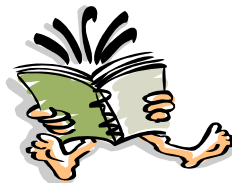


Graduate Studies In

SOCIOLOGY

South Dakota State University • Brookings

A Guide Book
To
GRADUATE PROGRAMS
In
Sociology



2009-2010

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GUIDE FOR GRADUATE PROGRAMS IN THE
DEPARTMENT OF RURAL SOCIOLOGY
SOUTH DAKOTA STATE UNIVERSITY
226 SCOBEEY HALL/BOX 504
BROOKINGS, SD 57007-1296
PHONE: (605) 688-4132
FAX: (605) 688-6354

<http://sociology.sdstate.edu>
<http://www3.sdstate.edu/Academics/GraduateSchool/Index.cfm>

(Revised January, 2009)*

I. GENERAL INFORMATION

1.0 Sociology Department Faculty

Donna Hess, Ph.D. (Dept. Head &
Graduate Program Coordinator)
Donald Arwood, Ph.D.
Crystal Aschenbrenner, M.S.W.
Pete Froelich, Ph.D.
Patricia A. Joffer, Ph.D. (Internship Advisor)
Diane Kayongo-Male, Ph.D.
Meredith Redlin, Ph.D.
Ronald Stover, Ph.D.
Geoffrey Grant, Ph.D. (Emeritus)
Robert Mendelsohn, Ph.D. (Emeritus)
James Satterlee, Ph.D. (Emeritus)

1.1 Introduction

This pamphlet is designed to serve as a guide for graduate students in the Department of Rural Sociology. As a guide, it does not replace the Graduate School Bulletin requirements. It spells out in detail the responsibilities of a graduate student in the Department of Rural Sociology.

The Department of Rural Sociology offers a Master of Science degree and a Doctor of Philosophy degree. The Master's degree is designed to provide the student advanced studies in Sociology with foundation in theory and research methods as preparation for teaching, research, planning/development field, further graduate studies, or related professional fields. The Doctoral program is designed to provide the post-Master's student with in-depth study and specialization within the discipline of Sociology and the related fields of Cultural Ecology and Family Studies.

*All students beginning graduate course work in Sociology at SDSU after July 1, 2005 will be required to fulfill the requirements of this guide. Students enrolled prior to this date may select from either this or any prior Guide in affect during their enrollment, but must fulfill the requirements of one or the other in its entirety.

1.2 Admission

Consistent with the policies of the Graduate School, students must be admitted to the Graduate School before enrolling in any graduate course, whether or not they are pursuing an advanced degree. A completed application must be filed with the Graduate School *at least one month before* the beginning of the first term of graduate work. Application forms are available both in the Graduate School office and on-line.

Admission to all degree programs is competitive and limited by the availability of personnel, facilities, and funding necessary to provide quality graduate education within the program.

An applicant who lacks prerequisite undergraduate courses specified by the department for the master's degree or doctoral degree may be admitted *conditionally*. Admission is conditional until these courses have been completed to the satisfaction of the department. These courses cannot be used on the graduate Plan of Study. According to the rules of the Graduate School, a student admitted conditionally must satisfy any conditions within the first year after admission.

1.3 Readmission

A student formerly enrolled as a graduate student at SDSU (who interrupts continuous registration) must apply for readmission *at least one month prior* to registration. Forms for this purpose are available from the Graduate School office.

1.4 Continual Enrollment

The Graduate School has a long-established policy (see p. 15 in the 2004-2006 bulletin) requiring: "All graduate students who have completed the dissertation/thesis/research-design paper credits specified on their Plan of Study to follow one of the following in each semester during the academic year and Summer term until the degree is awarded:

- a. Students who have completed the required number of dissertation/thesis/research –design paper credits on the Plan of Study, but are still involved in research work as part of the degree requirement, must continue to register for one credit for each succeeding semester, including summer.
- b. Students who miss the deadline for graduation in a given semester, but successfully complete their final orals and all other requirements except minor edits of their thesis or dissertation prior to the start of the next semester do not have to enroll for the semester they graduate.

1.5 Professional Conduct

As stated in the Graduate School Bulletin (p. 15), South Dakota State University has taken a strong and clear stand regarding academic dishonesty. The department has done likewise (see departmental policy in Appendix B of this document). The consequence of academic dishonesty ranges from disciplinary probation to expulsion.

II. MASTER OF SCIENCE PROGRAM

Admission to the Master of Science Program

All persons seeking admission to the Department's Master of Science program must first be admitted to the Graduate School. The Graduate School application, the listed attachments, and the application fee must all be submitted to be considered for admission. With the exception of the *on-line specialization in Community Development*, applicants also need to meet the following prerequisites to be considered for admission to the Department's Master of Science program:

- (1) A Bachelor's degree in Sociology or a minimum of 24 credits in the social sciences, of which at least 18 credits must be in Sociology;
- (2) Completion of the following courses as part of their undergraduate program or as part of the prerequisites for the graduate program:
 - a. Methods of Social Research (SOC 307 or equivalent with approval)
 - b. Social Theory (SOC 403 or equivalent with approval)
 - c. A statistics course (STAT 281, SOC 308, or equivalent)

Students who have not taken the required prerequisite courses must satisfactorily complete them prior to enrolling in graduate Research Methods (SOC 710) and graduate Sociological Theory I (SOC 712). Credit from the prerequisites cannot be applied toward the minimum number of graduate credits for the Master's degree. All prerequisites should be completed within the first year after admission.

Admission to the Master's program is competitive and limited by the availability of personnel, facilities, and funding necessary to provide quality graduate education. Admission to the program is further based upon evaluation of applicants' prior academic record and letters of recommendation.

Master of Science Advisory System

Upon acceptance into the graduate program, the student is assigned to the Department Graduate Program Coordinator who serves as the student's academic advisor. An advisory committee made up of the graduate program coordinator, two department representatives, and a graduate school representative will be recommended by the department and approved by the Dean of the Graduate School. Depending upon the option selected within the program, other advisors may join the advisory committee as thesis advisor or internship advisor (See 2.9 for details on M.S. options).

2.2 Credit and Grade Requirements

Depending upon the option selected by the student, the graduate credits required for completion of the Master of Science degree will vary from 30 credit hours for the Thesis Option (Option A) to 36 hours for the Applied Option (Option B) and 35 hours for the Non-Thesis Option (Option C) (see 2.9 for details).

2.3 Transfer Credits

Graduate credits earned at other institutions may be applied toward an advanced degree if they were awarded a grade of at least "B" (3.0), and if they are approved by the Advisor or Advisory Committee and the Dean of the Graduate School. Requests for transfer of credits are usually made at the time a Plan of Study is approved and must be supported by an official transcript filed with the Graduate School. A minimum of 60% of all credits in the program must be earned at SDSU unless the program is part of an approved joint or cooperative degree. See other stipulations for transfer credits in the Graduate School Bulletin (p. 12 in the 2004-2006 Bulletin).

2.4 Plan of Study

The Master's degree student entering into a Departmental program should, during the first full year of study, develop a plan of study with the Departmental Graduate Program Coordinator. The plan of study must be approved by the advisory committee and then submitted on the appropriate form to the Graduate School. After approval by the Dean of the Graduate School, any changes in the plan of study must be requested through the Departmental Graduate Program Coordinator on the form furnished by the Graduate School.

