

GRADUATE STUDENT HANDBOOK

MASTER OF ARTS DEGREE IN SOCIOLOGY

Department of Sociology, Social Work and Criminal Justice

Idaho State University

Pocatello ID

83209

Revised 2005

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Description of Graduate Program¹

Introduction

The Department of Sociology and Social Work offers a program leading to the degree of Master of Arts in Sociology. This handbook describes the procedures for completing the degree in the Sociology Program. Careful reading of this handbook should assist students in their progress once they are accepted. This handbook is only suggestive, not intended to represent all policies and procedures, and it is supplemental to the graduate catalog with whose policies and procedures you should become thoroughly familiar. If you need clarification on any of the policies or procedures, please speak with the Director of the Sociology Graduate Program or your own graduate advisor.

Graduate Study in Sociology

Our graduate program offers close personal contact between faculty and students. Class sizes are small, encouraging student/faculty interaction. The program's goal is to encourage students in developing theoretical and methodological competence applicable to their chosen fields of interest. The major aim of our department is to develop sociologists; who are able to engage in teaching, research, or professional service and who are capable of investigating, evaluating and adapting to changes in both the social world at large and in their professional field.

In important ways graduate work differs from the undergraduate experiences. It requires you to think independently and to master methods of analysis and styles of interpretation rather than memorizing neatly packaged facts. It requires dedication and commitment to learning that exceeds what is included on a syllabus. As a graduate student, **you** are responsible for mapping your course of study within the bounds of our program. In addition, **you** are responsible for taking the initiative in selecting an advisor with whom you meet regularly in order to successfully complete the degree program. We recommend that you meet with your advisor at least once each semester to discuss your academic progress. The faculty members are here to help you in any way they can, but your progress through the graduate program is your responsibility.

¹ The Idaho State University catalog, 2002-2003 has been used extensively in compiling this manual. If there are any discrepancies between this manual and the catalog, in all cases the catalog supersedes this manual.

Selecting Advisor and Graduate Committee

Upon acceptance into the Master of Arts degree program in Sociology, you will be advised in your first semester's curriculum by the Graduate Program Director. Before the end of the first semester you should select an advisor who may or may not serve as your thesis director. You should choose someone whose research and scholarly interests are similar to your own. Your master's thesis committee will consist of your advisor, a second sociology faculty recommended by you and approved by the Sociology Department Graduate Program Director, and a third faculty from outside the department who will be appointed by the Graduate School. You may suggest a person for this latter role although the Graduate Dean makes the final decision.

Utility of an Advanced Degree in Sociology

Of what use is an advanced degree in sociology? Generally, the advanced degree is preparation for two types of careers: academic and applied. Within the academic setting, the MA degree enables one to teach at the junior college or community college level. Often instructors pursue Ph.D.'s in order to expand their employability in tenure-track teaching and research positions to other academic institutions.

Not everyone pursuing a MA is intent on teaching sociology in academic settings. Many are preparing for what is generally called "applied sociology." Opportunities for employment as a sociologist exist in industrial, medical, and public agencies. Tasks performed in such settings by individuals who are trained in sociology range from applied research to census work, from administration of programs to program development, from evaluation of past programs to planning future needs. Employability is increased by supplementing the sociology curriculum with courses from other departments and colleges of the University.

DEGREE REQUIREMENTS AND PROCEDURES

Admission

Students are advised to refer to the Idaho State University Graduate Catalog for information on application and admission procedures. In brief, the following are required:

1. An admission form which can be obtained from and returned to the Office of Graduate Studies. Application forms are also included in each ISU Graduate Catalog. Completed forms should be returned to Idaho State University Office of Graduate Studies, 921S. 8th Avenue, Stop 8075, Pocatello, Idaho 83209-8075. International students should apply through the Office of Graduate Studies.
2. An official copy of undergraduate transcripts from each institution at which they have taken undergraduate work must be submitted to the Office of Graduate Studies.
3. Inclusion of a \$55 non-refundable fee.
4. Minimum requirement of 3.00 GPA for all upper-division credits taken at the undergraduate level from an accredited university.
5. Three (3) letters of recommendation from persons familiar with academic performance to be sent to the Graduate Program Director of the Sociology Department.
6. Graduate Record Exam scores for obtaining status as a classified student.
7. In addition, international students are required to submit evidence of financial responsibility and competency in written and spoken English.

