



NORTHERN ARIZONA
UNIVERSITY
College of Social & Behavioral Sciences

Department of Sociology and Social Work

MASTER OF ARTS IN APPLIED SOCIOLOGY

STUDENT GUIDE

This guide is designed to give the student an overview of the graduate program in sociology. It is to be viewed as a supplement to the graduate catalog and in no way supersedes the requirements outlined in that document.

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TABLE OF CONTENTS

MASTER OF ARTS IN APPLIED SOCIOLOGY PROGRAM

| | |
|--|-----------|
| OVERVIEW AND HISTORY | 3 |
| PROGRAM COURSEWORK | 4 |
| Core Course Requirements | 4 |
| Emphasis Areas and Related Coursework | 5 |
| The Internship/Thesis Options..... | 5 |
| Topics Courses and Independent Study/Graduate Research Classes | 5 |
| Other Coursework | 5 |
| Coursework Diagram | 6 |
| PROGRAM DETAILS..... | 7 |
| Typical Program Schedule | 7 |
| The Advising System | 7 |
| The Students Graduate Committee | 8 |
| Graduation Procedures..... | 9 |
| GRADUATE ASSISTANTSHIPS AND FINANCIAL AID | 9 |
| Applying for Departmental Aid | 9 |
| Graduate Assistantships in Sociology | 9 |
| Graduate Assistant Duties | 10 |
| Graduate Assistantships Outside Sociology | 10 |
| Tuition Scholarships | 11 |
| Financial Aid | 11 |
| Other Sources | 11 |
| THE FACULTY | 12 |

ADDENDUMS:

A. THESIS OPTION MANUAL

B. INTERNSHIP OPTION MANUAL

MASTER OF ARTS IN APPLIED SOCIOLOGY

OVERVIEW AND HISTORY

Applied Sociology is the study of human relations in groups and communities. The primary focus of applied sociology is upon the consequences of differing patterns of organization on the creation, delivery, and maintenance of human services. Sociologists have amassed an impressive body of knowledge about the social world, but the systematic use of this knowledge in applied settings is not well-developed.

Northern Arizona University's Master's program was among the first applied sociology graduate programs in the United States. It has gone through a number of significant changes since its inception in 1975, reflecting both our experiences with the program and changes in the broader society. Our present program is built around a strong methodological and theoretical core of coursework. In addition to the core courses, students are able to choose their remaining coursework in one of two emphasis areas: Applied Research or Sociological Perspectives. Upon successful completion of their coursework, all students enrolled in our program are required to complete either an internship or thesis.

Current areas of strength in the department include: Theory, methods, race/ethnicity, social control, deviance, family, gender, sexuality, race/class/gender, policy, demography, environment, social psychology, and planning & evaluation. Since the department provides students with the opportunity to individualize their programs of study, we are able to draw upon the strengths of the kindred disciplines in our College of Social and Behavioral Science. In the end, we aim to blend the theories, concepts, ideas, and skills learned in the classroom with the practicalities and diverse realities of the larger society.

PROGRAM COURSEWORK

The program in applied sociology requires the successful completion of 30 credit hours of coursework (plus 1 credit for Meet the Faculty), and 6 hours of either an internship or a thesis. A minimum 3.0 grade point average is required in order to graduate from the program.

A core of three classes is required of all students in the program as well as an initial pass/fail seminar for meeting the faculty. In addition, you are required to select an emphasis area in which you are required to take twelve hours of coursework. Currently, the emphasis areas offered are:

- 1) Sociological Perspectives
- 2) Applied Research

The remaining nine hours of coursework is composed of elective courses selected by you in consultation with your academic advisor. The graduate coordinator is your advisor for the first year of graduate study, and the chair of your thesis or internship committee is your key advisor the subsequent year(s). The final six hours of the program is comprised of an Internship or Thesis option.

The core courses and the semesters they are offered are listed below:

- * **SOC 698** - Graduate Seminar: Meet the Faculty (Fall, 1 credit)
- * **SOC 651** - Applied Sociological Theory (Fall, 3 credits)
- * **SOC 653** - Applied Research Methods (Fall, 3 credits)

and one of the following:

- * **SOC 654** - Qualitative Methods and Analysis (CCJ 610) (Spring, 3 credits) OR
- * **SOC 655** - Quantitative Analysis (CCJ 614) (Spring, 3 credits)

The core courses are sequenced in that SOC 653 provides the basis for either SOC 654 or SOC 655. Students may, and are encouraged to, take both SOC 654 and SOC 655, but only one is required.

