Master of Arts
Sociology

Graduate Student Handbook
2015
Table of Contents

INTRODUCTION .......................................................................................................................... 2
ADMISSION AND STUDENT STATUS ...................................................................................... 3
ADVISING SYSTEM .................................................................................................................... 4
OVERVIEW OF REQUIREMENTS FOR M.A. DEGREE ............................................................... 6
   MEDICAL SOCIOLOGY CONCENTRATION: ............................................................................. 6
THE INTERNSHIP/THESIS OPTIONS .......................................................................................... 8
PROGRAM POLICIES ................................................................................................................ 13
GRADUATE FINANCIAL SUPPORT .......................................................................................... 15
RESOURCES ............................................................................................................................... 16
APPENDIX A – SOCIOLOGY FACULTY, STAFF ........................................................................ 21
APPENDIX B – COURSE DESCRIPTIONS ............................................................................... 23
APPENDIX C – USEFUL EXTERNAL LINKS ............................................................................. 25
APPENDIX D – MASTER’S DEGREE FORMS ........................................................................... 26
INTRODUCTION

Welcome to the Department of Sociology at Indiana University Purdue University 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 Master of Arts degree offered by the IUPUI Department of Sociology is designed to prepare students for conducting applied, policy-oriented, and basic 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 one optional area of concentration (medical sociology). 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 are 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 areas of specialization for individual faculty members.

The University. Indiana University Purdue University 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 30,000 students, of which over 8,000 are enrolled in graduate and professional studies. The University houses 5 major libraries and offers state-of-the-art electronic access to books, journals, government documents, and a wide variety of research materials. Our excellent computer facilities and on-line 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 AND STUDENT STATUS

Students may be admitted to the Graduate Program for fall semester on either regular or conditional status. Completed applications and supporting documents must be on file by Feb. 1 for consideration for some funding awards and by April 15\textsuperscript{th} for consideration for fall admission.

**Regular Status.** Regular admission requires that you have an undergraduate degree with a minimum grade point average of B (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.

**Conditional Student Status.** In some cases, you may be granted conditional admission. When admitted on conditional status because the undergraduate GPA falls below 3.0, the student must complete at least 9 credit hours of Sociology graduate work, with a cumulative minimum Grade Point Average of B+ (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 credit hours of core courses normally 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 conditional 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://graduate.iupui.edu/admissions/non-degree.shtml](http://graduate.iupui.edu/admissions/non-degree.shtml) or (317) 274-1577 and obtain permission to register. A maximum of 18 non-degree credit hours may be earned in the same department, but no more than 12 of these credit hours will count toward the degree. Only courses with a B or higher may be counted. Further study in the department requires approval for either full or conditional admission.

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://iupui.edu/financialaid](http://iupui.edu/financialaid).

**Transfer Credits:** Students who have taken graduate courses at other universities can have up to 8 credit hours transferred toward the MA in Sociology at IUPUI. The application for transfer of credit hours 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 credit hours toward the degree at IUPUI. The residency requirement still applies, however. The last 18 of the 36 credit hours 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.
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:

- Meeting with the student monthly or more often.
- 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).
- Assisting you with identifying a Thesis or Internship Advisor.
- 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 Thesis/Internship 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 at the end of the second semester enrolled or at the completion of 18 credit hours.

The Thesis/Internship Advisor’s responsibilities normally include:

- Meeting regularly with the student and supervising the student’s course of study.
- Chairing your Thesis/Internship Committee.
- Reviewing drafts and doing the initial screening of your thesis/internship proposal and project.
- Keeping the Office Coordinator apprised of any changes in the student’s status, contact information, and Thesis/Internship Committee membership.
- Serving as Principal Investigator for the project if it must receive approval from the University’s Institutional Review Board for the Protection of Human Subjects.
- 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. With the approval of the Graduate Committee, one member of the thesis/internship committee may be chosen who does not have graduate faculty status or who is not a member of the Sociology Department. Normally any of the university’s resident (full-time, non-visiting) faculty (even those with mainly administrative positions) will be acceptable. The Graduate School will give the final approval on whether such a person can serve on your committee.

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:

- Reviewing and approving the graduate student’s thesis/internship proposal.
- 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.
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, coursework that counts toward the degree must be completed within the 5 years preceding the awarding of 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 Graduate Director 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 credit hours of graduate-level course work 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 B (3.0) in these courses, and each course has to receive a grade of C (2.0) or higher. Appendix B provides a brief description of graduate courses.

