

San Diego State University

Department of Sociology *Graduate Student Handbook* *2020-2021*

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I. INTRODUCTION

A. Master of Arts Program Overview

The Department of Sociology at San Diego State University (SDSU) offers a two-year (11-course, 31-credit) graduate program leading to a Master of Arts (MA) degree in Sociology. The program is designed to help prepare students for research and doctoral-level study, teaching, and non-academic careers such as working for a community-based organization (CBO), a non-governmental organization (NGO) or a government agency. These are some of the paths students who have completed our MA program have followed, and the research and teaching interests of the faculty reflect these various pursuits. Incoming students have the opportunity to work with various experienced faculty in planning their MA “Program of Study” (POS), completing coursework, and engaging in meaningful research, teaching and service.

B. University Facilities & Resources

Founded in 1897, SDSU recently celebrated its 122nd birthday. It is one of the largest and most comprehensive universities among the 23 California State University (CSU) campuses, and one of the largest in the nation. With a total student population of more than 36,000, including more than 6,000 graduate students, it offers opportunities to pursue excellence in all aspects of research, teaching and community engagement. Seventy-six (76) different master's degrees and 23 joint doctoral programs (in collaboration with other top research universities) are offered. And over 90 percent of the university's approximate 1,300 faculty have a doctoral degree or equivalent in their respective disciplines or fields.

The campus offers a stimulating environment for pursuing a graduate education. For example, in addition to conventional classes, lectures and other opportunities in which to learn, there is a yearlong schedule of exciting athletic events, musical concerts, plays, musicals and film series. Students will also meet others from all states of the union and from many different countries.

The relatively small size of the SDSU Sociology MA program provides an intimate work environment. It encourages students to work directly with faculty members whose experience and expertise may benefit them as they pursue their educational interests within a close network of others who care about one another's progress.

The San Diego-Tijuana region is an especially enjoyable place to live and study. SDSU's 300-acre campus rests upon a mesa that provides a beautiful view of the surrounding community, with mountain ranges to the east and the Pacific Ocean to the west. The mild climate and the ecological diversity of the region are unparalleled in the United States. San Diego County itself includes a diverse population of about three million, yet is free of many of the problems plaguing large metropolitan areas. The City of San Diego is the second largest city in California and the eighth largest city in the nation. It is the center for many cultural and scientific institutions, such as the Salk Institute, the Scripps Clinic and Research Foundation, the Old Globe Theatre, and an impressive collection of museums, music clubs, community arts organizations, and community theaters. The world famous San Diego Zoo, miles of beaches, and close proximity to Mexico are some of the reasons for San Diego's growing popularity.

SDSU's Library is a fundamental resource supporting the intellectual and academic interests of both students and faculty. Its holdings include 1,260,518 million monographs, 1,009,996 ebooks, 247,950 print government documents, 180,808 microform titles, over 137,000 maps, 44,526 media titles, and over 90,000 bound volumes of archival material. The Library receives 45,107 periodical and serial titles in print and 92,142 in electronic format, excluding government publications. SDSU is also an official depository for U.S. and California government publications, and receives select United Nations

publications. The Library provides access to 317 databases and the SDSUnbound digital repository has over 24,000 items. The Library also provides users with the ability to borrow materials from CSU Libraries via CSU+, San Diego County libraries via CIRCUIT, and provides interlibrary loan request services with thousands other libraries.

Although several Sociology faculty engage in their own survey research that is featured in Sociology courses, the Social Science Research Laboratory (SSRL) also offers a complete range of survey research services – including sample design and execution, data collection/fieldwork, data reduction, and data archiving and retrieval. The SSRL also offers workshops and demonstrations relating to computer uses and applications.

The 12,000-seat Viejas Arena, the Aztec Recreation Center (ARC), and the 3,000-seat Tony Gwynn Baseball Stadium serve the campus and local communities by hosting athletic and music events as well as providing space for individual, group and club activities.

SDSU's Student Disability Services and Counseling & Psychological Services are located in the Calpulli Center and assist many students experiencing academic or emotional limitations/difficulties each semester. Those offering these important services are trained professionals, and students are not only informed about them but are encouraged to visit them when necessary.