Students applying for admission must submit scores on the quantitative, verbal, and analytic sections of the Graduate Record Examination.

Consonant with the general requirements of the Graduate School, a student must have a grade point average of 3.00 or higher for all upper-division credits taken at the undergraduate level and pass one GRE component at or above the 35th percentile to be eligible for admission to the program. Applicants with a GPA of less than 3.00 may be admitted at departmental discretion if evidence of satisfactory performance on the GRE is provided.

It is not necessary that a student's undergraduate major be sociology. However, the undergraduate required courses for the Sociology major (Sociology 101, 206, 207, 301, 403, and 462) must be taken to make up for that deficiency. Courses that are taken to compensate for undergraduate deficiencies shall not serve as part of the minimum 33 required credits.

Financial Aid, Assistantships and Tuition

There are five sources of financial assistance available to graduate students in Sociology at I.S.U.

1. Teaching Assistantships: There are two teaching assistantships selected and awarded by the Sociology faculty. Each carries with it a stipend of approximately \$8,116 over a nine-month period, and a waiver of tuition and fees for the academic year. TAs are awarded annually on a competitive basis. They may be continued for a maximum of two consecutive academic years. A second year award is contingent upon adequate performance during the first year. In year one, TAs are expected to spend approximately 20 hours per week assisting in large Sociology classes. If the TA is awarded a second year, the student may be given his or her own class (usually, Sociology 101). A faculty member designated by the Director of the Graduate Program and Department Chairperson will support and advise the T.A. in his/her responsibilities.

Only under extenuating circumstances may students who are awarded T.A.'s hold other jobs at the same time. Graduate assistants may work for additional income subject to the following rules: 1) it must be done according to the official graduate student payment policy (see p. 22; Graduate Catalog, 2002-2003); and 2) requested in writing by the Dean of Graduate Studies and Research.

Students on teaching assistantships awarded by the Sociology Program are required to be enrolled in no fewer than 9 and no more than 12 Sociology credit hours per semester. Students who have completed ProSem will be given preference in the allocation of T.A.'s. In other cases, in their first semester as teaching assistants, students must take ProSem. To apply for assistantship write a brief letter indicating your intentions to the director of the graduate program in the department. The application deadline is the last Friday in February. Teaching assistantships are awarded mid-April in the spring semester for the next academic semester(s).

2. Academic Outreach Instructorship: Night and telecommunication courses are offered through Academic Outreach. Students may apply to teach these courses with permission of the Director of the Sociology Undergraduate Program. The salary for each course is

approximately \$2,700 per semester. Travel and meal allowances are provided for out-of-town classes. As with the teaching assistantships the student teachers will be given support and advice. However, it will be the student teacher's responsibility to handle lectures, tests, grades, etc.

3. Fellowships: A limited number of fellowships are available for graduate study. Some of these fellowships require the Department to nominate a student, e.g., Kasiska, while others are student initiated. Generally, fellowships require only that the student maintain satisfactory progress in the program and not require services or work for the Department or the University. Students will be notified of fellowships that are linked to departmental efforts. Various listings are available in the Graduate Office, which provide data on fellowships for which graduate students might be eligible for.
4. Thesis Funding: A small fund has been created to make a few hundred dollars available to graduate students on a competitive basis to conduct their thesis research. Research proposals with budgets must be submitted to the Graduate School Office by deadlines established by the Graduate Student research and Scholarship Committee. This Committee awards grants both fall and spring semester. Guidelines for proposal preparation are available in the Graduate School Office and from representatives on the Committee.
5. Grants: Students should be aware of the possibility of working on grants, which are usually awarded to faculty who then can pay for student services. However, students also may be eligible for a wide variety of research grants, especially from government sources. More information is available in the graduate dean's office.
6. Work study Funds: Work study jobs are available in the department for students who qualify. Qualifications are solely dependent on income/need and skills needed by the department. Applications for work study positions are made through the office of Financial Aid.
7. Non-resident Tuition Waivers (NRTW): See Graduate Catalog for opportunities and details.

