

**EASTERN MICHIGAN UNIVERSITY**

**DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY, &  
CRIMINOLOGY**

**GRADUATE STUDENT HANDBOOK**

Eastern Michigan University  
Department of Sociology, Anthropology, & Criminology  
Graduate Student Handbook

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## THE GOAL OF THIS HANDBOOK

The goal of this handbook is two-fold. First, this handbook aims to present **prospective** students with both general information about graduate M.A. programs as well as specific information about graduate M.A. programs offered through Eastern Michigan University's Sociology Anthropology and Criminology department (including information about the application process).

A second aim of this handbook is to serve as a reference for our **current** graduate students who may have questions about course offerings, thesis and non-thesis papers, funding, and other resources and opportunities.

Whether you are a prospective or a current student, we hope you find this handbook to be a valuable resource to you. If you have any additional questions, please do not hesitate to reach out to our graduate coordinators—you can find their contact information here: <http://www.emich.edu/sac/programs/graduate.php>

***Important note for both Current and Prospective Students:*** Most of the faculty at Eastern Michigan University are readily available to students during the academic year only. That is, faculty may have no or very limited availability to students during the summer months (including responses to emails and phone calls).

If you need assistance during the summer months, and cannot reach the faculty member you would like to, please contact our office staff, who may be able to direct your question to an available staff or administrator:

Sociology Anthropology & Criminology Department  
712 Pray Harrold  
Ypsilanti, MI 48197  
734-487-0012

## APPLYING TO OUR MASTER OF ART (M.A.) PROGRAMS

### WHY AN MA?

The decision to pursue a graduate degree is a personal decision for each student, and one that should not be taken lightly. A 2015 report from the Bureau of Labor Statistics encourages prospective students to consider at least four factors before applying to any MA program. We note an adopted version here:

<b>Factor:</b>	<b>Questions to Consider:</b>
Career Objectives	<i>Where do you want to work and what would you like to do?</i>
Earning Potential	<i>What kind of salary can you earn with this degree?</i>
Cost	<i>How much does the degree cost? Will you need to take on debt to pay for the degree?</i>
Alternatives	<i>Are there alternative paths to reaching your career objectives that are more appealing to you?</i>

As you consider these factors, reading this handbook, exploring our website (<http://www.emich.edu/sac/>), and reaching out to our faculty, current students, and alumni are great ways to help you decide if our MA program is right for you. A number of our graduate students recently shared some of the reasons that made our program the best fit for them. Some of these reasons include (1) paid student assistantships (see page 26), (2) evening classes, (3) our faculty (see page 35), and (4) positive experiences in one of EMU's undergraduate programs of study.

Students also might want to explore:

- Torpey, E. & Terrell, D. September 2015. Should I get a master's degree? Bureau of Labor Statistics.  
<http://www.bls.gov/careeroutlook/2015/article/should-i-get-a-masters-degree.htm>
- The U.S. Department of Labor's Occupational Outlook Handbook:  
<http://www.bls.gov/ooh/>
- The American Sociological Association: "What Can I Do with a Master's Degree in Sociology? A Study of Master's Candidates."  
<http://www.asanet.org/research/masters.cfm>

### GOALS OF EACH PROGRAM

Our department currently offers four different M.A. programs: (1) Criminology & Criminal Justice, (2) Schools, Society, & Violence, (3) Sociology, and (4) Sociology: Applied Research Specialty. Below we provide a statement of program specific aims for each program, respectively.

### **M.A. in Criminology & Criminal Justice**

The M. A. in Criminology & Criminal Justice program provides students with a multidisciplinary understanding of crime and justice within the framework of broader social processes. The program is designed to develop students' skills in research, program planning, and policy evaluation in criminology and criminal justice. These skills will strengthen the professional qualifications of people already employed in the industry. The curriculum will also prepare students for careers in post-secondary education or doctoral study in behavioral or social science. The analytical skills stressed by this program enable students to identify and assess the oftentimes conflicting objectives of criminal justice and to investigate basic issues and practical problems in criminology and the administration of criminal justice.

Learn more by visiting our website:

<http://www.emich.edu/sac/programs/graduate/criminologyandcriminaljustice.php>

### **M.A. in Schools, Society, & Violence**

The M.A. in Schools, Society, and Violence (SSV) program is an interdisciplinary program of study, intended for students who want to pursue advanced studies in conflict, crime and cooperation in the school context. Through this program, students will gain an understanding of theoretical concepts, methodological techniques and the application of substantive interdisciplinary knowledge, enabling them to analyze, understand and effectively intervene to reduce harmful relational and institutional practices in school settings. Upon successful completion of this program, students will be able to demonstrate: (1) the ability to analyze complex problems associated with school violence, through written and oral forms, (2) an understanding of the larger social, historical, economic and ideological context producing violent social relations within schools, (3) competence in qualitative and quantitative research methods, and (4) the ability to create positive solutions to school violence.

Learn more by visiting our website:

<http://www.emich.edu/sac/programs/graduate/schoolssocietyandviolence.php>

### **M.A. in Sociology**

The aim of the M.A. in Sociology program is to provide students with the knowledge in theory and methodology needed to pursue a Ph.D. in Sociology and related fields, teach in post-secondary institutions, or pursue a public or private sector career. As such, the M.A. in Sociology program addresses three goals: (1) To allow students to develop skills necessary to secure employment in Sociology and related fields, (2) To equip students with advanced sociological training in theory and methods in preparation for the pursuit of doctoral degrees, and (3) To

equip students with advanced sociological education in preparation to teach in post-secondary institutions.

Learn more by visiting our website:

<http://www.emich.edu/sac/programs/graduate/sociology.php>

### **M.A. in Sociology: Applied Research Specialty**

The aim of the M.A. in Sociology-- Applied Research Specialty program is to provide advanced sociological training, with specific emphasis on methodology. To prepare students for responsible positions in applied areas of Sociology, this program maintains three goals: (1) To provide knowledge and skills needed for careers in applied research, (2) Increase knowledge and skills for students already employed in fields of sociology, in the private and public sectors, and (3) Prepare students to pursue a Ph.D. in Sociology, or teach in post-secondary education.

Learn more by visiting our website:

<http://www.emich.edu/sac/programs/graduate/sociologyappliedresearchspecialty.php>

### **ALUMNI**

Learning about an MA program's alumni is a great way to discover some of the possibilities for what you can do with an MA. We are proud of our alumni, who have gone on to pursue a range of career ambitions. Some of our M.A. graduates, for example, pursue doctoral degrees, serve in law enforcement, aid children and families as case managers, or teach at the college or university level. Read more about their paths and their numerous accomplishments by visiting:

<http://www.emich.edu/sac/alumni/index.php>.

### **THE APPLICATION PROCESS**

Students who are interested in applying to our program should begin the applications process early, and allow themselves enough time to gather and submit required materials. In general, students should (1) Ensure they meet admission requirements for their program of interest, (2) Gather and submit required application materials by required deadlines.

#### **Deadlines**

As students review this information and complete their applications, students should keep in mind the following important deadlines:

If you are a **domestic** student:

<b>If you would like to begin your MA program in....</b>	<b>Then your completed application should be received on or before...</b>
The Fall Semester	June 30 <sup>th</sup>
The Winter Semester	November 30 <sup>th</sup>

If you are an **international\*** student:

<b>If you would like to begin your MA program in....</b>	<b>Then your completed application should be received on or before...</b>
The Fall Semester	June 30 <sup>th</sup>
The Winter Semester	November 30 <sup>th</sup>

\* Per the Graduate School: Applicants who are not U.S. citizens or who have transcripts from outside the United States are subject to the deadlines for international students. International applicants who need an I-20 should apply as early as possible. Applicants for non-degree status cannot be on an F-1 visa.

