_____________________ Number of hours completed: __________

Sociology Courses Completed (title and course number):

Sociology Courses currently being taken:

Description of what you plan to study during your Capstone:

Why you have selected this topic?
Please identify and briefly describe what you would like to do for a final product:
   (e.g. Capstone Term Paper of 25+ pages, position paper or advocacy paper, media presentation, development of a training manual, etc.).

Describe the expected outcome of the Capstone:
   (e.g. How it will integrate your overall academic experience at IUPUI, how it will help you connect theory to practice.)

Describe how the Capstone will relate to your overall college goals and/or career goals:

Please list the name of the faculty member who has agreed to serve as your Capstone Advisor.

_______________________________________________________________

Attach a copy of the schedule which you and your Capstone Advisor have agreed upon for when the various parts of the experience (e.g. draft of literature review, collection of data, first draft) will be due.

Sign and return copies to the Faculty Advisor and the Director of Undergraduate Studies.

Student’s Signature_____________________________________________ Date: __________

Faculty Advisor’s Signature_______________________________________ Date: __________

Director of Undergraduate Studies Signature: ______________________ Date: __________
CAPSTONE COURSE POST-ASSESSMENT FORM FOR R497

After you have completed this document, you will need to make 3 copies, sign and date each and obtain the signature of your Capstone Advisor on each copy. A copy of this document and your final paper must be provided to your Capstone Advisor and the Director of Undergraduate Studies in the Sociology Department 10 days before the end of the semester. The copy provided to the Director of Undergraduate Studies will be made available for faculty review.

STUDENT’S NAME: ______________________________________________________

CAPSTONE ADVISOR: ____________________________________________________

ASSESSMENT OF GOALS: Attach your responses to this form (no longer than 2-3 pages).

1. What were the major goals of your Capstone? Do you feel that you were able to accomplish your goals. Please explain.

2. How did the Capstone help you in integrating your overall academic experience in the Sociology Department at IUPUI?

3. How did this course assist you in connecting theory to practice?

4. How do you feel this course will assist you toward obtaining your professional goals after graduation?

5. Briefly develop (1-2 pages) a summary of your experience in this course. Include a discussion of efforts, obstacles, and accomplishments in meeting your intended goals and objectives. Also, suggest recommendations for how future students might better prepare themselves for a Capstone experience.

Be sure your name is on any additional sheets.

Student’s Signature: _______________________________ Date: ____________

Faculty Advisor’s Signature: __________________________ Date: ____________

Director of Undergraduate Studies Signature: ________________ Date: ____________
SOCIOLOGY OPPORTUNITIES AT IUPUI
The Sociology Club

The Sociology department strongly recommends becoming involved in the Sociology Club, which meets several times each semester. In addition to being a good way to become acquainted with other Sociology Majors, the Sociology Club offers frequent guest speakers on a variety of topics, such as designing an internship experience, applying for graduate school, and becoming involved in research with some of the Sociology faculty. The club also sponsors service projects and provides opportunities for students to attend professional and student Sociology conferences. Getting involved with a club on campus could be an excellent way to show future employers your leadership skills. Serving as a club president, vice president, or another officer is an impressive addition to a resume. Call 274-8981 for more information about the Sociology Club.

Alpha Kappa Delta

The IUPUI Sociology Department sponsors a chapter of Alpha Kappa Delta, the International Sociology Honor Society. The aim of AKD is to foster and stimulate scholarship in Sociology, both among professional sociologists and among Sociology students. For eligible chapters, AKD provides up to $500 in travel assistance for students to attend regional professional meetings. The society also sponsors an annual undergraduate student paper competition for AKD members. Winners may receive up to $600, plus travel expenses to the annual meeting of the American Sociological Association. Students may become AKD members if they

- Have at least Junior standing and
- Have a 3.0 GPA overall or a “B” average in sociology.