Comprehensive Examinations

A written comprehensive examination is required of all students in our program. The exam will be offered twice each year in the week prior to the onset of classes. Students may take the exam at either time that it is offered but must pass the exam prior to filing for admission to candidacy. It is strongly recommended that students take the exam following the semester that they are completing the required courses in theory, methods, and research.

The exam will consist of two parts: theory, and methods/statistics.

The rationale for the comprehensive exam is two-fold. The exam serves first as a diagnostic tool for use by the student's committee to identify problems that might prevent the successful completion of the thesis. Second, the exam provides a structured opportunity for the student to integrate the diverse material comprising sociology.

The exam procedure will be as follows:

1. A list of possible theory, methods, and statistics exam questions is on file in the Sociology Department. Students may obtain copies of the questions at any time. The actual exam questions will come from this list.
2. Students taking the exam will be given 6 hours to answer questions for the theory section and 6 hours for the methods/stats. Students will write their comprehensive exams on computers in the Sociology Department offices. Exams will be monitored by the Graduate Program Director.
3. Each section of the exam will be graded independently by at least two faculty members chosen by the Graduate Program Director. The Director will collate the grades for each section of the exam.
4. Each section of the exam will be graded either pass, conditional pass, or fail. The results of

the exam will be given to the student in person by the Graduate Program Director within three weeks of the exam date.

5. Students who receive a failure on any section of the exam are permitted one retake of such section(s). A student failing any part of the exam a second time will meet with his/her advisor and the Department Graduate Director to decide the best course of action.

6. Students who receive a conditional pass may, at the discretion of the exam committee, be asked to write a paper or be extensively interviewed to demonstrate competence in lieu of retaking the exam.

If you follow the requirements and proper sequence of procedures, then your experience in the graduate program will proceed reasonable well. On the other hand, failure to do so may bring about unnecessary delays, petitions, and the risk of having your program terminated. The individualized nature of one's graduate program can lull one into a nonchalance about formalities. To help allay such casualness, the following format of procedures and deadlines is offered. The following checklist is, however, not a formal binding device, but merely a suggested guide to facilitate a minimum of problems. (Also see Graduate Catalog.)

	<u>PROCEDURES</u>	<u>UNDER DIRECTION OF</u>	<u>DATE</u>
CHECKLIST OF PROCEDURES			
1.	File Application for Admission to Graduate Study (obtain forms from Graduate School).	Graduate School	May 1, SS July 1, FS Dec 1, Sp.
2.	Provide an official transcript of all credits earned at other institutions.	Graduate School	Prior to Registration
3.	Submit three letters of recommendation to Department when filing application.	Department	Prior to Registration
4.	Submit scores on Graduate Record Examination. Student seeking financial assistance should submit GRE scores prior to 1 st Friday in April.	Graduate School	Prior to Registration
5.	Submit Application for Teaching Assistantship. All previous steps must be completed before application will be considered.	Department	Last Friday in February is due date for the application. Decisions will be made in mid-April.
6.	Contact Department Chair or Director of Graduate Program upon arrival to campus		
7.	Select advisor	Department	By end of 1 st semester
8.	Request Director of Graduate Program to	Department	1 st – 2 nd semester

	appoint committee		
9	Finish course work	Director of Program	Prior to admission to candidacy
10.	Apply to take comps.	Director of Program	By May 15 th or by December 15 th .
11.	Take comprehensive exams.	Director of Program	A week before onset of fall or spring semesters.

