



# **GRADUATE STUDENT HANDBOOK**

Revised 2009

# **MASTER OF ARTS IN SOCIOLOGY**

**Department of Sociology, Social Work and Criminal Justice**

**Idaho State University**

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The Idaho State University catalog 2008 -2009 has been used in compiling this manual.

# 1. DESCRIPTION OF GRADUATE PROGRAM

## Introduction

The Department of Sociology, Social Work, and Criminal Justice 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. The handbook is 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.

## 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, and evaluating 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.

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 advisor.

## 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.

## Where have our students gone?

Associate Professor of Sociology, University of Houston  
Assistant Professor of Sociology, College of Southeast Idaho  
Assistant Professor of Sociology, BYU- Idaho  
Instructor in Sociology, Boise State University  
Instructor in Sociology. BYU-Idaho

Assistant Dean of Students, BYU-Idaho  
Academic Counselor, Southern Oregon University

Demography Ph.D. Student. U. Texas, San Antonio  
Sociology Ph.D. Student, Utah State University  
Sociology Ph.D. student, University of Oregon  
Sociology Ph.D. student, University of Missouri  
Ph.D. student, Case Western Reserve University, Ohio

Program Manager, Developmental Disabilities Agency  
Senior Research Analyst, Idaho State Patrol  
Executive Director, Help Inc.  
Alcohol Rehab Counselor, Pocatello

Performance Analyst, Work Force Adjustment Board, San Diego, California  
Research Director, Private Research Institute, Ogden, Utah  
Backcountry analyst/cook/educator in Idaho

### Progress

Students should make satisfactory progress each semester toward the M.A. degree in Sociology. This means that they must have, and follow a planned degree program. 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.**

## 2. FINANCIAL AID

There are five sources of financial assistance available to graduate students in Sociology at ISU.

### Teaching Assistantships

There are two teaching assistantships selected and awarded by the Sociology faculty. Each carries with it a stipend of approximately \$9,400 over a nine-month period. 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. TAs are given his or her own class (usually, Sociology 101 or 102). The Graduate Program Director, Department Chairperson, and Faculty 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 Graduate Catalog); and 2) requested in writing by the Dean of the Graduate School.

Students on teaching assistantships are required to be enrolled in no fewer than 9 and no more than 12 credit hours per semester. Students who have completed SOC 502 Proseminar will be given preference in the allocation of Teaching Assistantships.

To apply for assistantship write a brief letter indicating your interest, fill out the application form for Teaching Assistantship (Appendix), obtain two letters of recommendation, and submit the application materials to the director of the graduate program in the department. **The application deadline is the March 15.** Teaching assistantships are awarded in April for the next academic semester(s).

### Academic Outreach Instructorship

Night, telecommunication, and online 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 \$3,000 per semester. As with the teaching assistantships the student teachers will be given support and advice.

### 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. They do 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.

### 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 and from representatives on the Committee.

### 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 at the Graduate School or the Office of Research.

### Work study

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.

#### Non-resident Tuition Waivers (NRTW)

See Graduate Catalog for opportunities and details.

### 3. DEGREE REQUIREMENTS AND PROCEDURES

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 nonchalance about formalities. To help allay such casualness, please take note of the degree requirements, procedures, and deadlines. A checklist for requirements and procedures can be found on page 12 in this handbook.

#### 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:

- **Application for Admission.** The form needs to be obtained from and returned directly to the Graduate School. Application forms are available online and are included in each ISU Graduate Catalog. The mailing address of the ISU Graduate School is 921 S. 8<sup>th</sup> Avenue, Stop 8075, Pocatello, Idaho 83209-8075.
- **Residency Form.** The form is also available online or in each ISU Graduate Catalog.
- **An official copy of undergraduate transcripts** from each institution at which the applicant has taken undergraduate course work must be submitted to the Graduate School.
- Inclusion of a **\$55 non-refundable fee.**
- **Minimum requirement of 3.00 GPA** for all past 60 credits taken at the undergraduate level from an accredited university. Applicants with a GPA of less than 3.00 may be admitted at departmental discretion.
- **Graduate Record Exam scores.** Students applying for admission must submit scores on the quantitative, verbal, and analytic sections of the Graduate Record Examination. Applicants must pass one GRE component at or above the 40<sup>th</sup> percentile to be eligible for admission to the program. **The GRE requirement is waived for applicants with a GPA above 3.5.**
- **Three (3) letters of recommendation** from persons familiar with the academic performance of the applicant to be sent to the Graduate School.
- International students are required to submit evidence of financial responsibility and competency in written and spoken English.