II. APPLICATION, ADMISSION, FINANCIAL HELP & RESIDENCY STATUS ISSUES

A. Admission Requirements

All student applicants must satisfy SDSU's general requirements for admission (including having taken the "Graduate Record Examination" or GRE), and admission to the Sociology MA program requires that a student hold a baccalaureate degree from – and be in good academic standing with – an accredited college or university. An applicant must also have earned a cumulative undergraduate grade point average (GPA) of at least 3.0, have attained a 3.0 for the last 60 semester (or 90 quarter) units, and at least a 3.0 in Sociology courses taken. There is not, however, a required threshold score for the GRE.

In addition to an introductory-level course in Sociology and in Statistics, MA program applicants should have completed the following two upper-division undergraduate courses in Sociology: Sociological Theory and Research Methods. These courses may sometimes be taken during the summer preceding a student's first semester in the MA program, and individual preparation over the summer under the supervision of a faculty member may substitute for a course in some cases.

Applicants need not have completed an undergraduate major in Sociology in order to apply. However, it is important to have some basic coursework in sociology or a closely related discipline. Students whose preparation is deemed insufficient by the Graduate Committee may sometimes be admitted as "conditionally classified" until they have completed the prerequisites for graduate coursework. This coursework is in addition to the 31 units required for the MA degree. Meeting all of the indicated criteria, however, does not guarantee admission.

B. Three-Step Application Process

Applications to SDSU's Sociology MA Program are accepted only for the fall semester during the previous spring semester. Different parts of the application are due in early March and April, and the application process is explained at the SDSU Office of Admission's website located at: (http://arweb.sdsu.edu/es/admissions/grad/programs/sociology_ma.html).

Applying to SDSU's Sociology MA Program involves three separate & sequential steps:

Step One: An applicant must fill out an online application and pay the required CSU fee through the “Cal State Apply” system found at: <https://www2.calstate.edu/apply>. A SDSU student identification number (or “RedID”) will then be assigned, and this allows tracking of one’s application status online. The Cal State Apply application is usually due in early March.

Step Two: After the Cal State Apply application materials have been successfully submitted, the applicant’s official college and university transcripts from all colleges and universities attended must be mailed in sealed envelopes to Enrollment Services, Graduate Admissions Document Processing Unit, SDSU, San Diego, CA 92182-7416. The applicant’s official GRE – and if applicable your English language test (TOEFL) scores – must also be sent directly from ETS (Institutional Code 4682). For more information regarding SDSU’s Graduate Admissions please visit the website located at <https://admissions.sdsu.edu/graduate>. (The fall 2020 “Graduate Admissions” application deadline is typically in early April.

Please note:

1. Do not mail your official transcripts before electronically submitting the Cal State Apply application, as this may result in processing delays.
2. If you previously attended SDSU, you need only submit transcripts for work completed since you last attended.
3. If you are a current SDSU student, you are not required to submit a SDSU transcript.
4. If you have completed coursework outside the USA, you must have your school send one official original-language record of all academic coursework and proof of degree. Furthermore, you must also send a certified English translation for each document, which can come directly from the school itself or from a professional, certified translator. Translations must include all information in the original-language documents. For more information about sending documents from other countries please see https://admissions.sdsu.edu/international/graduate/graduate_country_requirements.

Step Three: Submit items required by SDSU’s Department of Sociology electronically through the “Interfolio” system (<https://apply.interfolio.com/66043>). Specifically, you will need to submit (1) three letters of recommendation (preferably from former professors familiar with your academic work), (2) a personal statement about why you want to pursue a MA in Sociology at SDSU and with whom you would like to work that is no more than 750 words, (3) an academic writing sample or an extended 3-5 page personal statement about how your experiences, history and interests have led to you wanting to pursue a MA with us, and (4) copies of your official or unofficial college/university transcripts (in addition to those sealed and mailed to Graduate Admissions). For more information about the Sociology Department and the MA Program, please visit <http://sociology.sdsu.edu/>. **Required department materials are typically due in early April.**

C. Financial Aid and Potential Scholarship Opportunities

California residents may be eligible for a State University Grant (SUG) – also known as a “non-tuition waiver” – that subsidizes basic tuition costs. Should you wish to be considered for this you must submit all required application materials (see Steps 1-3 above). It is the responsibility of the Sociology Graduate

Committee to determine eligibility for the SUG, and to request consideration for any student who has submitted their application materials on time. For more information regarding the SUG please visit the website located at: <https://sa.sdsu.edu/financial-aid/financial-aid/types-of-aid/grants/state-grants/state-university-grants>.

