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INTRODUCTION

Welcome to the Department of Sociology at Indiana University - Purdue University at Indianapolis. We are pleased that you are here, and prepared this booklet to help you make the most of your experience as a student. This manual does not contain all you need to know as you enroll in our program, but is offered as a convenient summary of and supplement to the more detailed information in the IU Graduate School Bulletin, IUPUI Campus Bulletin, and IUPUI Schedule of Classes, and other publications on university procedures, policies, and resources.

The IUPUI Department of Sociology offers a Master of Arts degree. It is designed to prepare students for conducting applied and policy-oriented research, to provide thorough training in the discipline’s basics for those who wish to pursue a doctoral degree elsewhere, and to equip those already in the workforce with critical skills necessary for assessing and applying sociological knowledge in their everyday responsibilities. Currently, the program features three formal areas of concentration (family/gender studies, medical sociology, work/occupations), although other specializations are also possible to arrange. The program of study culminates in either a thesis or an internship experience. Because we try to meet the needs of both full and part-time students, courses tend to be scheduled in late afternoon or early evening.

The Department. The faculty in Sociology is engaged in a wide variety of scholarly activities—including research, journal editing, and community service-related projects. Students will have opportunities to participate in these activities with faculty members and through Department-sponsored internships. Appendix A gives contact information and the areas of specialization for individual faculty members.

The University. Indiana University - Purdue University at Indianapolis (IUPUI) was created by the state legislature in 1969 when extension programs operated by the two schools merged. IUPUI is one of the nation’s most innovative and comprehensive metropolitan universities, serving over 29,000 students, of which some 7,000 are enrolled in graduate and professional studies. The University houses 5 major libraries and is heavily involved in state-of-the-art electronic access to books, journals, government documents, and a wide variety of research materials. Our excellent computer facilities and access have contributed to Indiana University's being recognized as one of the top 10 wired universities.

The Community. Indianapolis, the capital of Indiana since 1825, ranks as the nation's 12th largest city. IUPUI's downtown location provides easy access to the central facility of the Indianapolis - Marion County Public Library, Indiana State Library, Indiana State Archives, and Indiana Historical Society archives and research facilities. The city also has many public and private social service agencies, which offer opportunities for student internships and research.

Career Opportunities. Sociologists with a Master's degree have enhanced opportunities to gain employment in a wide variety of settings. Research-related positions can be found in hospitals, medical centers, state and local government planning units, and social service agencies. Administrator or staff positions in community health agencies, youth programs, nursing homes, social service centers and community mental health centers, and other agencies are also available. Another avenue for careers is teaching social science subjects at junior high and senior high school, as well as in junior colleges and technical schools. Finally, opportunities exist for researchers and administrators in opinion research firms and "think tanks", including openings for management analysts, market researchers and human resource professionals.
ADMISSION TO THE PROGRAM

Students may be admitted to the Graduate Program for fall semester on either regular or probationary status. Completed applications and supporting documents must be on file by Feb. 1 for consideration for some funding awards and by April 15th for consideration for fall admission. Prospective students must apply for admission first to the Department of Sociology. If accepted, the Department forwards the application to the campus office of the Indiana University Graduate School for consideration. Acceptance into the graduate program in the Department of Sociology does not guarantee Graduate School admittance.

Regular Status. Regular admission requires that you have an undergraduate degree with a minimum grade point average of 3.0 (on a 4.0) scale. You should also have completed five undergraduate sociology courses (or approved equivalent courses). The Department may require a student to make up any course deficiencies while in the program (e.g., lack of a prerequisite for a particular graduate course). You will have been advised on this in your letter of acceptance.

Probationary/Special Student Status. In some cases, you may be granted probationary or “Special Student Status” admission. When admitted on probationary status because the undergraduate GPA falls below 3.0, the student must complete at least 9 hours of graduate work in core (basic or concentration area) courses, with a cumulative minimum Grade Point Average of 3.3 in such courses. An average below 3.3 but above 3.0 means continued probation up to 18 credit hours. A failure to reach the 3.3 standard after 18 hours of core courses means dismissal from the program. You may reapply after a waiting period of three years. As with regular-status admissions, the Department may require a probationary student to fulfill particular requirements, to make up for deficiencies in earlier sociological training. You will have been advised on this in your letter of acceptance.

Graduate Non-Degree Status. This refers to taking graduate courses either to "try out" graduate school, or to fulfill continuing education requirements. You need to apply through the Graduate Non-Degree Office [http://www.iupui.edu/~resgrad/grad/grad_menu.htm or (317) 278-1577] and obtain permission to register. A maximum of 18 non-degree credits may be earned in the same department, but no more than 12 of these credits will count toward the degree. Further study in the department requires approval for either full or special-status admission.

Non-Degree students are not officially counted as being in our MA program in Sociology, although they may be included in our e-mail list, invited to functions for graduate students, etc. Non-degree students may be eligible for student loans and other forms of financial aid, for which they need to complete a Non-degree Prerequisite Certification form for the Office of Student and Financial Aid Services. This form is available through the office of financial aid, http://www.iupui.edu/finaid.

Transfer Credits: Students who have taken graduate courses at other universities can have up to 8 credits transferred toward the MA in Sociology at IUPUI. The application for transfer of credits is prepared by the Director of Graduate Studies, in consultation with the student and the student’s advisor. Final approval is up to the Dean of the Graduate School. For students who have taken courses at Indiana University in Bloomington, approval may be granted for transferring up to 18 credits toward the degree at IUPUI. The residency requirement still applies, however. The last 18 of the 36 credits required for the degree must be taken at the Indianapolis campus. Only courses with a B or higher may be transferred from other institutions.
Double counting will not be allowed. If the transfer-credit course taken outside the program basically duplicates a course taken in our department, the latter will not count toward the MA. Also, this means that a course needed for another degree cannot simultaneously count for the MA. But a superfluous graduate course taken as an undergraduate, that was not needed to meet requirements of the bachelor’s degree, may be used for the MA.

THE ADVISING SYSTEM

A departmental orientation meeting will be held during the week prior to the beginning of fall semester’s classes. At that time, you will be introduced to departmental faculty, meet continuing and new students, be assigned an initial faculty advisor, and receive a general introduction to the department and overview of the graduate program.

Graduate Director

The Director of Graduate Studies oversees the graduate program, and serves as chair of the department’s Graduate Committee. He/she will help you plan your first semester’s curriculum, and can be consulted about policies and precedents that are relevant to your plans.

Initial Faculty Advisor

Your initial faculty advisor, assigned at the beginning of your first semester in the program, will serve as an academic advisor during your first year. The initial faculty advisor’s responsibilities normally include:

1. Meeting with the student monthly or more often.
2. Helping you to plan a program of study until you select your thesis or internship advisor and committee (normally by the end of your second semester in the program).
3. Assisting you to identify a thesis or internship advisor.
4. Notifying the Director of Graduate Studies of your progress through the first year of the program.

Thesis/Internship Advisory Committee

After you have completed course work to the point where you are considering a thesis or internship, you will need to select a thesis/internship advisor. This person must be a member of the Sociology Graduate Faculty. (See Appendix A Faculty/Staff Listings for faculty eligible to serve as your advisor). The advisor-advisee relationship is a critical dimension of your graduate studies. Although students find advisors in many different ways, the procedure for doing so often begins by locating faculty members with interests that match their own. After an introductory meeting, the student and faculty member should discuss each other’s expectations, capacities, and timelines. Once a faculty member agrees to serve in the role of advisor, the student should notify the Graduate Director in writing or by e-mail. You should then work with the advisor to select the additional member(s) to serve on your internship or thesis committee. Selecting a thesis/internship advisor is usually done by the end of the second semester enrolled or before the completion of 18 credit hours.

The internship/thesis advisor’s responsibilities normally include:

1. Meeting regularly with the student and supervising the student’s course of study.
2. Chairing your thesis/internship committee.
3. Reviewing drafts and doing the initial screening of your thesis/internship proposal and project.
4. Keeping the Office Coordinator apprised of any changes in the student's status, contact
information, and Thesis/Internship Committee membership.
5. Serving as Principal Investigator for the project if it must receive approval from the
University’s Human Subjects Institutional Review Board.
6. Monitoring progress and reporting concerns to the Graduate Committee.

Once the student and the thesis/internship advisor have agreed on an internship or thesis
project, thesis students will need to select two additional faculty members to serve on their
committee, and internship students will need to select one additional member. An additional
member does not have to have graduate faculty status or be from within the department, but does
need to be approved by the Graduate Committee and Graduate Director. Normally any of the
university’s resident (full-time, non-visiting) faculty (even those with mainly administrative
positions) will be acceptable.

It is a good idea, but not required, to meet informally with other members of the
committee from time to time. This is especially important if a member has been selected for
specific expertise.

The thesis/internship committee member’s responsibilities normally include:
1. Reviewing and approving the graduate student’s thesis/internship proposal.
2. Reviewing and approving the graduate student’s thesis/internship project.

Once a faculty member agrees to serve as an advisor or committee member, the student should
notify the Director of Graduate Studies in writing or by e-mail.

GRIEVANCES AND APPEALS

The Director of Graduate Studies is the person to whom you usually would bring
suggestions or complaints about the program. If you have a concern that cannot be resolved
through discussions with the director or might not be appropriate to address to the director, you
may approach any member of the Department’s Graduate Committee (including the student
representative) or the department’s chairperson.

For a matter that involves a particular class, there will generally be an expectation that
you first communicate your concern to the instructor directly, which might quickly clear up
simple misunderstandings or bring forth adjustments and explanations that are satisfactory to all
parties. More complicated situations may require a meeting or a series of hearings with the
department chairperson or members of a faculty committee.

If there is an impasse at the department level, matters can be taken to the Dean’s Office in
the School of Liberal Arts, the IU Graduate School Office, the Affirmative Action Office, or
other administrators/bodies, as appropriate to the dispute. Your rights and responsibilities as a
student are explained in documents made available by such offices. These are generally
available on-line.

Faculty members or administrators who normally would be involved in investigating a
complaint or hearing an appeal may have to recuse themselves in situations where there is the
risk of a conflict of interest or at least the perception thereof. This could happen if there is a
personal relationship, financial partnership, or other connection between a party to a dispute and
someone involved in recommending a solution. The policies and guidelines of the larger
academic units to which the department belongs must be respected in such situations.

See the section on “Graduate Student Petitions” (under “Program Policies” below), for
information on the procedure for requesting waivers of rules due to extenuating circumstances.
OVERVIEW OF REQUIREMENTS FOR M.A. DEGREE

The following outlines general program requirements for the Master’s degree in Sociology. Details about the thesis and internship options are discussed in the next section.

**Time Limit**: Normally, courses must be completed within 5 years of awarding the degree. Under extenuating circumstances, a graduate student and his or her advisor may request by letter a time limit extension. This letter should go to the Graduate Committee. If approved, the Chair of the Committee will forward the request to the Graduate School Dean. Approval is contingent on revalidation through one of the following methods: passing an exam for a recent version of the same graduate course, passing a more advanced course on the same topic, passing a comprehensive examination which requires demonstration of substantial knowledge of the course content, teaching a comparable course, or publishing scholarly research demonstrating substantial knowledge of the content of the course. Full-time students can complete the program within 2-3 years.

**Course Requirements**: Students must complete a total of 36 hours of graduate-level coursework at the 500 level or above (which can include a maximum of two Individual Readings courses). The student must maintain a minimum Grade Point Average of 3.0 in these courses, and each course has to receive a grade of C or higher. Appendix B provides a brief description of graduate courses.

**Required Basic Courses**: These courses should be completed within your first three semesters of study for full-time students and first four semesters of study for part-time students. Basic courses include 12 credits as follows:

- R556 or R557 Advanced Sociological Theory I or II
- R551 Quantitative Methods in Sociology
- S659 Qualitative Methods in Sociology or R593 Fieldwork
- R559 Intermediate Sociological Statistics

**Concentration Area Courses**: These include 12 credits from one of the following concentration areas (concentration areas are described below):

- **Family/Gender (12 Credits)**
  - R530 Families/Social Policy
  - S616 Soc. Family System
  - R525 Gender and Work
  - S526 Sociology of Sexuality
  - R537 Gender in Society
  - S632 Socialization
  - R594 Internship Family/Gender
  - S560 Topics: Family/Gender
  - R697 Readings Family/Gender

- **Medical (12 Credits)**
  - R515 Soc. of Health/Illness
  - R585 Soc. of Mental Health
  - S610 Soc. Health/Ill Behavior
  - S526 Sociology of Sexuality
  - R594 Internship Medical
  - S560 Topics: Medical Soc.
  - R697 Readings Medical Soc.