The core courses conclude with:

- * **SOC 696** - Internship (Fall, Spring, Summer) OR
- * **SOC 699** - Thesis (Fall, Spring, Summer)

The Internship or Thesis option, SOC 696 or SOC 699, is to be taken after all 31 hours of coursework is completed for the degree as documented in the Course of Study Form - Applied Research or Sociological Perspectives. You may not register for internship hours with an outstanding "Incomplete" or "In Progress."

One exception - *If you must maintain "full-time" status, you may petition your graduate committee to admit you to register for internship hours with twenty-seven hours of coursework completed. However, you must take your final three hours of coursework at the same time you are pursuing your internship hours.*

Emphasis Areas and Related Coursework:

In addition to the core requirements, you are to select an emphasis area you wish to pursue. You, in consultation with your advisor and graduate committee, will develop a program of coursework in an emphasis area that best fits your particular needs. The emphasis areas and a list of the courses currently being offered in the various areas are outlined in the **coursework diagram located on page 6** of this document.

The Internship/Thesis Options:

As indicated earlier, our program offers you two options for completing your program *viz.* Internship or Thesis. In selecting an option, you should evaluate your career goals and discuss the options with your graduate committee. If you plan to continue your education beyond the master's level, we strongly encourage you to select the thesis option. **You will NOT be allowed to register for either of these courses until a "Thesis/Internship Permission to Register" form and an internship or thesis proposal is on file in the graduate coordinator's office.** See the Internship and Thesis Option Guides for complete details.

Topics Courses and Independent Study/Graduate Research Courses:

SOC 599 - **Contemporary Developments** and SOC 610 - **Seminar in Sociology** are designated as "open lines," which means different topics may be offered at different times under these numbers. You may, if the topic has changed and your advisor approves, repeat these courses **once**.

SOC 685 - **Graduate Research** and SOC 697 - **Independent Study** are courses designed for individualized studies, which allow you to pursue a specific interest **in an area where established coursework is not available**. If you select independent work, you must do so in concert with the faculty member directing the study and your advisor with the approval of the department chair. Any combination of up to 6 credit hours for Graduate Research and/or Independent Study work is permitted. In other words, only two such courses are allowed to go towards your master's degree.

Other Coursework:

Under certain circumstances and only when they are applicable to your program of studies, you are allowed to take a limited number of courses outside the department. Similarly, you may include no more than two 400 level courses in your Master's program. Either of these options requires prior approval by your advisor.

In order to register for a 400-level course, you will need to submit the "Override Authorization: Audit/Class Links/Out of Career" form to the Office of the Registrar. This form will need to be signed by your advisor.

Finally, you may transfer a limited number (no more than nine hours) of graduate courses from another institution into your program at NAU if these courses were not used to secure a degree at the former institution. If they were used as part of a prior degree program, they can not be counted toward your degree at NAU, but they may be used to waive a requirement. All requests for transfer of units are evaluated on a case-by-case basis. If you want to transfer credit into the program or waive a course requirement, you **must** submit a letter to the coordinator justifying your request.

Master of Arts in Applied Sociology

Core Classes (9 units)

SOC 651: Applied Sociological Theory
SOC 653: Applied Research Methods
SOC 654 (CCJ 610): Qualitative Research Methods or
SOC 655 (CCJ 614): Quantitative Analysis

SOC 698: Meet the Faculty (1 unit)

Emphasis Areas

Applied Research (12 units)

SOC 656: Program Evaluation
SOC 654 (CCJ 610): Qualitative Research Methods & Analysis OR
SOC 655 (CCJ 614): Quantitative Analysis
(*Whichever was not taken for core*)
And two classes (6 units) from the following:
SOC 630: Social Policy
SOC 631: Advanced Planning for Human Services
SOC 685*: Graduate Research (1-6 units)
SBS 585: Social Research Laboratory Practicum
PSY 625: Intermediate Statistics
STA 570: Statistical Methods I
STA 571: Statistical Methods II
STA 572: Multivariate Statistical Methods
STA 575: Applied Sampling

* Up to three units of Graduate Research (SOC 685) may be used as Applied Research credit.