Sociological Research

Many of the Sociology Department faculty are involved in grant-funded research projects. They often need students to help them conduct interviews, code questionnaires, monitor focus groups, or assist in other activities. Research assistants are paid for their work, and scholarships are often available. Professors usually choose students who have demonstrated an interest in and an aptitude for their research field, so the best way to be chosen is to take – and do well in – SOC-R351 as a Sophomore or Junior, and to excel in the elective course the professor offers in his/her area of interest.
The SOC-R 494 INTERNSHIP EXPERIENCE

IUPUI Department of Sociology
(7/10)

What is an Internship?
An Internship gives you an opportunity to apply classroom learning related to your major in an on-the-job learning experience. Both alumni and employers endorse the internship as a useful part of the academic experience. Some internships are paid; the majority are not. However, students find their qualifications for employment improve with an internship on their résumé. Internships involve earning academic credit hours by working in an organization where students apply or gain practical insight into sociological concepts, theories, and knowledge. Students learn by taking on responsible roles as workers in organizations, and observing and reflecting on what happens while they are there. Many Sociology majors have found the Internship Experience to be an excellent preparation for their subsequent careers. A Sociology Internship involves earning 3-6 academic credit hours by working in an organization where you can apply or gain practical insight into sociological concepts, theories, and knowledge.

Who can do an Internship?
Any IUPUI sophomore, junior, or senior with a minimum overall GPA of 2.5 and a Sociology GPA of 3.0 can do a Sociology internship. You can do an Internship as one of your 5 sociology electives, or as your Capstone Course. To qualify, you must also

✓ Be a declared major or minor in Sociology.
✓ Have completed 12 credit hours of Sociology courses (6 of which must be taken at IUPUI), including subjects related to the internship placement. The Sociology Advisor and/or the supervising faculty member will determine whether the Sociology courses you have taken are sufficiently related to the internship placement.
✓ Have a schedule which permits you to schedule 4-8 hour blocks of time during the regular week to work at the internship organization. Plan to work at the internship site 3 hours per week for every 1 credit you receive (i.e. 9-10 hours per week for 3 credit hours; 18-20 hours for 6 credit hours) for an entire spring or fall semester.

If you intend to use the internship as your Capstone, you must meet all of the above requirements. In addition, you must also be a second semester junior or a senior and have completed Social Theory, Research Methods, and 4 of your 5 electives. Also, student must have at least a 3.0 average in their sociology courses to do a capstone internship. Note that, if you do an internship as a Sociology elective, you cannot change your mind later and have it count for your Capstone Experience.

What kinds of internships are appropriate for Sociology Majors?
A wide variety of internships are appropriate for Sociology Majors. Jobs typically involve social service, research, public relations, political advocacy, or community organization.

How do I set up an internship?
Here are the “Eight Steps to Arranging your Internship:”

1. Check to see if you meet the academic prerequisites listed above.

2. Check out the internship information on the School of Liberal Arts webpage: http://liberalarts.iupui.edu/careers/.

3. Determine what you are interested in. It is helpful to take stock of the sociology courses you have taken, your particular interests and abilities, and your career goals. An excellent resource is service learning placements from other sociology courses. Often these placements are interested in interns as well. You might also attend the job fairs listed on the Career Center’s webpage:
Finally, consider asking friends, family, neighbors, etc. Make sure that everyone in your life knows that you are seeking an internship. Let them know what specific kind of work you’d like to experience. In addition, arm them with one of your resumes for information and distribution.

4. Meet with the Sociology Advisor, Patricia Wittberg, and fill out an **Internship Interest and Eligibility Form** (p. 23) for approval of the proposed internship. The Sociology Advisor will assign a faculty member to supervise the internship. **You must do this step before doing steps #5-9.**

5. Locate an internship opening, arrange an interview with the job supervisor and negotiate the internship expectations. With the job supervisor and assigned faculty member, fill out the **Internship Proposal Form** (http://liberalarts.iupui.edu/sociology/uploads/docs/R494Proposalform08.pdf). Have the job supervisor sign the Internship Proposal Form. You should provide the supervisor with the “Employer packet of guidelines and forms” as well as an unofficial copy of your college transcript.

6. Meet with your faculty internship advisor to determine how often the two of you will meet, the deadlines throughout the semester, and the academic component you will submit at the end of the internship.

7. Have your faculty internship advisor sign the Internship Proposal Form and make copies for yourself, your internship advisor and the Sociology advisor.