**NOTE:** Students who would like to be considered for graduate school scholarships and fellowships should apply **earlier**. Please see ‘Resources and Opportunities for Graduate Students’ in this handbook, and visit:  
[http://www.emich.edu/graduate/financial\\_assistance/scholarships/graduate\\_scholarships.php](http://www.emich.edu/graduate/financial_assistance/scholarships/graduate_scholarships.php)  
 And [http://www.emich.edu/graduate/prospective\\_students/admissions/deadlines.php](http://www.emich.edu/graduate/prospective_students/admissions/deadlines.php)

### **Admission Requirements & Application Materials**

Before applying to our program, interested students should ensure they meet the minimum requirements for admission. In order to be considered for admission into any of our M.A. programs, interested students must meet two sets of requirements: one set from the graduate school, and another set from the specific M.A. program in which they are applying. *Please note that meeting all of the requirements does not in itself guarantee admission into the program.*

Interested students who determine that they meet the minimum admission requirements should then proceed to gather and submit the materials required for the program they are interested in. Similar to the admission requirements, students must meet demands of both the Graduate School and the MA program of study they are interested in. Please note, however, that according to the Graduate School, students who do not meet minimum admission requirements **may** be considered for conditional admission.

Below we note the admission requirements and application materials required for each of our four MA programs.



To Apply to Sociology, Anthropology, & Criminology's **M.A. in Criminology & Criminal Justice** Program:

<b>Requirements to apply:</b>
<input type="checkbox"/> A four-year baccalaureate degree from a regionally accredited U.S. institution, or an equivalent degree from a non-U.S. institution; and <input type="checkbox"/> At least a 3.0 Undergraduate GPA

<b>Materials to submit by appropriate deadline*^</b>	
<i>Item to submit:</i>	<i>Where to submit completed item:</i>
<input type="checkbox"/> An application to the graduate school	Complete the form online at: <a href="http://www.emich.edu/graduate/apply/">http://www.emich.edu/graduate/apply/</a>
<input type="checkbox"/> An application fee of \$45.00	Payable online after completing the application to graduate school (above)
<input type="checkbox"/> Official Transcripts from all previously attended colleges/universities † <input type="checkbox"/> A two-to-three page personal statement that highlights the manner in which past academic, employment, volunteer or other relevant personal experiences have shaped the applicant's interest in a master's degree in criminology and criminal justice. Applicants should also discuss the manner in which this degree will enhance their future career plans.  <input type="checkbox"/> Two letters of reference. Letters may be from academic or employment sources.  <input type="checkbox"/> A full resume	Mail to: Eastern Michigan University Office of Admissions PO Box 970 Ypsilanti, MI 48197

\* Deadlines are indicated in the handbook on page 8 or online at:

[http://www.emich.edu/graduate/prospective\\_students/admissions/deadlines.php](http://www.emich.edu/graduate/prospective_students/admissions/deadlines.php)

^ International graduate students have additional materials to submit. Please visit [http://www.emich.edu/graduate/prospective\\_students/admissions/requirements.php](http://www.emich.edu/graduate/prospective_students/admissions/requirements.php) for more information on these requirements.

† EMU alumni do not need to request official transcripts

To Apply to Sociology, Anthropology, & Criminology's **M.A. in Schools, Society & Violence** Program:

<b>Requirements to apply:</b>
<input type="checkbox"/> A four-year baccalaureate degree from a regionally accredited U.S. institution, or an equivalent degree from a non-U.S. institution; and <input type="checkbox"/> At least a 2.7 Undergraduate GPA

<b>Materials to submit by appropriate deadline*^</b>	
<i>Item to submit:</i>	<i>Where to submit completed item:</i>
<input type="checkbox"/> An application to the graduate school	Complete the form online at: <a href="http://www.emich.edu/graduate/apply/">http://www.emich.edu/graduate/apply/</a>
<input type="checkbox"/> An application fee of \$45.00	Payable online after completing the application to graduate school (above)
<input type="checkbox"/> Official Transcripts from all previously attended colleges/universities† <input type="checkbox"/> Letter of interest describing the applicant's career goals and reasons for pursuing this master's degree  <input type="checkbox"/> Two letters of recommendation that address the applicant's professional commitment, experience, and potential.	Mail to: Eastern Michigan University Office of Admissions PO Box 970 Ypsilanti, MI 48197

\* Deadlines are indicated in the handbook on page 8 or online at:

[http://www.emich.edu/graduate/prospective\\_students/admissions/deadlines.php](http://www.emich.edu/graduate/prospective_students/admissions/deadlines.php)

^ International graduate students have additional materials to submit. Please visit [http://www.emich.edu/graduate/prospective\\_students/admissions/requirements.php](http://www.emich.edu/graduate/prospective_students/admissions/requirements.php) for more information on these requirements.

† EMU alumni do not need to request official transcripts

To Apply to Sociology, Anthropology, & Criminology's **M.A. in Sociology** Program:

<b>Requirements to apply:</b>
<input type="checkbox"/> A four-year baccalaureate degree from a regionally accredited U.S. institution, or an equivalent degree from a non-U.S. institution; and <input type="checkbox"/> At least a 3.0 Undergraduate GPA*

\* If the GPA is below 3.0, applicants should contact the graduate coordinator, who may request that the student attain a score at the 60th percentile on the GRE. A GRE score is not required if the GPA is 3.0 or above

<b>Materials to submit by appropriate deadline*^</b>	
<i>Item to submit:</i>	<i>Where to submit completed item:</i>
<input type="checkbox"/> An application to the graduate school	Complete the form online at: <a href="http://www.emich.edu/graduate/apply/">http://www.emich.edu/graduate/apply/</a>
<input type="checkbox"/> An application fee of \$45.00	Payable online after completing the application to graduate school (above)
<input type="checkbox"/> Official Transcripts from all previously attended colleges/universities † <input type="checkbox"/> Two-to-three-page personal statement, highlighting the manner in which past academic, employment, volunteer or other relevant personal experiences have shaped the applicant's interest in a graduate degree in sociology. Applicants should also discuss the manner in which this degree will enhance their future career plans <input type="checkbox"/> Two letters of reference, from either academic or employment sources.	Mail to: Eastern Michigan University Office of Admissions PO Box 970 Ypsilanti, MI 48197

\* Deadlines are indicated in the handbook on page 8 or online at:

[http://www.emich.edu/graduate/prospective\\_students/admissions/deadlines.php](http://www.emich.edu/graduate/prospective_students/admissions/deadlines.php)

^ International graduate students have additional materials to submit. Please visit [http://www.emich.edu/graduate/prospective\\_students/admissions/requirements.php](http://www.emich.edu/graduate/prospective_students/admissions/requirements.php) for more information on these requirements.

† EMU alumni do not need to request official transcripts

To Apply to Sociology, Anthropology, & Criminology’s **M.A. in Sociology – Applied Research Specialty** Program:

<b>Requirements to apply:</b>
<input type="checkbox"/> A four-year baccalaureate degree from a regionally accredited U.S. institution, or an equivalent degree from a non-U.S. institution; <input type="checkbox"/> At least a 3.0 Undergraduate GPA*

\* If the GPA is below 3.0, applicants should contact the graduate coordinator, who may request that the student attain a score at the 60th percentile on the GRE. A GRE score is not required if the GPA is 3.0 or above

<b>Materials to submit by appropriate deadline*^</b>	
<i>Item to submit:</i>	<i>Where to submit completed item:</i>
<input type="checkbox"/> An application to the graduate school	Complete the form online at: <a href="http://www.emich.edu/graduate/apply/">http://www.emich.edu/graduate/apply/</a>
<input type="checkbox"/> An application fee of \$45.00	Payable online after completing the application to graduate school (above)
<input type="checkbox"/> Official Transcripts from all previously attended colleges/universities† <input type="checkbox"/> Two-to-three-page personal statement, highlighting the manner in which past academic, employment, volunteer or other relevant personal experiences have shaped the applicant’s interest in a master’s degree in sociology. Applicants should also discuss the manner in which this degree will enhance their future career plans  <input type="checkbox"/> Two letters of reference, from either academic or employment sources.	Mail to: Eastern Michigan University Office of Admissions PO Box 970 Ypsilanti, MI 48197

\* Deadlines are indicated in the handbook on page 8 or online at:

[http://www.emich.edu/graduate/prospective\\_students/admissions/deadlines.php](http://www.emich.edu/graduate/prospective_students/admissions/deadlines.php)

^ International graduate students have additional materials to submit. Please visit [http://www.emich.edu/graduate/prospective\\_students/admissions/requirements.php](http://www.emich.edu/graduate/prospective_students/admissions/requirements.php) for more information on these requirements.