- **Work/Org (12 Credits)**
  - R610 Soc. Health/Ill Behavior
  - R525 Gender and Work
  - S612 Political Sociology
  - R594 Internship Work/Org
  - S560 Topics: Work/Org
  - R697 Readings on Work/Org

**Note**: A student may count no more than one internship course towards the concentration area and a maximum of two combined reading and internship courses towards the concentration area. Whether a given Topics or Readings course counts for a particular concentration area depends on approval by the Graduate Committee, whose decisions in turn are subject to oversight by the department’s faculty as a whole. Some courses can count for more than one
concentration area. You should get clarification in writing about how new or not hitherto specified courses are classified, before you enroll in them.

**Elective Courses**: These include 6-9 credits of courses outside of your basic and concentration courses, depending on whether your thesis/internship is worth 3 or 6 credits. You may also count a maximum of 9 credits toward your electives from any graduate courses in other departments with programs under the IU Graduate School.

**Note**: Not all graduate courses in the Schedule of Classes are acceptable. All graduate courses in the School of Liberal Arts (including Sociology) count. Any courses listed in the IU Graduate School Bulletin qualify, plus any that the IU Graduate School has recently approved for our campus and added to its Master Course Inventory. Even other courses can count, if the graduate director provides you written confirmation that the Graduate School considers them acceptable.

**Thesis or Internship Proposal and Meeting(s)**: All students are required to write a thesis or internship proposal (depending on whether they choose the internship or thesis option) and have this approved by their advisor and committee.

**Completion and Oral Defense of Thesis or Presentation of Internship Project**: The Master of Arts Degree program of study culminates in either a thesis or an internship experience. The final 3-6 credits are comprised of an Internship or Thesis course option (described in detail in the next two sections). Students normally complete these courses during their last year in the program and complete a written thesis or internship paper, as well as verbally defend a thesis or present the internship paper, during this time.

**Note**: The Graduate School requires that you submit an "Application for Advanced Degree" form (available from the Department or the Graduate School) at least 60 days prior to the desired degree date. The Director of Graduate Studies normally files this form for you.

Appendix D contains all the necessary forms that you will need to complete the requirements of your degree, including an academic planning form and a checklist for completion of the MA in Sociology. You may also download them from the graduate program website to complete electronically.
GRADUATE PROGRAM CONCENTRATION AREAS

As part of the M.A. program, students are required to choose an area to concentrate their course work. The program features three formal areas of concentration—family/gender studies, medical sociology, and work/occupations. Students must successfully complete 12 credits of courses (no more than two independent readings among them) within one of these concentration areas (described in detail below), or within another area approved by the Graduate Committee.

I. FAMILY/GENDER CONCENTRATION

Courses in this concentration have the potential to influence how students think about families and gender, how they live their own lives, and how they address public policy issues. In addition, our course offerings provide students with an understanding of how these issues affect children, adolescents, people with disabilities, and older citizens. Our faculty itself has diverse specializations within the sociological studies of the family and of gender that both broaden and deepen students' interests. For example, our faculty's expertise in family policy applies not only to the United States but also to other countries, such as Sweden and China; new trends in U.S. partner- and family-formation; the global impact of HIV/AIDS on family life and women; and the particular case of the family which has a member with a disability or with chronic illness. With a concentration in the Sociology of the Family and the Sociology of Gender in our department, there are many avenues for professional employment, and some of our students form bonds with agencies and individuals that eventuate into jobs after their graduation.

Combined with course work in research methods and statistics, graduates in this sub-field are prepared to apply what they have learned in jobs as varied as:

- service (teaching, education, research and scholarship, and program development)
- administration/management (program leadership, community organizing, and research coordination)
- public policy (lobbying, and advocating for system change and awareness)

Family and Gender Faculty

The faculty in the Family and Gender concentration at the present time are: Robert Aponte, Wan Ning Bao, David Bell, Carol Brooks Gardner, Linda Haas, Marci Littlefield, Lynn Pike, Suzanne Steinmetz, Colin Williams, Gail Whitchurch (Adjunct with Communication Studies).

II. MEDICAL SOCIOLOGY CONCENTRATION

The Medical Sociology concentration is designed for students seeking applied research and policy careers in public and private health, mental health, and social service organizations and agencies, as well as those who plan to apply to Ph.D. programs with a medical sociology concentration. Courses examine the phenomena of health, illness, disability, mental health issues; the social organization of health care delivery; and differential access to medical resources. The Medical Sociology Faculty has identified three broad educational and training goals of the medical sociology concentration program: (1) Students will understand and appreciate the broad range of theoretical and methodological sociological approaches for studying health, illness, and healing. (2) Students will develop a thorough understanding of the organization and function of health care systems and policies both in the United States and around the world. (3) Students will be trained to work in health care settings as applied masters-
level sociologists and apply their theoretical and methodological skills to practical problems in health, illness, and healing.

Combined with course work in research methods, theory, and statistics, graduates in this sub-field are prepared to apply what they have learned in jobs as varied as:

- academic teaching and academic research
- government planning, research, and regulatory agencies
- hospital and health institution policy and research
- citizen advocacy in such areas as health and disability

Affiliated Medical and Research Centers: Some of the Sociology faculty members have appointments in the School of Nursing and the School of Public and Environmental Affairs, where they teach, consult, and conduct and supervise research. They provide bridges to relevant courses, field experiences, internships, and research opportunities in these professional schools, and their associated medical, nursing, and hospital facilities. The partnership of IU, Riley, and Methodist Hospitals (Indiana University Medical Center – IUMC), nationally recognized as a successful collaboration providing outstanding health care for its region, is located on the IUPUI campus and expands opportunities for students and the University’s capacity to conduct cutting-edge research. In addition to the School of Medicine and Nursing, IUPUI has graduate programs in Health Administration, as well as Public Health. Students may take electives in these programs.

**Medical Sociology Faculty**
The core faculty in the Sociology of Medicine at the present time are: David Bell, Carrie E. Foote, Carol Brooks Gardner, William Gronfein, Tamara Leech, Neale Chumbler, Betsy Fife (Adjunct with the School of Nursing), and Eric Wright (Adjunct with the School of Public and Environmental Affairs).

**WORK/ORGANIZATION CONCENTRATION**

The Work and Organizations concentration of the applied Masters in Sociology program at IUPUI seeks to develop a macro understanding of the larger institutional order - politics, economics, and social structure (work, organizations, and social networks). Knowledge of the internal and external challenges confronting organizations, as well as the changing dynamics of the workplace, permits graduates to use their expertise in a wide range of occupations.

Combined with course work in research methods and statistics, graduates in this sub-field are prepared to apply what they have learned in jobs as varied as:

- state and local government positions
- executive positions for non-profits or social service organizations
- business consultants and analysts
- survey researchers and evaluation specialists
- leaders/staff of social change organizations

**Work and Organizations Faculty**
The faculty in the Organizations and Work concentration at the present time are: Robert Aponte, Ain Haas, Linda Haas, Najja Modibo, Peter Seybold, Robert White, and Pat Wittberg.
THE INTERNSHIP/THESIS OPTIONS

As discussed previously, our Department offers you two options to complete your program, an Internship or Thesis. In selecting an option, you should evaluate your career goals and discuss the options with your thesis/internship committee. The thesis option is available to individuals who wish to pursue a more traditional research-based program. Students who plan to continue their education after the Master’s level are encouraged to select the thesis option. All students pursuing the internship option are expected to participate in an internship in an organization, school, business, government office, etc.

The Internship Option

All M.A. students pursuing the internship option are expected to participate in an internship in an organization, school, or business. The internship option is designed to generalize theory and research skills acquired in the classroom to the reality of the work situation. At a minimum, students will work in an agency for 8 hours a week for 14 weeks, prepare a weekly journal of activities, and complete a project that provides specific skills that benefit the student in the labor force, as well as provide a needed service for the agency. The outcome of the internship is a final paper reflecting the internship experience, and presentation of a summary to the internship committee or at a public forum. Some internships are paid; others are not.

Specific Requirements:

Select an Internship Chair: The first step in getting ready to do your internship is selecting a chair of your internship committee. This person must be a member of the sociology graduate faculty.

Select an Agency: Students are responsible for locating an internship opening, with help from the sociology faculty. A good step is for the student to take stock of their particular interests, abilities and career goals before choosing the focus and site for the internship. The Sociology Department maintains a listing of agencies that often seek interns. This list is available through the graduate program Web site and from the Director of Graduate Studies. In some cases, a student may use their own place of employment for the internship site; however, the student must then complete duties that are in addition to their current duties (normally a minimum of 6 additional hours a week).

Internship Committee: After you have identified your chair and an agency, you must select one additional faculty member to serve on your committee.

Complete the MA Internship Agreement Form (Appendix D): This form is designed to clarify the expectations and responsibilities of the student, the agency, the faculty committee chair and second committee member, and is completed by each of these parties after an agency is selected. Normally this form is completed at least one week prior to the beginning of the semester in which the student plans to enroll for internship credits. Your form should be no longer than 2-3 pages and must be typed. (Employers may also add a copy of the job description, instead of completing their section of the form). Once approved by your Internship Committee, make 4 copies: provide the original to the Director of Graduate Studies, one to each of your committee members, one to your internship agency, and keep one for yourself.
Begin Internship. After completing 18 credit hours in the program, and once you receive final approval from your Internship Committee, register for SOC-R 594 and begin your internship. Normally this is done at least one week before the first day of the semester in which you plan to enroll for internship hours. Remember, you cannot begin the internship until it is officially approved in writing on the Internship Agreement Form.

Keep a Weekly Journal of Activities: You must maintain a weekly journal of your internship experiences that includes the date, hours spent on the internship that week, details about your activities, and a brief statement that reflects on the sociological relevance of your placement. Journals are submitted to the internship chair every 1-2 weeks. While the specifics of your journal will be decided by your advisor, normally journals follow these guidelines:

- Journals should be typed.
- Include date, hours spent on internship that week, and details of activities.
- Be specific! Give details as though you were explaining your activities to a friend.
- Spell it out! Don’t assume your reader will understand abbreviations and slang terms.
- Include insights gained from your observations that will relate to your final paper.
- Include reflections on the sociological relevance of your experience
- Write an entry every week.
- An entry will be approximately 2-3 pages.
- At the end of each month, total the number of hours you spent on your internship. This will save you and your employer time at the end of the internship.

Distribute Midterm and Final Evaluation Forms. Internships will be evaluated midterm and at the end, by students and work supervisors, using forms provided for this purpose on the department website. Students are responsible for distributing the forms to their work supervisors, along with an envelope that can be used to mail the evaluation directly to the faculty supervisor of the internship.

Complete an Internship Project and Paper: The internship requires completion of a minimum of a 5000-word paper (approximately 20 double-spaced typed pages) at the conclusion of the internship. The format and content of the paper must be planned in consultation with your Internship Committee. Normally, this paper takes one of the following forms: a research report on a topic of interest to the agency; a research grant proposal for the agency; or a critical reflection on the sociological relevance of your placement. Provide a complete copy of your internship paper to your committee chair at least one week prior to the last day of classes. After your chair approves this final draft, you may then ask your second member to read the paper for his/her approval, normally on the last day of classes. Both members of your internship committee must approve your internship paper.

Make an Internship Presentation. Each student will be required to make a short 20-30 minute presentation on their internship experience before the end of the semester in which he/she enrolls
in internship credits. Your presentation may take any of several forms such as a presentation to your committee, the internship agency, at a conference, or to one of our graduate classes.

**Summary of Rules Regarding Internships**

A student must complete 18 graduate credit hours prior to enrolling in an internship.

Internships must have a social science research component where the student can apply and/or learn methodological skills.

There may be a mid-internship site visit or phone conversation between an IUPUI Internship Program representative and/or your internship advisor.

A student who chooses the thesis track may also enroll in up to 6 internship credits as electives or concentration area courses. In these cases, students only need to have one Sociology faculty advisor to supervise and approve their course work.