Another potential source of financial assistance is working for a professor as a student assistant – specifically, as a “Teaching Associate” (TA), “Graduate Assistant” (GA) or “Instructional Student Assistant” (ISA) within the Department of Sociology. These positions are contingent upon available funding, and typically require 5-15 hours of work per week. GAs and ISAs are open to all students, but advanced MA students typically receive preference for TA positions. Application forms are sent to qualified incoming and continuing students each semester for positions that will begin the subsequent semester, and students are eligible for these positions for up to four semesters.

Be sure to check out the many other opportunities for funding and scholarships at SDSU. [Graduate Affairs](#) also has several scholarship opportunities for graduate students including a travel funds award, an Equity Fellowship program, and a Pre-Doctoral Scholarship. [The College of Arts and Letters](#) (CAL) also has several graduate student scholarship opportunities that can be applied for through the [Aztec scholarship portal](#). Lastly, the [Sociology department](#) also offers the John O. and Mary L. Anderson Memorial Endowed Scholarship in Sociology.

D. California Residency Status

If an *out-of-state student* applies by December 1, 2019 and is a strong candidate, the department will request a “non-tuition residency waiver” (or SUG) from the university. However, the university provides very few of these those who are not California residents. Also, waivers are available for only one year for US students and for two years for foreign-born students.

US residents born outside of California (CA) can in principle acquire CA residency while they are attending SDSU (foreign students are not eligible). This requires the applicant to demonstrate their presence in CA for one year prior to their registration as a resident as well as their intent to remain indefinitely in the state. The good news is that if out-of-state students follow all the proper steps they should not have to pay more than one year of out-of-state tuition.

The California Education Code spells out the law governing residence determination, and there is no one document that ensures CA residency classification. The documents listed below, however, are used to determine CA residency:

- CA Driver’s License or CA Identification card (one is required)
- CA motor vehicle registration
- CA voter registration
- Proof of having opened a bank account in CA (dated)
- Proof of employment in CA (e.g., W-2 form, CA Income Tax form)
- Copy of a lease, rental payment or home purchase

Please Note: Deadlines to determine CA residency are early in the semester preceding the term for which a student is seeking California resident status. Please see the website at: https://registrar.sdsu.edu/students/additional_resources_students/residency_information for specific deadlines. If you wish to seek CA residency status for an upcoming academic year, you should begin creating a record of residency in CA by accumulating the documents listed above. SDSU’s Office of the Registrar determines student residency status, and if you have questions about this or would like some

guidance, please contact Diane Burgraff (burgraff@sdsu.edu) or Francine Vasquez (fvasquez@sdsu.edu) at (619) 594-4179. International students residing abroad and requiring a student (F1) visa should apply as soon as possible, and visit SDSU's International Student Center or their website, available at <http://arweb.sdsu.edu/es/admissions/international/grad/index.html>. For more important information please read the SDSU 2019-2020 Graduate Bulletin at <https://curriculum.sdsu.edu/curriculum-services/graduate-bulletin>.

III. MAIN STEPS TOWARD EARNING A MASTER OF ARTS (MA) IN SOCIOLOGY

Following admission into SDSU's Sociology MA Program, each of the steps listed below are sequentially mandatory.

A. Register for Classes

Before meeting with the Sociology Department's Graduate Adviser to register for your first-semester classes, please read the *2019-2020 Graduate Bulletin*, which is available at <https://curriculum.sdsu.edu/curriculum-services/graduate-bulletin>. There are three main types of courses associated with SDSU's Sociology MA Program – (1) **required courses**, (2) **elective courses** (including seminars and a field practicum option), and (3) **transfer courses** – and a student must successfully complete 11 of them (representing 31 credits or “units”) to earn the MA degree.