† EMU alumni do not need to request official transcripts

## OVERVIEW OF M.A. COURSEWORK

### DEGREE REQUIREMENTS

Students enrolled in all of our M.A. programs will take courses with one another, and often, in the company of EMU students enrolled in graduate programs across campus. Sociology, Anthropology, and Criminology faculty teach the courses for all of SAC's M.A. programs, with the exception of the SSV M.A. program, which curriculum features courses taught by faculty in the Education and Social Foundations in Community Education departments. Below, we present our program degree requirements.

Please note that all of our graduate classes meet once per week and are offered Monday through Thursday. Classes are typically scheduled to begin in the late afternoon or early evening.

Each of our degree programs requires students to enroll in a number of **electives**. Departmental Graduate Electives are offered every Fall and Winter and are driven by faculty availability and expertise. Students may also take graduate courses outside the department to satisfy elective requirements but may only do so with graduate coordinator approval.

Examples of departmental graduate electives offered in the past include:

Controversies in Policing	Sociology of Crime & its Correction
Global Criminology	Domestic Violence & Sexual Assault
Social Deviance	Methods in Social Program Evaluation
The Family as an Institution	Contemporary Community Structures
Gendered Globalization	Advanced Survey Design
Social Psychology	Media, Crime, & Justice

New departmental electives are also being designed!

Students in our MA programs should also note that they are bound by the policies in the EMU student handbook as well as graduate school policies. For further information, see p. 35 and visit: <http://www.emich.edu/graduate/policies/index.php>

**Important Note:** ALL students in ALL of our MA Programs are expected to schedule an appointment with their respective graduate advisor during their first semester in the program. Failure to do so may result in dismissal from the program. Find the contact information for our graduate coordinators here:

<http://www.emich.edu/sac/programs/graduate.php>

**M.A. in Criminology & Criminal Justice: Degree Requirements & Plan of Study**  
 Students are Required to Take 31 Total Hours as Described Below:

**REQUIRED COURSES [13 Credits Total]:**

<b>Course #</b>	<b>Course Name</b>	<b>Term Offered</b>	<b>Credit Hours</b>
CRM 676	Graduate Pro-Seminar	Fall	1
CRM 610	Theories of Criminal Behavior	Fall	3
CRM 677	Methods in Social Research I	Fall	3
CRM 630	Quantitative Analysis I	Winter	3
CRM 636	Qualitative Analysis	Winter	3

**ELECTIVES\* [12 Credits Total]:**

<b>Course #</b>	<b>Course Name</b>	<b>Term Offered</b>	<b>Credit Hours</b>
_____	_____	[Any]	3
_____	_____	[Any]	3
_____	_____	[Any]	3
_____	_____	[Any]	3

**THESIS OPTION [6 Credits Total]:**

<b>Course #</b>	<b>Course Name</b>	<b>Term Offered</b>	<b>Credit Hours</b>
CRM 689	Thesis Proposal	[Any]	3
CRM 692	Thesis Research & Writing†	[Any]	3

**NON-THESIS OPTION [6 Credits Total]:**

*Students choosing not to write a thesis must complete two additional elective courses that deal with either methodological, substantive, or theoretical issues in criminology and criminal justice. These courses must be selected in consultation with the graduate coordinator.*

<b>Course #</b>	<b>Course Name</b>	<b>Term Offered</b>	<b>Credit Hours</b>
_____	_____	[Any]	3
_____	_____	[Any]	3

\*Students may take any departmental graduate-level courses AND/OR Graduate-level classes offered in other departments with coordinator approval.

† CRM 689 Thesis Proposal must be completed before CRM 692 Research and Writing

**M.A. in Schools, Society, & Violence: Degree Requirements**

<i>Select 31 Total Hours Across all Areas as Instructed Below</i>					
<b><u>Core Courses: Crime, Conflict, &amp; Cooperation</u></b>			<b><u>Substantive Focus: Discipline, Schooling and Social Control</u></b>		<b><u>Thesis/Non-Thesis Project</u></b>
Foundation Requirements	Research Methods Requirements	Theoretical Course Requirements	Core Courses	Restricted Elective Courses*	
<i>3 Hours</i>	<i>6 Hours</i>	<i>11 Hours</i>	<i>5 Hours</i>	<i>2-7 Hours</i>	<i>0 – 4 Hours</i>
<b>CRM 521 / SOCL 521:</b> Violence & Nonviolence (3 hrs)	<b>EDPS 687:</b> Qualitative/ Interpretive Research (3 hrs)  <i>OR</i>  <b>SOCL 678:</b> Methods in Social Program Evaluation (3 hrs)	<b>SOCL 508:</b> Advanced Social Psychology (3 hrs)  <b>SOCL 560 / CRM 560:</b> Domestic Violence & Sexual Assault (3 hrs)  <b>SOFD 572:</b> The History of American Schooling & Literacy (3 hrs)  <b>SOFD 580:</b> Sociology of Education (2 hrs)	<b>SOFD 541:</b> Field Studies in Education (2 hrs)  <b>SOFD 640:</b> Peace Education (3 hrs)	<b>CRM 650:</b> Media, Crime & Justice (3 hrs)  <b>EDPS 617:</b> Children in Poverty: Educational Implications (3 hrs)  <b>SOFD 535:</b> Multicultural and International Education (2 hrs)  <b>SOFD / WGST 581:</b> Gender & Education (3 hrs)	<b>SOCL / SOFD 690</b> (1 hr): Thesis  <b>SOCL / SOFD 691</b> (2 hrs): Thesis  <b>SOCL / SOFD 692</b> (3 hrs): Thesis

\* Students may also use Independent Studies to fulfill the Restricted Elective Credit Hours: CRM / SOCL 697 (1 hr); CRM / SOCL 698 (2 hrs); CRM 699 / SOCL 699 (3 hrs). Independent studies must be registered with at least one faculty member, and students should discuss this with the faculty member *before* registering Independent Study hours.

**M.A. in Sociology: Degree Requirements & Plan of Study**  
 Students are Required to Take 31 Total Hours as Described Below:

**REQUIRED COURSES [13 Credits Total]:**

Course #	Course Name	Term Offered	Credit Hours
SOCL 676	Graduate Pro-Seminar	Fall	1
SOCL 640	Advanced Sociological Theory	Fall	3
SOCL 677	Methods in Social Research I	Fall	3
SOCL 630	Quantitative Analysis I	Winter	3
SOCL 636	Qualitative Analysis	Winter	3

**ELECTIVES\* [12 Credits Total]:**

Course #	Course Name	Term Offered	Credit Hours
_____	_____	[Any]	3
_____	_____	[Any]	3
_____	_____	[Any]	3
_____	_____	[Any]	3

**THESIS OPTION [6 Credits Total]:**

Course #	Course Name	Term Offered	Credit Hours
SOCL 689	Thesis Proposal	[Any]	3
SOCL 692	Thesis Research & Writing†	[Any]	3

**NON-THESIS OPTION [6 Credits Total]:**

*Students choosing not to write a thesis must complete two additional elective courses that deal with either methodological, substantive, or theoretical issues in criminology and criminal justice. These courses must be selected in consultation with the graduate coordinator.*

Course #	Course Name	Term Offered	Credit Hours
_____	_____	[Any]	3
_____	_____	[Any]	3

\*Students may take any departmental graduate-level courses AND/OR Graduate-level classes offered in other departments with coordinator approval.