No more than 6 internship credits may count towards your degree.

No more than 3 internship credits may count towards a student’s concentration area.

A student who chooses to apply internship credit hours and independent reading credit hours towards their concentration area may count no more than a combination of 6 internship/readings credits towards the concentration area.

A student must work for a minimum of 8 hours a week for each 3 internship credits enrolled (6 if the site is the student’s pre-existing place of employment).

Students who intern in their own place of employment may count no more than 3 internship credits completed in their place of employment towards their degree.

If the internship involved original research work, this may be used as part of a thesis, subject to the approval of the student’s thesis committee and the Institutional Review Board. (See the Thesis Research Project description below.)
The Thesis Option

A thesis must demonstrate your ability to work independently on a sociological problem. The finished thesis may vary in length, but usually will be between 50 and 100 pages. The general structure and format should be determined by the student in conjunction with his/her thesis advisor (sample formats are provided in the section on preparing your thesis below). Your thesis must take one of the following forms:

1) A research study involving collection and analysis of either original data (i.e. collected by the student) or secondary data (collected by someone else) on an empirical problem. Students design and carry out a research project and prepare a final research report.

2) A theoretical discussion of a sociological issue, concept, or debate in a specific area of interest to the student. For example, the student may write a critical literature review and together, the student and faculty member will work out a comprehensive bibliography in the special area which the student will be responsible for reading and critically reviewing. A second model is for the student to write an issue or problem paper. Students may identify what they take to be a major, fundamental, conceptual issue or debate in sociology and critically examine that issue or debate. Students are expected to synthesize the appropriate literature relevant to the problem, bringing their own viewpoint to bear on the issue.

Specific Requirements

Formation of Thesis Committee: The first step in getting ready to do your thesis is selecting a Thesis Advisor and two other faculty members to serve on your Thesis Committee. The advisor who will chair your committee must have associate or full graduate faculty status (See faculty listing in Appendix A).

Completion of 3-6 Thesis Credits: 3 thesis credits are the maximum number allowed for any given semester and 6 credits is the maximum you can apply towards your degree. Whether you opt for one or two semesters of thesis credit will depend on how much work you anticipate doing on the thesis and what electives you want to take. A student doing a project with an extensive literature review and original data collection may find it expedient to spread the work over two semesters (with two sequential enrollments in the thesis credit course). Another student working with an existing data set or more compact body of literature may foresee completing the thesis in one semester, and may want to take an additional elective course instead of enrolling for thesis credits a second time. Students who opt for two semesters of thesis credit will normally concentrate on the literature review and development of thesis proposal in the first semester, and use the second semester to write and defend the thesis. The thesis proposal must be completed and approved by the Thesis Committee, before enrollment in the second semester of thesis credit is authorized.

Preliminary Thesis Meeting: It is strongly recommended that the student meet with the Thesis Committee prior to scheduling a formal thesis proposal meeting. The purpose of this meeting is to discuss informally what the student is planning to do in terms of:

- Theoretical conceptualization and hypotheses
- Design of study and data collection procedure
- Preliminary plans for data analysis
The goal of this meeting is to provide an opportunity for informal advice and feedback early in the process. This is also an opportunity for faculty to work with you in preparing the application for Institutional Review Board (IRB) approval. Your thesis advisor must submit the IRB application on your behalf.

**Formal Proposal Meeting** with the Thesis Advisor and Committee. The student must provide a complete copy of the thesis proposal to all members of the committee at least two weeks before the meeting. Normally the proposal is approved by the Thesis Committee chair prior to submitting it to the other members for review. This formal proposal is normally no more than 20 pages. It must be approved by all members of the Thesis Committee before a student can proceed to the next stage.

The recommended outline for your thesis proposal is as follows:

**Title Page.** Begin the proposal with a separate title page that specifies the title of the thesis, your name, school affiliation, e-mail, and date (1 page)

**Specific Aims** - The first part of a proposal typically explores what you plan to study and why. Briefly describe the general purpose of the study and clearly state your research questions or hypotheses and your thesis’s objectives (1 page)

**Prior Research, Background and Significance** - Summarize the existing sociological research on your thesis topic or question. Describe why it is of interest. Indicate how your research will fill existing gaps in the literature. Some examples of your expected contribution might be: testing or building theory; providing solutions to social problems; refining knowledge on a social issue or theoretical debate (4-6 pages).

**Methodology** - The purpose of this section is to tell the reader exactly how you will achieve the specific aims of your thesis. Will you conduct a qualitative or quantitative project, a critical review of the sociological literature, or a social issues paper? What units (persons, institutions, events, trends, etc.) will you study? How will you identify and select the units that you will study? How will you analyze your data? This section should also include a discussion of the major study limitations and how you will handle each limitation and/or a justification of why you cannot overcome the limitation (4-6 pages)

**Human Subjects** - includes a summary of how you will address the protection of human subjects in your research and any additional relevant ethical issues. If there are none, you should explain why there are not any of concern (1-2 pages).

**Timeline** - indicates when each stage of your project will be accomplished, which can be set up as an outline with target dates (1 page)

**References** - list sources/publications that were cited in text, in proper style (ASA). Fewer than ten references from primary research literature will be considered insufficient to represent available information in most cases (1-2 pages).

**Supporting documentation** - (e.g., study flier, interview schedule or questionnaire, letters providing access to data).

**Written Thesis and Oral Defense.** You are expected to complete a written thesis that includes your specific aims, literature review, methodology, data analysis, findings and discussion. You must use ASA referencing format (See Appendix C). You will also have to present an oral
defense of your thesis and answer questions that your committee and those in attendance might ask. A complete copy of your thesis must be provided to each member of your Thesis Committee three weeks before the oral defense. The thesis defense session is open to all faculty and students, but generally only the Thesis Committee will be present.

Submission of Final Version in Proper Format. The Graduate School has a guide for the technical preparation and distribution of your thesis. See Appendix E.

You will need to arrange at least one meeting at the Graduate School, where your thesis will be checked for the proper format. To avoid last-minute problems that could delay the official date of your degree, you should try to put the thesis into the proper format for the Thesis Committee at the defense session, and show this version to the Graduate School even before the final revisions are incorporated. Then you will have a clear idea of what the Graduate School expects to see as the format of the absolutely final version.

PROGRAM POLICIES

Student Conduct. As a student in the graduate program, you are governed by the IU Code of Student Ethics, which prohibits “Academic Misconduct.” According to this Code, “the University may discipline a student for academic misconduct, which includes, but is not limited to, the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. Violation of these policies represents a serious offense and will be severely punished according to the procedures outlined at http://life.iupui.edu/dos/code.htm. You should familiarize yourself with this code.

Academic Performance. Graduate students must maintain a 3.0 Grade Point Average. If the GPA falls below 3.0, the student is placed on academic probation. Failure to rectify the problem (by regaining a 3.0 average or otherwise demonstrating satisfactory progress) during the next enrolled semester will lead to dismissal from the program by the Graduate School dean. Students also cannot count any course with a grade lower than a C towards the degree, but such low marks are retained in the transcript for calculation of the GPA.

Graduate Student Petitions. Students may petition the Graduate Committee to request exceptions to rules when extenuating circumstances exist. Submit the petition to the Director of Graduate Studies and address it to the Graduate Committee. The petition text should include:

1) a summary of the issue,
2) a statement of students’ preference of “audience” for the discussion of the petition,
3) the names of the student’s committee members,
4) signatures of the student and his or her faculty advisor.

If the issue involves the Director of Graduate Studies, submit the petition to the Departmental Chair. In general, the Graduate Committee places petitions on the agenda of the next meeting following submission. The Graduate Committee meets regularly during the academic year, but not during summer. Students should plan to submit petitions in time for consideration during the fall and spring semesters. The Committee considers petitions on a case-by-case basis. The Committee does try to follow its own precedents, but is prepared to change its view in the light of accumulated information and experience with earlier cases, and can be constrained by new policies set by the Department of Sociology, School of Liberal Arts, or Graduate School.
**Research Involving Human Subjects.** Any students completing projects that involve the use of human subjects and public dissemination of results must receive approval from the University’s Institutional Review Board. You must receive approval prior to beginning any research on human subjects. Your faculty advisor must be listed as the Principal Investigator on the IRB application and is responsible for providing supervision and guidance during the execution of all projects involving human subjects. For thesis students, the thesis proposal should be approved by the Thesis Committee before submitting an IRB application; otherwise, you will probably have to make another application after incorporating your committee’s suggestions for the research procedures. More information and forms regarding approval for research with human subjects can be found at: [http://www.iupui.edu/%7Eresgrad/spon/download2.htm](http://www.iupui.edu/%7Eresgrad/spon/download2.htm).

**Grades.** You will receive a letter grade for all courses (including internship and thesis credit). An Incomplete will only be awarded if you have completed at least 70% of the required course work. Not completing 70% of the required course work will result in a letter grade, usually a D or F, which means you will have to repeat the course in order for it to count towards your graduate degree. If you receive an Incomplete, you have a maximum of 1 year to complete your course work (unless the instructor specifies in writing a shorter deadline). If at the end of 1 year you have not completed your course work, your grade will turn into an F and your enrollment in the program may be discontinued. Extensions beyond one year will only be granted in highly exceptional circumstances.

Students are not eligible for renewal of financial aid until they complete 2/3 of the attempted credits in the previous semester. So you should try to remove Incompletes as quickly as possible.

**GRADUATE ASSISTANTSHIPS AND FINANCIAL AID**

The University and the Department of Sociology provide some financial support for students. Some of the assistance programs are described below.

**Teaching and Research Assistantships**
Teaching and research assistant positions are available from the Department on a competitive basis. *Course loads:* Students on research or teaching assistantships are considered full-time students if they carry 6 or more credits each semester.

**University Fellowships**
The Department may nominate incoming students with the highest qualifications for University Fellowships if their application is complete by February 1st. These fellowships offer full-time students one year of financial support. All the graduate programs on the IUPUI campus compete for these fellowships, and programs are allowed to nominate no more than four incoming students per year. Nomination requires that the student take the GREs, and that the scores be received, prior to February 1st. *Course loads:* Fellowship students (where no work is required) are expected to carry 9-12 credits per semester.

**Educational Opportunity Fellowships** ([www.iupui.edu/~resgrad/grad/financial_aid_content2.htm](http://www.iupui.edu/~resgrad/grad/financial_aid_content2.htm)) Available for economically or academically disadvantaged students.
Educational Enhancement Grants – EEG
(www.iupui.edu/~resgrad/grad/financial_aid_content2.htm)
The IUPUI Graduate Student Organization allocates funds each semester to support graduate students who seek funding for research expenses related to the thesis or dissertation; travel associated with presenting a paper at a professional conference; and/or participating in training resulting in certification from a professional organization. The maximum individual award will be $500.

Travel Fellowships (http://www.iupui.edu/~resgrad/grad/financial_aid_content2.htm.)
The Graduate School has set aside funds for Travel Fellowships to assist full-time graduate students enrolled in research degree programs (Master’s or Ph.D.) with their travel expenses to a conference. The maximum sum awarded to any student is $800. Applications must be submitted by the department.

Sociology Department Thesis Research Expense Grant
This grant will be given to a Sociology graduate student to assist with future (not past) out-of-pocket thesis expenses, such as (but not restricted to) data gathering travel, postage for questionnaires, purchase of secondary data, purchase of tapes for audio recording, payment to research participants, etc. Normally students must first apply for an EEG and either be denied or demonstrate additional need to qualify for a department thesis grant. Applicants are awarded up to $500. Applications are available from the Director of Graduate Studies and in Appendix D.

Scholarships (http://www.iupui.edu/~scentral/cont_broch.shtml)
The Office of Student Scholarships maintains a current listing of scholarships and other sources of financial aid for continuing non-degree and graduate students.

Work-Study and Student Loans (http://www.iupui.edu/~finaid)
Work-Study and Student Loans are available through the Office of Scholarships and Financial Aid, Cavanaugh Hall, Room 103, IUPUI, 425 University Boulevard, Indianapolis, IN 46202. Phone: 278-Grad (278-4723), E-mail: finaid5@iupui.edu.