2.5 Time Limit and Outdated Course work

If the requirements for the Master's degree are not completed within six years from the time of admission to work toward the degree, reconsideration of the student's program will be required and the rules of the Graduate School in effect at the beginning of the seventh year will apply.

Courses completed more than six years prior to completion of the requirements of the Master's degree and not part of a previous degree are regarded as outdated course work. Outdated courses and thesis credits may be used in the Master's degree program only if validated by the Advisor, Advisory Committee and the Department Head. Validation of course relevance and the student's knowledge and skill in the subject area may be accomplished by a variety of means to be determined by the Advisor and the Advisory Committee. The department will allow up to a maximum of 15 hours to be updated. Validation must be certified by the Advisory Committee on a form prescribed by the Graduate School.

2.6 Grade Point Average (GPA) Requirement

In order to complete the graduate program, a graduate student in the Rural Sociology Department must attain a cumulative grade point average of 3.0 or better in Sociology as well as in the total program.

2.7 Prerequisites Must Be Completed

No graduate student with any prerequisite pertaining to admission to the graduate program in Rural Sociology will be allowed to take written and oral examinations or to present a thesis proposal until they have completely and officially completed the requirements of those prerequisites. As noted previously, prerequisites should be completed during the first year following admission.

2.8 Final Oral and Written Examinations

All Master's Degree students in Options B and C are required to pass written and oral examinations, covering course work, general knowledge of the field, the "Essential Works in Sociology" and internships (when applicable). Students in Option A (Thesis Option) are required to pass a final oral examination covering course work, general knowledge of the field, the thesis, as well as their knowledge of a set of "Essential Works in Sociology" (See Appendix A for current list of Essential Works). Due to Department staffing, thesis proposals, writings, and final oral exams are not administered during summer sessions.

2.9 Master's Degree Options (Thesis; Applied; Non-Thesis)

The Master of Science degree program is set up in such a way as to allow the student to select from three different options. These options are designed to provide the student with formal course work and applied experiences related to specific career goals. Courses necessary to fulfill the student's major areas will vary depending upon the student's selection of an option. The specifics of each option are discussed in detail in the following sections.

A. THESIS OPTION

Credits and Course work

This thirty-semester credit option requires the completion of a thesis. A part of this 30-hour requirement is a 15-hour core made up of:

SOC 710 - Research Methods in Soc	3 cr hrs
SOC 711 - Qualitative Methods	3 cr hrs
SOC 712 - Social Theory I	3 cr hrs
SOC 713 - Social Theory II	3 cr hrs
SOC 720 - Profession of Sociology	3 cr hrs

SOC 798, the thesis, accounts for 5 of the total 30 credits. The remaining 10 credit hours are made up of electives in the major field. This option is recommended for those who anticipate post secondary teaching positions or continuation in graduate work toward a doctoral degree in Sociology.

Thesis Requirement

Upon completion of the core course work and all prerequisites, the student enrolled in the THESIS OPTION is assigned a thesis advisor who becomes chair of the Advisory Committee, and is allowed to register for thesis credits. In consultation with the student's thesis advisor, the student will prepare and present a thesis proposal at a meeting of the advisory committee. The **deadlines** for submission of proposals are **November 1 and March 1** of each year. Proposals are not considered during Summer sessions. The proposal is delivered to the committee two weeks in advance of the meeting, and shall contain a brief (10 page maximum) statement of the problem, research objectives, theoretical framework, proposed methodology and contributions to the field. Once approved by the thesis advisor, the thesis becomes a public document and may be shared with interested parties. The meeting scheduled for approval of the proposal is open to interested parties as observers. Observers should inform the advisor and student of their intent to attend the thesis proposal meeting.

The thesis requirements of the Graduate School are outlined in "Instructions for Theses and Dissertations" which is available from the Graduate Office. Students should use the ASA Style Guide for citing sources and completing the bibliography.

The thesis should represent a scholarly contribution to knowledge related to the major field. Although the thesis accounts for 5 credits in the major, the number of credits is not necessarily related to the amount of research work required. These credits are given for both the research and writing required for the thesis. Grades for thesis credits are submitted as "In Progress" (IP) until after the oral examination. When accepted by the examination committee and the Dean of the Graduate School, a grade of "Satisfactory" (S) is given.

The original copy of the thesis must be filed with the Graduate Office and copies to the members of the students' examining committee at least ten days (excluding Saturdays, Sundays and holidays) prior to the oral examination. After the final oral examination, all necessary corrections in the thesis are made and two copies are delivered to the Graduate Office for final approval. Following this approval, the student prints four copies (or five if the student also wants a copy) of the thesis and saves it on a diskette in Adobe PDF. The student then pays the library a fee for binding at least four copies and submits the receipt to the Graduate Office. Two copies of the thesis and the diskette are deposited in the Graduate Office. At least two additional copies are deposited by the student in the Library (to be bound for the department and advisor). This must be done at least 5 days prior to commencement.

Final Oral Exam

Due to department staffing, final oral examinations are conducted only during the Fall and Spring terms. Candidates for this Master's Thesis Option are required to pass an oral examination covering the thesis, the courses included in their graduate program and general knowledge of the field, as well as their knowledge of a set of "Essential Works in Sociology (See Appendix A). This must be done not less than 10 days (excluding Saturdays, Sundays and holidays) prior to Commencement.

B. APPLIED OPTION

The APPLIED MASTER'S DEGREE OPTION at SDSU is designed to assist students in developing the professional skills and competencies expected of applied sociologists in several career fields. This non-thesis option lets students specialize in any one of five career fields: (1) applied research, (2) criminal justice, (3) demography, (4) family studies, and (5) community development. Each track in this option has topic specific requirements for completion of the degree and requires 36 credit hours.

Career Fields

APPLIED RESEARCH. Students choosing this specialization will learn more about the logic and uses of research methods in applied situations. They will learn to fully appreciate the logic and value of such research activities as hypothesis development and testing, sampling, questionnaire development, observational techniques, statistical applications, and multivariate analysis. This career field is for those seeking to fill researcher, analyst, research consultant, and director of research positions.

This specialization requires the successful completion of:

- (1) 36 credit hours, to include...
 - *A 12-credit core:
 - Evaluation Research—Soc 709
 - One additional methods course with a SOC prefix (Soc 710 or Soc 711)
 - A theory course with a SOC prefix (Soc 712 or Soc 713)
 - Soc 585, Applied Sociology
 - *12 credits from the career field specialization (methods courses cannot be credited if taken for the core; **indicates option for 3 credits of required coursework in specialization track)
 - Soc 710 Research Methods or
 - Soc 711 Qualitative Research
 - Soc 762 Applied Demography
 - Soc 790 Graduate Seminars
 - Stat 541 Statistics II OR**
 - Stat 545 Nonparametric Statistics OR**
 - Geog 785 Quantitative Methods in Geography**
 - Others w/ approval
 - *6 credits from an internship
 - *6 credits of Sociology electives
- (2) A written comprehensive exam; and
- (3) An oral comprehensive exam.

CRIMINAL JUSTICE. By taking this specialization students will build on previous training and work experience. Students will learn more about the prevention and control of delinquency and crime. They will also expand their knowledge of social deviance, corrections, and the law. This career field is particularly useful for those students interested in working as researchers, consultants, or practitioners in law enforcement, corrections and the courts.