Five of these 11 courses are required **core courses** (13 credits). Three are elective **seminars** (nine credits). Two courses (six units) are other **electives**. Lastly, the final (three-credit) course taken by a fourth-semester student will differ depending on whether a student decides to write a thesis (**Plan A**) or to take a comprehensive examination (**Plan B**). Those opting for Plan A will need to take Soc799A and “Plan B” students will need to take another seminar or a Field Practicum (Soc796).

The five **required** core courses (13 credits) include the following: Soc601 (Classical Theory, 3 credits) and Soc607 (Advanced Quantitative Methods, 3 credits), typically taken in a student's first semester, and three taken in a student's second semester – Soc605 (Contemporary Theory, 3 credits), Soc608 (Advanced Qualitative Methods, 3 credits) and Soc600 (“Pro” Seminar, 1 credit). Four of these core courses constitute 12 credits and offer first-year MA students with advanced material in sociological theory (Soc601, Soc605) and research methods (Soc607 & Soc608). The “Pro” Seminar (Soc600) is worth one credit and introduces the department's faculty to new MA students, students to one another, and provides an overview of the profession of Sociology.

Regardless of whether having selected Plan A or B, each student is also required to successfully complete three additional courses (nine credits) that are either all seminars (Soc700, Soc730, or Soc743) or two seminars plus a field practicum (Soc796). These nine credits, added to the required core courses, constitute 22 credits.

Six additional credits are to be earned by taking two **electives** (selected from 500-, 600- or 700-level courses), which when completed will bring the sum of courses completed to 10 (or 28 credits). However, if one of these elective courses that a student would like to take for credit toward the Sociology MA degree is outside the Sociology department, the student must complete a “Petition for Adjustment of Academic Requirements for the

Master’s Degree” (PAAR) form, obtain the Graduate Advisor’s signature, and submit the signed form to Graduate Affairs.

Electives can also include graduate-level independent studies or 400-level courses taken as 597-level “special studies,” but the instructor’s permission is required and a course must include graduate-level work. These special studies courses (Soc597, Soc695, Soc796, Soc797, Soc798) must be taken from SDSU Sociology faculty, and if you would like, you may take Soc797 with a professor who has agreed to serve on your thesis or CE committee the semester before you take Soc799a or the Comprehensive Examination. An example of how these courses may be taken during four semesters is shown in Table 1 below.

Table 1: Example of Courses Taken for MA in Sociology by Semester, Plan and Credits

Semester	Plan A	Plan B
1	Soc601 (core course)	3
	Soc607 (core course)	3
	Soc600 (core course)	1
	Soc700, Soc730, Soc743 "Seminar" (up to 9 credits) or Soc796 (only once)	3
	10	10
2	Soc605 (core course)	3
	Soc608 (core course)	3
	Soc700, Soc730, Soc743 "Seminar" (up to 9 credits) or Soc796 (only once)	3
	9	9
3	Soc700, Soc730, Soc743 "Seminar" (up to 9 credits) or Soc796 (only once)	3
	Soc500- to 700- Elective	3
	Soc500- to 700- Elective	3
	9	9
4	Soc799a	3
	Soc700, Soc730, Soc743 "Seminar" (up to 9 credits) or Soc796 (only once)	0
	3	3
Total Credits (or "Units"):		31
		31

SDSU also allows up to nine (9) units of *transfer* graduate course work, subject to approval by the Department's Graduate Adviser and the Graduate Dean.

Lastly, you must maintain at least a 3.0 GPA average in your graduate courses in order to remain in the MA program. If at any point your GPA falls below 3.0 you will be considered on probation and have one semester to raise your GPA back up to 3.0 or be dismissed from the program.

B. Obtain Classified Status

If you had sufficient undergraduate training in sociology, you may be accepted into SDSU’s MA program in Sociology as a fully classified graduate student. However, if you had one or more undergraduate course deficiencies, or if you have not yet completed your B.A., you will be admitted as a "conditionally classified" student (*This is also the case for accepted students beginning the MA program in the fall 2020 who have postponed taking the GRE score due to the COVID-19 situation*). Removal of all undergraduate course or

other deficiencies is required for advancement to “classified” status, and it is strongly recommended that any needed undergraduate coursework be completed before your first year in the MA program. Also, it is a student’s responsibility to notify the Graduate Adviser of the completion of these requirements so that the appropriate Change of Status form can be submitted to the Graduate Division. If you are required to finish your B.A. as a condition of acceptance into the MA program, please bring the graduate adviser a copy of your transcript showing that a B.A. has been conferred to you.