CHECKLIST OF PROCEDURES Continued

	PROCEDURES	UNDER DIRECTION OF	DATE
12.	The thesis proposal must be defended by the end of the semester in which comp exams are passed. File for admission to candidacy and formal appointment of graduate faculty representative.	Thesis Chair	After admittance to candidacy
13.	File degree application	Registrar	Within 2 weeks of beginning of final semester
14.	Pay diploma fee	Registrar	By the end of final semester
15.	Submit thesis – final draft submitted to each member of thesis committee plus one copy to department.	Thesis Committee	No later than 2 weeks prior to oral defense
16.	Defend thesis	Thesis Committee and Graduate School Dean	No later than 2 weeks before end of semester of graduation
17.	Make final thesis corrections and ship for binding. Four copies of thesis distributed to: archives; library; major professor; department	Graduate School	Within 1 week following thesis defense

Students should make satisfactory progress each semester toward the M.A. Degree in Sociology. This means that they must have, and follow, the planned degree program as formulated with their

Thesis Committee. They should accomplish specific steps within selected periods of time maintaining enrollment and paying tuition each semester. The Graduate School stipulates that all requirements for the degree must be completed within eight years from the date of admission to graduate study. This time limit applies to both full-time and part-time students.

CURRICULUM REQUIREMENTS

All students are required to take a general theoretical course, SOC 600 (Comparative Sociological Theories), and a course in advanced research, SOC 603 (Topics in Methods). Students who have not taken SOC 408 (Advanced Sociological Methods) or its equivalent, are required to take the course in their graduate program as SOC 508. Students who have not taken SOC 403 (Contemporary Sociological Theory) or its equivalent, are required to take this course as a prerequisite to SOC 600.

The minimum required number of hours of graduate work is 33.

Because the Comprehensive Examination is based upon theory and methods, it is recommended that students complete the required theory and research courses (and their prerequisites) as soon as possible. Students must pass this exam before applying for Admittance to Candidacy.

Thesis Proposal and Committee

Students are encouraged to identify a thesis topic as early as possible. The Master of Sociology thesis is intended to be a relatively limited research exercise on a focused and manageable topic. At the same time, it must be carried out with care and rigor. It can be a replication of an earlier investigation or an attempt to extend previously published research.

You may consult with staff members as you work toward the formulation of a thesis project. When you have identified the general subject area in which you want to do thesis research, you should select the professor whom you wish to become your thesis chairperson. Ideally students

should identify a topic during their first year of graduate work.

During the preparation of the thesis proposal, in consultation with the thesis chairperson, the student asks two additional faculty members to serve on the thesis committee. Their interests and backgrounds should be related to the topic of the thesis. One of these members will be from outside the Department to represent the Graduate Faculty. When appropriate, the student may add a fourth member, who may or may not be from the Department. The Dean of Graduate Studies and Research must approve this request. Students may not always be able to get the committee requested due to considerations such as work leaves, previous commitments, leaves of absence, etc.

When the thesis proposal is ready (this should be completed by the end of the semester in which students take their comprehensive exams), the thesis chairperson will schedule a meeting of the Department to review the proposal. A student should consult with the other members of his/her thesis committee before this formal meeting to insure that the committee believes the proposal is well formulated. One-week prior to the proposal presentation, the proposal should be made available to the Department by placing a copy with the Department secretary. If the thesis committee approves the proposal, the student may then proceed actively on the thesis. If approval is not given, another proposal defense meeting should be scheduled after suitable revision.

Thesis Writing and Approval

Students should refer to the style manual approved by the Department for detailed guidance in the formulating and preparation of their research proposal thesis, i.e.; the Publication Manual of the American Sociological Association. These may be purchased at the University Bookstore or on-line through the American Sociological Association.