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

R559 Intermediate Sociological Statistics or RS560 Advanced Topics in Statistics
R551 Quantitative Methods in Sociology

Choiced one from the following two theory courses
R556 Advanced Sociological Theory I [Classical Social Theory]
R557 Advanced Sociological Theory II [Modern Social Theory]

Choose one from the following three qualitative methods courses
S659 Qualitative Methods in Sociology
S560 Qualitative Textual Analyses
S560 Visual Research Methods

General or Concentration Area Courses: These include 12 credit hours of additional Sociology graduate courses. Students can focus these courses in medical sociology.

Medical Sociology Concentration:
The Medical Sociology concentration is designed for students seeking service and policy careers in public and private health, mental health, or social service organizations and agencies, as well as those interested in basic or applied research in medical sociology, including those who plan to apply to Ph.D. programs with a medical sociology concentration. Courses examine the phenomena of health, illness, disability, and mental health issues; the social organization of health care delivery; and differential access to medical resources. The Medical Sociology faculty have identified three broad educational and training goals of the medical sociology concentration: (1) Students will understand and appreciate the broad range of sociological approaches (theoretical and methodological) for studying health, illness, and healing. (2) Students
will develop a thorough understanding of the organization and function of health care.

Medical sociology offerings include:

**Medical (12 Credits)**

R515 Soc. of Health/Illness  
R610 Soc. Health/Ill Behavior  
S560 Topics: Medical Sociology*  
R585 Soc. of Mental Health  
S526 Sociology of Sexuality  
R679 Readings Medical Soc  
*Recent topics offered include: Sociology of Disability, Sociology of Aging and Social Organization of health Care.

**Elective Courses**: These include a maximum of 6-9 credit hours of courses outside of your basic and concentration courses, depending on whether your thesis/internship is worth 3 or 6 credit hours. You may take as many elective courses as you desire, but a maximum of 6 or 9 credit hours will count toward your degree.

**Note**: Not all graduate courses in the IUPUI Schedule of Classes are acceptable as electives. All graduate courses in the School of Liberal Arts (including Sociology) are acceptable. 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. For your peace of mind, please check with the Graduate Director about electives outside of the School of Liberal Arts.

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

**Completion and Thesis or Internship Project**: The Master of Arts Degree program of study culminates in either a thesis or an internship experience. The final 3-6 credit hours are comprised of a Thesis or Internship 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 during this time.

**Note**: The Graduate School requires students complete a Master Application for Advanced Degree at least 30 days before they are due to complete all requirements of their degree.

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 them electronically.
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 Advisor or Committee. A thesis or internship may be initiated as you complete 18 credit hours in the program. 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.

INTERNSHIP OPTION

All M.A. students pursuing the internship option are expected to participate in an internship in an organization, school, business, or government office (collectively “an agency”) in a research or policy capacity. 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 a Faculty Advisor (Internship Committee Chair): 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 Faculty Advisor and an agency, you must select one additional faculty member to serve on your Internship 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 Advisor and second Internship 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. (Job Supervisors 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. Once you receive final approval from your Internship Committee, register for SOC R594 and begin your internship. 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. Journal entries 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 1-2 pages

At the end of each month, total the number of hours you spent on your internship. This will save you and your Job Supervisor time at the end of the internship.

Distribute Midterm and Final Evaluation Forms. Internships will normally be evaluated at the midpoint and end, by students and work supervisors, using forms provided for this purpose on the department Web site (and shown in Appendix D). 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 Internship Faculty Advisor.

Complete an Internship Project and Paper: The internship requires completion of a minimum of a 5000-word paper (approximately 15-20 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 the Internship Committee chairperson at least one week prior to the last day of classes. After the committee chairperson approves this final draft, you may then ask the 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.

Summary of Rules Regarding Internships

- A student normally 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.
- No more than 6 internship credit hours may count towards your degree.
• A student must work for a minimum of 8 hours a week for each 3 Internship credit hours enrolled (this requirement is reduced to 6 hours 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 credit hours completed in their place of employment towards their degree.

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

• If the internship of a thesis-option student 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.)