C. Submit Program of Study (POS)

Please be sure to schedule an appointment with the Graduate Advisor sometime during the first two weeks of your second year – usually in late August or early September – to submit your official POS electronically through SDSU’s “Webportal” system. This is done after having completed your first year of studies (about half of your classes). During your meeting with the Graduate Advisor you will need to indicate whether you intend to write a thesis (**Plan A**) or to take a comprehensive examination (**CE** or **Plan B**). If the former, you should obtain a “Thesis Proposal Approval Form,” which you will need to complete and return to the Advisor. You will then need to go to Graduate Affairs to obtain a hardcopy “Thesis Committee Packet.” Please read this carefully and contact them or the Graduate Advisor with any questions. Should you decide on Plan B, during your meeting you should request the “Comprehensive Exam Agreement Form.” The most common reasons for Graduate Affairs rejecting a submitted POS are (1) listing more than 31 units or (2) failing to include all current “catalog requirements” (which are courses listed as required – e.g., core courses – in the annual SDSU Graduate Bulletin for the year you began the MA program and not those in place when admitted to the MA Program).

If at some point you wish to alter your original POS (e.g., if you want to take a course outside of Sociology for credit toward your MA degree), you will need to complete the one-page “Petition for Adjustment of Academic Requirements for the Master’s Degree” (PAAR) form, obtain the Graduate Adviser’s signature, and submit this to Graduate Affairs.

We strongly recommend that each MA student begin thinking about a thesis or CE topic, and identify possible faculty mentors for her/his thesis or CE committee, during their first year in the program. We also recommend that each student begin working on a literature review and perhaps a research methodology during the summer before her/his second academic year.

Please Note: If you do not register for main campus classes, you must file an official “Leave of Absence” Form, found on your Webportal page.

D. Advancement to Candidacy

During your third semester and after (1) selecting a thesis topic or CE field of study, (2) writing a thesis proposal or preparing a CE reading list in consultation with your committee members, and (3) obtaining signatures on either the “Thesis Proposal Approval

Form” or the “CE Agreement Form” from all of your thesis or CE committee members you should schedule an appointment with the Graduate Advisor to have your form signed and to submit your application for “Advancement to Candidacy.” Lastly, there are three things related to SDSU Graduate Division requirements that you need to keep in mind as you approach advancement to candidacy. First, any undergraduate deficiency or admission requirement must have been satisfactorily met (e.g., you must be a fully “classified” graduate student). Second, you must have completed at least 13 units of courses listed on your POS with an average GPA of at least B and at least three core courses in which you have earned at least B-. And third, you need to be “Advanced to Candidacy” no later than the first couple of weeks of the semester in which you will be writing your thesis or taking your CE to meet the SDSU Graduate Division’s deadlines.

E. Institutional Review Board (IRB) Approval

If – *and only if* – you want to collect your own data from human subjects (e.g., interviews, participant observation, focus groups) you will need to do two things. First, you must complete the “Collaborative Institutional Training Initiative” (CITI) Human Subjects Training Course, which is located at this SDSU website: https://research.sdsu.edu/research_affairs/human_subjects/training. You will then also need to obtain approval for your proposed project by submitting an application found at https://research.sdsu.edu/research_affairs/human_subjects. Please DO NOT do either of these two things before consulting with the Chair of your thesis committee or the Graduate Advisor. There have been students in the past who have spent a lot of time pursuing IRB approval unnecessarily (e.g., if using publicly available data such as those available from the U.S. Census American Community Survey or the National Center for Health Statistics’ National Health Interview Survey).

F. Submit Signed Thesis Committee Form to Graduate Affairs (if Plan A)

You should have obtained a hardcopy “Thesis Committee Packet” from SDSU’s Graduate Division after having submitted your POS and having been advanced to candidacy. You may also need to obtain proof of IRB submission (which could simply be securing an exemption from full IRB review) before the Graduate Division will give you a code to register for Soc799a.