Sociological Perspectives (12 units)

Four classes from the following:
SOC 504: Gender Constructions
SOC 510: Sociology of Sport and Leisure
SOC 512: Race, Class, and Gender in the U.S.
SOC 515: Race and Ethnic Relations
SOC 528: Sociology of Mental Health
SOC 599: Contemporary Developments
SOC 610: Seminar in Sociology
SOC 616: Social Psychology
SOC 619: Sociological Traditions
SOC 633: Environmental Sociology
SOC 641: Sociology of Deviance
SOC 642 (CCJ 625): Theories of Social Control
SOC 660: Social Gerontology
SOC 661: Demography

Electives (9 units)

Thesis or Internship (6 units)

PROGRAM DETAILS

Program Completion Time-Frames:

Depending on your schedule and time constraints, completion times for the program will vary. Outlined below is a schedule of coursework based upon the time-frame most often used by students.

Typical Program Schedule:

A typical program for a student admitted on regular status, not transferring credit hours from another university, taking 9 credit hours a semester, and wanting to complete the course of studies in two academic years would be as follows:

FALL – YEAR 1

SOC 651 - Applied Sociological Theory (3)

SOC 653 - Applied Research Methods (3)

SOC 698 - Meet the Faculty (1)

-----Emphasis / Elective course

SPRING – YEAR 1 (*suggested that a graduate committee be selected during this semester*)

SOC 654 - Qualitative Methods and Analysis AND/OR

SOC 655 - Quantitative Analysis

-----Emphasis / Elective course

-----Emphasis / Elective course

FALL – YEAR 2 (*graduate committee **must** be in place and guiding the rest of the program*

-- application for graduation filed during this semester)

----- Three Emphasis / Elective courses

SPRING – YEAR 2

SOC 696 - Internship OR

SOC 699 - Thesis

(Approval required)

-----Emphasis / Elective course

The Advising System:

A mandatory **departmental** orientation meeting will be held during the week prior to the beginning of fall semester's classes. At that time, you will receive a general introduction to the department by the Graduate Coordinator, learn about opportunities on campus, and discuss expectations regarding being a graduate student. Also, if you have not met with the graduate coordinator, you will be asked to schedule an appointment at this time. Following this general meeting, a mandatory meeting for all graduate assistants will be held.

When you first enter the graduate program in Applied Sociology, the graduate program coordinator will be your temporary advisor. New students are required to discuss plans with the coordinator before registering for classes. The coordinator will assist you with your plans and goals for graduate work,

inform you of Graduate College and departmental requirements, present you with course offerings, and discuss any other matters you may wish to have clarified.

As indicated above, the program coordinator is seen as the primary resource person for all new students. She or he is responsible for assisting in and approving your course selection, helping to design your initial program of study, and overseeing your progress in the program until you select your own advisor and graduate committee (discussed below).

In addition, the coordinator is the overall supervisor of graduate assistants in the department, unofficial ombudsperson for the graduate program, and, as chair of the department's "Committee on Graduate Studies", the person to whom you may bring suggestions (e.g., desired courses) or complaints about the program.

After your first year in the program, the chair of your thesis or internship committee is your key advisor the subsequent year(s).

The Student's Graduate Committee:

The selection of a graduate committee is a **critical decision** for you because of the committee's role in approving and overseeing a program of study consistent with your interests and departmental requirements. The committee is to be composed of at least three faculty members and **at least two** of these **must be members of the sociology faculty**.

One member of the committee will be chosen by you to be chair of the committee. The person selected as chair must be a member of the sociology faculty. The chair will assume the role of your primary advisor and will take over many of the duties and responsibilities previously filled by the graduate coordinator. As indicated above, a faculty member from outside the Department of Sociology and Social Work may serve on your graduate committee, but may not serve as chair.

The graduate committee will be charged with the responsibilities of monitoring your progress in the program, for approving and overseeing your internship, approving the final internship paper or thesis, and certifying that all requirements have been fulfilled for awarding the Master's degree. The earlier in the program you select your committee members, the better. However, the **graduate committee must be in place prior to the completion of twenty-one hours of graduate coursework. For full-time students, selecting a committee is crucial by the end of your second semester.**

The thesis or internship manuscript you are planning to write should influence your decision as to who will be serving on your graduate committee. You will want to enlist committee members with expertise in the substantive and methodological areas you will be pursuing.

Once your graduate committee has been formed and all members have agreed to serve, the committee membership may not be changed by the student without the agreement of the existing and newly appointed committee members as well as the graduate coordinator. You must give cause for any request to change the committee's composition.