The student's committee will continue to supervise the preparation of a thesis with the thesis chairperson taking the major responsibility. Students should consult with their chairperson and other committee members with regard to any major problems and keep them informed of thesis progress. The thesis committee will have the responsibility of insuring that the final version of the thesis conforms to the consensus reached at the conclusion of the public defense of the thesis.

Four (4) copies of the final version are to be circulated; one to each member of the thesis committee and one in the Department. These should be distributed two weeks before the date for the defense of the thesis. The thesis committee members' signatures on the Thesis Approval Form are required for final approval and acceptance of the thesis.

APPENDIX: A
GRADUATE COURSE DESCRIPTION

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SOC g403 Contemporary Sociological Theory 3 Credits. Survey and appraisal of sociological theories since 1945: structural functionalism, rational choice, conflict, symbolic interactionism, and phenomenology. PREREQ: SOC 301.

SOC g408 Advanced Sociological Methods 3 Credits. Emphasizes advanced techniques in research design, data measurement, and multivariate analysis utilizing computer application. PREREQ: SOC 206 and SOC. 207

SOC g413 Mind, Self and Society 3 Credits. Symbolic interactionism and its relation to selfhood, sympathy, illness, sexuality, and addiction; and to groupings like enemies, communities, and associations. PREREQ: SOC 101.

SOC g431 Criminology 3 Credits. Analysis of criminal law, law enforcement, judicial roles and processes, correctional approaches, the criminal offender and societal reactions. Theory and research as applicable to behavior and institutional relationships. PREREQ: SOC 232.

SOC g450 Developing Societies 3 Credits. A survey of the sociological, political and economic aspects of the quest for development world-wide. Theories of development, consequences and obstacles facing less developed countries, and the implications of globalization for the developed and developing world will be emphasized.

SOC g462 Social Stratification 3 Credits. Theories and methodology of status systems; the

relation of class to the social structure; analysis of class in different societies, with emphasis upon the class system and power. PREREQ: SOC 101 OR PERMISSION OF INSTRUCTOR.

SOC g482 Independent Problems 1-4 Credits. Consultation course consisting of independent student effort under the guidance of the instructor. Students are assigned to, or request assignment to, specific independent problems on the basis of interest and preparation. May be repeated for a maximum of 6 credits. PREREQ: PERMISSION OF INSTRUCTOR.

SOC g491 Seminar 3 Credits. Reading, discussion, and preparation of reports on selected topics. May be repeated for up to 9 credits when topics vary.

SOC 502 ProSeminar in Sociology 3 Credits. A overview of the field of sociology, with emphasis on the teaching of sociology, orientation to graduate education, major sociological theories, issues, research approaches, and ethical problems in the field today.

SOC 597 Professional Education Development Topics. Variable credit. A course for practicing professionals aimed at the development and improvement of skills. May not be applied to graduate degrees. May be repeated. May be graded S/U.

SOC 600 Seminar: Comparative Sociological Theories 3 Credits. Comparative analysis of various theoretical perspectives in sociology with special emphasis on structural functionalism, symbolic interactionism, exchange theory, conflict theories, phenomenology, and ethno methodology. Primary emphasis will be placed on the major propositions of each perspective and the significant contributions of scholars in each area. PREREQ: SOC 403 OR EQUIVALENT.

SOC 601 Sociological Theories 3 Credits. A seminar in selected topics in theory which will focus on either historical, comparative or contemporary theories. May be repeated for up to 6 credits. PREREQ: SOC 600.

SOC 603 Seminar: Topics in Methods 3 Credits. In depth focus on methodological topics relevant and timely to student's needs and interests. May be repeated up to 6 credits. PREREQ:

SOC g408.

SOC 605 Social Organization 3 Credits. A seminar in selected topics of social organization and organization which will include such themes as complex organization, industrial sociology, community, and urban studies. May be repeated for up to 6 credits.