**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 double-spaced, typed 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. The student designs and carries out a research project and prepares 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 credit hours are the maximum number allowed for any given semester, and 6 credit hours 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:** Students may choose to have a preliminary Thesis Committee meeting 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 approval by the Institutional Review Board (IRB) for the Protection of Human Subjects. Your Thesis Advisor must approve the IRB application before its submission.

**Formal Proposal Meeting** with the Thesis 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 chairperson 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 address, and date (1 page)

**Specific Aims** - The first part of a proposal typically indicates 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 presumably 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 (American Sociological Association or 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’s introductory flier, interview schedule or questionnaire, letters authorizing 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. 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.

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 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://studentaffairs.iupui.edu/student-rights/student-code/](http://studentaffairs.iupui.edu/student-rights/student-code/). 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 lower marks are retained in the transcript for calculation of the GPA.

Grievances and waivers. 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 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 below on “Graduate Student Petitions” (under “Program Policies” below), for information on the procedure for requesting waivers of rules due to extenuating circumstances.

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 (if chosen by then),
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 for Protection of Human Subjects. 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://researchadmin.iu.edu/cs-humsub.html](http://researchadmin.iu.edu/cs-humsub.html).

**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 credit hours in the previous semester. So you should try to remove Incompletes as quickly as possible.

**Department Funding Ineligibility.** Students who have at least one course incomplete, that is at least one year old, will not receive any source of Departmental funding such as teaching appointments, research support, or tuition scholarships until evidence has been submitted that they have completed the course requirements.
GRADUATE FINANCIAL SUPPORT

The University and the Department of Sociology provide some financial support for students. Some of the assistance programs are described below and a full listing and links can be found on our website: http://liberalarts.iupui.edu/sociology/index.php/graduates/funding_resources.

Financial Aid and Work Study: US Students can apply for student financial aid loans and work study awards by completing their FASFA (Federal Application for Student Financial Aid). Priority awards will go to students who have submitted by March 1.

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 credit hours each semester.

University Fellowships: The Department may nominate incoming students with the highest qualifications for University Fellowships if their application is complete by February 1. 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.

Educational Enhancement Grants – EEG: The IUPUI Graduate Student Organization allocates funds each semester to support graduate students who seek funding for research expenses related to the thesis; 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: 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 $1000. 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. Guidelines are available here: http://liberalarts.iupui.edu/sociology/uploads/docs/IUPUISociologyThesisGrant.pdf.

Suzanne K. Steinmetz Scholar in Sociology: This scholarship is awarded to a student enrolled in the Sociology Master's Degree program at the IU School of Liberal Arts on IUPUI's campus. It honors the memory of Professor Suzanne Steinmetz, beloved mother and wife, dedicated colleague, and accomplished teacher and scholar of the Department of Sociology in the IU School of Liberal Arts whose deep and long-standing commitment to the department and its students, particularly at the graduate level, was inspirational. Eligibility: Students must be enrolled in the graduate degree program in the Department of Sociology at IU School of Liberal Arts on IUPUI's campus. The recipient must have completed 18 credit hours towards their MA degree in Sociology, be enrolled in coursework for their degree while receiving the award, and have a minimum GPA of 3.5 on a 4.0 point scale. Students must be making adequate progress towards their degree (e.g., no incompletes, and all conditional acceptance met, while receiving this award). University Fellowships recipients are not eligible and priority will be given to students without Sociology Department funded Fee
Remission Scholarship and who have demonstrated academic excellence in their course work. No Application required. All eligible students will be considered.

**David C. Bell Theory Scholarship** awards $500 to students who show strong potential to make a significant contribution to research and theory. Eligibility: Students pursuing the thesis option. Students must be making adequate progress towards their degree (e.g., no incompletes, and all conditional acceptance met, while receiving this award). The basis for selection will be the student’s thesis proposal, reviewing those approved each year. Proposals will be reviewed in January for the previous calendar year.

**RESOURCES**

**One Information** ([https://one.iu.edu/](https://one.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 One. 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). Follow the link to [Create my first IU computing accounts](https://itaccounts.iu.edu/). If you need assistance go to: [https://itaccounts.iu.edu/](https://itaccounts.iu.edu/). Once you have set up your account, you can register for classes.

**Computer Facilities & Resources** ([http://uits.iu.edu](http://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 (317) 274-HELP (274-4357) and the e-mail address 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 statistical software. The Department of Sociology has several Dell computers available for student use, in the department office near the copier (in CA 303), as well as in the Sussman~ Steinmetz Research Library (CA 316) and CA306. These can be used for word processing, statistical analysis, scanning, Internet linkages, etc. Office staff has priority in access to these computers.