8. **Your faculty advisor will email the Sociology Office Coordinator your name and University ID, who will assign a class number for the internship in order that you may register.**

9. **Along with your faculty advisor for the internship, see the Sociology Office Coordinator, who will assign a section number for the internship in order that you may register.**

**What do I need to do to complete the internship?**
You will work out the specific details for receiving academic credit with your internship advisor, but at a minimum, you will be asked to

- Keep a journal of your internship experiences, outlining activities, time spent and personal reactions. Submit this to your internship advisor.
- Keep a portfolio of any tangible items (e.g. memos, training materials reposts, etc.) you produce in the course of your internship, and
- At mid-semester and at the end of the semester, you will be asked to submit a **Student Midterm Evaluation** and a **Student Final Evaluation of your internship experience** to your faculty internship advisor. At the same time, your employer will be asked to submit an **Employer Midterm Evaluation** and an **Employer Final Evaluation** of your work. These evaluations, plus the grade your faculty internship advisor gives you on the academic component(s) of your internship, will comprise your grade for the course. These documents can be found on the internship section of the Sociology Department webpage: [http://liberalarts.iupui.edu/sociology/index.php/undergraduates/undergrad_guides_forms](http://liberalarts.iupui.edu/sociology/index.php/undergraduates/undergrad_guides_forms)

For additional information and copies of internship forms, visit our website at: [http://liberalarts.iupui.edu/sociology/index.php/undergraduates/undergrad_guides_forms](http://liberalarts.iupui.edu/sociology/index.php/undergraduates/undergrad_guides_forms)
Date: __________________________  Student ID: __________________________

I am interested in an internship for ____________

Semester/year

Credits desired in R494: ________ (3-6)

Name: ____________________________  E-mail: __________________________

Address: ___________________________________________________________________________________

___________________________________________________________________________________

Phone: __________________________  Cell: __________________________

Major: ___________________________ Minor: ____________________________

Number of credit hours that you will have completed in sociology by the start of the internship: __________ (12 required)

Number of credit hours that you will have completed in sociology at IUPUI by the start of the internship: ____ (6 required)

Estimated grade point average overall: _____ (2.5 required)

Estimated GPA in all sociology courses taken: _____ (3.0 required)

What type of work are you interested in?

What relevant courses have you taken?

Do you have any agencies/organizations in mind? (Students cannot intern where they presently work for pay.)

___ no  ___yes > Which ones?

Would you be able to undertake an unpaid internship?  ___ yes  ___ no

An internship takes 10 hours a week (for 3 credits, more for more credits) for the entire 15-week semester. Do you have blocks of time free from school and paid work that you can devote to this?  ___ yes  ___ no

Do you expect to undertake this internship to fulfill your requirements for the capstone in Sociology?  ___ yes  ___ no

If you want to do this for capstone credit

Will you have completed at least 80 college credits by the start of this internship?  ___ yes  ___ no

Will you have completed a course is sociological theory, a course in methods, and at least 4 other courses?  ___ no  ___yes

You need two faculty members to review your capstone work. Indicate your preferences below.

Return form to Dr. Patricia Wittberg, Director of Undergraduate Studies, Sociology
CA 303G, pwittber@iupui.edu
HELPFUL RESOURCES
SLA SCHOLARSHIPS

Below are some scholarships that are available to students in the School of Liberal Arts. Over $100,000 is awarded each year to SLA students! More information is available at http://www.iupui.edu/~scentral/ and http://liberalarts.iupui.edu/scholarship/. We encourage all Sociology Majors to check the eligibility requirements and to apply.

The Loretta Lunsford Scholarship
For outstanding students enrolled in the SLA, who have an interest in educating others and are willing to volunteer five hours a week in an educational institution. Full-time students with declared majors in the SLA who have an overall GPA of at least 3.4 and have completed a minimum of 30 hours of course work. Students must have at least one full academic year remaining prior to graduation and be willing to volunteer at least 5 hours per week at any educational institution. Up to $3,000 for the academic year may be rewarded to 5 recipients.