It is not necessary that a student's undergraduate major be sociology. However, required courses for the Sociology major (Sociology 101, 206, 207, 301, and 403) 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.

#### Curriculum Requirements

All students are required to take a course on professionalization, SOC 502 (Proseminar), a general theoretical course, SOC 600 (Comparative Sociological Theories), a course in advanced research methods, SOC 603 (Topics in Methods), and at least 6 credits in thesis hours, SOC 650.

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**. Students must complete at least 15 credits in 600- level courses.

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.

**Curriculum Requirements**

Required Courses (15 – 18 credits)  
SOC 502 Proseminar  
SOC 508 Advanced Statistical Analysis  
SOC 600 Comparative Sociological Theories  
SOC 603 Topics in Methods  
SOC 650 Thesis (minimum of 6 credits)

Sociology Electives (15 – 18 credits)  
To be selected from 500 and 600 level courses in sociology or other graduate courses approved by graduate director.

Total number of credits required: 33

### Comprehensive Examinations

A written comprehensive examination is required of all students in our program. The exam consists of two parts: theory and methods/statistics. **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 is offered in the week prior to the onset of classes in the spring and fall semester, and in closed week of the spring semester. Students may take the exam at any of the times that it is offered. Students must pass the exam prior to filing for admission to candidacy.

The rationale for the comprehensive exam is two-fold. The exam serves first as a diagnostic tool for use by faculty 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:

- 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.
- Students will take the two exam sections on two different days in the exam week. Students will be given 6 hours to answer the questions for each section (theory and methods/stats). Students will write their comprehensive exams on computers in the Sociology Department offices. Exams will be monitored by the Graduate Program Director.
- The exams 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.
- 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 by the Graduate Program Director within two weeks of the exam date.
  - Students who receive a failure on any section of the exam are permitted one retake of such section(s). **The exam has to be retaken the next time the comprehensive exams are offered.** 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.
  - 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.

### Thesis

Students are encouraged to identify a thesis topic as early as possible - ideally during their first year of graduate work. 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.

#### **a. Thesis Committee**

Your master’s thesis committee will consist of your thesis advisor, a second sociology faculty member, and a third faculty from outside the department who will represent the Graduate Faculty.

You should choose a thesis advisor whose research and scholarly interests are similar to your own. During the preparation of the thesis proposal, in consultation with the thesis advisor, the student will ask the second and third committee members to serve on the thesis committee. Their interests and backgrounds should be related to the topic of the thesis. Students may not always be able to get the committee requested due to considerations such as work leaves, previous commitments, or leaves of absence. And although you may suggest a faculty from outside the department as your third thesis committee member, the Graduate Dean will make the final decision.

#### **b. Thesis proposal**

**The thesis proposal should be completed at the beginning of the semester following the comprehensive exams.**

You may consult with faculty and 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 advisor.

When the thesis proposal is ready, the thesis advisor will schedule a meeting of the committee to review the proposal – the proposal defense. The student should consult with the 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.** 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.

#### **c. Thesis Writing**

Students should refer to the Style Manual of the American Sociological Association for detailed guidance in the formulating and preparation of their research proposal thesis. The manual can be downloaded

online from the website of the American Sociological Association at <http://www.asanet.org>. Copies of the manual are also in the sociology conference room and in the university library.

The student's committee will continue to supervise the preparation of the thesis with the thesis advisor taking the major responsibility. Students should consult with their advisor and the other committee members with regard to any major problems and keep them informed of the 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 thesis defense.

#### **d. Thesis Defense**

Oral examinations are scheduled by the department. **The oral defense must take place no later than two weeks before the end of the semester in which the student intends to graduate.** At least one week before the defense, the thesis advisor will notify the Graduate School of the date of the defense, the student's name, the members of the committee and the title of the thesis.

**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. Another copy must be laid out in the department. Each member of the candidate's committee should carefully examine the final draft of the thesis. Excessive numbers of corrections may warrant that a second or third draft be reviewed by the committee.