RESOURCES

One Start Information (http://www.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 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://www.uits.iu.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, on-line file storage services, word processing and
Computer Software (http://iuware.iu.edu)

The bookstore in the basement of Cavanaugh Hall sells computers and software, often at discount rates. For example, a special student edition of SPSS for Windows (good for one academic year) can be purchased there for a very low price (about $35). 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, at little or no cost, to train students to use computer and audiovisual technologies (STEPS workshops).

Campus Shuttle

A free weekday shuttle bus service operates on campus when classes are in session. The shuttle runs between 6:30 a.m. and 10:00 p.m., Monday through Friday, making stops at each location about every 10 minutes. The map below shows the approximate route. The bus stops near Cavanaugh Hall at the intersection of Vermont Street and University Boulevard.

There is also a free downtown shuttle bus service, also with a stop at Vermont and University Blvd. It operates between 7:00 a.m. and 10:00 p.m., Monday through Saturday. Buses come about every 15 minutes. Details about the route can be obtained from http://www.indygo.net/red_line.htm.
Parking Information (http://www.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. 7:00 a.m. - 5:30 p.m.; closed Thu. 2:00 - 3:00 p.m.; Fri. 8 a.m. - 5 p.m. Phone: 274-4232. The ordering of a permit can be expedited via the Web site at https://www.parking.iupui.edu/students.permit.sales.do.

There is a free parking lot south of Bush Stadium on 16th Street, just west of Indiana Avenue (where Harding Street intersects with Waterway Blvd.), with free shuttle bus service to the central campus area. This shuttle bus stops near Cavanaugh Hall, at the Conference Center on the north side of Michigan Street. Buses arrive there about every 10 minutes, from 7:00 a.m. to 9:40 p.m.

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

The student photo identification card known as the Jag Tag serves as a university ID card, a library card, and a debit card at the bookstores, vending machines, and most dining places on campus, as well as at 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 a Jag Tag at the Campus Center, room 217. Hours vary and are posted at the office and on the website (above). For more information, call 317-274-5177.

Health Insurance (http://www.iupui.edu/~resgrad/grad/health.htm)

Health insurance is mandatory for any graduate student who (1) is appointed at 37.5 FTE or (2) receives a fellowship of at least $2870/semester. Participation in the Student Health Insurance Plan is voluntary for Indiana University undergraduate and graduate students. All domestic graduate students taking three or more credit hours or registered for thesis or dissertation are eligible to enroll in this insurance plan. Information about the health insurance can be obtained at or visit 620 Union Drive, Room 526. E-mail: studenhc@iupui.edu
Departmental Copier Privileges

The department copier is available to graduate students at no charge to make reasonable quantities of copies pertaining to their coursework. A copier code will be assigned by the Office Coordinator, which you will use for access to the copier.

E-Mail

This email list is for official departmental communication between faculty members, staff, and graduate students. All graduate students in the Department of Sociology are put on this list by the Office Coordinator, and faculty members may subscribe to SocGrad-L if they so choose. Graduate students are required to check their official university e-mail account periodically. This is the only formal means of communication for graduate students in the Department of Sociology. Both graduate students and faculty members may post general announcements to SocGrad-L, if the content of the message relates to official departmental business, by making the request through the Office Coordinator. Graduate students or faculty members should not post personal messages to the SocGrad-L. For that purpose, you should use the intended recipient’s individual university-assigned e-mail address. When you graduate, you will have the opportunity to be added to our alumni listserv, at socgralum@listserv.iupui.edu.

Departmental Mailbox

Each graduate student gets a mailbox in the department office (CA 303), where you can pick up printed announcements and other materials from professors and fellow students. The office door may be locked after 5:00 p.m., but you may get someone to open it if you knock loudly.

Sussman Library CA 316 (across from the Sociology office)

The Sussman Library can be used for such things as study sessions and thesis committee meetings. You should reserve time blocks by requesting that the secretary mark your planned sessions on the library calendar in CA 303. In case of a scheduling conflict, see the Office Coordinator. On occasion we have been able to reserve other rooms for sessions.

You are free to use the journals and books in the library, but you should not remove them, except for brief periods of xeroxing.

When you use the library, you are responsible for turning off the lights and locking it up when you leave. There is a lot of expensive technology in the library, so never leave the library unlocked and unattended!

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

Check the Web site 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 427 and UC 2104 (in Joseph T. Taylor Hall) and the general telephone number is 274-2049. You can also reach the Grammar Hotline at 317-274-3000.

University Career Center (http://www.career.iupui.edu)

Services include the 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
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. These include:

- Counseling and Psychological Services (CAPS): (317) 274-2548; web: [http://www.life.iupui.edu/caps](http://www.life.iupui.edu/caps)
- Adaptive Educational Services (AES): (317) 274-3241; web: [http://www.life.iupui.edu/aes](http://www.life.iupui.edu/aes)
OTHER RESOURCES

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

Office of Student Financial Services
425 University Blvd. CA 103
(317) 274-4162
finaid@iupui.edu
http://www.iupui.edu/~finaid/index.php

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

IUPUI University Library
755 West Michigan Street
(317) 274-0462
http://www.iupui.edu/libraries.htm

Ruth Lilly Medical Library
975 West Walnut Street, Bldg. IB 100
317-274-7182
Fax: 317-278-2349
Email: medlib@iupui.edu
http://www.medlib.iupui.edu

Ruth Lilly Law Library
Inlow Hall (corner of New York and West Streets)
Circulation: 317-274-4028
Reference: 317-274-4026
Fax: 317-274-8825
http://www.iulaw.indy.indiana.edu/library/library.htm

Graduate Office
Union Bldg 207,
620 Union Dr, Room 207
317-274-4023
email: gradoff@iupui.edu
http://www.iupui.edu/~resgrad/grad/gradmenu.htm

Office of Housing and Resident’s Life
Contracts & Assignments Office
405 Porto Allegre Street, Suite 170
(317) 274-7200 or (800) 631-3974
email: reshalls@iupui.edu
http://life.iupui.edu/housing/index.asp

IU Natatorium
901 West New York Street
(317) 274-3518
Fax: (317) 274-7769
http://www.iunat.iupui.edu/

Student Technology at IUPUI
Information Technology Bldg. Room 129
(317) 274-4357
email: ithelp@iu.edu
http://www.iupui.edu/~stiu/

Research & Compliance Administration
Union Building, Room 618
(317) 274-8289
Email: rspinfo@iupui.edu
http://www.iupui.edu/~resgrad/spon/rca.htm

Campus Center
420 University Blvd.
(317)278-8511
Email: campctr@iupui.edu
http://www.iupui.edu/~sldweb/campus-center/
<table>
<thead>
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APPENDIX B - COURSE DESCRIPTIONS

**R515 Sociology of Health and Illness (3 cr.)** Surveys important areas of medical sociology, focusing on social factors which influence the distribution of disease, help-seeking, and health care. Topics include health care professions, socialization of health providers, and cost-containment issues.

**R517 Sociology of Work** (3 cr.) Explores how work is being restructured in the “new economy.” Topics include the changing meaning of work, the quest for dignity in the work place, the plight of the working poor, and the transformation of the culture of work and its impact on occupations and professions. The prospects for a revival of the labor movement will also be examined.

**R525 Gender and Work** (3 cr.) Examines the changing roles that women and men play in paid and unpaid work, and how these roles are socially constructed, through socialization practices, social interaction, and actions of social institutions. The interaction of gender, race, ethnicity, and social class on individuals’ involvement in work will also be explored.

**R530 Families and Social Policy** (3 cr.) Explores how the government and labor market affect family structure and the quality of family life. Students will study the implications of family research for social policy and learn to develop theoretical frameworks for evaluating social policies affecting families. Prerequisites: R100, R220.

**R537 Gender in Society** (3 cr.) Examines some of the central approaches to gender that social theory has offered, emphasizing social interactionist, social constructionist, and feminist theory and methods, and relates these approaches to the study of contemporary gender relations in selected social spheres.

**R551 Quantitative Methods in Sociology** (3 cr.) Surveys the major techniques for investigating current sociological problems. It emphasizes the relationship between theory and practice in conducting research. It also examines methods of rigorous hypothesis-testing through quantitative analysis.

**R556 Advanced Sociological Theory I**: (3 cr.) In-depth study of classical sociological theorists particularly Marx, Durkheim, & Weber. Examines their roles in defining the discipline.

**R557 Advanced Sociological Theory II**: (3 cr.) In-depth study of contemporary sociological theories (e.g., social conflict, structural functionalist, symbolic interactionist) as a continuation of the issues raised by the classical sociological theorists, as well as a response to the epistemological and social changes of the late twentieth century.

**R559 Intermediate Sociological Statistics** (3 cr.) Basic techniques for summarizing distributions, measuring interrelationships, controlling extraneous influences, and testing hypotheses are reviewed, as students become familiar with the computer system. Complex analytical techniques commonly applied in professional literature are examined in detail, including analysis of variance, path diagrams, factor analysis, and logistic regression models. Prerequisite: R359 or equivalent.

**R585 Social Aspects of Mental Health and Mental Illness** (3 cr.) Focuses on the sociology of mental illness and mental health. Provides a thorough grounding in the research issues and traditions that have characterized scholarly inquiry into mental illness in the past. Students will become familiar with public policy as it has had an impact on the treatment of mental illness and on the mentally ill themselves.

**R593 Applied Fieldwork for Sociologists** (3 cr.) Provides students with both a theoretical and methodological background in the different types of qualitative analysis used in sociological fieldwork. Students will have the opportunity to study and to evaluate representative examples of qualitative studies and to complete by themselves a project done with qualitative methods.
**R594 Graduate Internship in Sociology** (3-6 cr.) Students work in organizations where they apply or gain practical insight into sociological concepts, theories, knowledge, and methodology. Students analyze their experiences through work logs, a lengthy written report, and regular meetings with a faculty committee. (This course is required for those on the internship track; it can be an elective for those on the thesis track.) **Prerequisite:** 18 hours of graduate credit in sociology, and consent of instructor.

**R610 Sociology of Health and Illness Behavior** (3 cr.) This seminar explores sociological and social scientific research on health and illness behavior. Special emphasis is placed on how social factors and conditions shape people’s responses to disease, illness, and disability.

**R697 Individual Readings** (3 cr.) Investigation of a topic that is of special interest to the student and is not covered in the regular graduate curriculum. **Prerequisite:** arrangement with a faculty member having expertise on the topic. Attendance in an undergraduate course on a related topic may be expected as part of the course, but graduate credit will require more work (e.g., an extra term paper) than assigned to the undergraduates. No more than two Readings courses (6 cr.) can be counted toward the MA. **Prerequisite:** 6 hours of graduate credit in sociology, with grades of B or better.

**S526 The Sociology of Human Sexuality** (3 cr.) Provides (a) a detailed examination of the development of sex research, (b) a sociological perspective on and critique of this corpus and, (c) an opportunity for students to develop research of their own.

**S530 Introduction to Social Psychology** (3 cr.) Examines the broad range of work in social psychology. Places emphasis on the relation between the classic and contemporary literature in the field.

**S560 Graduate Topics** (3 cr.) Exploration of a topic in sociology not covered by the regular curriculum but of interest to faculty and students in a particular semester.

**S569 M.A. Thesis** (3 cr.) All students on the thesis track must register for not fewer than 3 credit hours (and no more than 6) of thesis credits as part of the requirements for the degree.

**S610 Urban Sociology** (3 cr.) Historical and contemporary causes, trends and patterns of urbanization throughout the world. Various approaches to studying the process of urbanization, including ecological, social organizational, and political perspectives. Current developments and problems in urban planning.

**S612 Political Sociology** (3 cr.) An analysis of the nature and operation of power in a political system. Topics may include classical theories of power, political behavior and campaigns, the role of mass media in sustaining power, the state as a social institution, and political movements.

**S613 Complex Organizations** (3 cr.) Theory and research in formal organizations: industry, school, church, hospital, government, military, and university. Problems of bureaucracy and decision-making.

**S616 Sociology of Family Systems** (3 cr.) Focus on the nature, structure, functions, and changes of family systems in modern and emerging societies, in comparative and historical perspective. Attention is given to relationships with other societal subsystems, and to interaction between role occupants within and between subsystems.

**S632 Socialization** (3 cr.) The processes of development of the individual as a social being and societal member, focusing on childhood or socialization into adult roles.