SOC 607 Social Differentiation 3 Credits. A seminar in selected topics of social differentiation such as stratification, minorities, etc. May be repeated for up to 6 credits.

SOC 613 Social Behavior 3 Credits. A seminar in social interaction which will consider such themes as collective behavior, social psychology, deviance, ethnography, and neo-positivistic approaches to behavioral analysis. May be repeated for up to 6 credits.

SOC 615 Social Institutions 3 Credits. A seminar in selected aspects of political sociology, law and crime, religion, education, and the family. May be repeated for up to 6 credits.

SOC 620 Seminar: Philosophy of Social Science 3 Credits. The application of mathematical and scientific methods to the study of social, economic, and political life will be considered through the reading of certain seminal writings. Attention will be given to the fundamental assumptions about the nature of scientific rationality. Required of all D.A. students.

SOC 621 Seminar: Interdisciplinary Topics in Social Science 3 Credits. Examination of selected topics in the social sciences from the analytic orientations and perspectives common and peculiar to the disciplines of political science, economics, and sociology. Required of all D.A. students.

Independent Studies 1-4 Credits. Consultation course consisting of independent student effort under the guidance of the instructor. Students are assigned to, or request assignment to, specific independent problems on the basis of interest and preparation. This may include preparation and presentation of a major research project, directed readings, or tutorial

study.

650 Thesis 1-6 Credits. Research, analysis, and writing of master's thesis.

APPENDIX: B

DIRECTIONS FOR PREPARING THESIS

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The following are general instructions for the preparation of thesis and dissertations for advanced degrees at Idaho State University. They include specifications the thesis must meet and procedures for presenting the thesis to the Graduate School. In addition, each student is expected to follow the requirements of his/her department for a thesis or dissertation and to consult with his/her supervisory committee for specific directions in pursuing his/her topic.

Style

Each student who undertakes to write a thesis or dissertation should study the style manual approved by the department. Manuals currently approved by departments and available in the University Bookstore of the Eli Obler Library are:

1. American Chemical Society, Handbook for Authors. Washington, D.C.: The Society 1978.
2. American Institute of Physics, Style Manual: For Guidance in the Preparation of Papers for Journals Published by the American Institute of Physics and its Member Societies. Washington, D.C.: The Institute, 1978.
3. American Mathematical Society, A Manual for Authors of Mathematical Papers (Eighth Edition). Providence: The Society, 1984.
4. American Psychological Association, Publication Manual of the American Psychological Association (Third Edition). Washington, D.C.: The Association, 1996.
5. Campbell, W.G., Ballou, S.V., Form and Style: Thesis, Reports, Term Papers (Sixth Edition). Boston: Houghton Mifflin, 1982.
6. Council of Biology Editors, CBE Style Manual (Fourth Edition). Washington, D.C.: The American Institute of Biological Sciences, 1978.
7. Engineering Scholl, Engineering Style Manual. Pocatello: Idaho State University, 1977.

8. The Modern language Association of America, *The MLA Handbook for Writers of Research Papers* (Revised Edition). New York: The Association, 1984.

9. Turabian, Kate L., *A Manual for Writers of Term Papers, Thesis, and Dissertations* (Fourth Edition). New York: The Association, 1984.

Some departments specify the style used in the following journals:

10. *American Anthropologist of American Antiquity*.

11. *Geological Society of America Bulletin*.

12. *Journal of Bacteriology*.