This specialization requires the successful completion of:

- (1) 36 credit hours, to include...
 - *A 12-credit core:
 - Evaluation Research—Soc 709
 - One additional methods course with a SOC prefix (SOC 710 or 711)
 - A theory course with a SOC prefix (SOC 712 or 713)
 - Soc 585, Applied Sociology
 - *12 credits from the career field specialization:
 - Soc 502 Social Deviance
 - Soc 555 Juvenile Delinquency
 - Soc 556 Sociology of Corrections
 - Soc 560 Advanced Criminology
 - Soc 582 Sociology of Law
 - Soc 790 Graduate Seminars
 - Soc 325 Domestic Violence (converted for 2 grad credits)
 - Others w/ approval
 - *6 credits from an internship
 - *6 credits of Sociology electives
- (2) A written comprehensive exam; and
- (3) An oral comprehensive exam.

DEMOGRAPHY. By taking this specialization students will learn about theories in demography, demographic resources and materials, applied uses of demographic data, techniques for analyzing demographic patterns and events, and procedures for projecting and estimating populations. Graduates with this career specialization will find employment in public agencies and private businesses that are involved with product and service marketing, strategic and corporate planning, community planning and development, real estate development, medical and health care, and personnel and human resource development.

This specialization requires the successful completion of:

- (1) 36 credit hours, to include...
 - *A 12-credit core:
 - Evaluation Research—Soc 709
 - One additional methods course with a SOC prefix (SOC 710 or 711)
 - A theory course with a SOC prefix (SOC 712 or 713)
 - Soc 585, Applied Sociology
 - *12 credits from the career field specialization
 - Soc 562 Population Studies
 - Soc 762 Applied Demography
 - Soc 764 Modern Demographic Theories
 - Soc 766 World Population Issues
 - Soc 790 Sociology of Diversity
 - Soc 640 Rural Community Development
 - Soc 790 Graduate Seminars
 - Others w/ approval

- *6 credits from an internship
- *6 credits of Sociology electives
- (2) A written comprehensive exam; and
- (3) An oral comprehensive exam.

Note: Students who wish to work for the U.S. Census Bureau need to expand their program to include 15 credit hours of Statistics, which can be drawn from a combination of undergraduate and graduation courses.

FAMILY STUDIES. Students selecting this specialization will learn about: (1) family interaction and relationships, (2) federal policies regarding the family, and (3) how practitioners can help resolve family problems. This career specialization is particularly useful for a wide range of family counselors.

This specialization requires the successful completion of:

- (1) 36 credit hours, to include...
 - *A 12-credit core:
 - Evaluation Research—Soc 709
 - One additional methods course with a SOC prefix (Soc 710 or 711)
 - A theory course with a SOC prefix (Soc 712 or 713)
 - Soc 585, Applied Sociology
 - *12 credits from the career field specialization

HDFS 592	Current Topics	1-3 cr hrs	
HDFS 614	Adult Development	3 cr	
HDFS 665	Parent Education: Theories and Issues	3 cr	
HDFS 711	Child Development Theories and Application	3 cr	
HDFS 742	Family Relations	3 cr	
HDFS 753	Family Public Policy	3 cr	
HDFS 777	Child & Family Counseling	3 cr	
HDFS 791	Special Problems	1-3 cr	Others w/ approval
 - *6 credits from an internship
 - *6 credits of Sociology electives
 - (2) A written comprehensive exam; and
 - (3) An oral comprehensive exam.

COMMUNITY DEVELOPMENT. This career track is offered only on-line, in cooperation with the Great Plains IDEA network. Students selecting this track will learn about applied theories and methods to enhance rural community sustainability and locally-based development policies and practices. This track is valuable for career fields in community extension services, town and county government, tribal offices, state and local economic development agencies.

This specialization requires the successful completion of:

- (1) 36 credit hours, to include...
 - *A 15 credit core:
 - CD 601 Organizing for Community Change
 - CD 602 Community & Regional Economic Policy & Analysis
 - CD 603 Community Natural Resource Management
 - CD 604 Community Analysis
 - CD 605 Principles & Strategies of Community Change

*18 credits (6 credits each in three of the career field tracks listed below)

Building Economic Capacity

- CD 610 Clusters & Regional Economic Development Workshop
- CD 611 Impact Analysis
- CD 612 Cost Benefit Analysis
- CD 622 Local Economic Analysis

Working with Native Communities

- CD 613 Introduction to Native Community Development
- CD 615 Wellness in Native Communities
- CD 616 Youth Development in Native Communities

Local & State Government Policies

- CD 631 Program Evaluation
- CD 632 Transportation Policy Planning
- CD 633 Introduction to Environmental Law
(also in Natural Resources Management Track)

- (2) Soc 791 Independent Study 3 credits: An applied research project and professional report paper
- (3) An oral defense of the research project.

Degree option total: 36 credits

Internship

The goals of the internship are to provide students with practical field experience and to allow the host agency to train prospective employees at minimal costs. Each student that selects the applied option, with the exception of Community Development, will take a six-hour internship (SOC 794) during his/her final semester. At least one semester prior to such placement, the student shall consult with the Department Internship Coordinator to establish a placement compatible with the student's interests and needs. A placement contract between SDSU and the host Agency will be drawn up and confirmed.

An internship usually consists of 12-15 weeks (40 hours per week) working for the agency. The department also expects that each student will keep a log of activities so that s/he may submit weekly reports and a final paper to the coordinator. The internship coordinator will determine the procedures for, and content of, the weekly reports.

Final Examination

Students selecting the APPLIED OPTION, with the exception of Community Development, are required to pass both an oral and written examination covering the courses included in their program, general knowledge of the field as well as their knowledge of a set of "Essential Works in Sociology" (See Appendix A). These 8-hour exams are scheduled each Spring term and Fall term and must be completed not less than 10 days (excluding Saturdays, Sundays and Holidays) prior to commencement (See Graduate Program Coordinator for specific dates for written exams).

C. **NON-THESIS OPTION**

Credits and Course work

A minimum of thirty-five semester credits (35) is required for this Master's degree option. Fifteen of these credit hours are made up of:

SOC 710 - Research Methods in Soc	3 cr hrs
SOC 711 - Qualitative Methods	3 cr hrs
SOC 712 - Social Theory I	3 cr hrs
SOC 713 - Social Theory II	3 cr hrs
SOC 720 - Profession of Sociology	3 cr hrs

The remaining 20 credit hours will be made up of electives to best fit the student's needs and interests. This option is recommended for elementary and secondary level teachers and persons in applied fields seeking advanced training without the thesis or internship experience.

Comprehensive Written Exams

Upon substantial completion of the course work in the major, and all prerequisites, the student must successfully pass a comprehensive written exam (scheduled each Fall and Spring semester). This 8-hour examination will cover course work in the major field, as well as their knowledge of a set of "Essential Works in Sociology" (See Appendix A). The department "Comprehensive Exam Review Guide" is available for students preparing for the written exams.

Final Oral Examination

A final oral examination follows the satisfactory completion of all course work and the successful completion of the 8-hour written exams. Students will be examined over their general knowledge of the field (Fall and Spring terms only - see Graduate Program Coordinator for schedule of exams).