**S659 Qualitative Methods in Sociology** (3 cr.) Methods in obtaining, evaluating, and analyzing qualitative data in social research. Methods covered include field research procedures, participant observation, interviewing, and audio video recording of social behavior in natural settings.
APPENDIX C - SOME ASA STYLE GUIDELINES

This style guide will be used for preparing your in-text citations and references of your thesis or internship paper. You need to check with faculty regarding expectations for coursework, since they may use other styles (e.g., APA) for their publication. If you have any questions not answered here, refer to the American Sociological Association Style Guide (3d ed.), available from the ASA Executive Office, 1722 N Street NW, Washington, DC 20036 ($10 for ASA members; $20 for nonmembers).
http://www.e-noah.net/asa/asashoponlineservice/ProductDetails.aspx?productID=ASAOE701S07

IN-TEXT CITATIONS

Include the last name of the author and year of publication. Include page numbers when you quote directly from a work or refer to specific passages. Cite only those that provide evidence for your assertions or that guide readers to important sources on your topic. Examples follow:

• If author’s name is in the text, follow the name with the publication year in parentheses—“. . . Duncan (1959)”;
• If author’s name is not in the text, enclose both the last name and year in parentheses—“. . . (Gouldner 1963).”
• Pagination follows the year of publication after a colon—“. . . (Ramirez and Weiss 1979:239–40).”
• Give both last names for joint authors—“. . . (Martin and Bailey 1988).”
• For works with three authors, list all last names in the first citation in the text; thereafter use “et al.”—“. . . (Carr, Smith, and Jones 1962)”; and later, “. . . (Carr et al. 1962).” For more than three authors, use “et al.”.
• For institutional authorship, supply minimum identification from the complete citation—“. . . (U.S. Bureau of the Census 1963:117).”
• Separate a series of references with semicolon—“. . . (Burgess 1968; Marwell et al. 1971).”
• For unpublished materials, use “forthcoming” to indicate material scheduled for publication. For dissertations and unpublished papers, cite the date. If no date, use “n.d.” in place of the date—“. . . Smith (forthcoming) and Jones (n.d.).”
• When citing multiple sources for the same point, list them alphabetically by the first author’s name.

Equations should be typed or printed. Use consecutive Arabic numerals in parentheses at the right margin to identify important equations. Align all expressions and clearly mark compound subscripts and superscripts. Clarify unusual characters or symbols. Use italic type for variables in equations and in the text; use bold type for vectors.

FOOTNOTES/ENDNOTES

Use footnotes/endnotes only when necessary. Notes, in general, and long notes, in particular, distract the reader and are expensive to print. As alternatives, consider (a) stating in the text that information is available from the author, or (b) adding an appendix.

Begin each note with the superscript numeral to which it is keyed in the text. Notes can (a) explain or amplify text, or (b) cite materials of limited availability.

REFERENCE LIST

All references cited in the text must be listed in the reference list, and vice versa. Double check spelling and publication details.

List references in alphabetical order by authors’ last names. Include full names of all authors—use first-name initials only if the author used initials in the original publication.

For multiple authorship, only the name of the first author is inverted (e.g., “Jones, Arthur B., Colin D. Smith, and Barrie Thorne”).

For two or more references by the same author(s), list them in order of the year of publication. Use six hyphens and a period (------.) in place of the name when the authorship is the same as in the preceding citation.

To list two or more works by the same author(s) from the same year, distinguish them by adding letters (a, b, c, etc.) to the year or to “Forthcoming” (e.g., 1992a, Forthcoming a). List in alphabetical order by title.
A few examples follow. See recent issues of any ASA journal for further examples:

**Books**

**Periodicals**

**Collections**

**Dissertations**

**TABLES, FIGURES, AND APPENDICES**
Include tables, figures, and appendices only when they are critical to the reader’s understanding. As an alternative, consider inserting a statement in the text stating that the information is available from the author.

**Tables**
Number tables consecutively throughout the text. Type or print each table on a separate page at the end of your paper. Insert a note in the text to indicate table placement (e.g., “TABLE 2 ABOUT HERE”).

Each table must include a descriptive title and headings for all columns and rows.

For clarity, always use the same variable names in your tables as you use in your text.

Standard errors, standard deviations, t-statistics, and so on, should appear in parentheses under the means or coefficients in the tables.

Gather general notes to tables as “Note:” or “Notes:” at the bottom of the table; use a, b, etc., for table footnotes.

Use asterisks *, **, and/or *** to indicate statistical significance at the $p < .05$, $p < .01$, and $p < .001$ levels, respectively; note if tests are one-tailed or two-tailed. Generally, only those results significant at the $p < .05$ level or better should be indicated as significant in tables or text.

**Figures and Other Artwork**
Number figures or illustrations consecutively throughout the text. Each should include a title. Insert a note in the text to indicate placement (e.g., “FIGURE 1 ABOUT HERE”).

**Appendices**
Appendices appear at the end of your article and should be labeled “Appendix A,” “Appendix B,” etc.

**Web Sources** (from http://www.asanet.org/footnotes/mayjun08/sources.html)

Your first step is to determine the type of source you are trying to cite. Is the document available only online? Or, is it a document that first appeared in print but you accessed online? Is it a blog entry? Is it an organization’s website or an
individual’s homepage? The possible types of online sources are myriad and growing. This section addresses just one type of online source that often causes citation confusion: documents retrieved on organizations’ websites.

Below are three types of online sources. Use these as guides to assist you as you format your references list.

(1) When the document is retrieved from an institution with a known location, use this format:


The ASA executive office has one known location—Washington, DC—and so it was included in the above example.

(2) When the document is retrieved from an organization with an unknown location:


Because IBM has multiple offices and it is unknown which office published this document, a location is not included. However, enough information is provided that a reader could find the document online.

(3) When the citation references a report published by an institution and then accessed online:


Unlike the previous two examples, the third reference example includes publisher location because the document was originally published as a printed document and then simply uploaded to a website. It is important to include the retrieval date and web URL so as not to mislead readers into thinking you accessed the printed document when you did not.

Also in the example above, note the year in the in-text citation. The year the document was published, not the year it was retrieved, should be included in the citation.

(a) Mastering Your Domain

To master your domain, note the similarities among online sources: Each of the three examples above includes the organization name, year, title of document, retrieval date, and URL address. All you need to format your reference properly are those pieces of information, which are very similar to the information needed for traditional, non-web references.

But what about blogs or e-books or any of the many other online sources, you ask? Other electronic citation issues—such as how to cite material from CDs or DVDs, online-only periodicals, e-books, and e-mail messages—abound and are addressed in the in the third edition of the ASA Style Guide, available through the ASA bookstore www.asanet.org/bookstore.

SPELL-CHECK YOUR MANUSCRIPT

When you have completed the final changes to your manuscript, run your computer spell-checker to correct misspelled words. You can also use the spell-checker to cross-check author names cited in your text with author names in the reference list.
APPENDIX D – MASTER’S DEGREE FORMS

The following forms are included in the Graduate Handbook and are available to download on the Sociology Graduate Program website

General
1. Sociology Masters Degree Program Academic Planning Form
2. Masters Degree Procedures Checklist

Internship
3. MA Internship Agreement Form
4. Student Mid-term Evaluation of Internship Experience Form
5. Student Final Evaluation of Internship Experience Form
6. Employer Mid-term Evaluation of Internship Experience Form
7. Employer Final Evaluation of Internship Experience Form
8. Internship Acceptance Form

Thesis
9. Thesis Expense Grant Application
10. Thesis Committee Appointment and Proposal Acceptance Form
11. Thesis Acceptance Form

The following forms are not available for students. They will be filed on your behalf by the Director of Graduate Studies.

12. Application for Advanced Degree Form
13. Recommendation for Advanced Degree Form
## 1. General Information

Name: __________________________ Email: __________________________

Current Term: ___________ Program Entry Date: ____/______ Anticipated Degree Date: ____/______

Concentration: __________________________ Final Project: [ ] Thesis [ ] Internship

## 2. Required Core Courses (12 cr.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R551 Quantitative Research Methods</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R556 or R557 Advanced Sociological Theory I or II</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>S659 Qualitative Research Methods or R593 Applied Fieldwork</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R559 Intermediate Sociological Statistics</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

## 3. Concentration Courses (12 cr.)

### Family/Gender

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R530 Families &amp; Social.Policy</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>S616 Sociology of Family Systems</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R525 Gender and Work</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>S526 Sociology of Human Sexuality</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R537 Gender in Society</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>S632 Socialization</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>S560 Topics: Families/Gender</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R594 Internship Family/Gender</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

### Medical Sociology

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R515 Sociology of Health/Illness</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>S526 Sociology of Human Sexuality</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R585 Social Mental Health</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R610 Soc.of Health/Ill Behavior</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>S560 Topics: Medical Sociology</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>S697 Readings Medical Sociology</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R594 Internship Medical Sociology</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

* List must be approved by Graduate Committee.

## 4. Electives (6-9 cr.)

<table>
<thead>
<tr>
<th>Electives</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Thesis or Internship</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R569 Thesis</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R569 Thesis</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R594 Internship</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>R594 Internship</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

## 5. Thesis (3-6 cr.) or Internship (3-6 cr.)

Thesis/Internship Supervisor __________________________

Committee Members __________________________

Project Title __________________________

Thesis Proposal Meeting Date __________

Thesis Defense Date __________ Thesis/Internship Approval Date __________

Copies Deposit Date __________ MA Conferral Date: __________
MASTER’S DEGREE PROCEDURES CHECKLIST

This checklist describes the steps you must complete before finishing the masters program. These steps normally occur sequentially; however, some may occur concurrently. You may want to check off and date each step as you complete it.

1. **Be admitted to regular status and if required, make up any background deficiency.** If admitted with probationary status, complete the provisions of your admission as soon as possible. Your department must notify the Graduate School when you have completed these provisions, so you can be changed to regular status.

2. **Meet with the Director of Graduate Studies and Initial Faculty Advisor to plan your first year course of study.** During these meetings you will identify the courses you will take during your first year and a tentative concentration area.

3. **Arrange for sending of the final undergraduate transcript**, showing receipt of bachelor’s degree, to the department office. This should be done before or during the first semester.

4. **Complete required core courses** (12 credits). R551 Quantitative Methods, R556 or R557 Advanced Sociological Theory I or II, S659 Qualitative Methods or R593 Fieldwork, R559 Sociological Statistics.

5. **Complete required concentration courses** (12 credits). Four courses from your concentration area. No more than 2 readings or internship (or combined, e.g., 1 internship and 1 readings) courses among them.

6. **Complete required elective courses** (6-9 credits).

7. **A. Internship Option Students:**
   You must complete the following steps.
   a. **Select your Internship Committee.** Select your internship advisor, who will chair your committee, normally after completing 18 credit hours. Your chair must be a member of the Sociology Graduate faculty. With your advisor, select one additional IUPUI faculty member to serve on your committee. Inform the Director of Graduate Studies of the names of your committee.
   b. **Select an agency.**
   c. **Internship Agreement Form** must be approved and signed by the committee at least a week before starting the internship.
   d. **Obtain IRB approval if needed.** Any internship project that involves research with human subjects must receive IRB approval.
   e. **After internship proposal has been approved, register for SOC-R 594 and complete the required internship credit hours.**
   f. **Submit internship journal weekly to your internship advisor.**
   g. **Distribute midterm and final evaluations forms to workplace supervisor.**
   h. **Complete student midterm and final evaluation forms.**
   i. **Submit other required assignments (if any).**
   j. **Submit internship term paper to internship committee.** Normally after the internship advisor has approved the project and no later than the last day of classes in which you enrolled for internship credits.
   k. **Complete internship presentation.**
   l. **Get internship requirements (e.g., paper, presentation, journal) approved by your Internship Committee and submit **Internship Acceptance Form** to the Director of Graduate Studies.**
7. **B. Thesis Option Students: Write and Defend Thesis**
   a. ____ Select your Master’s Thesis Committee. Select your thesis advisor, who will chair your committee, normally after completing 18 credit hours, and with your adviser, select two additional faculty members to serve on your committee. Your chair must be an associate or full member of the Sociology Graduate faculty. Inform the Director of Graduate Studies of the names of your Thesis Committee.
   b. ____ Schedule thesis proposal meeting and submit thesis proposal to Thesis Committee a minimum of two weeks prior to the thesis proposal meeting date.
   c. ____ Obtain approval of the thesis proposal and submit signed *Thesis Committee Appointment and Proposal Form* to the Director of Graduate Studies.
   d. ____ If needed, obtain IRB approval for your thesis project. Any thesis projects that involve research with human subjects must receive IRB approval.
   e. ____ Complete required theses courses (3-6 credits).
   f. ____ Schedule thesis defense meeting and submit thesis to Thesis Committee normally after the thesis advisor has approved the thesis and at least two weeks before the scheduled defense. The defense copy of your thesis must be in its final form when you submit it to your committee; only minor changes and corrections should be necessary after the defense.
   g. ____ Get thesis approved and submit *Thesis Acceptance Form* to the Director of Graduate Studies. At your defense, be sure your committee signs the *Thesis Acceptance Form* and *Masters Acceptance Page* of your thesis.
   h. ____ After successfully defending your thesis, make all the revisions required by your committee.
   i. ____ After receiving final approval from your Thesis Committee, schedule an appointment for a format check with the recorder of the IU Graduate School at IUPUI.
   j. ____ Submit thesis to the Graduate School. Once the format is approved, and the materials bound, submit two bound copies to the Graduate Office at IUPUI prior to the 10th of the month of desired graduation.
   k. ____ Submit one bound copy to the Department of Sociology.