Table of Style Manuals Approved by Departments

Department or Degree Area	Degree	Thesis	Style Manual
Anthropology	M.A.	Optional	10
Art	M.F.A.	None	--
Biology	M.S.	Proj. Req.	6, 12
	D.A.	Proj. Req.	6, 12
	Ph.D.	Required	6, 12
Business	M.B.A.	Optional	9
Counsel Ed/Special Ed	M. Coun.	Optional	4
	M. Ed.	Optional	4
	ED.S.	Paper Req.	4
	Ed. D.	Required	4
Education	M.Ed.	Optional	4
Home Ec/Voc Teacher Ed.	M.Ed.	Optional	4
English	M.A.	Optional	8
	D.A.	Paper Req.	8
Geology	M.S.	Required	11
Mathematics	M.A.	None	--
	D.A.	Required	3
Nuclear Science/Engineering	M.S.	Optional	7
Nursing	M.S.	Optional	4
Occupational Training	M.Ed.	Optional	4
Management			
Pharmaceutical Chemistry	M.S.	Required	1
Pharmacognosy	M.A.	Required	6
Pharmacology	M.A.	Required	6
Pharmacy	M.A.	Required	1
Pharmacy Administration	M.A.	Required	9
Physical/Health Ed.	M.P.E.	Optional	4,5
	M.H.E.	Optional	4,5
Physics	M.S.	Optional	2
Political Science	M.A.	Optional	9,4,8
	M.P.A.	Optional	9,4,8
	D.A.	Optional	9,4,8

Psychology	M.S.	Optional	4
Sociology	M.A.	Required	4
Speech/Drama	M.A.	Required	5,9
Speech Pathology/Audiology	M.S.	Optional	4

If not otherwise specified above, the student should use A Manual for Writers of Term Papers, Theses, and Dissertations by Kate Turabian. It should be noted that the publication style manual does not necessarily provide for all details of standard thesis form. In matters of format and binding, students should be sure that the thesis adheres to Graduate School requirements.

Copy Authorization

All theses and dissertations submitted to I.S.U. are made available to the public at the time they are shelved in the Library. Publication rights are reserved to the author subject to the provisions of research contracts, federal grant stipulations, or other agreements made by the author with the university. However, in addition to making these available for public use, the library occasionally receives requests for permission to copy a thesis for scholarly purposes. Such permission to copy must be granted by the author. Frequently, difficulties arise in locating the authors of these in order to secure permission to copy. In the interest of making a student's research available to appropriate parties, all theses now include in the preliminary pages a copy authorization form. The form should be completed appropriately to indicate that permission to copy the thesis for scholarly purposes is either granted or denied.

Thesis Abstract

The student should prepare an abstract describing the essential content of the thesis in 300 words or less and submit two copies on appropriate thesis paper to the Graduate School. The thesis abstract is not bound with the thesis. The heading of the abstract should read as follows:

TITLE

Author's Name

Thesis Abstract – Idaho State University (200-)

Format

Paper. The thesis must be presented on appropriate paper, twenty pound bond with at least 25% rag content, in order to insure durability. Should the student wish to use a laser printer, 25% rag

content may be unworkable. In that case, 20% rag content paper can be used and printing may proceed without hazard. Under no circumstances may the rag content fall below 20%. Multilith and photocopies are acceptable if presented on appropriate paper. So called “erasable” paper is not acceptable. If multilith or photocopying processes are used, the quality of the copies should be high enough for clear reading and there should be no omissions or smears and a minimum of process defects. Mimeographed materials (e.g., a questionnaire) that are to be bound in the thesis a a part of an appendix must also be reproduced on appropriate paper. Approved thesis paper is available at the ISU Bookstore.

Margins. The margins should follow the guidelines given in the appropriate style manual approved by the department. It is important that the left margin be one and one-half inches wide in order to allow for binding.

Thesis Order. The thesis should be arranged in the following order: (1) copy authorization, (2) title page, (3) approval page, (4) optional acknowledgements page, (5) table of content, (6) list of tables (if appropriate), (7) list of figures (if appropriate), (8) text of the thesis, (9) appendices, and (10) references. Samples of copy authorization, title page, and approval page are found in Appendix A.

Pagination. Preliminary pages are all numbered with lower case Roman numerals centered at the bottom of the page. The text, notes, appendices, and references are all numbered with Arabic numerals in the upper right hand corner of the page.