SUMMARY OF REQUIREMENTS – MASTER OF SCIENCE (RURAL SOCIOLOGY)

Requirements	Under Direction of	When Due	<u>Completed</u> Yes/ No	
1 Application for Admission to Graduate School	Dean Of Graduate School	At Least 1 Month Before First Registration		
2 Development of Plan Of Study & Appointment of Adv. Comm. (All Options)	Graduate Program Coordinator	Within First 12 Credits of Graduate Work		
3 Completion of Prerequisites	Graduate Program Coordinator	Within one year of admission		
4 Preparation of Thesis Proposal (Thesis Option Only)	Thesis Advisor	Upon completion of Coursework		
5 Adv. Comm. Review Of thesis Proposal (Thesis Option Only) [Fall & Spring Only]	Thesis Advisor	Must be submitted to Com. By Nov. 1 or March 1 . If approved for consideration, meeting to approve follows in 2 weeks from initial submission.		
6 Selection of Internship (Applied Option)	Department Internship Coordinator	At Least one Semester Prior to Placement		
7 Filing of Graduation Card (All Options)	Office of Admissions & Records-Submitted to Dean Of Graduate School	Within the first 4 Weeks of the last Semester		
8 Scheduling of Final Written &/or Oral Exam (All Options)	Thesis Advisor (Thesis Option) Graduate Program Coordinator	One Month Prior to Oral Examination (Fall & Spring Only)		
9 Thesis or Internship Paper (Applied) Due to Advisory Committee	Thesis Advisor (Thesis) Internship Coordinator (Applied)	Two Weeks Prior to Final Oral Examination		
10 Master's Comprehensive Written Exams (Applied & Non-Thesis)	Graduate Program Coordinator	Upon Substantial Completion Of Coursework (see Grad. Coord. for Schedule of exams)		
11 Final Oral Examination (All Options)	Examining Committee (See Grad. Coord. for scheduling of exam)	Not Less than 10 Days before Commencement (Fall & Spring Only)		
12 Corrected Copies of Thesis Due at Grad. Office & Library (Thesis) or Corrected Copies of Internship Paper Due to Dept. (Applied)	Dean of Graduate School Internship Coordinator	Not Less than 5 Days Before Commencement		
13 Change of grade form to Graduate School	Thesis Advisor/Internship Coordinator or Program Coordinator	Within two weeks of Commencement		

III. DOCTOR OF PHILOSOPHY DEGREE (Ph.D.)

3.0 Admission Requirements for the Ph.D. Program in Sociology

Applicants for entry into the Ph.D. program need not necessarily have a Master's degree in sociology, but must fulfill all admission requirements of the Graduate School as well as the following Department requirements:

- 1) A minimum of 24 credits in the social sciences of which at least 18 must be in Sociology. (see section 3.1 for prerequisites)
- 2) An approved Masters degree with a completed thesis.

Admission to the program is competitive and limited by the availability of personnel, facilities, and funding necessary to provide quality graduate education. Admission to the program is further based upon evaluation of prior academic record; and letters of recommendation.

3.1 Course Work Prerequisites

Students working toward the Ph.D. degree must complete all prerequisites (see 3.0). Students who have not completed undergraduate or graduate level course work in sociological theory, research methods in Sociology and statistics are required to enroll in Research Methods (SOC 307), Social Theory (SOC 403), and a Statistics course (STAT 281, SOC 308, or equivalent) prior to enrolling in graduate level methods, theory or statistics classes. Credit hours from the makeup of these prerequisites shall not be applied toward the minimum number of graduate credits for the Ph.D. degree. In addition, students who graduated from a non-thesis type of Master's degree program will be required to fulfill a technical writing project, usually as a part of their graduate research methods (SOC 710 or 711) requirements and sign up for SOC 491 for 3 credit hours. Students graduating from research-paper type programs will consult with the graduate coordinator and advisory committee to determine if the product is an acceptable substitute for the thesis. These prerequisites must be completed within the first year after admission to the program.

3.2 Ph.D. Advisory System

Upon entrance into the program, the doctoral student will work with the Graduate Program Coordinator who advises the student on academic matters. The Graduate Program Coordinator helps prepare a tentative plan of study, and assists in the formation of an Advisory Committee. Before the end of the first full semester of residency, the Graduate Program Coordinator will recommend to the Graduate School the appointment of the student's Advisory Committee. Following this appointment, the Advisory Committee, under the chairmanship of the Graduate Program Coordinator, will work with the student in developing a plan of study, defining appropriate areas of specialization, assessing alternative career goals, and evaluating possible areas for dissertation research. The Graduate coordinator will serve as advisor to the student until such time as the comprehensive exams are completed. At that time the student will begin working with a designated dissertation advisor who will also serve as chairman of the Advisory Committee.

3.3 The Advisory Committee and Program

Within completion of the first 12 credits of graduate course work the student's tentative plan of study will be prepared in consultation with the Department Graduate Program Coordinator.

The Graduate Program Coordinator will, within completion of the first 12 credits of graduate work toward the Doctor of Philosophy degree, recommend to the Dean of the Graduate School an Advisory Committee for the Student. This committee will be composed of at least 5 members (at least 4 of these must be members of the Graduate Faculty), as follows:

- (1) The Graduate Program Coordinator who chairs the committee until the student has successfully completed the Comprehensive Exams and a dissertation advisor is appointed.
- (2) At least two additional representatives from the Rural Sociology, Geography, or Human Development & Family Studies (HDFS) departments, depending upon the student's chosen areas of specialization.
- (3) One member, other than those listed above, selected by the Graduate School.
- (4) A dissertation advisor, if other than one of the above, will be appointed at a later date to the Advisory Committee.

Additional members of the committee may be requested by the student and/or the major advisor and, if approved, assigned to the committee by the Dean of the Graduate School.

The Advisory Committee must approve the student's Plan of Study for the doctorate and will serve as the student's Comprehensive Examination Committee. The student should plan to remove any prerequisites early in his or her program. It is the expectation of the Rural Sociology Department that the student's program will be heavily weighted with graduate courses and seminars. The minimum specific requirements of credits and courses are secondary to the criteria of general proficiency and recognized ability for independent investigation as demonstrated in the dissertation.

3.4 The Plan of Study

The Advisory Committee, within the student's first year in the program, will meet with the student to examine and approve the Plan of Study. This must be forwarded to the Graduate School for approval. The Plan of Study is subject to the approval of the Dean of the Graduate School, and until it is approved the student cannot take the Comprehensive Examinations.

The Graduate Program Coordinator and the Dean of the Graduate School must approve any changes in the approved Plan of Study. Appropriate forms for the Plan of Study and changes thereto are available from the department Graduate Program Coordinator.

3.5 Transfer of Credits

Transfer credits, with a grade of at least "B" earned at other institutions, and not outdated (may not be more than 8 yrs old at completion of the Ph.D. degree) nor applied to another degree may be applied toward the Doctor of Philosophy degree if approved by both the Advisory Committee and the Dean of the Graduate School. Requests for transfer credits must be supported by an official transcript filed with the Graduate School. Undergraduate converted credits applied toward the degree must be earned at SDSU. (See Graduate School Bulletin for more details on limitations for transfer credits).

3.6 Course Requirements: Major Field

The 60-hour minimum requirement for the degree must be earned in the major (Sociology, Geography and/or Human Development dependent upon choice of areas of specialization)*. Eighteen (18) of these hours are dissertation credits.

*Under some circumstances, and with the approval of the Advisory Committee, a student may substitute 10 credit hours in a minor outside of the major for one of the areas of specialization.