All theses are finally approved after an oral defense. The thesis committee members' signatures on the Thesis Approval Form are required for final approval and acceptance of the thesis.

**Only after the oral defense, and with the permission of the committee, may a student prepare the final copies for binding.**

After the oral examination the student must submit all appropriate documents to the Graduate School within two weeks.

1. A copy of the signed letter to the bindery
2. Two (2) copies of the abstract
3. One (1) copy of the thesis in final form
4. The insurance postal receipt for the thesis copies mailed to the bindery
5. A signed copy of the committee approval page
6. A signed copy of the student Copy Authorization page
7. A copy of the money order being sent to the bindery

A manual with detailed instruction for the preparation of the thesis and the thesis approval is available from the Graduate School: Instructions for Preparing Theses, Dissertations, DA Papers, and Professional Projects at [http://www.isu.edu/graduate/pdf/Thesis\\_Dissertation\\_Instructions.pdf](http://www.isu.edu/graduate/pdf/Thesis_Dissertation_Instructions.pdf).

#### Application for Graduation

- **Final Program of Study Form.** Must be turned into the Graduate School Office one semester before the intended semester of graduation. The form for the final program of study is included as an appendix in this handbook. The student must fill out the form. The student, his/her advisor, and the graduate program director must sign the form.
- Payment of \$20 Graduation fee. Must be paid prior to graduation. **This must be paid at the Graduate School or the Registration and Records Office**, Campus Box 8075, Pocatello, ID 83209.

- Required materials for thesis/dissertation clearance must be turned in **TWO weeks after the oral defense.**
- **Change of Grade Forms** for all Incompletes. Must be received by the Registrar's Office 2 weeks after the semester ends including those for 650 Thesis and 699 Dissertation.
- Transfer of credits. Official transcripts to be used for transfer of credits in a degree program must be received in the Graduate School Office 2 weeks after the semester ends.
- Caps and gowns. Information packets are available and can be picked up at the following locations: the ISU Bookstore, Twin Falls Resident Center, Idaho Falls ISU Bookstore Center for Higher Education, Soda Springs Resident Center, Registration and Records at ISU, and the Graduate School at ISU. For other information concerning caps and gowns, contact the ISU Bookstore at (208)282-3237.
- If you do not complete requirements for the intended graduation date, you must update your application information with the Graduate School and pay a \$20 Reprocessing Fee. If you do not reapply, your file will be placed on inactive status.



### CHECKLIST FOR PROCEDURES AND REQUIREMENTS

	<u>PROCEDURES</u>	<u>UNDER DIRECTION OF</u>	<u>DATE</u>
1.	File Application for Admission to Graduate Study (obtain forms from Graduate School).	Graduate School	By May 1, SS By July 1, FS By Dec 1, S
2.	Submit Application for Teaching Assistantship. All previous steps must be completed before application will be considered.	Department	March 15 <sup>th</sup> . Decisions will be made in mid-April.
3.	Contact Director of Graduate Program upon arrival on campus	Student	First week of first semester as graduate student
4.	Select advisor	Department	By end of first semester
5.	Fill out Plan of Study	Department Advisor	by the end of first semester
6.	Apply to take comps by sending an e-mail to the Director of the Program.	Director of Program	By May 1 <sup>st</sup> for fall; by December 15 <sup>th</sup> for Spring; by March 15 <sup>th</sup> for end of Spring semester.
7.	Take comprehensive exams.	Director of Program	1 week before onset of fall or spring semesters, or in closed week of the spring semester.
8.	File for admission to candidacy and the formal appointment of a graduate faculty representative.	Program Director	After comprehensive exams are passed
9.	Submit Thesis proposal to committee members and department.	Thesis Advisor	1 week before thesis proposal defense
10.	Defense of thesis proposal	Thesis Advisor	Semester after passing the comprehensive exams.
11.	Submit "Final program of Study" to graduate school	Graduate School	1 semester before intended graduation