G. Register for Soc799a (Plan A) or Soc797 (Plan B)

Register for Soc799a at the beginning of your fourth semester if writing a thesis (Plan A) and having completed step F directly above, or for Soc695 or Soc797 (directed independent study) at the beginning of your third semester if you will be taking the comprehensive examination (Plan B).

H. Complete Thesis (Plan A) or Comprehensive Examination (Plan B)

If you do not complete your thesis by the end of your fourth semester, you will need to register for Soc799b. If you do not pass your CE by the official SDSU deadline, you will need to continue taking independent studies until you do so.

I. Successfully Defend Thesis (Plan A) or Pass the CE Oral Examination (Plan B)

After your thesis or CE committee Chair and other committee members are satisfied that your thesis or final CE materials (general written examination and topic-specific essay) are in good enough shape to present orally, email all of them, the Graduate Advisor, and the department's Administrative Support Assistant to schedule a location and time for your defense or oral examination.

J. Finalize Thesis Draft or Have committee Chair Submit CE Results to Grad Adviser

The Graduate Advisor will report the outcome of your thesis or CE to the Graduate Division after receiving notice of this. Importantly, consult with Montezuma Publishing as early as possible during the beginning of your third semester if writing a thesis (Plan A). See <http://www.montezumapublishing.com/>. Generally, if a student wishes to graduate in May of a given year, a completed draft of the thesis must have been submitted to Montezuma Publishing in late March. If this not possible, a student may submit the completed thesis draft in late May, still walk with his or her fellow students in the May graduation ceremony, but have her or his official graduation date postponed until mid-summer without additional fees.

K. File an Application for Graduation

We recommend filing for graduation during the third week of your fourth semester (in February), but you must do so by the deadline listed in academic calendar. If you do not finish your thesis or pass your CE, you will need to apply for graduation again. And, if you have filed your thesis at the very end of a semester and it is not approved, you must re-file for graduation the following semester (You will not, however, need to pay registration or tuition fees if this occurs).

IV. PLAN A: SOCIOLOGY MASTER OF ARTS (MA) THESIS

A. General Thesis Topic, Committee and Proposal Procedures

1. Develop a thesis topic and proposal with a faculty member who has agreed to be the Chair of your thesis committee, and ideally, from whom you have taken a graduate course in your area of interest. It is also highly recommended that you develop a thesis idea with this professor while you are in her or his course, and write the thesis proposal while taking an independent study (e.g., Soc797) with this person the semester before you begin writing your thesis (and are enrolled in Soc799a).

2. Select a second committee member from the Department of Sociology, and a third “outside” committee member from another SDSU department who is familiar with your interest area and has some expertise to offer you. You should consult with these committee members, in addition to your thesis committee chair, regularly as you develop your proposal and write your thesis.
3. Once *all of your committee members* have approved your thesis proposal by having read it and having signed the “Thesis Proposal Approval Form,” give this to the Graduate Advisor and email the approved version of your thesis proposal to her or him. The Graduate Advisor will then notify the Graduate Division of your Advancement to Candidacy. But you should ensure that this notification was received by checking with the Graduate Division and letting the Graduate Advisor know if there was any issue with this so it can be rectified.
4. As noted in Section III.C. above, you should have walked over to the Graduate Division to obtain a “Thesis Committee Packet” soon after having your POS submitted by the Graduate Advisor during the first couple of weeks of your third semester. And at this point you should obtain signatures on the Graduate Division’s “Thesis Committee Form” from all of your committee members and the Graduate Advisor. This should then be walked over to the Graduate Division along with your proof of having submitted an IRB application (if you will be collecting data from human subject and this is therefore required).
5. The Graduate Division will then provide you with a registration code for Soc799a. Be sure to add Soc799a before the drop/add deadline (which is typically during the third week of classes), as no late adds will be permitted! Also, Soc799a or Soc799b is considered a full course load for student financial aid purposes. If you are not working on SDSU’s campus and only taking one course, you may enroll in Soc799a or Soc799b through extended studies (Open University) at a reduced rate. Students will need to register in Soc799b each semester until they complete their thesis, but it does not carry any “unit” value.