All students working toward the Ph.D. degree will be required to fulfill the Department Graduate Ph.D. Program Core as follows:

SOC 709 - Evaluation Research		3 cr hrs
SOC 710 - Research Methods in Sociology		3 cr hrs
SOC 711 - Qualitative Research Methods		3 cr hrs
SOC 712 - Social Theory I		3 cr hrs
SOC 713 - Social Theory II		3 cr hrs
SOC 720 - Profession of Sociology		3 cr hrs
SOC 715 - Theory Construction	<u>or</u> \	
SOC 716 - Symbolic Interaction	/	3 cr hrs
STAT 541 - Statistics II	<u>or</u> \	
STAT 545 - Nonparametric Statistics	<u>or</u>	
GEOG 785 - Quantitative Methods in Geog.	/	<u>3 cr hrs</u>
		24 cr hrs
Specialization #1		9 cr hrs
Specialization #2 (or approved minor)		9 or 10 cr hrs
SOC 898D - Dissertation		<u>18 cr hrs</u>

[Minimum Requirements] 60 (or 61) cr hrs

Each student must select two areas of Specialization within the major (or one area of a Specialization and a minor) that are acceptable to the student's advisory committee. The following are the areas of specialization within the major. Each specialization shall consist of at least 9 credit hours. In most specializations, there is one required course (marked +).

SOCIAL ORGANIZATION

SOC 533 - Leadership & Group Organization	3 cr hrs
SOC 585 - Applied Sociology	3 cr hrs
+SOC 620 - Social Organization (required)	3 cr hrs
SOC 621 - Social Stratification	3 cr hrs
SOC 630 - Social Change	3 cr hrs
SOC 640 - Rural Community Development	3 cr hrs
SOC 790 - Seminars in SOC: as approved	3 cr hrs
-Sociology of Diversity	
-Social Control	

DEMOGRAPHY

+SOC 562 - Population Studies (required)	3 cr hrs
SOC 762 - Applied Demography	3 cr hrs
SOC 764 - Modern Demographic Theory	3 cr hrs
SOC 766 - World Population Issues	3 cr hrs
SOC 790 - Seminars in SOC: as approved	3 cr hrs
-Sociology of Diversity	

RACE, CLASS, GENDER INTERSECTIONS

+SOC 714 - Race, Class, & Gender (required)	3 cr hrs
SOC 621 - Social Stratification	3 cr hrs
SOC 790 - Seminar: Sociology of Diversity	3 cr hrs
SOC 483 - Sociology of Gender Roles (3)	2 cr hrs
ANTH 521 - Indians of North America	3 cr hrs

SOCIAL DEVIANCE

+SOC 502 - Social Deviance (required)		3 cr hrs
SOC 555 - Juvenile Delinquency		3 cr hrs
SOC 556 - Sociology of Corrections		3 cr hrs
SOC 560 - Advanced Criminology		3 cr hrs
SOC 582 - Sociology of Law		3 cr hrs
CJUS - Any of the 300 or 400 level Criminal Justice Courses	(3)	2 cr hrs
SOC 621 - Social Stratification		3 cr hrs
SOC 790 - Seminars in SOC: as approved		3 cr hrs
SOC 351 - Criminology	(3)	2 cr hrs
SOC 354 - Victimology	(3)	2 cr hrs

CULTURAL ECOLOGY

ANTH 521 – Indians of North America		3 cr hrs
GEOG 487 – Geographic Info Systems I(3)		2 cr hrs
GEOG 588 – Geographic Info Systems II		3 cr hrs
GEOG 589 – Geographic Info Systems III		3 cr hrs
GEOG 515 – Environmental Geography		3 cr hrs
+GEOG 742 – Cultural Geography (required)		3 cr hrs
GEOG 765 – Advanced Study in Land Utilization		3 cr hrs
GEOG 785 – Quantitative Methods in Geography		3 cr hrs
GEOG 790 – Seminars as approved		3 cr hrs

FAMILY STUDIES

HDFS 592 - Current Topics		3 cr hrs
HDFS 614 - Adult Development		3 cr hrs
HDFS 665 - Parent Education: Theories And Issues		3 cr hrs
HDFS 711 - Child Development: Theories And Application		3 cr hrs
HDFS 742 - Family Relations		3 cr hrs
HDFS 753 - Family Public Policy		3 cr hrs
HDFS 777 - Child & Family Counseling		3 cr hrs
HDFS 790 – Seminars		1-3 cr hrs

3.7 Comprehensive Examinations

When all course work has been substantially completed and all prerequisites are accomplished, Comprehensive Examinations shall be scheduled. These consist of both written and oral examinations. Comprehensive examinations are scheduled twice each year, and all students electing to take the examinations at one of these times will follow the same time schedule. Copies of sample questions used in comprehensive examinations are available in the main office of the department (Comprehensive Exams Review Manual).

A. Written Examinations

The Written Examinations are administered during the last full week of September in the Fall semester and during the last full week of January in the Spring semester. The areas and time allotted for the examinations are as follows:

- (1) Sociological Theory (**2** day)
- (2) Sociological Research Methods (**2** day)
- (3) Two major areas of specialization (or minor, if substituted for one area of specialization) { **2** day each } [see Section 3.7]
- (4) Essential Works in Sociology (1/2 day) [see Appendix A]

B. Oral Examination

The oral exam is designed to allow the Advisory Committee to further test the student's general knowledge in the fields of study. This oral examination shall be scheduled no earlier than 1 week nor later than 3 weeks following the writtens.

The Graduate Program Coordinator shall notify the student of the outcome of the written examinations prior to the oral examination. Successful completion of the written examinations in at least three (3) of the areas examined will permit the student to continue with the oral examination. In the event that the student does not succeed in this, the Advisory Committee will convene to consider the student's situation. If the Advisory committee's recommendation is that the student be re-examined, the student shall stand for examination at a regularly scheduled Comprehensive Examination period as specified by the Advisory Committee after consultation with the student. Final passage of the Comprehensive Examinations (written and oral) requires the approval of the Graduate Faculty Representative and at least all but one of the other Advisory Committee members.

A complete set of the written examinations will be available for committee members at the time of the oral exam. These will also be available in the Rural Sociology Department Office, Room 226, Scobey Hall.

The Comprehensive Examinations must be completed satisfactorily at least two (2) months before the Final Examination is taken (refer to 3.10). Successful completion of the Comprehensive Examination formally admits the student to candidacy for the doctorate. Unless a student completes the Ph.D. within 3 years after becoming a candidate, the Comprehensive Examinations must be repeated.

3.8 Dissertation Proposal

The dissertation proposal is only submitted following successful completion of the Comprehensive Exams. All prerequisites must also be completed before a dissertation proposal may be submitted to the Advisory Committee. Preparation of a dissertation proposal, work on the dissertation, and enrolling for dissertation credit prior to successful completion of the preliminary exams is done at the student's own risk realizing there are no guarantees that the advisory committee will approve the topic. The proposal (**10 pages maximum**) will be prepared in consultation with and approved by the dissertation advisor. Once approved by the dissertation advisor, it will be delivered to members of the advisory committee at least two weeks prior to the scheduled meeting for its presentation. (All proposals must be submitted to committee by **November 1st** and **March 1st**). Once approved by the dissertation advisor, the proposal becomes a public document and may be shared with interested parties. Interested parties including department faculty and graduate students may attend this presentation as observers. Those interested should inform the student and advisor out of professional courtesy.

The proposal shall contain a detailed statement of the problem, objectives, review of literature, theoretical framework, proposed methodology, and contributions to the field. Students on Graduate Assistantships will be required to submit the dissertation proposal no later than one (1) semester following completion of the Comprehensive Exams.