12.	Pay diploma fee	Graduate School	Prior to graduation
13.	Submit final draft of thesis to each member of thesis committee plus one copy to department.	Thesis Advisor	No later than 2 weeks prior to oral defense
14.	Notify Graduate School about defense schedule.	Thesis Advisor	At least one week prior to defense.
15.	Defend thesis	Thesis Advisor	No later than 2 weeks before end of semester of graduation.
16.	Make final thesis corrections and ship for binding.		Within 2 weeks following thesis defense
17.	Submit to the Graduate School: a copy of the signed letter to the bindery , 2 copies of the abstract , a copy of the thesis in final form, the insurance postal receipt for the thesis copies mailed to the bindery, a signed copy of the committee approval page, a signed copy of the student Copy Authorization page, and a copy of the money order being sent to the bindery.	Graduate School	Within 2 weeks following thesis defense
18.	Distribute four copies of thesis to archives, library, thesis advisor, and department		

# APPENDICES

## APPENDIX A GRADUATE COURSE DESCRIPTION

**SOC g503 Contemporary Sociological Theory 3 Credits.** Survey and appraisal of sociological theories since 1945: structural functionalism, rational choice, conflict, symbolic interactionism, and phenomenology.

**SOC g508 Advanced Statistical Analysis 3 Credits.** Emphasizes advanced techniques in research design, data measurement, and multivariate analysis utilizing computer application. PREREQ: SOC. 207

**SOC g513 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.

**SOC g531 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.

**SOC g562 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.

**SOC g582 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 g591 Topics in Sociology 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 567 Community Networking: Cultivating the Sociological Imagination. 3 credits.** Advanced study of the sociology of the community through readings, class discussions, lectures, and a community networking internship.

**SOC 600 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 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.

**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 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.

**SOC 649 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.

**SOC 650 Thesis 1-6 Credits.** Research, analysis, and writing of master's thesis. 6 credits of SOC 650 are required for graduation. Continuous enrollment at a minimum of 1 credit must be maintained until the thesis is defended. May be repeated.

## **APPENDIX B DIRECTIONS FOR PREPARING THESIS**

The following are general instructions for the preparation of thesis for a master's degree in sociology at Idaho State University. The instructions are excerpts from the "Instructions for preparing Theses, Dissertations, Doctor of Arts Papers, and Professional Projects" published by the Graduate School and posted online at [http://www.isu.edu/graduate/pdf/Thesis\\_Dissertation\\_Instructions.pdf](http://www.isu.edu/graduate/pdf/Thesis_Dissertation_Instructions.pdf).

### **Photocopy and Use Authorization**

All theses submitted to Idaho State University 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 theses 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 theses/dissertations in order to secure permission to copy. In the interest of making a student's research available to appropriate parties, all theses now include a Photocopy and Use Authorization form in the preliminary pages. The form should be completed appropriately to indicate that permission is granted to copy the thesis for scholarly purposes.

### **Thesis Abstract**

The student should prepare an abstract describing the essential content of the thesis in 150 words or less, double-spaced. The student is required to submit two (2) copies on appropriate thesis paper to the Graduate School.

### **Style**

Each student who undertakes to write a thesis or dissertation should study the style manual approved by the department. The style manual approved for sociology is the style manual of the American Sociological Association. Manuals are available in the Department, the University Bookstore, the Eli Oboler Library, or online at <http://www.asanet.org>.

### **Format**

#### **Paper**

The thesis/dissertation must be presented on appropriate paper, 20 pound bond with at least 20% rag content, with 25% preferred in order to ensure 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, there should be no omissions or smears, and there should be a minimum of process defects. Photocopies should fall within acceptable margin standards as detailed below. Mimeographed materials that are to be bound as a part of an appendix must also be reproduced on appropriate paper. Approved quality paper is available at Total Copy (located in the Student Union Building), office supply stores, and copy centers such as Kinko's.

#### **Margins**

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

**For questions on format, consult the appropriate style manual or contact:**

Graduate School  
Idaho State University  
921 S 8th Avenue, Stop 8075  
Pocatello, ID 83209-8075  
Office Phone: 282-2229; [plandonn@isu.edu](mailto:plandonn@isu.edu)

**For assistance with or questions on statistics, contact:**

Teri Peterson  
Statistical Consulting  
Business Administration 523  
Office Phone: 282-4861; [peteteri@isu.edu](mailto:peteteri@isu.edu)

**Thesis Page Order Model**

The thesis should be arranged according to the approved style manual.