† SOCL 689 Thesis Proposal must be completed before SOCL 692 Research and Writing



## M.A. in Sociology: Applied Research Specialty Degree Requirements & Plan of Study

Students are Required to Take 31 Total Hours as Described Below:

### REQUIRED COURSES [13 Credits Total]:

Course #	Course Name	Term Offered	Credit Hours
SOCL 676	Graduate Pro-Seminar	Fall	1
SOCL 640	Advanced Sociological Theory	Fall	3
SOCL 677	Methods in Social Research I	Fall	3
SOCL 630	Quantitative Analysis I	Winter	3
SOCL 636	Qualitative Analysis	Winter	3

### APPLIED RESEARCH CONCENTRATION\* [6 Credits Total]:

Course #	Course Name	Term Offered	Credit Hours
_____	_____	[Any]	3
_____	_____	[Any]	3

### ELECTIVES\*\* [6 Credits Total]:

Course #	Course Name	Term Offered	Credit Hours
_____	_____	[Any]	3
_____	_____	[Any]	3

### THESIS OPTION [6 Credits Total]:

Course #	Course Name	Term Offered	Credit Hours
SOCL 689	Thesis Proposal	[Any]	3
SOCL 692	Thesis Research & Writing†	[Any]	3

### NON-THESIS OPTION [6 Credits Total]:

*Students choosing not to write a thesis must complete two additional elective courses that deal with either methodological, substantive, or theoretical issues in criminology and criminal justice. These courses must be selected in consultation with the graduate coordinator.*

Course #	Course Name	Term Offered	Credit Hours
_____	_____	[Any]	3
_____	_____	[Any]	3

\*Students may take any departmental graduate-level courses in research methodology (e.g., SOCL 616: Advanced Survey Design, SOCL 678: Methods in Social Program Evaluation, SOCL 631: Quantitative Analysis in Social Research II, SOCL 682: Methods in Social Research II, SOCL 662: Supervised Field Experience, or SOCL 504: Demographic Analysis) with coordinator approval.

\*\*Students may take any departmental graduate-level courses AND/OR Graduate-level classes offered in other departments with coordinator approval.

† SOCL 689 Thesis Proposal must be completed before SOCL 692 Research and Writing

## THE M.A. THESIS

### WHAT IS A THESIS?

A thesis is a major research project that culminates in a significant contribution to scholarly knowledge in at least one discipline. The aim of a thesis project is the production of scholarly knowledge. Our curriculum is designed to teach students how to comprehend and produce social science research (as it relates to the respective program discipline), and a thesis project can allow students to demonstrate mastery of these two skills. Students are responsible for developing an appropriate thesis topic and research question, as well as a suitable methodology for addressing their research question. Students are expected to assemble a **thesis committee** and request the guidance of one faculty member to serve as a **thesis chair**, all of whom will closely supervise the student's thesis research. When the student has completed a thesis, it will be published online and made publicly available via EMU's library (Digital Commons @ EMU).

In our department, a thesis may involve original data collection (e.g., survey data, field observations, interviews), analysis of secondary data (e.g., use of publicly available online databases), or both. Theses have at least three components: a **thesis proposal** (aka **prospectus**), a **thesis**, and a **thesis defense**. A **thesis proposal** is a written overview of the thesis research question and methodology. The thesis chair determines the length and specific content of the thesis prospectus. After the student completes the thesis proposal, *some* thesis chairs require students to participate in a **thesis proposal defense** (aka **thesis prospectus defense**), where the student will present and discuss their thesis proposal before the chair and thesis committee. At the proposal defense, the student will also field any questions from their thesis committee. Students should clarify with their thesis chair if a thesis proposal defense is expected.

A **thesis** is a thorough write up of the student's study. The **thesis defense** occurs after the completion of the thesis paper, where students present and defend their thesis before their faculty chair and thesis committee. Thesis defenses are public events, announced to all SAC staff and faculty, and students are free to invite friends and family. Thesis defenses are typically 90 minutes to two hours in length. Thesis defenses begin with a student presentation of the thesis, and then proceed to a question and answer session where the student fields questions first from the faculty and then from any audience members who may have questions. Next, the committee asks the students and audience to leave the room so the committee may decide if the student has passed or failed the defense. Finally, the student and audience are invited back into the room where the committee announces whether the student has passed or failed the defense.

While there is no minimum or maximum page number for a thesis, students should be aware that theses are elaborate research endeavors and are much more time and labor intensive than a typical research paper assigned for a class (theses projects are roughly 100-150 pages in length). Our department does not provide a thesis "template," and different faculty may have varying expectations of students with respect to organization of content for M.A. theses. As such, students are encouraged to talk to their thesis chair about an M.A. thesis template or model. Students are also encouraged to view prior thesis

projects that have been produced in our department to get a better understanding of the M.A. thesis. Students can do this by visiting the Department of Sociology, Anthropology, and Criminology via the Digital Commons @ EMU here: <http://commons.emich.edu/sac/> (Click “Master’s Theses” to view prior thesis papers).

Please note that M.A. students in any SAC program are NOT required to write a thesis. M.A. students may opt instead to write a non-thesis M.A. paper (see page 23). This choice is up to the student.

## **OVERVIEW OF THE THESIS PROCESS & SUGGESTED TIMELINE**

The following is a reproduction of “Choosing the Thesis or Non-Thesis Option: Key Phases in the Process (Suggested Timeline for Two Year Completion).” Students are also encouraged to view EMU Graduate School’s “Thesis Manual” as well as the “Approval Process” documents. Both of these documents can be found on the Graduate School’s website at: [http://www.emich.edu/graduate/thesis\\_dissertation/forms.php](http://www.emich.edu/graduate/thesis_dissertation/forms.php)

### **Semester 1**

#### *Phase 1: Reflection*

**This process should begin as early as possible.** Simply by choosing to enter an M.A. program you are acting upon some specific or general interest in your field of study. As you meet professors, take courses, and get to know other students, you should engage in this process of ongoing reflection about your culminating project. Develop your interest and focus in the field, share it with other students, and make a point to discuss your ideas with professors whom you feel might have the necessary expertise to assist you in formulating your ideas. Students are also expected to ensure that their program of study supports their thesis goals by meeting with the graduate coordinator during this semester.

### **Semester 2**

#### *Phase 2: Identify Preliminary Topic and Draft Proposal*

Develop a very preliminary (sketch) proposal of your research project including the major focus of the work, key research you have identified in this area, and a discussion of the potential methodological approach you will adopt.

#### *Phase 3: Selection of Thesis Committee and Register for Thesis Proposal Hours*

Approach faculty members whom you wish to invite to serve on your thesis committee, beginning with the chair. Once a chair is selected, register for Thesis Proposal hours. Students must complete a total of (3) thesis proposal hours. Develop the thesis proposal in consultation with the thesis chair. The proposal is typically developed gradually, as a result of the student’s preliminary research and discussion with their chair and committee members.

*\* It is the policy of SAC that only the department’s faculty members (full time, tenure track faculty—see page 35) can serve as Chair and committee*

*members on thesis committees. The third member from outside SAC or EMU may serve on the committee with approval of the thesis Chair and second reader. For the Interdisciplinary Schools, Society, and Violence MA Program, the same policy applies except that faculty from the College of Education are treated in the same manner as are SAC faculty*

*Phase 4: Secure Approval of the Thesis Proposal and Register for Thesis Research and Writing Hours*

The thesis committee (chair and members) must formally sign off on the thesis proposal, granting their approval to proceed with the project under their supervision. This will happen upon successful completion of the prospectus defense, which should be scheduled and held in this phase. Thesis chairs must initiate the process by which students register for thesis research and writing hours. Students must complete a total of (3) thesis research and writing hours.

*Phase 5: Secure University Human Subjects Review Committee (UHSRC) Approval*

Under the guidance of the thesis chair, student will complete CITI Human Subjects Research Training (see: <https://www.emich.edu/research/resources/citi-training.php>), and also submit a proposal for conducting research involving human subjects to the University's Human Subject Review Committee (see: <https://www.emich.edu/research/compliance/human-subjects/index.php>). Research involving human subjects (primary or secondary data) cannot be carried out until CITI training has been completed and UHSRC approval has been secured.