The Mary F. Chrisler Scholarship
To encourage collaboration between SLA faculty and students on academic or course-related research, providing opportunities for academically promising undergraduate students to gain first hand experience on research projects. Full-time students with declared majors in the SLA who have a GPA of at least 3.5 in their major field of study. Students must have at least one full academic year remaining prior to graduation. Students must have a faculty sponsor, who must be a full-time member of the SLA. Up to $3,000 for the academic year may be awarded to 5 recipients.

The Margaret A. Cook Foreign Study Award
To promote and encourage study of modern foreign languages through study abroad in programs sponsored by Indiana University. Available to all IUPUI School of Liberal Arts Majors. Priority will be given to junior or senior modern foreign language majors. Up to $2,000 will be rewarded. Applicants must write an essay about their study abroad plans, their interests in language study, and the importance of study abroad programs to their Liberal Arts education.

The Indianapolis Women’s Rotary Club Scholarship
To assist adult returning students at IUPUI in completing their undergraduate degree. Any student who has experienced an interruption of at least 3 years in their schooling, and who is preparing for a new career, re-entering the job market, or advancing in a current career. Selection will be based primarily, though not solely, on financial need. Applicants should be 21 and over. Up to $1500 may be awarded.

Adult Outstanding Scholarships
For motivated adult (30+) returning students with at least 12 credit hours, 3.5 GPA in all courses since returning. Up to $1,000 may be awarded.

Robert E. Cavanaugh Memorial Scholarships
For juniors and seniors of all majors who have graduated from an Indiana high school, who demonstrate leadership abilities and have some, demonstrated financial need. Must submit an essay; questions vary by year. Up to $2,000 may be awarded.

Norman Brown Minority Achievers Program
Students from racial and ethnic populations who have been historically underrepresented in institutions of higher education in Indiana are encouraged to apply. Students enrolled in disciplines in which their race, ethnicity, or gender has been historically underrepresented are given equal consideration. Annual scholarships of up to $3,000 are given to incoming freshmen and currently enrolled students who demonstrate potential for academic excellence.
The Ray Russo Faculty/Student Technology Scholarship
This scholarship supports Liberal Arts students working with faculty who are using technology to teach a course during the Fall or Spring semester. The student will assist the faculty member on a project that uses new pedagogical technologies. Faculty nominates students who must be Liberal Arts Majors and show an interest in and aptitude for both course subject matter and new pedagogical technologies. Students will work an average of 4 hours a week during the semester on the project with the faculty member.

Charles O. McGaughey Leadership Awards
These awards recognize students who have demonstrated leadership abilities and an appreciation of basic American values through a record of achievement in community services or service to IUPUI. Juniors and seniors with a 3.0 GPA in academic work are eligible. Must submit an essay; questions vary by year. Preference is given to students in Liberal Arts, Science and Business. Up to $2,500 may be awarded.

The SLA Faculty Medal of Academic Distinction
This is a student award for outstanding academic performance. Faculty nominate students who have taken at least 60 credit hours at IUPUI, have a grade point average of at least 3.5, expect to graduate in the year in which they receive the award, and demonstrate both broad academic talent (i.e. excellence in multiple disciplines) and meritorious participation in extracurricular activities.

And Many, Many More!

SOCIOLOGY AWARDS
The Sociology Department also gives various awards and scholarships to outstanding students whom the faculty nominates. You do not apply for these awards yourself. These awards are:

The Outstanding Senior Sociology Major Award
This award ($150) goes to a graduate Senior Sociology Major who has taken at least 7 sociology courses at IUPUI, has a grade point average of 3.5 or higher for IU sociology courses, and must demonstrate the highest level of excellence in the study of Sociology. The student must be nominated by a sociology faculty member who has taught the student or supervised his/her work.

Sociology Course Paper Awards
Two awards are presented to one excellent academic paper ($150) and a best essay ($100) written by an undergraduate Sociology Major or Minor. The paper and essay should focus on an important topic in Sociology, have a clear argument, and demonstrate the student’s good sociological understanding of the topic. The nomination will be made by the course instructor.
The IUPUI Honors College

The IUPUI Honors College provides highly motivated and creative students with the opportunity to enroll in smaller, dynamic classes and to collaborate with faculty in independent study and research projects. Honors students form their own network and support community. They have access to the University reading room and receive email updates about the Honors Office and the Honors Club. The Honors College also offers special courses at all levels of university study to qualifying students. For more information, check the Honors College web site: http://honorscollege.iupui.edu/.