**Computer Software** ([http://iuware.iu.edu](http://iuware.iu.edu))
The bookstore in the Campus Center sells computer software, often at discount rates. For example, a student edition of SPSS for Windows (good for one academic year) can be purchased there for about $50. Also available are operating systems, anti-virus programs, word processing software, and other amenities. Several programs can be downloaded at no cost to students.

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

**Parking Information** ([http://parking.iupui.edu/](http://parking.iupui.edu/))
Students driving to campus will need a parking permit for the campus lots, no matter when the class meets: day, evening, or weekend. Parking permits can be bought as part of the registration process and will be mailed to the address on record with the Registrar. The ordering of a permit can be expedited via the Web site at [http://parking.iupui.edu/Students/StudentPermitRateAndSalesDates.aspx](http://parking.iupui.edu/Students/StudentPermitRateAndSalesDates.aspx)

**IUPUI Jag Tag** ([http://jagtag.iupui.edu](http://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, copying machines at the University
Library, 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 Web site (above). For more information, call (317) 274-5177.

**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 low-cost downtown shuttle bus service for students, also with a stop at Vermont and University Blvd. Buses come about every 15 minutes. Details about the route can be obtained from: [http://www.iupui.edu/graphics/inside/060915/redlinemap.jpg](http://www.iupui.edu/graphics/inside/060915/redlinemap.jpg)

**IUPUI Jag Tag** ([http://jagtag.iupui.edu](http://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, copying machines at the University Library, 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 Web site (above). For more information, call (317) 274-5177.

**Departmental and Printing Copier Privileges**
The department copier is available to graduate students at no charge to make reasonable quantities of copies pertaining to their coursework. The graduate student copy code is **222040**. In addition, students may print at no cost from the student computers located in CA 303 and CA 306. Directions are posted on the wall besides these computers on how to set up your printer settings from these computers.

**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.

**Department Access**
Research and teaching assistants may request a key code to enter the department after hours or on weekends.

**Graduate Sociology Student Club (GSSC)**
The GSSC is a student organization that fosters graduate culture, provides community-based activities, and tries to further understanding of sociology and build professional connections. The GSSC provides a forum for discussions, workshops, and other activities related to sociology. In this competitive era, employers and doctoral programs are looking for well-rounded and proactive individuals who show an interest in their majors outside of the classroom. Becoming active in the Graduate Student Sociology Club can give your résumé and curriculum vitae a decisive edge. All Sociology graduate students are encouraged to join. [CURRENTLY THE CLUB IS INACTIVE]

**The IUPUI Graduate and Professional Student Government (GPSG)**
The GPSG is the official voice of 8,000+ graduate and professional students on the IUPUI campus. It promotes active dialogue between the community and school administration, and works regularly with faculty and staff to determine future directions for the university. [http://gso.iupui.edu/](http://gso.iupui.edu/)

**Underrepresented Professional and Graduate Student Organization (UPnGO)**
Members of UPnGO at IUPUI promote diversity and improve retention by providing avenues for academic, professional, and social support. The organization works to improve the quality of student life for underrepresented professional and graduate students at Indiana University Purdue University–Indianapolis. [http://www.indiana.edu/~upngo/about-us/](http://www.indiana.edu/~upngo/about-us/)

**Sussman-Steinmetz Library (SSL) CA 316** (across from the Sociology office)
The SSL can be used for such things as study sessions and Thesis/Internship Committee meetings. You should reserve time blocks by requesting that the Office Coordinator 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 photocopying. 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!

**Other Graduate Student Space (CA 303 and CA306)**
Students may also use the computers in the common area of CA 303 and CA306.
University Writing Center ([http://iupui.edu/~uwc](http://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 advisable to make an appointment ahead of time, and not to wait until the day before the assignment is due. Centers are located at in the basement of CA Hall. 274-2049.

University Career Center
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 Center is located on the third floor of Joseph T. Taylor Hall, Phone: (317) 274-2554, Fax: 278-7588, e-mail: career1@iupui.edu .