1. Photocopy and Use Authorization
2. Title page
3. Copyright page (if appropriate)
4. Committee Approval page
5. Human Subjects Committee Approval page (if appropriate)
6. Acknowledgment page/s (if appropriate)
7. Table of Contents
8. List of Illustrations (if appropriate)
9. List of Figures (if appropriate)
10. List of Tables (if appropriate)
11. List of Abbreviations (if appropriate)
12. Glossary (if appropriate)
13. Abstract
14. Dedication (if appropriate)
15. Text of the thesis
16. References
17. Appendixes

**Pagination**

Preliminary pages are all numbered with lowercase roman numerals centered at the bottom of the page. All other pages, text, notes, references, and so on are numbered according to the pagination guideline or rules stated in the style manual.

**Type Style and Corrections**

Theses/dissertations are to be typed according to style manual specifications. If not specified in the style manual, a type style such as **Times New Roman, Courier, Prestige**, etc. should be used. Font size should be 12 except for specialized purposes such as equations or labels for tables or graphs. A script type style is unacceptable. The thesis/dissertation must be printed on a laser-quality printer. Dot matrix or draft quality printing is not acceptable. No pencil or ink corrections are permitted on any copies of the thesis/dissertation that is submitted for binding.

## Arrangement of Text

Arrangement of the sections within the text may or may not be defined in the department-approved style manual. Students should discuss textual arrangement with their committee members. The basic arrangement listed below is intended as a guideline and will not be applicable to all thesis/ dissertations.

### I. Introduction

- Statement of the Problem/Statement of Purpose
- Research Questions/Goals/Etc.
- Definitions
- Assumptions/Limitations/Delimitations
- Significance of the Study

### II. Review of Literature

### III. Methodology (Research and Process Procedures)

### IV. Results/Findings

### V. Discussion/Conclusions/Summary

- Discussion of research finding
- Future research possibilities/questions for future inquiry

## Required Forms

Theses/dissertations will contain signed copies of required forms including Photocopy and Use Authorization and Committee Approval forms. In addition, other forms may be required for compliance with federal regulations. These forms may include those related to human subjects, animal welfare, hazardous waste control, biosafety, radiation safety, reactor safety, technical safety. **Students should consult their committees or the Graduate School to ensure inclusion of the necessary forms.** Forms can be obtained from the office or committee in charge of compliance.

All forms required by federal regulations must be completed, signed, and on file with the Graduate School **prior** to the collection of data. Failure to follow required procedures regarding these forms may result in the rejection of the thesis/dissertation by the Dean of the Graduate School.

## Committee Approval Form

Each thesis will contain a committee approval form signed by the committee members only after **final** acceptance of the thesis. Prior to final acceptance, each member of the candidate's committee should carefully examine a draft that is essentially a final copy of the thesis. Excessive numbers of corrections may warrant that a second or third draft be reviewed by the committee before committee members' signatures can be given. All theses are finally approved after an oral examination. **Final form includes any and all inserted material--e.g., maps, photographs, plates, and so on.** If any committee member questions whether or not the substance or form of the thesis is adequate, the committee as a whole decides if the thesis is sufficiently prepared for an oral examination. If it is determined that deficiencies may be cleared up during the oral examination, the examining committee conducts the oral examination on the scheduled date. Only after the oral examination, and with the permission of the committee, may a student prepare the final copies for binding. No committee member is authorized to sign the approval forms after the thesis has been sent to the bindery. Students who send their thesis to the bindery without the signed approval forms shall bear the cost of new copies being sent to the bindery with the appropriate signed approval forms.

**The final thesis/dissertation clearance must be in the Graduate School within two (2) weeks following the oral examination.**

## **Binding**

The Graduate School authorizes one bindery:

Utah Book Bindery  
573 West 4800 South  
Murray, Utah 84123

### **Binding Color**

All university-required copies are to be bound in #192: dark maroon (\$25 each). Personal student copies may be of a different color and will cost \$10.00 extra per copy, for a total of \$35.00 for each personal copy.

### **Binding Prices**

University-required copies, color #192	\$25.00 ea.
Personal copies, color #192	25.00 ea.
Personal copies, color other than #192	35.00 ea.
Perforated paper for filler	5.00 ea.

All copies, including any personal copies, will be mailed to the Graduate School, per the sample letter.