3.9 The Dissertation

The dissertation should represent approximately one academic year of full-time research. Of no specified length, it should advance or modify knowledge and demonstrate the candidate's mastery of the subject. The directions contained in "Instructions for Theses and Dissertations," copies of which are available at the Graduate Office, must be followed in preparation of the dissertation. When submitted, the dissertation is to be accompanied by an abstract of 350 words or less.

After the dissertation advisor approves the manuscript, copies of the dissertation are delivered to the Graduate Office and members of the advisory committee. This must be done at least 10 days (excluding Sundays and holidays) prior to the date of the Final Oral Examination.

After the Final Oral Examination, all necessary corrections in the dissertation are made and approved by the dissertation advisor. Following this approval, the student prints four copies (or five if the student wants a bound copy) of the dissertation and saves it on a diskette in Adobe PDF. The student then pays the library a fee for binding two copies and submits the receipt to the Graduate Office. Two copies of the dissertation and the diskette are deposited in the Graduate Office. Two (or three if the student also wants a bound copy) additional copies are deposited by the student in the Library (to be bound for the department, advisor, and student if desired). This must be done at least 5 days prior to Commencement.

3.10 The Final Examination

The Final Oral Examination is scheduled with the dissertation advisor no sooner than two (2) months nor later than 3 years following satisfactory completion of the Comprehensive Examinations, and after the candidate's dissertation has been completed. It is conducted by the Advisory Committee at the time and place announced by the Dean of the Graduate School. While the Advisory Committee determines the character and length of the examinations, sufficient time should be devoted to a consideration of matters relating to the dissertation and to test thoroughly the ability of the candidate to defend the research. In addition, questions to test the candidate's general knowledge, judgment, and critical powers are usually asked. This is an open meeting and interested parties are welcome to attend as observers. Out of professional courtesy the student and their advisor should be informed in advance.

The final oral examinations will be held only during Fall or Spring semesters and must be completed at least ten (10) days prior to the Commencement at which the degree is to be granted.

3.11 Time Limit and Outdated Course work

If the Doctor of Philosophy degree is not completed within eight years from the time of admission to work toward the degree, a reconsideration of the student's program will be required. In such cases, the rules of the Graduate School in effect at the beginning of the ninth year will become effective for the student.

Courses completed more than eight years before completion of the doctorate and not part of a previous degree are regarded as outdated course work. A maximum of 50% of the credit hours for course work on the Plan of Study may be updated, but only if validated by the Advisor, Advisory Committee and the Department Head. Validation of course relevance and the student's knowledge and skill in the subject area may be accomplished by a variety of means to be determined by the Advisor and the Advisory Committee. The Advisory Committee on a form prescribed by the Graduate School must certify validation. Credits earned as a part of a Master's degree, which is applied toward the doctoral program, remain valid and require no validation.

SUMMARY OF REQUIREMENTS – DOCTOR OF PHILOSOPHY (SOCIOLOGY)

Requirements	Under Direction of	When Due	<u>Completed</u> Yes/ No	
1 Application for Admission to Graduate School	Dean Of Graduate School	At Least 1 Month Before First Registration		
2 Development of Plan Of Study	Graduate Program Coordinator	Within First 12 credits Of Graduate Work		
3 Selection of Advisory Committee	Dean of Graduate School Upon Recomm. Of Grad . Program Coordinator	Within First 12 credits Of Graduate Work		
4 Approval of Plan of Study	Advisory Committee	Within 1 st year of graduate Study.		
5 Completion of Prerequisites	Graduate Program Coordinator	Within 1 st year following Admission.		
6 Comprehensive Examinations	Advisory Committee	Last week in September or January & at Least 2 Months Prior to Final Oral Exams		
7 Dissertation Proposal To Advisory Committee	Dissertation Advisor	Considered Fall or Spring Only. Submission by November 1 or March 1		
8 Meeting – for Approval of Proposal	Dissertation Advisor	2 Weeks Following Initial Submission to Committee		
9 Filing of Graduation Card	Office of Admission & Records- Submitted to Dean of Graduate School	Within the First 4 Weeks Of the beginning of the last Semester		
10 Dissertation Due to Dissertation Advisor and Graduate School	Dissertation Advisor and Dean of Graduate School	2 Weeks Prior to Date of Final Typing for Distribution		
11 Dissertation Due to Advisory Committee	Dissertation Advisor and Advisory Committee	Not Later than 10 Days Prior to Final Oral Examination		
12 Final Oral Examination	Advisory Committee	No Later Than 10 Days Prior To Commencement (Fall and Spring Only)		
13 Corrected Copies of Dissertation Due at Graduate Office	Dean of Graduate School	Not Later than 5 Days Prior to Commencement		
14 Change of Grade Form	Dissertation Advisor	Within two weeks of Commencement		
15 Arrangement for Microfilming & Binding of Dissertation	Briggs Library	Not later Than 5 Days Prior to Commencement		

IV. FINANCIAL AID FOR GRADUATE STUDENTS

4.1 Financial Aid

The graduate student may obtain financial assistance from various sources. Some hourly work is available for qualified students not on assistantships. In general, hourly work will be connected with existing research projects, thereby providing a student an opportunity to participate in and learn about research activities in the department or elsewhere on campus..

Graduate students may also apply for financial assistance through the SDSU Financial Aid Office (Admin. Rm. 106) by completing the (preferred) ACT Family Financial Statement. For the students who have a determined financial need, opportunities for College Work study employment or a National Direct Student Loan are available (limited to availability of federal funding). Graduate students in need of financial assistance can also apply for a Guaranteed Student Loan through their local lending institution and SDSU Financial Aids.

If financial aid is desired, it should be requested at the time of application for admission by the Graduate School.

Department assistantships are available generally for a maximum of two (2) years on the Master's program and three (3) years on the Doctoral program for those students meeting departmental and Graduate School requirements. Assistantships are generally awarded on a quarter-time and half-time basis and require 11-22 hours of work for the department per week. A student receiving an assistantship may expect to function in both research and teaching capacities during the time that an assistantship is held (see 4.2).

In addition to the financial aids identified above, graduate students who are married may apply for an apartment in graduate student housing. This housing is located on campus and, in general, is designed for those with a limited income. Information on married student housing may be obtained from the Housing Office on campus.

4.2 Selection of Graduate Assistants

The number of graduate assistantships available in the department is limited. Graduate assistants are recommended for appointment by the Department Head in consultation with the departmental staff. Since graduate assistants play an important role in the department's teaching and research activities, care is exercised in their selection. In addition to a sound background in Sociology, graduate assistants are selected on the basis of their demonstrated maturity of judgment, commitment to sociological research and teaching, and interest in the on-going activities and programs of the department. The prospective applicant is further referred to the discussion of "Appointment of Graduate Assistants" found in the Graduate School Bulletin. The student should also make note of the fact that while on a half-time assistantship, a maximum of twenty-two credit hours may be taken per year; and as a quarter-time assistantship, a maximum of 30 hours. All graduate assistants must be enrolled in at least six (6) hours of department course work each semester on an assistantship. At least three of these must be in formal courses. The remaining three hours may be taken in "Special Problems" or thesis/dissertation credits. Exceptions to this may be granted if student has already had all available courses. Graduate assistantships are rendered on an annual basis and are generally limited to a maximum of two years for M.S. and three years for Ph.D. student.

Graduate assistantships for the upcoming Fall are selected in early Spring; therefore, the application deadline is March 1st of each year.