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://studentaffairs.iupui.edu/health-wellness/counseling-psychology/](http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/)

Adaptive Educational Services (AES): (317) 274-3241; web: [http://aes.iupui.edu/](http://aes.iupui.edu/)
IUPUI Center for Young Children
321 Limestone
(317) 274-3508
cccenter@iupui.edu
http://childcare.iupui.edu/

Graduate School Office
University Library 1170
(317) 274-1577
email: gradoff@iupui.edu
http://graduate.iupui.edu/index.shtml

Office of Student Financial Services
420 University Blvd. CE 250
(317) 274-4162
http://iupui.edu/~finaid/

Office of Housing and Resident 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/

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

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

Health Insurance
http://www.health.iupui.edu/students/insurance.html

Research & Compliance Administration
(317) 274-8289
Email: rspinfo@iupui.edu
http://researchadmin.iu.edu/cs.html

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

Campus Center
420 University Blvd.
(317) 278-8511
Email: campcntr@iupui.edu
http://studentaffairs.iupui.edu/campus-center/

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

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

Ruth Lilly Law Library
Inlow Hall (New York and West Streets)
Circulation: (317) 274-4028
Reference: (317) 274-4026
Fax: (317) 274-8825
http://mckinneylaw.iu.edu/library/

National Institute for Fitness and Sports
(A Gym)
250 University Blvd.
(317) 274-3432
http://www.nifs.org/

IUPUI Food Services
http://www.dineoncampus.com/iupui/
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<tr>
<th>Name</th>
<th>Title and Affiliations</th>
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<tr>
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<td>Robert White, Ph.D.</td>
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<td>Sociology; Social Movements,</td>
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<td>Louise Watkins, BS, AS</td>
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<td>CA 301 / 278-5226</td>
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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.

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.

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. Topics Recently Taught include:

- Sociology of Aging
- Sociology of Disability
- Gender and Health
- Race and Ethnicity
- Social Movements
- Visual Sociology
- Qualitative Textual Analyses

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.

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 – USEFUL EXTERNAL LINKS

IUPUI Sociology MA Website
http://liberalarts.iupui.edu/sociology/index.php/graduates/
Especially the following links:
  - FAQ About the Program
  - Funding Resources
  - MA Thesis and Internships Completed
  - MA Program Alumni
  - Current MA Students
  - MA Program Resources
  - MA Student Research Activities

ASA Style Guidelines
http://www.asanet.org/documents/teaching/pdfs/Quick_Tips_forASA_Style.pdf
https://owl.english.purdue.edu/owl/resource/583/01/

IU Graduate School MA Thesis Guidelines and Deadlines
http://graduate.iupui.edu/theses-dissertations/index.shtml
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 Web site

General
Sociology Masters Degree Program Academic Planning Form
Masters Degree Procedures Checklist

Internship
MA Internship Agreement Form
Student Midterm Evaluation of Internship Experience Form
Student Final Evaluation of Internship Experience Form
Job Supervisor Midterm Evaluation of Internship Experience Form
Job Supervisor Final Evaluation of Internship Experience Form
Internship Acceptance Form

Thesis
Thesis Expense Grant Application
Thesis Committee Appointment and Proposal Acceptance Form
Thesis Acceptance Form
# IUPUI Sociology Masters Degree Program Academic Planning Form

Name: ___________________________ Email: ___________________________

Current Term: __________ Program Entry Date: ___/_______ Anticipated Degree Date: ___/_______

Concentration (Optional): ___________________________ Final Project: [ ] Thesis [ ] Internship

## Required Core Courses (12 cr.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R515 Sociology of Health and Illness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R517 Sociology of Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R525 Gender and Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R530 Families and Social Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R537 Gender in Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R556 Advanced Social Theory I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R557 Advanced Social Theory II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R585 Sociology of Mental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R610 Soc. of Health/Ill Behavior</td>
<td></td>
<td></td>
</tr>
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</table>

## Medical Sociology Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R515 Sociology of Health/Illness</td>
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<tr>
<td>S526 Soc. Human Sexuality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R585 Sociology of Mental Health</td>
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</tr>
<tr>
<td>R610 Soc. of Health/Ill Behavior</td>
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## General Course Track 12 cr.