### **Semester 3**

*Phase 6: Conduct Research*

The committee (especially the thesis chair) must be kept informed of the student's progress at frequent intervals and should monitor the student's work and assist in its development. In so far as possible, the committee should attempt to give the student ample and early warning of any reservations concerning the student's progress and, if necessary, should specify the changes required for thesis acceptance.

### **Semester 4**

*Phase 7: Writing of the Thesis*

A first draft of the thesis should be submitted to the thesis chair and/or to any or all members of the committee according to terms agreed upon by the student and by committee members. Often, the student will provide drafts of the chapters of the thesis as they are written; other times the student and chair will determine that it would be best to have a completed draft all at once. This is a matter for the student and his/her committee members to work out individually and, preferably,

explicitly. However, regular feedback and frequent revisions are typically important ingredients of an excellent thesis.

*Phase 8: Revision of the Thesis Draft*

In accordance with committee comments, draft chapters and/or a draft of the entire thesis will be revised until the student is deemed ready for defense. Again, this may take several rounds of revision.

*Phase 9: Defending the Thesis*

Once the committee is satisfied that the thesis is ready to be defended, the chair will give the student permission to set a date for defense. When the student, the thesis committee chair, and the other committee members agree that the thesis is complete and ready for public defense, the SAC department office should be contacted. The defense should be scheduled at least two weeks in advance. A public announcement must be made, and the faculty and graduate student body invited to attend.

*Phase 11: Submit Thesis to the Graduate School*

The final draft of the thesis should be prepared in strict accordance with the instructions given by the Graduate School thesis manual. The Graduate School thesis manual can be found on the Graduate School's website at:

[http://www.emich.edu/graduate/thesis\\_dissertation/forms.php](http://www.emich.edu/graduate/thesis_dissertation/forms.php)

**IMPORTANT DATES, DEADLINES & LINKS TO FORMS & PAPERWORK**

As students review this information and complete their thesis projects, students should keep in mind the following important deadlines:

<b>If you would like to graduate in....</b>	<b>Then you need to submit your thesis to the Graduate School by...</b>
December	November 15 <sup>th</sup>
April	March 15 <sup>th</sup>
August	July 15 <sup>th</sup>

If you are not able to submit your thesis in acceptable form to the Graduate School by the above deadlines, you may not be able to graduate until the following term. The Graduate School encourages early submission.

Students may wish to visit the Graduate School's website for additional information on:

- Theses & Dissertations: [http://www.emich.edu/graduate/thesis\\_dissertation/](http://www.emich.edu/graduate/thesis_dissertation/)
- The Thesis Manual: <http://www.emich.edu/graduate/documents/dissertation/2012falthesismanual.pdf>

- Thesis & Dissertation Forms & Manuals:  
[http://www.emich.edu/graduate/thesis\\_dissertation/forms.php](http://www.emich.edu/graduate/thesis_dissertation/forms.php)
- Documents and Forms, Including a Graduate Student Checklist for Program Completion: [http://www.emich.edu/graduate/documents\\_forms/index.php](http://www.emich.edu/graduate/documents_forms/index.php)
- Graduation: <http://www.emich.edu/graduate/graduation/index.php>

## **M.A. NON-THESIS OPTION**

### **WHAT IS A NON-THESIS OPTION?**

Students enrolled in any of our four M.A. programs are not required to write a thesis. Another option for our students is completion of two M.A. Non-Thesis options.

From, “Choosing the Thesis or Non-Thesis Option: Key Phases in the Process (Suggested Timeline for Two Year Completion),” a non-thesis option varies by the program. For the MAs in Criminology, Sociology, and Sociology: Applied Research Concentration, students must complete two additional elective courses.

For students in the MA Schools, Society and Violence program, students must complete a Non-Thesis project, which involves two extended papers, each on some general topic (sociological, criminological) that is theoretical, methodological, or substantive in nature. These papers can be constructed upon previous work completed in graduate courses. You might think about these papers as you would a term paper, where you are adding 10+ pages of depth and quality. Each non-thesis paper is carried out under the supervision of two SAC faculty members (or College of Education faculty), one of whom serves as chair. The same faculty member cannot serve as chair (first reader) on both papers. Each paper should be roughly 30-35 pages in length.

For the M.A. in **Schools, Society, & Violence** program, non-thesis students must submit two essays dealing with a methodological, theoretical, and/or practical problem in power, crime, conflict and cooperation within the schools that reflects the interests of the student and readers. No credit hours are earned for essays.

### **OVERVIEW OF THE NON-THESIS PAPER PROCESS & SUGGESTED TIMELINE**

The following is a reproduction of “Choosing the Thesis or Non-Thesis Option: Key Phases in the Process (Suggested Timeline for Two Year Completion).” Students are also encouraged to view EMU Graduate School’s “Capstone Project” section of the Graduate School’s website at: [http://www.emich.edu/graduate/thesis\\_dissertation/capstone.php](http://www.emich.edu/graduate/thesis_dissertation/capstone.php)

#### **Semester 1**

##### *Phase 1: Reflection*

**This process should begin as early as possible.** Simply by choosing to enter an M.A. program you are acting upon some specific or general interest in your field

of study. As you meet professors, take courses, and get to know other students, you should engage in this process of ongoing reflection about your culminating project. Develop your interest and focus in the field, share it with other students, and make a point to discuss your ideas with professors whom you feel might have the necessary expertise to assist you in formulating your ideas. Students are also expected to ensure that their program of study supports their non-thesis paper goals by meeting with the graduate coordinator during this semester.

## **Semester 2**

### *Phase 2: Identify Preliminary Topic(s) for the two Non-Thesis papers*

Develop a brief proposal for each of your two non-thesis papers indicating the general topic and focus of each paper, and identify some of the relevant literature you will utilize in each.

\* Note: Phase 2 may also be carried out during Semester 3

## **Semester 3**

### *Phase 3: Selection of Non-Thesis Committees and Approval of Non-Thesis Projects*

Approach faculty members whom you wish to invite to serve on each committee, beginning with the ones you wish to serve as chairs (also referred to as “first readers”).

*\* It is the policy of SAC that only the department’s faculty members (full time, tenure track faculty—see page 35) can serve as chair (or “first readers”) on thesis committees. The second reader may be a SAC faculty member (full time, tenure track faculty), an EMU faculty member (full time, tenure track faculty) outside of SAC, or a professional in the particular field of study who is affiliated with EMU. For the Schools, Society, & Violence program, the same policy applies except that faculty from the College of Education are treated in the same manner as are SAC faculty.*

### *Phase 4: Secure Permission from Each Committee to Proceed with Non-Thesis Papers on Mutually Agreed upon Topics and Notify Graduate Coordinator.*

Once the student has received permission from a committee to proceed with writing a non-thesis paper, s/he may do so without completing any other formal steps in the process. Students should make arrangements with their committees as to when preliminary drafts of the non-thesis papers should be submitted so that committee members may offer comments and guidance to student before the final product is submitted for their approval. Allow at least two weeks for committee members to review each version submitted.

## Semester 4

*Phase 5: Secure Approval of Completed Non-Thesis papers from Committees*  
Formal approval of each non-thesis paper is achieved by having the committee chair email the respective graduate advisor indicating successful completion of the paper. The graduate advisor will inform the office of records and registration that the non-thesis papers have been approved.

### **IMPORTANT DATES, DEADLINES & LINKS TO FORMS & PAPERWORK**

Students may wish to visit the Graduate School's website for additional information on:

- Capstone Projects:  
[http://www.emich.edu/graduate/thesis\\_dissertation/capstone.php](http://www.emich.edu/graduate/thesis_dissertation/capstone.php)
- Documents and Forms, Including a Graduate Student Checklist for Program Completion: [http://www.emich.edu/graduate/documents\\_forms/index.php](http://www.emich.edu/graduate/documents_forms/index.php)
- Graduation: <http://www.emich.edu/graduate/graduation/index.php>

### **THESIS VS. NON-THESIS**

A thesis is a major research project that culminates in a significant contribution to scholarly knowledge in at least one discipline. The aim of a thesis project is the production of scholarly knowledge. The non-thesis option demonstrates thorough understanding of two specific sub-topics in your chosen field.