APPENDIX A: ESSENTIAL WORKS IN SOCIOLOGY

What is an essential work? An essential work in sociology is a book, monograph, article, or group of articles by authors who have made significant contributions to sociology. These works created a “buzz;” they were read and discussed by sociologists, other social scientists, intellectuals, and policy makers. PhD students must read ALL of the selections in all four areas. Masters’ students should read only those in bold typeface.

	CLASSICAL	EARLY CONTEMPORARY	CONTEMPORARY (1970-present)
DEMOGRAPHY		<ol style="list-style-type: none"> Kingsley Davis & Judith Blake. 1956. "Social Structure and Fertility: An Analytic Framework," <i>Economic Development and Cultural Change</i> 4 (40). 	<ol style="list-style-type: none"> Caldwell, J. 1997. "The Global Fertility Transition: The Need for a Unifying Theory," <i>Population and Development and Review</i> 23: 803-812. McDaniel, Susan. 1996. "Towards a Synthesis of Feminist and Demographic Perspectives on Fertility," <i>Sociological Quarterly</i> 37(1): 83-104..
DEVIANCE		<ol style="list-style-type: none"> Becker, H. S. 1963. <i>Outsiders</i>. NY: Free Press. 	<ol style="list-style-type: none"> Quinney, R. 1970. <i>The Social Reality of Crime</i>. Boston: Little, Brown. Chapter 1. Krohn, M.D. 1986. "The Web of Conformity: A Network Approach to the Explanation of Juvenile Delinquency," <i>Social Problems</i> 33: 581-593.
SOCIAL ORGANIZATION	<ol style="list-style-type: none"> Durkheim, E. 1993. <i>Ethics and the Sociology of Morals</i>. Buffalo, NY: Prometheus Books. Weber, M. 1993. <i>Basic Concepts in Sociology</i>. NY: Carol Publishing Group. Simmel, G. 1971. <i>On Individuality and Social Forms (Chapters 6-8)</i>. Chicago: University of Chicago Press. 	<ol style="list-style-type: none"> Mills, C. W. 1956. <i>The Power Elite</i>. NY: Oxford University Press. Davis, K. & W. Moore. 1945. "Principles of Stratification," <i>American Sociological Review</i> 10: 242-249. Whyte, W. F. 1955ed. <i>Street Corner Society</i>. Chicago: University of Chicago Press. Hacker, H. M. 1951. "Women as a Minority Group," <i>Social Forces</i> 30: 60-69. 	<ol style="list-style-type: none"> Wilson, W. J. 1980. <i>Declining Significance of Race, Second Edition</i>. Chicago: University of Chicago Press. Hoshchild, A. R. 1983. <i>Managed Heart</i>. Berkeley, CA: University of California Press. Ritzer, G. 1993. <i>The McDonaldization of Society</i>. Thousand Oaks, CA: Pine Forge Press.

	CLASSICAL	EARLY CONTEMPORARY	CONTEMPORARY (1970-present)
GENERAL	<ol style="list-style-type: none"> 1. Marx, K. 1977. "The Eighteenth Brumaire of Louis Bonaparte (Chapter 25)," in Selected Writings. David McLellen (ed). Oxford: Oxford University Press. 	<ol style="list-style-type: none"> 1. Goffman, E. 1959. <i>The Presentation of Self in Everyday Life</i>. NY: Doubleday Anchor Books. 2. Mills, C. W. 1959. <i>Sociological Imagination</i>. NY: Oxford University Press. 3. Merton, R. 1967. <i>On Theoretical Sociology</i> (Chapters 2, 4-5). NY: The Free Press. 4. Glaser, B. & A. Strauss. 1967. <i>The Study of Grounded Theory</i> (Chapters 1-2). Chicago: Aldine Press 	<ol style="list-style-type: none"> 1. Bourdieu, P. 1990. <i>The Logic of Practice</i> (Chapters 3, 7-8). Stanford, CA: Stanford University Press. 2. Butler, J. Bodies That Matter (Introduction, Chapters 1, 3). 1993. NY: Routledge. 3. Collins, Pat Hill. 1990. <i>Black Feminist Thought</i>. NY: Routledge. 4. Massey, D.SD. and N. A. Denton. 1993. <i>American Apartheid</i>. Cambridge, MA: Harvard University Press. 5. Michel Foucault. 1977. <i>Discipline and Punish: The Birth of the Prison</i>. NY: Vintage Books 6. Cerulo, Karen A. 1997. "Identity Construction: New Issues, New Directions," Annual Review of Sociology 23: 385-409.

APPENDIX B: DEPARTMENTAL POLICY ON FRAUD, CHEATING, AND PLAGIARISM WITHIN THE DEPARTMENT OF RURAL SOCIOLOGY, SOUTH DAKOTA STATE UNIVERSITY

I. Introduction.

Cheating, plagiarism, fabricating data and information, and facilitating academic dishonesty by others are serious offenses in academia. Accordingly all members of the university community, faculty and student alike, are held to strict rules and guidelines concerning such offenses. The Department of Rural Sociology will not accept or tolerate instances of academic fraud, dishonesty or plagiarism of any kind by graduate students. Falsifying data, sources or experimental results, submitting others' work as if it was yours, presenting the words or ideas of others without full and appropriate citation, and cheating on exams each represent instances of academic dishonesty. For the Department of Rural Sociology, the following policy specifies the nature and extent of the possible offenses, the subsequent penalties, and the processes of appeal where appropriate.

II. Definition.

Chapter 01:10:25 (pages 10-11 of chapter 10) of the SDSU Student code identifies cheating. Please review this policy. It can be found at:

<http://studentaffairs.sdstate.edu/JudicialAffairs/StudentCode/Chapter10.pdf>

Its relevant parts have been reproduced below. The recommended penalties for engaging in academic dishonesty are found in the parentheses at the end of each section.

01:10:25 Dishonesty.

01:10:25:01 Cheating, which is defined as, but not limited to, the following: use or giving of any unauthorized assistance in taking quizzes, tests, or examinations; use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff (Disciplinary Probation--Expulsion).

01:10:25:02 Plagiarism, which is defined as, but is not limited to, the following: The use, by paraphrase or direct quotation, of the published or unpublished work of another person (words, ideas or arguments) without full and clear acknowledgment consistent with accepted practices of the discipline; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (Disciplinary Probation--Expulsion)

01:10:25:03 Fabrication is intentional and unauthorized falsification or invention of any information or citation in an academic exercise.(Disciplinary Probation--Expulsion)

01:10:25:04 Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. (Disciplinary Probation--Expulsion)

III. Academic dishonesty in the context of class assignments, papers, examinations, and other graded activities.

Although all violations are serious, some may be due to ignorance of those actions that entail academic dishonesty, poor documentation of research materials, incorrect formatting. These “minor” violations are treated differently than intentional attempts to act fraudulently. The solution for avoiding this problem is for student to consistently provide source citations for the ideas and information they are using. Please refer to the following websites for examples of plagiarism.