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<th>Grade</th>
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</thead>
<tbody>
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<tr>
<td>R517 Sociology of Work</td>
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<td></td>
</tr>
<tr>
<td>R525 Gender and Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R530 Families and Social Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R537 Gender in Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R556 Advanced Social Theory I</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>R585 Sociology of Mental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R610 Soc. of Health/Ill Behavior</td>
<td></td>
<td></td>
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</table>

## Medical Sociology Concentration Courses

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<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 Soc. Human Sexuality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R585 Sociology of Mental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R610 Soc. of Health/Ill Behavior</td>
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## Required Courses for Thesis Option Students

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R569 Thesis</td>
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## Required Courses for Internship Option Students

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>R569 Thesis</td>
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## Electives (6 cr)

<table>
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<th>Semester</th>
<th>Grade</th>
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## Thesis (6 cr)

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</thead>
<tbody>
<tr>
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## Internship (3-6 cr)

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<th>Course</th>
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<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>R594 Internship</td>
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</table>

## Electives (6-9 cr)

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

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**Thesis Option Students**

**Internship Option Students**

---

27
MASTER’S DEGREE PROCEDURES CHECKLIST

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

____  **Be admitted to regular status and if required, make up any background deficiency.** If admitted with conditional/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.

____  **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 track in the program [general or one of the concentration areas].

____  **Submit final undergraduate transcript,** showing receipt of bachelor’s degree, to the department office. This should be done before or during the first semester, if it was not done as part of the admission process.

____  **Complete required core courses** in Quantitative Methods, Qualitative Methods, Social Statistics and Social Theory (12 credit hours).

____  **Complete required general or concentration courses** (12 credit hours). Any four graduate level sociology courses not taken as part of the Core course requirement [OR] Four courses from your concentration area. No more than 6 credits of Individual Readings or Internship (or combined, e.g., 1 Internship and 1 Readings) courses among them.

____  **A. Internship Option Students:** You must complete the following steps.

a. ____ Select your Internship Committee, and identify which committee member will serve as your Internship Committee Chair (normally at the completion of 18 credit hours).

b. ____ Select an agency and intern position.

c. ____ Complete the **Internship Agreement Form** and secure appropriate signatures [intern supervisor and internship committee members] at least a week before starting the internship.

d. ____ Submit copy of the signed **Internship Agreement Form** to your committee members and the Director of Graduate Studies.

e. ____ After your **Internship Agreement Form** has been approved, register for R594 and complete the required internship credit hours.

f. ____ Submit internship journal entries weekly to your Internship Chair

(g. ____ Distribute **midterm and final evaluation forms** to workplace supervisor.

h. ____ Complete student midterm and final evaluation forms.

i. ____ Submit internship **term paper** to Internship Committee. Normally after the Internship Chair has approved the project.

j. ____ Once your grade has been posted, complete the **Internship Acceptance Form,** with the appropriate signatures and submit it to the Director of Graduate Studies.
B. Thesis Option Students: Write and Defend Thesis

a. Select your three member Master’s Thesis Committee and identify your Thesis Chair, who will chair your committee, normally at the completion of 18 credit hours. Your chair must be an associate or full member of the Sociology Graduate faculty.

b. Enroll in first 3 credits of thesis R569 and complete thesis proposal.

c. Once your chair has approved the thesis proposal, schedule thesis proposal meeting and submit thesis proposal to Thesis Committee at least two weeks prior to the thesis proposal meeting date.

d. Obtain approval of the thesis proposal and submit signed Thesis Committee Appointment and Proposal Form to the Director of Graduate Studies.

e. If needed, obtain IRB approval for your thesis project. Any thesis projects that involve research with human subjects must receive IRB approval.

f. Enroll in second 3 credits of thesis and complete the thesis.

g. Once your chair has approved the thesis, schedule thesis defense meeting and submit thesis to Thesis Committee 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.

h. Pass thesis defense and submit Thesis Acceptance Form or the Signed acceptance Page of your thesis to the Director of Graduate Studies.

i. After successfully defending your thesis, make all the revisions required by your committee.

j. After receiving final approval from your Thesis Chair on the changes, schedule an appointment for a format check with the Recorder of the IU Graduate School at IUPUI.

k. Once the format is approved and the materials bound, submit one bound copy to the Graduate Office at IUPUI prior to the 10th of the month of desired graduation.

Complete required elective courses (6-9 credit hours).