8. **Apply for Graduation.** Request the Director of Graduate Studies to submit *Application for Advanced Degree* to the Graduate School at least 60 days prior to desired degree date (normally within the first few weeks of the semester in which you plan to graduate).

9. **Request the Director of Graduate Studies to Submit Recommendation for Advanced Degree Form.** This form must be submitted by the Director of Graduate studies at least 35 days prior to the desired degree date and will only be submitted after all requirements of the MA degree have been met.

10. **Participate in Commencement Ceremonies.** Your degree is awarded at the end of the semester in which you complete your degree requirements. You are invited to participate in commencement ceremonies which are held in May. Information will be mailed to you or can be found on the IUPUI Web site.
IUPUI Department of Sociology
SOC R594 Graduate Program Internship Agreement Form

This form coordinates and clarifies the expectations and responsibilities of the student, the sponsoring work organization, and the faculty member supervising graduate internships. The form is to be completed by student and job supervisor, in consultation with the faculty advisor):

Student Name: _________________________________________________

Credits desired in SOC R594: _______ Semester(s): ______________

SPONSORING ORGANIZATION FOR THE INTERNSHIP

Name of sponsoring work organization: ______________________________________________________

Address: ________________________________________________________________________________________________

City, state, zipcode: ______________________________________________________________________________

Hours per week: _______________                             Salary or stipend: ___________________

Starting date:        _______________                             Completion date: ___________________

This student:  (check one)  ___is new to this organization OR
___is currently employed by this organization OR
___has been previously employed at this organization.

How often will the intern and job supervisor meet together to discuss intern progress?

____________

Description of work tasks and responsibilities (or attach internship job description).

Additional professional development opportunities available to the intern include:

By completing the internship, this intern will learn and obtain a working knowledge of:

This intern will develop the ability to
ACADEMIC REQUIREMENTS OF THE INTERNSHIP:

The intern will complete a weekly journal of activities and a final paper. More details on these requirements can be found in the IUPUI Department of Sociology Graduate Internship Guidelines, available on the sociology website at www.iupui.edu/~slsoc and in the Sociology Graduate Student Handbook.

SIGNATURES AND CONTACT INFORMATION OF COLLABORATING PARTNERS:

Student name (please print): __________________________________________________________

Student’s signature: ________________________________________________________________

Students: telephone: ______________ Email:____________________________________________

Faculty advisor’s name (please print): ________________________________________________

Faculty advisor’s signature: __________________________________________________________

Telephone: ____________________________ E-mail: _______________________________________

Second faculty advisor (if pursing an Internship Option):

Second Faculty advisor’s name (please print): _________________________________________

Second Faculty advisor’s signature: _____________________________________________________

Telephone: ____________________________ E-mail: _______________________________________

Employer supervisor’s name/title (please print): 

________________________________________________________________________________

Employer supervisor signature: _______________________________________________________

Telephone: ____________________________ E-mail: _______________________________________

Copies of this agreement should go to the job supervisor, faculty advisor(s), the Director of Graduate Studies in sociology, and the student.
STUDENT MIDTERM EVALUATION OF INTERNSHIP EXPERIENCE

STUDENT INFORMATION
Name: _________________________________ Email: ________________________________
Address: _______________________________________________________________________
Street                                                        City                        State                 Zip Code
Phone: ____________________________________ Internship was: _____For Credit _____Non-
Credit
Major: ____________________________________

EVALUATION OF INTERNSHIP SITE
In your opinion, how effective was your internship site?

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Assignments</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(quantity, relevance to career goals)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Accessibility of Supervisor</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(available for feedback, met with regularly, provided quality training)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Opportunity to learn new skills</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(given responsibility, cross-trained on additional duties)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Overall satisfaction with the experience</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(would you recommend this internship to other students)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EVALUATION OF STUDENT’S PROFESSIONAL DEVELOPMENT
In your opinion, how well were you able to learn and utilize the following skills during your internship?

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Interpersonal Relations</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(communication with co-workers, ability to work with others on projects)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Judgment</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(ability to make professional decisions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Dependability</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(punctuality, reliability, completed tasks, worked assigned hours/days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Learning Ability</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(how quickly you learned new tasks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Quality of Work</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(projects and tasks completed with attention to details, works independently and as a team-player, few errors in work)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Overall Performance</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Student’s Signature: ________________________________ Date: _____________________________
## STUDENT FINAL EVALUATION OF INTERNSHIP EXPERIENCE

### STUDENT INFORMATION

Name: ___________________________________              Email: ______________________________

Address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone: ___________________________________        Internship was: _____For Credit _____Non-Credit

Major: ___________________________________

### EVALUATION OF INTERNSHIP SITE

In your opinion, how effective was your internship site?

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Assignments</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(quantity, relevance to career goals)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Accessibility of Supervisor</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(available for feedback, met with regularly, provided quality training)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Opportunity to learn new skills</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(given responsibility, cross-trained on additional duties)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Overall satisfaction with the experience</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(would you recommend this internship to other students)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EVALUATION OF STUDENT’S PROFESSIONAL DEVELOPMENT

In your opinion, how well were you able to learn and utilize the following skills during your internship?

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Interpersonal Relations</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(communication with co-workers, ability to work with others on projects)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Judgment (ability to make professional decisions)</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>C. Dependability (punctuality, reliability, completed tasks, worked assigned hours/days)</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>D. Learning Ability (how quickly you learned new tasks)</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>E. Quality of Work (projects and tasks completed with attention to details, works independently and as a team-player, few errors in work)</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>F. Overall Performance</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Student’s Signature: ______________________________                    Date: _____________________________
EMPLOYER MIDTERM EVALUATION OF INTERNSHIP EXPERIENCE

Note: In the interest of learning and professional development, the employer should review this completed form with the intern at the end of the internship. Please return this form to Amy Wickstrom (address above).

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ___________________________</td>
</tr>
<tr>
<td>Major: ___________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATION OF IUPUI INTERNSHIP PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>In your opinion, how effective was the IUPUI internship program?</td>
</tr>
<tr>
<td>Excellent</td>
</tr>
<tr>
<td>A. Internship posting system</td>
</tr>
<tr>
<td>B. Academic preparation of student</td>
</tr>
<tr>
<td>(Did this intern have the basic and technical skills required to effectively perform the duties you assigned?)</td>
</tr>
<tr>
<td>C. Overall satisfaction with the experience</td>
</tr>
<tr>
<td>(Would you recommend the IUPUI internship program to other employers?)</td>
</tr>
<tr>
<td>D. Future Interns</td>
</tr>
<tr>
<td>(Would you like the Sociology department to contact you about having another IUPUI intern?)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATION OF STUDENT’S PROFESSIONAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>In your opinion, how well was the student able to learn and utilize the following skills during the internship?</td>
</tr>
<tr>
<td>Excellent</td>
</tr>
<tr>
<td>A. Interpersonal Relations</td>
</tr>
<tr>
<td>(communication with co-workers, ability to work with others on projects)</td>
</tr>
<tr>
<td>B. Judgment</td>
</tr>
<tr>
<td>(ability to make professional decisions)</td>
</tr>
<tr>
<td>C. Dependability</td>
</tr>
<tr>
<td>(punctuality, reliability, completed tasks, worked assigned hours/days)</td>
</tr>
<tr>
<td>D. Learning Ability</td>
</tr>
<tr>
<td>(how quickly they learned new tasks)</td>
</tr>
<tr>
<td>E. Quality of Work</td>
</tr>
<tr>
<td>(tasks completed with attention to details, works independently and as a team-player, few errors)</td>
</tr>
<tr>
<td>F. Overall Performance</td>
</tr>
</tbody>
</table>

Employer’s Signature: ___________________________ | Date: _______________________________
EMPLOYER FINAL EVALUATION OF INTERNSHIP EXPERIENCE

Note: In the interest of learning and professional development, the employer should review this completed form with the intern at the end of the internship. Please return this form to Amy Wickstrom (address above).

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ________________________________</td>
</tr>
<tr>
<td>Major: ________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATION OF IUPUI INTERNSHIP PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>In your opinion, how effective was the IUPUI internship program?</td>
</tr>
<tr>
<td>Excellent</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>A. Internship posting system</td>
</tr>
<tr>
<td>B. Academic preparation of student</td>
</tr>
<tr>
<td>(Did this intern have the basic and technical skills required to effectively perform the intern duties?)</td>
</tr>
<tr>
<td>C. Overall satisfaction with the experience</td>
</tr>
<tr>
<td>(Would you recommend the IUPUI internship program to other employers?)</td>
</tr>
<tr>
<td>D. Future Interns</td>
</tr>
<tr>
<td>(Would you like the Sociology department to contact you about having another IUPUI intern?)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATION OF STUDENT’S PROFESSIONAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>In your opinion, how well was the student able to learn and utilize the following skills during the internship?</td>
</tr>
<tr>
<td>Excellent</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>A. Interpersonal Relations</td>
</tr>
<tr>
<td>(communication with co-workers, ability to work with others on projects)</td>
</tr>
<tr>
<td>B. Judgment</td>
</tr>
<tr>
<td>(ability to make professional decisions)</td>
</tr>
<tr>
<td>C. Dependability</td>
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<tr>
<td>(punctuality, reliability, completed tasks, worked assigned hours/days)</td>
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<td>D. Learning Ability</td>
</tr>
<tr>
<td>(how quickly they learned new tasks)</td>
</tr>
<tr>
<td>E. Quality of Work</td>
</tr>
<tr>
<td>(tasks completed with attention to details, works independently and as a team-player, few errors)</td>
</tr>
<tr>
<td>F. Overall Performance</td>
</tr>
</tbody>
</table>

Employer’s Signature: _____________________________________   Date: ___________________________
This form must be completed and submitted to the Director of Graduate Studies within 5 days after completing the internship requirements of the Masters Degree in Sociology.

A. STUDENT INFORMATION – completed by student

Student’s Name: ____________________________________________________________

Internship Title: ____________________________________________________________

Committee Chair: ____________________________________________________________

Committee Member: __________________________________________________________

I certify that the above-named student has satisfactorily completed the internship requirements for the Master’s Degree in Sociology.

Committee Chair Signature: ________________________________ Date: ___________

Member One Signature: ________________________________ Date: ___________

B. CERTIFICATION OF STUDENT’S FULFILLMENT of all the requirements for a master's degree, by 3 members of the Graduate Faculty.

Signatures Required:

Director of Graduate Studies: ________________________________ Date: ___________

Printed Name:

Faculty Two Signature: ________________________________ Date: ___________

Printed Name:

Faculty Three Signature: ________________________________ Date: ___________

Printed Name:
Description: This grant will be given to a Sociology graduate student to assist with future (not past) out-of-pocket thesis expenses, such as (but not restricted to) data gathering travel, postage for questionnaires, purchase of secondary data, purchase of tapes for audio recording, payment to research participants, etc. Normally applicants are awarded up to $500. In extraordinary circumstances a higher amount may be requested. No travel to professional conferences will be covered. Normally students must first apply for an EEG thesis grant through the graduate school and either be denied or demonstrate additional need to qualify for a department thesis grant. In such cases, you may use the EEG proposal to request department funds rather than complete a new proposal.