The IUPUI Undergraduate Research Opportunities Program (UROP)

The Undergraduate Research Opportunities Program is a campus-wide program that encourages and supports undergraduate students to work with a faculty mentor on a research or other creative project. Special funding is provided through the UROP Grants Program, both for research projects and for travel to professional conferences. Students are also helped to find summer research internships. For more information, check the Center for Research and Learning web site: http://crl.iupui.edu/.

Service Learning Opportunities

The Center for Public Service and Leadership operates the Office of Service Learning. The Center sponsors Days of Service for volunteers, and has also stimulated the growth of over 45 service learning classes. In addition, the Center sponsors Service Learning Scholarships. Applicants must have completed 15 credit hours at IUPUI and have a GPA of 2.75. Applications require two letters of recommendation and a personal essay on the applicant's academic and community service experience and academic and leadership goals. Community Service Scholars will volunteer six hours per week throughout the academic year at a selected service agency or public school in the Indianapolis area, and will enroll in and complete one service learning course. Call 317-279-2662 for more information, or visit the Service Learning web site: http://csl.iupui.edu/index.shtml.
Important Campus Resources

One Start Information (http://onestart.iu.edu)

Students may set up their University accounts, register for classes, access their transcripts, class schedule, bursar account, and financial aid information on-line using Onestart. To get started you will need to have your University User ID. This ID will give you access to many resources through University Information Technology Services (UITS) and is available from the Sociology office coordinator. Next, go to the One Start page and follow the links to set up your University account. Once you have set up your account you can register for classes.

Computer Facilities & Resources (http://uits.iupui.edu)

The University Information Technology Services home page is a good way to find out about the computer resources of the campus, in general. The center's phone number is 274-HELP(274-4357) and the email is: ithelp@iu.edu.

There are several public computer clusters on campus, where students can have access to e-mail, Web sites, library information, online file storage services, word processing and statistical software. Information on hours, consulting services, equipment and programs can be obtained from the following Web sites at http://liberalarts.iupui.edu/index.php/technology.

To find a computer on campus visit - http://uits.iu.edu/page/amcg .

Computer Software (http://iuware.iu.edu)

The bookstore in the student center sells computers and software, often at discount rates. For example, a special student edition of SPSS for Windows can be purchased there for a very low price (about $25). Also available are operating systems, anti-virus programs, word processing software, and other amenities.

Computer Training Courses (http://ittraining.iu.edu/iupui/)

IUPUI offers several courses offered, at little or no cost, to train students to use computer and audiovisual technologies (STEPS workshops).
Campus Shuttle

A free shuttle bus service operates on campus when classes are in session. For information on the shuttle operation hours and the shuttle routes visit: [http://parking.iupui.edu/Transportation/TransportationCampusShuttles.aspx](http://parking.iupui.edu/Transportation/TransportationCampusShuttles.aspx). You can also track shuttles from your smart phone or online visit – [http://iupui.doublemap.com/map](http://iupui.doublemap.com/map). For any additional information about Campus Shuttles call 274-1808 or email at shuttles@iupui.edu.

Parking Information ([http://parking.iupui.edu/](http://parking.iupui.edu/))

Students driving to campus will need a parking permit for the campus lots, no matter when the class meets: day, evening, or weekend. Parking permits can be bought as part of the registration process and will be mailed to the address on record with the Registrar. If you did not request a parking permit during registration, you can buy one from Parking Services at the Vermont Street Garage, 1004 W. Vermont. Hours are: Mon. - Thu. 7:30 a.m. - 5:30 p.m.; Fri. 8 a.m. - 5 p.m.; closed Saturday and Sunday. Phone: 274-4232.