Apply for Graduation at least 30 days prior to finishing all the requirements of your degree using the eDoc Form for Master’s Degrees [http://graduate.iupui.edu/forms/index.shtml](http://graduate.iupui.edu/forms/index.shtml)

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, even if your actual date of completion comes before or after that month. 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: ________________________________

Number of Credit hours desired in SOC R594: _____ Semester(s): _________

SPONSORING ORGANIZATION FOR THE INTERNSHIP

Name of sponsoring work organization: ________________________________

Address: ________________________________

City, state, zip code: ________________________________

Hours per week: __Starting ______ Salary or stipend: _____________

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 Web site at http://liberalarts.iupui.edu/sociology/ and in the Sociology Graduate Student Handbook.

SIGNATURES AND CONTACT INFORMATION OF COLLABORATING PARTNERS:

Student’s name (please print): ______________________________________________________

Student’s signature: __________________________________________________________________

Student’s telephone: _____________ E-mail: ___________________________________________

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: ___________________________________________

Job Supervisor's name/title (please print):

_________________________________________________________________________________

Job 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: 

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</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</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>
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<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: ___________________________________________________________

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>Assignment</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity, relevance to career goals</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accessibility of Supervisor</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available for feedback, met regularly, provided quality training</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opportunity to learn new skills</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given responsibility, cross-trained on additional duties</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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</table>

<table>
<thead>
<tr>
<th>Overall satisfaction with the experience</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you recommend this internship to other students</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
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</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>Skill Description</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
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<tbody>
<tr>
<td>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>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Judgment</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to make professional decisions</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dependability</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
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<tr>
<td>Punctuality, reliability, completed tasks, worked assigned hours/days</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Ability</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>How quickly you learned new tasks</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality of Work</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Performance</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Student’s Signature: ________________________________ Date: ________________________________

35
**Department of Sociology • IUPUI**
425 University Blvd. • CA 303 • Indianapolis, IN 46202-5140
Telephone: 317-274-8981 • Fax: 317-278-3654 • Email: sociolog@iupui.edu • Web: http://liberalarts.iupui.edu/sociology/

**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*

### STUDENT INFORMATION

Name: _______________________________  Job Title: _______________________________

Major: _______________________________  Date: _______________________________

### EVALUATION OF IUPUI INTERNSHIP PROGRAMS

In your opinion, how effective was the IUPUI internship program?

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>A. Internship posting system</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>B. Academic preparation of student</td>
<td>5</td>
<td>4</td>
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</tr>
<tr>
<td>(Did this intern have the basic and technical skills required to effectively perform the duties you assigned?)</td>
<td></td>
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<tr>
<td>C. Overall satisfaction with the experience</td>
<td>5</td>
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<tr>
<td>(Would you recommend the IUPUI internship program to other employers?)</td>
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<tr>
<td>D. Future Interns</td>
<td>Yes______</td>
<td>No______</td>
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<td>(Would you like the Sociology department to contact you about having another IUPUI intern?)</td>
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### EVALUATION OF STUDENT’S PROFESSIONAL DEVELOPMENT

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

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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.

STUDENT INFORMATION

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Employer’s Signature: ____________________________  Date: ____________________________
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: _______
IUPUI DEPARTMENT OF SOCIOLOGY

INTERNSHIP/THESIS AND MA ACCEPTANCE FORM
(for department records only)

This form must be completed and submitted to the Director of Graduate Studies within 5 days after completing the thesis and/or internship requirements of the Masters Degree in Sociology.

Students completing the INTERNSHIP option:

<table>
<thead>
<tr>
<th>STUDENTS NAME:</th>
<th>INTERNSHIP ADVISOR:</th>
<th>SECOND READER:</th>
</tr>
</thead>
</table>

I certify that the above named student has satisfactorily completed the internship requirements for the Masters Degree in Sociology.

Advisor’s Signature: ___________________________ Date: __________

2nd Reader Signature: ___________________________ Date: __________

Students Completing the THESIS Option

<table>
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<tr>
<th>STUDENTS NAME:</th>
<th>THESIS ADVISOR:</th>
<th>COMMITTEE MEMBER:</th>
</tr>
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</table>

I certify that the above named student has satisfactorily completed the thesis requirements for the Masters Degree in Sociology.

Advisor’s Signature: ___________________________ Date: __________

Member One Signature: ___________________________ Date: __________

Member Two Signature: ___________________________ Date: __________

Certification of student's fulfillment of ALL the requirements for a master's degree.

Director of Graduate Studies: Printed Name: ___________________________