Procedures: Submit one electronic copy, and one hard copy that is signed by your advisor, of the completed application to the Director of Graduate Studies or the Sociology Office Coordinator. Applications should include the following items:

1. Cover Sheet that includes:
   a. Your name, e-mail address, and phone number
   b. Thesis title and Date the thesis proposal was approved
   d. Expected date of graduation
   e. Proposed period of grant
   f. Amount requested
   g. Signature of your thesis advisor

2. One-page description of the thesis proposal. Do not exceed one single-spaced type-written page. Please use the following subdivisions to describe your project:
   a. Thesis Description – information relevant to your topic
   b. Specific Goal(s) – the hypothesis you are testing or questions you are asking
   c. Methods – strategies you will employ to test your hypothesis or answer questions
   d. Significance – contribution that you hope your thesis will make to your research area
   e. Time-line – to completion of the thesis

3. A one-page detailed budget for anticipated expenses and why you need the requested funds. If the activity for which the grant will be used involves data collection, explain what preparation you have done to collect your data (e.g., IRB approval, necessary contacts, etc.). Where appropriate, indicate how you computed costs for items.

Eligibility: Thesis proposals not yet defended or students who have not formed committees are not eligible. A student must also be making satisfactory progress toward completion of the degree (students with outstanding incompletes or who are on probationary status are not eligible). The applications will be evaluated by the quality and significance of the project, as well as the budget justification and the potential for the award to have an impact on the quality of the thesis. Applications are accepted at any time.

Decisions are normally made within three weeks of the application receipt date. Should you receive a thesis expense grant, it will be in the form of reimbursement – not a cash advance. You must submit original itemized receipts (within 6 months of being awarded the grant), to the Office Coordinator for reimbursement. Failure to supply these receipts will either 1) delay your reimbursement or 2) result in no reimbursement for those expenses without a receipt.
IUPUI DEPARTMENT OF SOCIOLOGY

THESIS COMMITTEE APPOINTMENT AND

PROPOSAL APPROVAL FORM

Instructions: Ask three members of the Sociology faculty to be on your Thesis Committee, and ask one of them to chair your committee. Your chair must have associate or full graduate faculty status. Note: Any change in faculty serving as thesis advisor or committee member must be reported, in writing, to the Director of Graduate Studies and the Office Coordinator.

Name of Student: __________________________________________________________

I agree to chair this student’s Thesis Committee, to provide advice on selection of appropriate courses, and to supervise the thesis. I have also read and approve the student’s thesis proposal.

Signature: __________________________________________ Date: _________

Printed Name: __________________________________________________________

I agree to serve as a member of this student’s Thesis Committee and to provide advice on the thesis. I have also read and approve the student’s thesis proposal.

Signature: __________________________________________ Date: _________

Printed Name: __________________________________________________________

Signature: __________________________________________ Date: _________

Printed Name: __________________________________________________________

The Graduate Committee & Director approve this Thesis Committee:

Director of Graduate Studies:___________________________ Date: ___________

Printed Name: __________________________________________________________

Graduate School Approval _____________________________  Date: ___________
This form must be completed and submitted to the Director of Graduate Studies within 5 days after completing the internship requirements of the Masters Degree in Sociology.

A. STUDENT INFORMATION – completed by student

Student’s Name: ___________________________________________________

Thesis Title: _______________________________________________________

Committee Chair: _________________________________________________

Committee Member: _______________________________________________

Committee Member: _______________________________________________

I certify that the above-named student has satisfactorily completed the thesis requirements for the Master’s Degree in Sociology.

Committee Chair Signature: ___________________________ Date: _________

Member One Signature: ___________________________ Date: _________

Member One Signature: ___________________________ Date: _________

B. CERTIFICATION OF STUDENT’S FULFILLMENT of all the requirements for a master's degree, by 3 members of the Graduate Faculty.

Signatures Required:

Director of Graduate Studies: ___________________________ Date: _________

Printed Name:

Faculty Two Signature: ___________________________ Date: _________

Printed Name:

Faculty Three Signature: ___________________________ Date: _________

Printed Name:
APPENDIX E – THESIS FORMAT AND DISTRIBUTION

Thesis students must follow the guidelines issued by the IU Graduate School, with regard to the format of the document and distribution of copies. The specific requirements are updated at the Web site http://www.iupui.edu/~gradoff/students/td_guide_2007.doc, which should be scrutinized carefully. What follows here is a series of excerpts about the most important points, which are unlikely to change in the near future.

“THE PREP GUIDE”

INTRODUCTION

This manual is just a basic guide to the general standards of the University Graduate School; for additional information, please see also the relevant sections of the University Graduate School Bulletin. Be sure to check with both your department and your committee on any additional standards before you submit your final version... In case of special problems not covered here, contact your department secretary, or the IU Graduate School Recorder at IUPUI (317-274-1577) or by email, gradoff@iupui.edu...

A master’s thesis must be approved by at least three members of the faculty, usually the professors who have directed your research and writing. Once three professors have read your final draft and approved it, have them sign the acceptance page. This page should be on the 100 per-cent cotton paper, and will be bound in your thesis right after the title page. After they have signed the acceptance page and your work is in final form, set up an appointment with the IU Graduate School at IUPUI to check the format of your thesis. After this scheduled meeting, you should be ready to bind your thesis. NOTE: You may schedule a pre-check for your format.

Have at least two copies (both copies must be on 100 percent cotton paper) bound in a regular (oversewn) library binding. Direct the bindery to print the thesis title and your name on the front, and the title and your last name on the spine of each copy. (One bound copy must include the original signed acceptance page; photocopies of the signed acceptance page may be used in additional bound volumes.) File these two bound copies with the Recorder at the IU Graduate School at IUPUI by the 10th of the month you want to graduate. The IU Graduate Office at IUPUI will then forward the bound copies to the University Graduate School in Bloomington. These volumes are later placed in the University Library (see pp. 7-13 and Appendices for specific format requirements). You must also file at least one additional copy with your major department.

Please verify, through OneStart (https://onestart.iu.edu/my-prd/Portal.do), the correct spelling of your name and diploma-mailing address (student home). Your degree is dated the last day of the month in which you submitted the bound copies to the Graduate School. The diploma, which certifies that you have completed the degree, should be issued within approximately three to six months of your graduation month...

FORMAT

The University Graduate School has relatively few rules about the visual format of theses and dissertations. Both kinds of work must be typewritten or word-processed with a letter-quality printer. Dot-matrix printers are not acceptable. The University Graduate School does not accept script or italic fonts, although italics may be used to emphasize certain words. Be sure to correct errors on the typewriter or word-processor, not by hand. Text should be either double-spaced or at space and a half intervals. Long quotations within the text should be typed single-spaced and with wider margins on both sides, with the same font and size as the
text. Page numbers, both Roman and Arabic, should be the same font and size as the text. If you have any questions about the acceptability of your format, do consult the Recorder. A cautionary phone call could save you time and money.

PAPER

The paper is white, watermarked, 100% cotton paper, 8-1/2 inches by 11 inches, acid free, and of 20lb or 24lb weight. This paper, depending on the store of purchase, may be labeled as “thesis paper” “cotton rag bond” or “watermark bond”.

Master’s theses must have both bound copies on the 100% cotton paper.

Doctoral dissertations, the acceptance page and at least one of the bound copies, must be on paper of this quality. The second bound copy of a Doctoral dissertation must meet departmental requirements.

I.U. Bond is not 100% cotton and is not acceptable. The University Graduate School will not accept corrosable bond since it tends to smear and to produce blurry copies. You may photocopy your dissertation if the copies are of good quality.

PHOTOGRAPHS

If photographs are part of the work, all copies must contain the best possible positive prints, not photocopies (except in special cases cleared by the University Graduate School in advance). Laser-scanned photos are acceptable. Photopaper may be used for the photographs. Regardless, the format guidelines must be followed for placement in the dissertation or thesis.

MARGINS

The top, right, and bottom margins should be at least one inch. The left margin should be at least 1.5 inches. Although this requirement may seem somewhat arbitrary, it is nonetheless necessary for successful binding and copying. Most copying processes tend to expand the material by 2% or 3%, leaving less white space around the text. Binderies sew along the left-hand margin and then trim the other sides. Inadequate margins can result in part of your material being lost after the combination of copying and binding; even if all the material remains, insufficient margins can certainly affect the readability and the appearance of your work.

Ordinarily, the text and any other materials will appear on the right-hand page only. If however, you and your committee agree that it is absolutely necessary to include facing material on the left-hand page as well, be sure to leave 1.5 inches on the right-hand side of the facing page.

These margin requirements apply to all materials included in the thesis or dissertation, including figures, tables, maps, plates, the abstract (if you decide to have it bound with the rest of your work), vita, and any preliminary material you choose to include.

PAGE NUMBERS

Page numbers must be clear and consecutive throughout and printed on every page, including tables, figures, maps, charts, photographs, appendixes, etc. Exception: No page number on the title page and vita. Lower-case Roman numerals are used for the front matter (see Organization). Arabic numerals should be used in the body of the work, the bibliography, and any appendices, while the vita page at the end is not paginated.

The title page counts as page i, but does not bear a number. Begin numbering with the acceptance page as page ii, and continue with lower-case Roman numerals until the start of the actual text. That page, whether part of your full introduction or part of your first chapter, will
be numbered page 1 and every page will be numbered consecutively until you reach the vita page. Page numbers are located at the top or bottom of the page, centered midway between the edge of paper and the text. Make sure if you are including graphs, tables, or figures that are in landscape format, that the page numbers are consistent with the rest of the text. Before you turn in your copies for binding, make sure that all of the pages are in correct numerical order and that they are right side up. NOTE: Page numbers must match the font and size of the document text.

ORGANIZATION

Most of the preliminary materials, or front matter, will depend on the nature of your thesis or dissertation and on your personal preference, but a few items are mandatory. The front matter must include the title page, the original signed acceptance page, and the copyright page (if you decide to copyright your work). Your department may also require that the abstract be bound with the dissertation. Normally a master’s thesis does not include an abstract. In addition, the University Graduate School strongly recommends that you provide a table of contents. Beyond that, other kinds of material are optional. Depending on the nature of your work, you may also wish to include lists of tables, figures, abbreviations, or appendices (include page numbers on these). You may also wish to include a dedication, a preface, or a set of acknowledgements. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your thesis or dissertation; as a matter of courtesy, you would ordinarily mention the members of your committee here, as well as institutions that provided funding, your typist, or anyone else who helped you. With the exception of the title page, Roman numerals must be used for the front matter. The front matter should appear in the following order:

Title page (mandatory – no page number)
Acceptance page with original signatures (mandatory – page ii)
Copyright page (mandatory if copyrighted)
Dedication (optional)
Acknowledgements (recommended; double spaced)
Preface (optional)
Abstract (Master students - Optional – consult your department; Doctoral students – Required. Double spaced)
Table of Contents (mandatory)
List of Tables, List of Figures, List of Abbreviations (recommended if appropriate)

The following matter should appear, in this order, at the end of the dissertation or thesis:

Appendix (appendices) (recommended if appropriate)
References (if appropriate; these may be single spaced)
Curriculum Vitae (mandatory) placed at the end of the thesis or dissertation. You may write the vita in paragraph form, but the standard vita format is preferred.

Although there are a variety of formats that you may use for your text there are a few things to keep in mind. Most theses and dissertations should be written in English and should present your findings on original research...

Although all texts should be either double-spaced or at space-and-a-half intervals, long quotations within the text should be typed single-spaced and with wider margins on both sides. Footnotes must appear either on the page where the annotation occurs, or at the end of each chapter, or at the end of the thesis or dissertation. The University Graduate School imposes no single form for footnotes or bibliographic citations...
Dictionary as authorities on spelling and usage. Neither of these sets of recommendations is exhaustive. Your department may already have a style sheet of its own or another manual that it consistently recommends… [See Appendix C above.]