The decision to pursue a thesis or non-thesis is an important decision, and students are encouraged to carefully consider the steps required to complete each option (detailed above). Students should also begin thinking about which direction they will move in as soon as possible, as to stay on track to graduate on time. While the decision is a personal one, in general, students interested in pursuing a Ph.D., and/or interested in conducting research are strongly encouraged to select the thesis option. Students who feel undecided about pursuing the thesis versus non-thesis option are encouraged to speak with faculty members as well as fellow graduate students regarding this issue.

## **GRADUATE ASSISTANTSHIPS**

### **WHAT IS A GRADUATE ASSISTANTSHIP?**

Each year our department typically hires a limited number of graduate assistants to work under the mentorship of a faculty member in our department. SAC graduate assistants are also currently students enrolled in SAC's graduate programs. Graduate assistantships are nine month (two semester) contractual appointments, and contracts are eligible to be renewed for a *maximum* of two years (generally). Our graduate assistants are expected to work ten hours per week under the mentorship of a faculty person who is assigned to the



student. Efforts are made to match students with faculty members who (1) have requested a graduate assistant and (2) whose research interests match those of the student.

In our program, we emphasize that the graduate assistant experience should provide graduate assistants with experience in **teaching** and/or **research** and/or community, university, or departmental **service**. Ideally, graduate students can use these experiences to inform their decision to pursue a Ph.D. program, write a thesis, shape their research interests, or guide their decision to pursue other teaching, service, or research ambitions. Specific tasks that students engage in are determined by the faculty supervisor, but, some examples *might* include (though are not limited to):

### **Teaching**

- Assisting with developing and preparing course material (in and out of the classroom)
- Developing materials for web-based courses
- Delivering guest lectures
- Assisting undergraduate students

### **Research**

- Assistance with data collection, cleaning, or coding
- Locating articles, performing literature reviews, and completing annotated bibliographies
- Assisting with preparing a manuscript and working on publications
- Preparing and delivering research presentations at academic conferences

### **Service**

- Attending job talks and teaching demonstrations from prospective department hires
- Attending workshops, events, or other department functions
- Organizing initiatives that promote learning opportunities at the department, university, or community level

### **BENEFITS**

Part-time graduate assistants (10 hours per week for Fall and Winter semesters), receive a tuition waiver for 9 credit hours per academic year (our department currently does not offer 20 hour per week assistantships).

In addition, students are also compensated with a total stipend of \$1,875.00 per semester, divided up and paid out every two weeks. Students also will receive a GA card that can be used to receive a parking permit for select lots and library privileges.

For more information on Benefits, see:

[http://www.emich.edu/graduate/financial\\_assistance/assistantships.php](http://www.emich.edu/graduate/financial_assistance/assistantships.php)

For more information on Compensation, see: [http://www.emich.edu/hr/documents/wage-salary-schedules/ga\\_stipend\\_schedule.pdf](http://www.emich.edu/hr/documents/wage-salary-schedules/ga_stipend_schedule.pdf)

### **WHO IS ELIGIBLE TO BE A GRADUATE ASSISTANT?**

The graduate school lists five eligibility criteria to be a graduate assistant. They are as follows:

1. The graduate assistant (GA) applicant must have a baccalaureate degree from a regionally accredited college or university or recognized international institution of higher education.
2. The GA applicant must be full or conditionally (conditions 1, 2 or 3) admitted to a graduate program of study. Applicants with condition 4 status because of low grade-point average are NOT ELIGIBLE for graduate assistantships. Students with admission for continuing education, non-degree and teacher certification are also not eligible for a graduate assistantship.
3. Once admitted and awarded a GA, a 3.0 graduate grade-point average must be maintained to continue satisfactory progress toward completing the program of study.
4. International students must have an F-1 or J-1 visa or official work permit to be a GA.
5. Need-Based/Work-Study GA applicants must also complete the required financial aid forms through the Office of Financial Aid. The Free Application for Federal Student Aid (FAFSA) must be submitted by March 1 for priority consideration for the following Fall semester. Even if a student qualifies for a WS-GA position, there are a limited number of positions available across campus.

**NOTE:** A GA award WILL impact other financial aid; communicate with the Financial Aid office.

### **OVERVIEW OF THE GRADUATE ASSISTANTSHIP APPLICATION PROCESS**

Persons interested in applying for a graduate assistantship in SAC should first determine that they are eligible (above), and then must apply for the position through EMU's Human Resources website. Note that individuals are not considered for a graduate assistantship unless they apply through the EMU Human Resources website. In general, SAC posts a job advertisement to the EMU Human Resources website calling for applications in February or March for a September start date. Students interested in applying should monitor EMU's Human Resources website for this job posting (Graduate Assistant in Sociology Anthropology & Criminology), and respond to the posting.

In their application, students are encouraged to carefully read the job advertisement and take care to submit all requested materials. Students are encouraged to begin their applications early, and are also advised that graduate assistantships are competitive; the

number of applicants we have often exceeds the number of assistantships that are available.

To monitor job opportunities at EMU, see:  
<https://www.governmentjobs.com/careers/emichedu>

Visit EMU's Human Resources website here:  
<http://www.emich.edu/hr/>

## **EXPECTATIONS OF GRADUATE ASSISTANTS**

According to the graduate school, in order for graduate assistants to keep their graduate assistantship position, students must:

1. Maintain a cumulative GPA of 3.0 or higher
2. Be enrolled in a minimum of six credit hours if appointed Fall and Winter semesters, and 1 credit for the Summer semester
3. Make progress toward completing a graduate program of study filed with the Office of Records and Registration, without an excessive number of incompletes or course withdrawals.

Students are also expected to honor their 10 hour per week commitments and remain responsive to their faculty supervisors. Students are also reminded that graduate student assistantships are contractual positions, and as such, graduate student assistants are bound by all of the terms and conditions of the contracts they sign.

## **RESOURCES & OPPORTUNITIES FOR GRADUATE STUDENTS**

A number of resources and opportunities exist for graduate students who complete their studies in our program. A number of these resources and opportunities are internal—that is they are offered by Eastern Michigan University. There are also a number of opportunities that are external: offered by a group or organization outside of Eastern Michigan University. We provide a few examples of both in this section. Students should be advised that while this section provides examples, it is by no means comprehensive, and students are encouraged to independently explore additional networks for opportunities and resources.

### **INTERNAL RESOURCES & OPPORTUNITIES**

#### **Conferences**

**Graduate Research Conference.** One opportunity students may be interested in taking advantage of is the annual Graduate Research Conference. The Graduate Research Conference is held every March at EMU. It is an academic conference that affords EMU graduate students the opportunity to give an academic presentation on a research project that they have been working on. Students may give an oral presentation or create a poster

to display their research. If students wish to create a poster for the Graduate Research Conference, they may print their poster for free in G01 Halle in the Poster Printing Center. Students interested in participating must submit a proposal in advance (deadline is typically in February).

For more information on the Graduate Research Conference, see:

[https://www.emich.edu/graduate/news\\_events/research\\_conference/index.php](https://www.emich.edu/graduate/news_events/research_conference/index.php)

**Annual EcoJustice & Activism Conference.** EMU also holds an annual conference on EcoJustice and Activism in the winter semester (typically March or April). Organizers describe the conference as,

“first organized to engage activists, educators, students, and scholars in deep and meaningful discussion around what we can do together to address and organize actions aimed at eliminating current social and environmental injustices occurring in our local, national, and international communities.”

Students working on research related to environmental issues may be interested in presenting at the conference. Deadline for abstracts is typically in December/January.