### **Thesis/Dissertation Binding**

The university requires four (4) bound copies of the thesis, four (4) bound and one (1) unbound copy of the dissertation to be submitted to the Graduate School. Subsequently, the Graduate School sends two copies to the library, one copy to the student's department, and one (1) copy to the student's thesis/dissertation advisor. In addition, the **unbound** copy of the dissertation is submitted to the Graduate School for microfilming purposes. Manuscripts over three and one-half (3 ½) inches thick must be bound in two volumes and the student must pay the double costs involved in binding two-volume theses/dissertations. Any bound copies a student desires for the student's own use must be ordered in addition to the four required by the University. The student is responsible for boxing and mailing the thesis/dissertation copies to the bindery. The student should enclose in the package a set of binding instructions.

There is a special postal rate for books and manuscripts. The student should write the statement, "Media Rate" on the package containing the copies of the document. The student must insure the package--minimum insurance is acceptable.

### **Thesis Clearance**

The student must submit to the Graduate School the following items two (2) weeks following the final oral examination.

1. A copy of the signed letter to the bindery
2. Two (2) copies of the abstract
3. One (1) copy of the thesis in final form
4. The insurance postal receipt for the thesis copies mailed to the bindery
5. A signed copy of the committee approval page
6. A signed copy of the student Copy Authorization page
7. A copy of the money order being sent to the bindery

**The Major Advisor is responsible for the timely reporting of the grade change for the thesis to the Registrar's Office. This grade change should be submitted no later than two (2) weeks after semester's end.**

**The student, major advisor, and members of the thesis committee are responsible for all matters of accuracy related to form and content of the final thesis product.**

**APPLICATION FOR GRADUATE TEACHING ASSISTANTSHIP**

Sociology Graduate Program, Idaho State University

An individual applying for a graduate teaching assistantship should complete and submit this application, a statement of interest, and two letters of recommendation to the Director of the Graduate Program in the Department of Sociology, Social Work and Criminal Justice at 921 South 8<sup>th</sup> Avenue, Stop 8114, Pocatello, Idaho, 83209-8114.

In addition, the applicant must complete the Application to Admission to Graduate School.

**The deadline for application for a graduate teaching assistantship is March 15.**

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Have you ever been a teaching assistant? Yes \_\_\_\_ No \_\_\_\_ Where? \_\_\_\_\_

List the courses in which you have been a teaching assistant: \_\_\_\_\_

\_\_\_\_\_

Have you ever taken the full responsibility of teaching a course? Yes \_\_\_\_ No \_\_\_\_

If yes, please list courses: \_\_\_\_\_

\_\_\_\_\_

If you have been employed during college or after graduation, please list the positions you have held and their duties: \_\_\_\_\_

\_\_\_\_\_

Please list your long-range educational and professional objective:

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Idaho State University  
Masters of Arts in Sociology  
Plan of Study**

Name: \_\_\_\_\_ Bengal ID: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

Classified  Classified (with Performance Requirements)  Unclassified

**Pre-requisites to Program or approved Equivalents**

\_\_\_\_ Introduction to Sociology (SOC 101)                      \_\_\_\_ Social Theory (SOC 301/ SOC 403)  
\_\_\_\_ Social Statistics (SOC 207)                              \_\_\_\_ Sociological Methods (SOC 206)  
\_\_\_\_ Other: \_\_\_\_\_

**Plan of Study**

**Required Courses (15-18 credits)**

**Semester you plan to take class**

SOC 502 Proseminar in Sociology	_____
SOC 508 Statistical Analysis	_____
SOC 600 Comparative Sociological Theories	_____
SOC 603 Topics in Methods	_____
SOC 650 Thesis (minimum 6 credits)	_____

**Sociology Electives (15-18 credits) – Please list semester you plan to take e.g. [F08]**

1. _____ [ ]	_____ [ ]
2. _____ [ ]	_____ [ ]
3. _____ [ ]	_____ [ ]
4. _____ [ ]	_____ [ ]
5. _____ [ ]	_____ [ ]
6. _____ [ ]	_____ [ ]

**Total Number of Credits Taken:** \_\_\_\_\_

**Minimum Total Credits: 33**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Graduate Program Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Original to Student File

Copy to Student