PUBLICATION AND COPYRIGHT

In terms of theses and dissertations, publication means making your work available to the broader scholarly community. Although both kinds of work represent original scholarly activity, the University Graduate School requires publication through ProQuest only for dissertations. You may, of course, choose to publish your master’s thesis by this or other means, especially if your committee has recommended you do so. A master’s student who wishes to publish his/her work should contact Proquest directly. In addition, if you choose to copyright, the University Graduate School encourages, but does not require, that you copyright the Doctoral dissertation in your own name; in that way, choices about the future use of your materials will be up to you. Copyrighting is most easily done through ProQuest, since they take care of the necessary procedures. Still, the question of copyright is a complicated one and should be discussed with your committee. Whether or not you decide to copyright your Doctoral dissertation, the University Graduate School insists that, except under extraordinary circumstances, ProQuest shall produce microfilm and photocopies of the work for sale by them.

This process of publication is fairly simple. Obtain the microfilm and copyright contract and survey form information the IU Graduate School Recorder at the IUPUI Graduate Office when you go there for the format check. Pay the fees at the Bursar’s Office in Cavanaugh Hall; the fees currently are $60.00 for microfilming (mandatory), and $65.00 (rate increase July 1, 2006) for copyrighting (optional). Finally, once the bound dissertation is ready, schedule an appointment to turn in your materials; bring the fee receipt, the signed microfilm contract and survey form, an extra title page, two loose abstracts, the original acceptance page, and confirmation of electronic submission to Proquest to the IU Graduate School Recorder at the IUPUI Graduate Office. The University Graduate School and ProQuest will handle the rest. (See Checklist in Appendices)

Before you reach that point, however, you should consider that the way most people will learn about your work is through Dissertation Abstracts International, published by ProQuest. You should therefore spend a good bit of effort in the composition of both the abstract and the title of your work. Try to convey the flavor of your work, not just the bare bones of your findings, but make sure that the body of the abstract does not exceed 350 words for publication in DAI; in an average abstract there will be about 70 characters per line with a maximum of 35 lines. You should also work to phrase your title so that it truly describes the contents and will be easily found in the index of Dissertation Abstracts. The index is based on key words, so be as specific as you can be about your subject. At the same time, remember that the title will have to fit along the spine of the bound thesis or dissertation, so keep the title as short as possible without loss of clarity.

A final point is that, as a published author, you must conform to the copyright laws in terms of the works that you have cited yourself; in other words, make sure you have permission, written if possible, to quote your sources. The best way to know how the copyright laws apply to your particular situation is to contact the Copyright Office of the Library of Congress, Washington, D.C. Information is also found through the IUPUI website http://www.copyright.iupui.edu/.
[MASTER’S THESIS SAMPLE TITLE PAGE]

TITLE CENTERED, ALL IN CAPITAL LETTERS, DOUBLE SPACED:
THE IMPORTANCE OF KEY WORDS IN THE SUCCESSFUL INDEX
(Font size should be no smaller than 12, and no larger than 16)

Author’s Name as it appears in OneStart
(Author’s Name same size as document text)

Submitted to the faculty of the University Graduate School
in partial fulfillment of the requirements
for the degree
Master of (Arts or Science)
in the Department (or School) of ________________.
Indiana University

Month Year
(Same size as document text)

(The date should reflect the actual date of the degree – which is the month the thesis is turned in to the IU Graduate School through the Graduate Office at IUPUI by the 10th of that month.)
Accepted by the Faculty of Indiana University, in partial fulfillment of the requirements for the degree of Master of ___________.

a) (Committee Chair’s signature) 
name typed [include their degree], Chair

(Second member’s signature) 
name typed [include their degree]

Master’s Thesis Committee 

(Third member’s signature) 
name typed [include their degree]

(Three or more faculty members should participate in certification of student’s fulfillment of the requirements for a master’s degree.)

The layout of this page is the required format as established by Indiana University.
[SAMPLE COPYRIGHT PAGE]

c (enter correct year)

Student’s Name (as it appears in OneStart)

ALL RIGHTS RESERVED
ABSTRACT

Student’s Name (as it appears in OneStart)

Master/Dissertation Title

(Must be underlined or CAPS)

The abstract is double-spaced and limited to 350 words. The University Graduate School requires two abstracts—one signed by each member of the research committee and one unsigned indicating the chair of the committee. The University Graduate School forwards the unsigned version for publication in Dissertation Abstracts and retains the signed version in our records. (The student may wish to provide signature lines for the signed version to ensure neatness.) If the student wishes to include the abstract in the dissertation, he or she should do so using a third copy (unsigned and including proper pagination).

Committee Chair’s signature
Name as appears on Acceptance Page

Second reader’s signature
Name as appears on Acceptance Page

Third reader’s signature
Name as appears on Acceptance Page

Master students are not required to submit an Abstract, however if submitting an abstract this format must be followed
ABSTRACT

Student’s Name (as it appears in OneStart)

Master/Dissertation Title

(Must be underlined or CAPS)

The abstract is double-spaced and limited to 350 words. The University Graduate School requires two abstracts—one unsigned indicating the chair of the committee and one signed by each member of the research committee. The University Graduate School forwards the unsigned version for publication in Dissertation Abstracts and retains the signed version in our records. (The student may wish to provide signature lines for the signed version to ensure neatness.) If the student wishes to include the abstract in the dissertation, he or she should do so using a third copy (unsigned and including proper pagination).

Committee Chair’s Name as appears on Acceptance Page
TABLE OF CONTENTS

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Curriculum Vitae

No leader dots. no page
CURRICULUM VITAE

Article II. (there is not a page limit)

Section 2.01
Section 2.02
Section 2.03  Your Name (as it appears in OneStart)  (This may be centered, or flush left)

Use of personal information is discouraged.

You may include contact information. Keep in mind, how long this contact information will remain valid.

Education:
You may list this degree.

Note: Your degree is an Indiana University degree, earned at Indiana University—Purdue University Indianapolis (or IUPUI)

(The following can be listed in any order)

Honors, Awards, Fellowships:

Research and Training Experience:

Professional Experience:

Conferences Attended: (This may include Presentations, Poster Sessions)

Publications: (May include those that are submitted or in progress)

Article III.

NOTE: This is just a listing of some of the things that appear on a vita for those who are not familiar with one. There is no specific format (except for font, type size, and margins) however you may want to consult your advisor.

The Curriculum Vitae does not have page numbers
BINDING INFORMATION

These are the binding companies, in the Indianapolis and Bloomington areas, the Graduate School recommends, but you are not limited to them. You may use any bindery that you choose as long as they use the oversewn method.

Indianapolis:

National Library Bindery
55 South State Avenue
Indianapolis, IN 46201
(317) 636-5606

Open: Monday – Friday.
Normal process is 3 weeks.
Rush process is 1 week.
Payment accepted: Cash and money order.
Pay at pick up.

Bloomington:

Smith Bookbindery
112 West 10th Street
Bloomington, IN 47404
(812) 332-2743

Open: Monday, Tuesday, Thursday, Friday.
(Closed on Wednesday)
Normal process is 3 weeks.
Rush process is 10-12 days.
Payment accepted: Cash and personal check.
Pay 50% down at drop off; pay balance at pick up.

BINDING NOTES:

Bindery must use the oversewn method.
Binding must be black.
Lettering must be gold.
Title must be placed on the cover.
Your name as it appears in OneStart must be on the cover.
Title must be placed on the spine. There is a character limit dependent on the thickness of your document. Be sure you and your committee agree on a shorter title for the spine.
Your last name must appear on the spine.
IMPORTANT THINGS TO KNOW

- Make an appointment to check the format of your thesis or dissertation (gradoff@iupui.edu). The format check will last approximately one and one half (1.5) hours. Note: Pre-check appointments are also available.

- Format check appointment:
  - Must bring a copy of the signed Acceptance page.
  - Must bring a copy of the signed Abstract page (if program requires one).
  - Materials must be in final form, no “notes” or “gaps” for modifications.

- Master’s students need to make sure the “Application for Advanced Degree” and the “Recommendation for Advanced Degree” forms are submitted to the graduate office at least 60 days and 30 days, respectively, prior to graduation.

- Title Page: Make sure that the date on the title page reflects the month and year you will graduate, not the date of the defense. Your graduation date is the month and year that you submit your bound copies to the Graduate Office by the 10\textsuperscript{th} of that month.

- Acceptance Page: names of your committee members should be typed below the signature lines. This is the required format.

- Acknowledgements and Abstract pages should be double-spaced.

- Table of Contents: Curriculum Vitae is the last entry, without a page number.

- References – may be single spaced; be consistent with formatting; i.e. layout, spacing, punctuation.

- Curriculum Vitae (CV, vita) – a summary of one’s personal history and professional qualifications; a resume. The Curriculum Vitae, bound in the back of the thesis/dissertation, is a requirement. Curriculum Vitae is not paginated.

- Page Numbers:
  - Page numbers must be consistent throughout the text. All numerals whether Roman or Arabic should be in the same place on the page throughout (centered at the top or bottom) and must be the same font and size as the text.
  - Landscape format used for graphs and tables should also have page numbers that are in the same place as the rest of the text and facing the right direction.
  - All pages are numbered except the title page and CV. There are no exceptions.
  - The first page that has a number is the acceptance page (should be numbered “ii”). Continue with lower case Roman numerals until the first page of the text. Start with “1” on the first page of text.

- Paper – must be white 100% cotton watermarked paper (may be called 100% cotton paper, cotton rag, thesis paper, watermarked paper), 20lb or 24lb, available from:
  - Cavanaugh Hall Bookstore 278-2665
  - Office Max various locations
  - Office Depot various locations
  - Arvey Paper 634-3227

- Before printing on the watermarked paper, be sure the watermark is facing right side up.
COMMON FORMAT MISTAKES

Fonts:
Font will be consistent throughout materials, including preliminary material, document, headings, and all page numbers.

Footnotes:
Footnotes, if used, are placed at the bottom of the page and no smaller than 10pt font.

Headings:
Your document should appear as professional as you intend. The style guides listed below include formatting for headings. Other accepted heading styles are the heading function within your word processing program.

Hyphens, dashes, and minus signs:
These are all different. The style guides below have a section dedicated to this topic.

Hyperlinks:
Remove the hyperlink from your text and references. These should appear as the same style as your text.

IUPUI:
There are several ways to refer to this campus. The correct formats are found in the Indiana University Style Guide http://creativeservices.iu.edu/resources/guide/index.shtml

Labeling, Inconsistency both in text and with chart, ie.:
Table or table;
Figure or figure;
Fig. or fig.;
et al. or et al.

Margins:
Left side is one and one half inch (1.5”).
Top, Right, and Bottom is one inch (1.0”).

Order of front and ending material:
The front matter:
Title page (mandatory – no page number)
Acceptance page with original signatures (mandatory – page ii)
Copyright page (mandatory if copyrighted)
Dedication (optional)
Acknowledgements (recommended; double spaced)
Preface (optional)
Abstract (optional – consult your department; double spaced)
Table of Contents (mandatory)
Lists of Tables, List of Figures, or List of Abbreviations (recommended if appropriate)
The ending matter:
  Appendix (appendices) (recommended if appropriate)
  References (if appropriate; these may be single spaced)
  Curriculum Vitae (mandatory)

Orphans:
This is a single line of text at the bottom of the page or at the top of the page.

Page numbers:
Front matter is Roman numerals. Document is Arabic numerals.
Font and size match the font and size of the document.
Location is centered top or bottom as a header/footer at half inch (0.5") from page edge.

Punctuation:
Consistency of in text lists.
Consistency of in text references, whether in or out of parentheses.

Quotes, Indention of:
Quotes set out from sentence/paragraph are single spaced and indented on both left and right sides. Most common indention is half inch (0.5") on both sides.

References:
There are several programs to assist with reference formatting. The Style Guides listed below also offer formats.
If you elect to manually format your references – be consistent.
Do not split a reference between two pages. Move the entire entry to the next page.
Using URLs, remove the hyperlink. Identify date accessed or retrieved.

Spell Check:
Do not assume your word processing program is 100% correct.
The University Graduate School recommends either Webster’s Third International Dictionary or Webster’s Ninth New Collegiate Dictionary.

Style Guides:
The Chicago Manual of Style;
Kate L. Turabian, A Manual for Writers;
Modern Language Association (MLA); and
American Psychological Association (APA) (especially for works in the social sciences).

Symbols:
Verify the character code. Choices and recently used codes will vary by computer and computer program.

Title Page:
No bold on this page.
Title must be all CAPS.
Title must be double spaced.
Title must be no smaller than 12 pt and no larger than 16 pt.
The rest of the material on the title page is the same font and size as the document text.