Graduation Procedures:

- 1.) Pick up an anonymous exit survey from the department office. The graduate coordinator will not sign your graduation documents until you have completed and turned in an exit survey.
- 2.) The Application for Graduation should be submitted to your graduate committee at the beginning of the semester **prior** to the intended graduation. This form must be accompanied by a signed Course of Study form and a current transcript. After these documents are checked and signed by the chair of your graduate committee and the graduate coordinator, they will be forwarded to the department chair for approval.
- 3.) Bring the following documents to the department front desk as you complete them: your signed Application for Graduation; your signed Program of Study advising sheet; and a copy of your signed Master's Oral Exam form. The department office staff will make copies of these documents and file them in your student record.
- 4.) Transport the graduation documents to the Graduate College for their approval.

GRADUATE ASSISTANTSHIPS AND FINANCIAL AID

The university and the department provide some financial support for students. Discussed below are some of the financial assistance programs available to students.

Applying for Departmental Aid:

To be considered for an assistantship or a tuition scholarship **as a new student**, you must check the appropriate space on the application for graduate admission at the Graduate College website. The application form will then serve as your graduate assistantship application form. To be considered for an assistantship or tuition scholarship **as a returning student**, you must submit an email to the graduate coordinator. All of the above materials must be received by the department by **February 15th** in order for you to be considered for funding for the next academic year. Department financial aid is awarded on a competitive and limited basis.

Graduate Assistantships in Sociology:

Depending on budgetary allocations, the Sociology Department is typically funded to offer 7-10 students graduate assistantships each year. Assistantships are awarded on a twenty-hour or ten-hour basis. These assistantships are for both continuing and new students in the program.

An award of an assistantship includes a waiver of the out-of-state portion of tuition. Students are still responsible for paying the in-state tuition, but at a discounted rate. Students with 20-hour assistantships currently receive a 75% tuition remission and health insurance premium. Students with 10 hour assistantships currently receive a 37.5% tuition remission. In addition, all graduate assistants receive a yearly stipend, paid bi-weekly to help fund their education (*currently, stipends are around \$10,000 a year for a 20-hour graduate assistantship or around \$5,000 a year for a 10-hour graduate assistantship. Amounts may vary from year to year*).

In order to maximize the number of students we can support, the department typically awards more ten-hour assistantships than twenty-hour assistantships.

Sociology Graduate Assistantship Duties:

If you are awarded a graduate assistantship, you are obligated to work for the department a set number of hours per week. A full assistantship requires 20 hours per week, and a 1/2 assistantship, 10 hours per week.

The work assigned to graduate assistants varies greatly. At the beginning of each academic semester, the department's faculty is asked to submit their requests for graduate assistant support and the type of support needed. These may be requests for research assistance, help with large classes, special projects, or the like. An attempt is then made to match the interests of the assistants with those of the faculty members. Some clerical work may be a part of assigned duties, but we try to keep this to a minimum. The ideal is to meaningfully incorporate the work required of the graduate assistants into their overall development in the program.

An assistantship contract is awarded for one year only. It is the department's philosophy to recommend renewal of this contract for a second year (assuming monies are available). This recommendation for renewal presumes an assessment by the Committee on Graduate Studies that the student is making satisfactory progress in the program and has been responsible in carrying out assistantship duties in the first year.

Initial decisions on the award of assistantships (both for first year awards and renewals) will normally be made at the time of admissions for the following academic year. A list of alternate selections will be established in the event one or more of the initial offers is declined or if additional monies become available.

If you receive a graduate assistantship, you are required to:

1. Be enrolled for no less than 9 and no more than 12 credit hours per semester.
2. Have no grades below "B" in course work for your degree.
3. Complete at least 9 hours of credit toward your degree requirements each semester.

Please see the graduate assistant policy manual for more details. It is available at <http://home.nau.edu/gradcol/graduateAssistants.asp>

Graduate Assistantships Outside Sociology:

A number of graduate assistantships are available outside of Sociology. Positions are typically in student services and duties will vary by location. Like graduate assistantships through the Department of Sociology, these assistantships include a health insurance premium (for 20-hour assistantships), stipend, and tuition benefit. However, most of these positions will require a separate application. Contact the individual program or center for details.

Graduate assistantships are offered through the Gateway Student Success Center, Residence Life, Hotel and Restaurant Management, The Institute for Human Development, Educational Support Programs, Modern Languages, Native American Student Services, Residence Life, Distance Learning, and Student

and Faculty Support. Other graduate assistantship positions may be advertised on the Graduate College's webpage and/or on Gateway Connects, the university's employment database.