<http://sja.ucdavis.edu/files/plagiarism.pdf>
<http://sociology.camden.rutgers.edu/jfm/plagiarism/plagiarism-jfm.htm>
<http://oregonstate.edu/admin/stucon/plag.htm>
<http://sociology.sdstate.edu/arwoodd/soc716/babbie.pdf>
<http://library.camden.rutgers.edu/EducationalModule/Plagiarism/>

A. Minor Violations.

Minor violations will be defined as indirect usage of another author or public source material which contains ideas, facts, figures, or explanations not known by the student prior to the completion of her/his research for the paper. Essentially, a minor violation involves excessive paraphrasing without citations crediting the original sources as opposed to directly copying materials. Minor violations exist where the bulk of the submitted material remains the student's original work; however, substantial amounts would be better credited to others (Quantifications of the term, substantial, will be made by each instructor in her/his course).

B. Sanctions for Minor Violations.

Various sanctions are available to instructors, including but not limited to asking for the work to be redone, assigning a zero (0) for assignment, and failing the student in the course. For multiple violations, the instructor may also report the incidents to the department head as a major violation.

C. Major Violations Relative to Course Work

Major violations include acts of cheating, plagiarism, fabrication, and facilitating academic dishonesty of others. For instance, it exists when: (a) a student has presented direct material without quotations and/or credits, basically passing off others' exact information, phrases, or statements as her/his own work; (b) the clear majority of the material in the submitted work is not the student's; (c) using electronic media, such as a jump drive, internet, e-mail, and other media, to access disallowed reference materials when taking computer-assisted exams. Please refer to the following websites for examples of plagiarism.

<http://sja.ucdavis.edu/files/plagiarism.pdf>
<http://sociology.camden.rutgers.edu/jfm/plagiarism/plagiarism-jfm.htm>
<http://oregonstate.edu/admin/stucon/plag.htm>
<http://sociology.sdstate.edu/arwoodd/soc716/babbie.pdf>
<http://library.camden.rutgers.edu/EducationalModule/Plagiarism/>

1. Sanctions for Major Violations – All Incidents

Major violations will result in the assignment of a zero (0) for assignment or course. In addition, all major incidents will be reported to the department head and recorded in the student's academic file. In consultation with the instructor, the department head will determine whether the incident will be referred to the graduate school for additional disciplinary action. The department head can recommend stronger sanctions, including academic suspension and expulsion from the program.

2. Sanctions for Major Violations for Those Who Are Not Presently Graduate Assistants

As this represents a monumental form of academic dishonesty and violation of trust, students who commit a major violation will not be able to apply for future assistantships in the department.

3. Sanction for Major Violations for Those Who Are Presently Graduate Assistants

As this represents a monumental form of academic dishonesty and violation of trust, students holding assistantships, who commit a major violation will be immediately relieved of their assistantship. These students will not be able to reapply for future assistants in the department.

D. Documentation of Violations

Instructors will document all incidents of academic dishonesty. Instructors will not return a student's work if academic dishonesty is suspected as that work will become part of the incident's documentation. The instructor will also keep written evidence to support the charge of academic dishonesty that may include their own notes describing what they have observed and/or copies of the published works from which the material in question has been taken. It is recommended that instructors clearly identify relevant passages. Instructors will provide copies of this documentation to the department head in the case of major violations.

E. Communication with Students.

When the instructor has decided an incident of academic dishonesty has occurred, he or she will communicate this to the offending student, convey the nature of the incident, and indicate the sanctions imposed for the violation. Students will be told that they can appeal the decision to the department head.

IV. Minor and Major Violations Relative to Thesis and Dissertation Work

A thesis or a dissertation represents a published work containing not only the author's name, but also references to the academic advisor, the department committee members, the department head, the graduate college representative, and South Dakota State University. Accordingly, the Department of Rural Sociology and its students are required to be especially vigilant regarding any possibility of plagiarism which would taint these works.

A. Minor Violations.

Minor violations will be defined as indirect usage of another author or public source material which contains ideas, facts, figures, or explanations not known by the student prior to the completion of her/his research for the paper. Essentially, a minor violation involves excessive paraphrasing without citation credit to the original sources rather than directly copied materials.

Minor violations exist where the bulk of the submitted materials remain the student's original work; however, substantial amounts would be better credited to others. (Qualifications of the term, *substantial*, will be made by each thesis or dissertation advisor and/or committee member). The solution for this problem is for students to consistently provide citations for the ideas and information they are using.

B. Sanctions for Minor Violations.

Students will be required to make any changes, based upon committee member comments, prior to the defense of the dissertation or thesis. In instances where the errors are discovered during a dissertation/thesis defense, changes will be made prior to the final signatures of the major advisor and department chair. The student bears total responsibility for work presented in her/his thesis or dissertation.

C. Major Violations

Major violations exist when: (a) a student presents material without quotation marks and/or proper crediting to the original author(s). Essentially, this is not the student's work and should be considered plagiarism. This also may happen when (b) the clear majority of the material in a submitted work is not the student's, or, (c) the data included in the thesis or dissertation has been falsified or altered.

D. Sanctions for Major Violations

The committee will not approve the thesis or dissertation as meeting the requirements of the degree.

V. The Process of Appeal

A. The Informal Appeals Process

As indicated in Chapter 2 of the *Student Policy Manual*, the appeals process usually begins in what is called an “informal phase.” Students should refer to this chapter for complete details of the informal process.

http://studentaffairs.sdstate.edu/student_policy_manual/chapter2.htm

B. Formal Appeals Process

When either the student or faculty is dissatisfied with the results of the informal process, he or she can initiate a formal appeal. Sections 02:04 and 02:05 in Chapter 2 of the *Student Policy Manual* include the relevant policy statements and procedures.

http://studentaffairs.sdstate.edu/student_policy_manual/chapter2.htm

C. Records.

Formal recordings of each stage of events involving allegations of academic dishonesty will be kept by the head of the department of Rural Sociology. Total confidentiality will be maintained.

VII. Notification and Implementation

A. Notification.

This policy document will be distributed during the initial formal meeting of graduate students and the Department Head. It will be published in the graduate student guide and referenced in all graduate course syllabi.

B. Implementation.

These policies are in effect as of the Fall 2009 semester.

APPENDIX C. Projected Scheduling of Graduate Courses Through Summer 2011.

TENTATIVE GRADUATE SCHEDULE IN ANTHROPOLOGY & SOCIOLOGY: SP10 THROUGH SP12*			
SPRING 2010	SUMMER 2010	FALL 2010	SPRING 2011
Soc709–Evaluation Research		Soc711–Qualitative Methods	Soc709–Evaluation Research
Soc710–Research Methods		Soc712–Sociological Theory I	Soc720–Profession of Sociology
Soc713–Sociological Theory II	Soc621–Social Stratification	Soc630–Social Change	Soc492/792–Topics: Medical Sociology
Soc720–Race, Class & Gender	Soc562–Population Studies	Soc762–Applied Demography	
		Soc492/792–Topics: Women & Crime	Soc556–Community Corrections
Anth521–Indians of North America		Anth521–Indians of North America	Anth521–Indians of North America
Soc620–Social Organization			
	SUMMER 2011	FALL 2011	SPRING 2012
		Soc710–Research Methods	Soc711–Qualitative Methods
		Soc713–Sociological Theory II	Soc712–Sociological Theory I
			Soc716–Symbolic Interaction
	Soc585–Applied Sociology (Applied Masters-Option B)	Soc640–Rural Community Development	Soc620–Social Organization
	Soc764–Modern Demographic Theory	Soc766–World Population Issues	
		Soc502–Social Deviance	Soc555–Juvenile Delinquency
		Anth521–Indians of North America	Anth521–Indians of North America

*PhD SPECIALIZATIONS: Blue = core; Green = Social Organization; Orange = Demography; Red = Social Deviance