For more information on the Annual EcoJustice & Activism Conference, see:

<http://ecojusticeconference.weebly.com/>

**Annual Martin Luther King Day Celebration.** EMU also holds an Annual Martin Luther King Day Celebration held each January on Martin Luther King Day. The 2017 Planning Committee invited proposals for academic sessions that,

“explore, analyze, or inform our understanding of Dr. King’s legacy, and especially how individuals/groups have interpreted and responded to Dr. King’s mission to inspire us to help improve our world through equality, peace, and justice. Session content may explore the past, present, or future and address various issues, challenges and successes related to the theme and to Dr. King’s life, work, and legacy.”

Students working on research that speaks to Dr. King’s legacy may be interested in presenting at the conference. Abstracts are typically due in November.

For more information about the Annual Martin Luther King Day Celebration, see:

<http://www.emich.edu/mlk/index.php>

### **Travel Funding**

Students may be interested in presenting their research at a regional or national academic conference. The Graduate School offers students a stipend to help offset travel costs associated with attending and participating in the conference. The Graduate School offers a \$400 stipend, which must be matched dollar for dollar from the SAC department (for a total of an \$800 stipend).

Students interested in travel funding should begin by expressing their interest in travel funding to a faculty sponsor who can help them work with the department to request

funds. The faculty sponsor can be any faculty member. If the student is approved at the department level, they can submit an application to the Graduate School to request the additional funds. Students are eligible to apply once per year, and interested students should apply for funding *before* attending the conference.

For more information on application requirements, see:

[http://www.emich.edu/graduate/financial\\_assistance/scholarships/travassist.php](http://www.emich.edu/graduate/financial_assistance/scholarships/travassist.php)

\* *See Also “Campus Life’s Individual Professional Development Funding” below and at:* <http://www.emich.edu/campuslife/leadership/scholarships.php>

## **Research Funding & Support**

Several sources exist to fund and support graduate student research. Some internal resources exist to provide students with money to carry out their research projects, and other resources exist that help students learn about producing and disseminating scholarship.

### **Research Funding**

**Individual Professional Development Funding.** Campus Life offers “Individual Professional Development Funding” for students to, “enhance student professional development through out-of-class learning experiences, such as travel to professional conferences or meetings, assistance in developing presentations to professional organizations, and seed money to conduct research and/or pursue grants.”

For more information on this program, visit:

<http://www.emich.edu/campuslife/leadership/scholarships.php>

**Women in Philanthropy Grants.** EMU’s Women in Philanthropy Program awards grants annually to support a host of projects, including research initiatives. Awards range up to \$5000. Applications typically are due in October, and funds must be spent in the subsequent calendar year. Students interested in applying for a WIP grant will need a faculty sponsor, and should work with the faculty sponsor in developing a proposal.

For more information on this program, visit: [http://www.emich.edu/wip-emu/wip-emu\\_grants.php](http://www.emich.edu/wip-emu/wip-emu_grants.php)

**Graduate Student Research Support Fund.** The Graduate School awards graduate students grants of up to \$750 to support thesis research. According to the Graduate School, “To qualify for this award, students must be currently enrolled, in good academic standing, and have an approved thesis or dissertation proposal. Funds may be used to purchase research-related supplies, materials, and equipment; travel to archives and field research sites (not conference travel); survey preparation and/or production; and incentives to recruit research participants. Students are limited to one award for each

graduate degree. A higher funding priority is given to projects that have a strong potential for publication in peer-reviewed journals.”

For more information on this program, visit:

[http://www.emich.edu/graduate/financial\\_assistance/scholarships/gsrfund.php](http://www.emich.edu/graduate/financial_assistance/scholarships/gsrfund.php)

### **Research Support**

**Academic Projects Center.** The Academic Projects Center is located in Halle Library in room 116. The Academic Projects Center has a range of programs designed to support student research. Some services include: writing consultation, technology assistance (including printing a poster for an academic conference), research assistance (including locating peer reviewed journal articles), and providing a space for rehearsing academic presentations.

For more information on the Academic Projects Center, visit:

<http://www.emich.edu/apc/index.html>

**The Faculty Development Center.** The Faculty Development Center is located in Halle Library in room 109. The FDC website has several teaching and research resources which may be helpful for graduate students. The FDC also hosts several workshops and events each semester which may also be of interest to graduate students (students interested in attending an FDC event are strongly encouraged to first contact the FDC for permission).

For more information on the Faculty Development Center, visit:

<http://www.emich.edu/facdev/>

### **Clubs, Organizations, & Groups**

**Criminal Justice Club.** Our department has an active Criminal Justice Club student group. Club activities include creating student learning and service opportunities, including sponsoring guest lectures from criminal justice scholars and practitioners. Students interested in participating in the Criminal Justice Club should contact the Club supervisors: TBD

**Student Organizations at EMU.** EMU hosts many active student organizations. Students interested in learning more about EMU’s current organizations, or, interested in starting a new campus group can visit Campus Life’s website at:

<https://www.emich.edu/campuslife/student-orgs/>

### **EXTERNAL RESOURCES & OPPORTUNITIES**

A number of resources also exist outside of EMU that provide resources, support, and opportunities to graduate students. These supports consist of professional organizations, external funding, as well as books and web-based supports.

## Professional Organizations

SAC graduate students are encouraged to look into the resources made available through major professional organizations. We identify a few professional organizations below. Many of our faculty are members of the following major professional organizations.

**American Society of Criminology.** The American Society of Criminology (ASC) is an international organization devoted to producing and disseminating scholarly knowledge concerning the causes and consequences of crime and delinquency. The ASC holds an annual meeting every November, which brings together academics, practitioners, and students from around the world to network, foster collaborations, and share research. Students who wish to participate should note that paper abstracts are due in March. The ASC also has several divisions focusing on particular sub-specialties within criminology (e.g., Division of Victimology, Division on People of Color & Crime, Division on Woman & Crime). Several of these divisions have their own websites and facebook pages that students are encouraged to explore. Both the ASC and subdivisions hold student research and paper competitions, many of which include awards to support travel or research costs.

For more information on ASC, its divisions, awards, the annual conference and more, visit: <https://www.asc41.com/index.htm>

- The ASC maintains an “ASC-Student Affairs” Facebook account

**American Sociological Association.** The American Sociological Association (ASA) is a national organization devoted to advancing the production and dissemination of sociological research. The ASA has thousands of members from around the world which include college and university faculty, practitioners, and students. The ASA also holds an annual meeting each August. Students who wish to participate must submit a completed paper for consideration in January. The ASA has over fifty special interest subdivisions (e.g., Environment & Technology, Aging & the Life Course, Sex & Gender), also with thousands of members. Several of these subdivisions have resources geared towards graduate students including graduate student awards and paper competitions, many of which also provide support for travel and research. The ASA, and several of its divisions, also maintain their own websites, Twitter and Facebook accounts.

For more information on the ASA, its divisions, awards, the annual conference and more, visit: <http://www.asanet.org/>

- The ASA also has a Student Forum, specifically geared towards resources for students. For more information, visit: <http://www.asanet.org/asa-communities/student-forum>

**American Anthropological Association.** The American Anthropological Association (AAA) is the largest association for professional anthropologists in the world. The AAA is comprised of thousands of anthropologists from around the world, with representation

of all four main subfields of anthropology (cultural, physical, archaeology, and linguistic). Graduate students, faculty, and practitioners alike are all welcome to join the AAA. The AAA holds an annual meeting every November, and proposals are typically due in April. The AAA's also has about forty different sub sections (e.g., Society for Visual Anthropology, Society for Cultural Anthropology, Society for Linguistic Anthropology). Several of the subsections have their own websites, Listservs, Facebook, and Twitter accounts. In addition, the AAA and subsections offer awards and scholarship opportunities to support students.

For more information on the AAA, its divisions, awards, annual conference and more, visit: <http://www.americananthro.org/index.aspx>

- The AAA also has a sub section titled the National Association of Student Anthropologists, devoted to graduate and undergraduate students pursuing anthropological education. For information on the National Association of Student Anthropologists, visit: <http://www.studentanthropologists.org/>

### **Funding for Research**

In addition to pursuing funding and support internally, students might also be interested in exploring funding opportunities through external institutions and organizations.