Tuition Scholarships:

In addition to graduate assistantships, the department's graduate admissions committee awards a limited number of resident (in-state) and non-resident (out-of-state) tuition waiver scholarships for each academic year to new and continuing students. To be eligible to receive a tuition scholarship, students must be enrolled for at least 9 units and have at least a 3.0 GPA. Only in very rare circumstances will such scholarships be awarded to individuals who have been awarded assistantships.

Tuition waiver scholarships for Arizona residents cover the cost of resident tuition; students are still responsible for paying any university or class fees. Non-resident tuition scholarships waive the out-of-state portion of tuition; students are still responsible for paying resident tuition and fees.

Other Scholarships:

View the Graduate College's website for other scholarship opportunities tailored to graduate students.
<http://home.nau.edu/gradcol/financialresources.asp>

Additionally, the Office of Student Financial Aid website lists many other available scholarships.
http://www4.nau.edu/finaid/types_of_aid/.

IMPORTANT NOTE: ACCEPTANCE OF AN ASSISTANTSHIP OR SCHOLARSHIP MAY AFFECT YOUR ELIGIBILITY FOR FEDERAL AID. You should consult with the Office of Student Financial Aid BEFORE accepting an assistantship or scholarship if you are applying for one of the federal programs.

The Office of Student Financial Aid:

Need-based financial aid programs are administered by the Office of Student Financial Aid. These programs include loans, grants-in-aid, work study, and the Arizona Financial Aid Trust Fund (Arizona residents only), among others.

Office of Student Financial Aid
P. O. Box 4108, Flagstaff, AZ 86011
Phone: (928) 523-4951
Fax: (928) 523-1551
E-mail: Financial.Aid@nau.edu
<http://home.nau.edu/admissions/finaid/main.asp>

Other Sources:

Occasionally, other funds become available to students in our department. These range from temporary employment (at an hourly rate) to research assistance supported by a faculty member's grant. Typically, there is not a formal application process for such positions. If you are interested in such positions, let the department's graduate coordinator know of your availability.

THE FACULTY

Sara Alemán, Ph.D., Professor

Aging Issues within Family Systems, Social Policy, Ethnic Older Women (Brandeis University, 1993)

Mark A. Beeman, Ph.D., Associate Professor

Race Relations, International Development, Social Change (University of Illinois, 1985)

Douglas Degher, Ph.D., Professor

Criminology, Deviance, Social Theory, Sociology of Sports (Washington State University, 1974)

Richard R. Fernandez, Ph.D., Professor

Communities, Complex Organizations, Social Stratification, Research Methods, Evaluation Research (Washington State University 1976)

Kathleen Ferraro, Ph.D., Professor

Gender, Violence, Social Problems, Social Change, Poverty and Homelessness, Feminist Theory (Arizona State University, 1981)

Karla Hackstaff, Ph.D., Associate Professor

Family, Gender, Culture, Qualitative Research Methods, Psychoanalytic Sociology, Social Psychology (University of California, Berkeley, 1994)

Michelle Harris Ph.D., Graduate Program Coordinator, Sociology; Associate Professor, Ethnic Studies/Sociology

Social Psychology, Gender and Health, Sociology of Deviance (University of Michigan, 1998)

Warren Lucas, Ph.D., Professor

Criminology, Corrections, Research Methods (Utah State University, 1972)

Yvonne Luna, Ph.D., Assistant Professor

Race, Class and Gender, Mexican-American History, Domestic Violence, Stratification (Arizona State University, 2004)

Kooros M. Mahmoudi, Ph.D., Professor, Department Chair

Demography, Urban Planning, Social Organization (Utah State University, 1973)

David McKell, MSW, Associate Professor

Social Work, Corrections, Social Service Systems, Criminal Justice System, Sociology of Religion (University of Utah, 1963)

Janine Schipper, Ph.D., Assistant Professor

Environmental Sociology, Cultural Studies, Consciousness, Social Change (Boston College, 2000)

James Reed, Ph.D., Senior Lecturer

Deviant Behavior/Social Disorganization, Race/Ethnic/Minority Relations, Applied Sociology/Evaluation Research (Ball State University, 1980)

Dick Skeen, Ph.D., Professor

Social Psychology, Studies in Sexuality and Sex Roles, Social Analysis of Film (University of Colorado, 1980)

Angela A. A. Willetto, Ph.D. Associate Professor

Family, Race-Ethnic Relations, Social Stratification, Life Course (University of North Carolina at Chapel Hill, 1996)