Typists

The Graduate School has a list of competent typists which will be made available to students upon request. Students should keep in mind that the final responsibility for the manuscript rests with the student rather than with the typist and that the draft presented to the typist should be in appropriate form. The typist is expected to follow the copy as given by the student.

Type Style and Corrections

Theses are to be typed using either pica or elite size and a type style such as letter Gothic, courier, prestige, etc. A script type style is unacceptable. If a word processor is used, the thesis

must be printed on a letter quality printer. Dot matrix printing is not acceptable. No pencil or ink corrections are permitted on any copy of the thesis that is presented. Corrections should be made with liquid correction preparations, self-sticking correction tape, or typewriter correction film.

Approval

Each member of the candidate's committee should carefully examine a preliminary draft of the thesis. Excessive numbers of corrections may warrant that a second or third preliminary draft be reviewed by the committee. All theses are finally approved after an oral defense. Oral examinations are scheduled by the department. **The oral defense must take place not later than two weeks before the end of the semester in which the student intends to graduate.** Two weeks prior to the date of the oral defense, a final corrected draft of the thesis must be presented to the committee for review. **Only after the oral defense, and with the permission of the committee, may a student prepare the final copies for binding.**

Binding

Four bound copies of the thesis are required: two copies for the Library, one for the student's department, and one for the thesis director. Any bound copies a student desires for his own use must be ordered in addition to the four required by the university. The student is responsible for boxing and mailing the thesis to the bindery. The student should write the statement, "First Class Letter Enclosed" on the package containing the copies of the document. There is a special postal rate for books and manuscripts. The enclosed letter is a set of instructions to the bindery. The student must insure the package. (It should be noted that manuscripts over three and onehalf inches thick have to be bound in two volumes and that the student will have to pay the double costs involved in binding two-volume theses.)

There is one authorized bindery:

Utah Book Bindery Co, Inc, 573 West 4800 South, Salt Lake City UT 84123

Thesis Clearance

The student must submit to the Graduate School the following four items at the time thesis clearance is sought:

1. A copy of the signed letter to the bindery.
2. The two required copies of the abstract.
3. A rough draft of the thesis from which the final copies were made.
4. The insurance receipt for the thesis copies mailed to the bindery.

As soon as these four items are received by the Graduate School, the thesis director will be notified to report a grade of "S" to the Registrar for all thesis credits.

(sample Title Page)

THE WRITING REQUIREMENTS
FOR
GRADUATE DEGREES

by

John Richard Doe

A thesis submitted in partial fulfillment of the
Requirements for the degree of
MASTER OF ARTS

IN

SOCIOLOGY

IDAHO STATE UNIVERSITY

2000

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IDAHO STATE UNIVERSITY

Department of Sociology, Social Work and Criminal Justice

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An individual applying for a graduate teaching assistantship should complete this form and forward it to: Chairperson, Department of Sociology, Social Work and Criminal Justice, 921 South 8th, Stop 8114, Pocatello, Idaho 83209. In addition, the applicant must complete the "Application of Admission to Graduate Study" and send that form to the Graduate School. This application, letters of recommendation, and the statement of interest form must be received at this address by April 15; ordinarily awards will be made soon after that date, but prior to May 15.

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College Attended	Dates	Major Field Of Study	Degree(s)	Date of Degree(s)

What was your grade point? Cumulative ____ Last two years of college

Have you taken the Graduate Record Exam? Yes ___ No ___. If yes, please write and have your scores sent to the Graduate School, Idaho State University.

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Please list your long-range educational and professional objective:

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Names and addresses of two college instructors who have been asked by you to send letters of recommendation to the Sociology, Social Work and Criminal Justice Department:

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Note to Applicant:

This form should be supported by:

- 1. The Statement of Interest Form**
- 2. Two letters of recommendation commenting on your probable future in the Sociology, Social Work and Criminal Justice Department, or your academic research ability and as a potential classroom teacher.**