IUPUI Jag Tag ([http://jagtag.iupui.edu/](http://jagtag.iupui.edu/))

Student photo ID cards (Jag Tag) is the IUPUI ID card that works as an ID, a library card, and a debit card at the bookstores, vending machines, and most dining places on campus as well as Ray’s Campus Salon, Parking Services, hospital gift shops, and the Natatorium. You will also need your Jag Tag to print from campus computers. You may obtain your ID in the Campus Center, Suite #217. Hours vary and are posted at each office and on the website (above). For more information, please call 317-274-5177.

University Writing Center ([http://iupui.edu/~uwc](http://iupui.edu/~uwc))

Check website for hours of availability for each location. Experienced tutors will assist you in understanding a writing assignment, brainstorming and getting started, clarifying language and ideas, revising first drafts, and documenting sources. It is advised to make an appointment ahead of time, and not to wait until the day before the assignment is due. Centers are located at CA 008H and UL 2125 and the general telephone number is 274-2049.

University Career Center ([http://iupui.edu/career/students/](http://iupui.edu/career/students/))

Services include Student Employment Program, Internships and Co-ops, Career Planning and Counseling, SIGI PLUS and other Interest Inventories, workshops in career planning, resume writing, and job search strategies, Career Library, Job Listings and Announcements, Job Fairs, On-campus Interviewing, and Resume Referral Service. The Career Center is located University College, Third Floor. Phone: 317-274-4856.

Counseling, Psychological and Adaptive Educational Services

If you or your fellow classmates have a disability or are experiencing mental health problems while a student at IUPUI, there are a variety of resources provided by the University to help you.

- Counseling and Psychological Services (CAPS): (317) 274-2548;  
  web: [http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/](http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/)
- Adaptive Educational Services (AES): (317) 274-3241;  
  web: [http://aes.iupui.edu](http://aes.iupui.edu)
Other Resources

IUPUI Center for Young Children
321 Limestone
(317) 274-3508
http://childcare.iupui.edu/

Office of Student Financial Services
425 University Blvd. CA 147
(317) 274-4162
finaid@iupui.edu
http://iupui.edu/~finaid/

Student Health Center
Coleman Hall
1140 West Michigan Street
(317)274-8214
http://health.iupui.edu/

IUPUI University Library
755 West Michigan Street
(317)274-8278
http://ulib.iupui.edu

Office of Housing and Residence Life
Contracts & Assignments Office
405 Porto Allegre Street, Suite 170
(317) 274-7200
email: reslife@iupui.edu
http://life.iupui.edu/housing/

IU Natatorium
901 West New York Street
(317) 274-3518
http://iunat.iupui.edu/

Registrar
425 University Blvd, CA 133
(317) 274-1519
e-mail: iupuireg@iupui.edu
http://registrar.iupui.edu

Bepko Learning Center
815 West Michigan Street, UC 2006
(317) 274-4818
http://blc.uc.iupui.edu/

Study Abroad
902 W. New York St.
ES 2129B
(317) 274-2081
http://abroad.iupui.edu/

Center for Service and Learning
Office of Service Learning
801 West Michigan Street, Business/SPEA BS2010
(317) 278-2262
http://csl.iupui.edu/

IUPUI Honors College
University Library
755 W. Michigan St. UL0124
(317) 274-2660
http://honorscollege.iupui.edu/
ACADEMIC DISHONESTY POLICY

As a student at IUPUI, you are governed by the IU Code, which prohibits “Academic Misconduct.” According to this Code, which was adopted by the trustees of Indiana University in 1998, “The University may discipline a student for academic misconduct, which is defined as any activity which tends to undermine the academic integrity of the institution.” Academic misconduct includes, but is not limited to, the following:

1. Cheating
A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:
   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
   b. A student must not use another person as a substitute in the taking of an examination or quiz.
   c. A student must not steal examinations or other course materials.
   d. A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
   e. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
   f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
   h. A student must not alter a grade or score in any way.

2. Fabrication
A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism
A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledges indebtedness whenever s/he does any of the following:
   a. Quotes another person’s actual words, either oral or written
   b. Paraphrases another person’s words, either oral or written.
   c. Uses another person’s idea, opinion, or theory
   d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge

4. Interference
   a. A student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
   b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.
5. **Violation of Course Rules**

A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty**

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.
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