To search for external funding opportunities, students might begin by examining opportunities through professional organizations (above). Students could also explore websites of government agencies pertinent to their area of study, as sometimes these entities issue grant money (e.g., the Office of Juvenile Justice and Delinquency Prevention). Some government agencies have awards specifically to support graduate student research (e.g., Both the Environmental Protection Agency and National Science Foundation offer grants specifically designed to support graduate and undergraduate research). Students also might wish to explore the websites of non-for-profit and philanthropy organizations that fund research (e.g., the Bill and Melinda Gates Foundation).

Students interested in securing external funding are encouraged to consult with a faculty member and also visit EMU's Office of Research and Development (ORDA). Faculty as well as ORDA staff may be able to assist students in identifying organizations and agencies which may provide financial support for their research.

Students can learn more about EMU's ORDA here: <http://www.emich.edu/research/>

### **Advice Books, Blogs, Websites, & Message Boards**

The following is a short list of resources that students may find helpful in various stages of their graduate career (e.g., thinking about graduate school, applying, taking courses, writing theses).



## **Books**

Belcher, W. L. (2009). *Writing your journal article in twelve weeks: A guide to academic publishing success*. Thousand Oaks, CA: Sage.

McShane, M. D., & Williams, F. P. (2008). *A thesis resource guide for criminology and criminal justice*. Pearson Education.

Silva, P. (2007). *How to write a lot: A practical guide to productive academic writing*. Washington DC: American Psychological Association.

## **Blogs, Websites, & Message Boards**

The Chronicle of Higher Education (<http://www.chronicle.com/>)

Insider Higher Ed (<https://www.insidehighered.com/>)

\* *Students are encouraged to see above for information on Professional Organizations, which often have websites and social media accounts that contain advice, blog posts, articles, and networking/mentoring opportunities.*

## **STUDENT PERFORMANCE, CONDUCT, AND DISMISSAL POLICIES**

### **Student Conduct**

Graduate students in any SAC MA program are bound by all policies in EMU's Student Handbook, including the Code of Conduct. Failure to comply with these policies may result in disciplinary action. These policies are detailed here:

<http://www.emich.edu/studenthandbook/index.php>

Students are also bound by all policies of the graduate school, found here:

<http://www.emich.edu/graduate/policies/index.php>

### **Academic Probation and Dismissal**

Students are placed on academic probation at the end of any semester in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0. Students must complete six graduate credit hours at EMU before being subject to academic probation. Students are notified via emich email each semester of their status, and enrollment is permitted only on a semester-by-semester basis until the probation is removed. Students placed on academic probation are encouraged to contact their program advisor for assistance in determining how to return to good academic standing.

A probationary student must obtain a semester grade point average of at least 3.0 in the first semester of probation. Failure to do so may result in academic dismissal. If a

probationary student is able to raise their semester GPA to a 3.0 or higher during the first semester of probation, but their overall GPA is still below a 3.0, the student will be given one additional semester to raise their cumulative GPA to a 3.0 or higher. Failure to do so may lead to dismissal. Students will be notified via emich email.

Students in any SAC MA Program who fail to meet with their graduate advisor during their first semester to discuss a program of study may be dismissed from the program. Students who are dismissed from an individual program while in good academic standing may still be eligible for another graduate program at EMU.

### **Requesting Reinstatement after Dismissal**

After dismissal, students may request reinstatement by submitting a Request for Reinstatement packet to the Office of Records and Registration. Deadline for submission of request will be included in the notice of dismissal. This request packet should include a personal letter which states the causes of the student's academic problems, changes in the student's situation that may rectify those problems and proposed plan of action to ensure success in graduate studies. Documentation which supports the circumstances described will be required. Dismissed students whose cumulative GPA is less than 2.0 are automatically denied reinstatement. After the deadline for submission of requests for reinstatement has passed, the Office of Records and Registration will initiate the appeals process with the Academic Status Review Committee.

All reinstatement requests must be in writing, accompanied by documentation. There are no exceptions to this process.

All documents become the property of EMU and will not be returned or copied after submission. Students should make copies for their personal use before submitting them to the committee.

Personal interviews will not be considered, and reinstatement request decisions are final.

Notification of decisions will be sent to your my.emich.edu email account within 14 days of the request submission deadline.

If the request is approved, further action on the student's part WILL be necessary to finalize their reinstatement. Deadlines will apply and be sent by email with instructions.

### **FACULTY & STAFF**

To learn more about the experience, teaching, service, and research activities of our individual faculty, staff, and lecturers please visit:

<http://www.emich.edu/sac/people/index.php>

**FACULTY**

*The following faculty members are eligible to serve as Thesis chairs and committee members as well as Non-Thesis project chairs and readers. Faculty names appear alphabetically*

<b>Name</b>	<b>Discipline</b>
<b>Dr. Kristine Ajrouch</b>	<b>Sociology</b>
<b>Dr. Grigoris Argeros</b>	<b>Sociology</b>
<b>Dr. Gregg Barak</b>	<b>Criminology</b>
<b>Dr. Kimberly L. Barrett</b>	<b>Criminology</b>
<b>Dr. Liza Cerroni-Long</b>	<b>Anthropology</b>
<b>Dr. Marilyn Corsianos</b>	<b>Criminology</b>
<b>Dr. Brad Ensor</b>	<b>Anthropology</b>
<b>Dr. Xianghong Feng</b>	<b>Anthropology</b>
<b>Dr. Maria Garcia</b>	<b>Anthropology</b>
<b>Dr. Kevin Karpiak</b>	<b>Criminology</b>
<b>Dr. Roger Kernsmith</b>	<b>Sociology</b>
<b>Dr. Young Kim</b>	<b>Criminology</b>
<b>Dr. Paul Leighton</b>	<b>Criminology</b>
<b>Dr. Tricia McTague</b>	<b>Sociology</b>
<b>Dr. Megan K. Moore</b>	<b>Anthropology</b>
<b>Dr. Julian Murchison</b>	<b>Anthropology</b>
<b>Dr. Robert Orrange</b>	<b>Sociology</b>
<b>Dr. Denise Reiling</b>	<b>Sociology</b>
<b>Dr. Rachel Schroeder</b>	<b>Sociology</b>
<b>Dr. Brian G. Sellers</b>	<b>Criminology</b>
<b>Dr. Rita Shah</b>	<b>Criminology</b>
<b>Dr. Solange Simoes</b>	<b>Sociology</b>
<b>Dr. Peter Wood</b>	<b>Criminology</b>

**STAFF**

<b>Name</b>	<b>Title</b>
<b>Fonda Martin</b>	<b>Department Administrative Assistant</b>

**LECTURERS**

*The names of all lecturers in the Sociology, Anthropology, and Criminology Department appear below, alphabetically.*

<b>Charles Bell</b>		<b>Ronald Rich</b>
<b>Sara Crider</b>	<b>Helen (Hong-Yu) Johnson</b>	<b>Monica Rodriguez</b>
<b>Kimberly Dandeneau</b>	<b>Laurah Klepinger</b>	<b>Stephen Rose</b>
<b>Sarah L. DeWard</b>	<b>Krim Lacey</b>	<b>Luis Sfeir-Younis</b>
<b>Lisa Flagg</b>	<b>Bettie Kay McGowan</b>	<b>Kendra Smith</b>

<b>Sherry Fox</b>	<b>Joe Mercurio</b>	<b>Daric P. Thorne</b>
<b>Michele Glazewski</b>	<b>Mira Mohsini</b>	<b>Ron Westrum</b>
<b>Jennifer Haskin</b>	<b>Jimmy Moore</b>	
<b>Jennifer M. Hatten-Flisher</b>	<b>Brian Morrow</b>	
<b>Lynette Hoelter</b>	<b>Lynetta Mosby</b>	
	<b>Charlotte Pagni</b>	