B. Thesis Preparation

1. Overview

The writing and oral presentation of a thesis is an essential requirement for the master's (MA) degree, and its purpose is to provide a student with the opportunity to demonstrate the ability to execute an academically rigorous sociological study. The skills required to do so include:

- a. Familiarity with previously published literature on the thesis topic
- b. Formulation of a theory-based testable hypothesis or research question
- c. Specification of an appropriate research design
- d. Collection or acquisition of relevant data/information
- e. Diligent and comprehensive analysis of past literature and data/information

- f.** Clear interpretation of results, conclusions and implications
- g.** Effective written (e.g., ASA, APA) communication of thesis findings
- h.** Satisfactory oral defense of thesis findings

It is the student's responsibility to remain informed about thesis procedures, to obtain and submit all necessary administrative forms, and to meet all deadlines. SDSU's Montezuma Publishing (<https://www.montezumapublishing.com/>) provides a "Thesis Survival Guide" that contains information about thesis preparation and deadlines, and it is highly recommended that you obtain a copy of this as early as possible. Also, review the steps toward earning a graduate degree outlined by the Graduate Division (http://newscenter.sdsu.edu/gra/images/masters_programs_procedural_steps.pdf).

Lastly, your thesis committee chair and other committee members will serve as your primary contacts regarding guidelines for thesis preparation and submission. You should always feel free, also, to schedule an appointment with the department's Graduate Advisor (Dr. Tim Brown beginning fall 2020).

The thesis committee chair and other members work to ensure that a student ...

- a.** Develops a clear research hypothesis/question and study design
- b.** Obtains data that are appropriate for testing a hypothesis or answering the research question (including outlining how the sample or data were, or will be, collected)
- c.** Clearly identifies outcome and explanatory variables
- d.** Correctly defines and operationalizes all variables employed in the analysis if using a quantitative design/methodology
- e.** Follows an appropriate qualitative methodology if engaging in a non-quantitative thesis

Ultimately, the student, in consultation with the thesis chair and other committee members, must ensure that the thesis complies with department policies.

2. Thesis Topic and Research Design

- a.** Ask yourself what kinds of topics interest you by surveying the relevant academic literature through one of the search engines available through SDSU's library system (<https://library.sdsu.edu/>). An excellent approach here is to ask one or more of our faculty members with whom you meet to discuss your research interests ... what journals or search engines might be most useful.
- b.** Find out which, if any, professors in the department are actively studying one of your topics of interest, or if they have in the past, and schedule a time to meet with them to discuss your mutual interests
- c.** See if there is a faculty member who has a current project with which you can become associated in some manner
- d.** If researchers outside of the department are investigating your topic of interest, find out if a faculty member in the department is familiar with this and be willing to mentor you (even if he or she is not actively researching or teaching in this area)

e. Ask one of our department staff members for access to review past MA theses

3. Thesis Committee Members

- a. In consultation with the Graduate Advisor and by reviewing faculty profiles on the department website, identify and meet with a faculty member based on this instructor's topical and/or methodological area(s) of interest that are similar to some of yours. During such a meeting you should describe your interests and ask if the instructor would be willing to consider mentoring you as your committee chair or other member. And it is always a good idea to have read something this person has published before you meet so as to prepare relatively informed questions.
- b. In consultation with your thesis chair and/or Graduate Advisor identify and meet with another faculty member within the department who might serve as your second committee member. Even if your second potential member is not actively researching or teaching in your area of interest, he or she might contribute methodologically to your thesis design.
- c. In the same manner, identify and meet with a faculty member outside of Sociology who might serve as your third ("outside") committee member. Final authority for approval of committee members rests with the Dean of the Graduate Division and Research.
- d. Lastly, early in your communications with your three committee members be sure that you understand their expectations. Do not be shy about checking on these as your work on your thesis proceeds. A chair, for instance, may want to read your thesis chapters as you complete them, and provide feedback on your "final draft" before other committee members. Other committee members typically just want to see the entire draft once you have incorporated the feedback from your chair.

4. Thesis Proposal

The aim of the required thesis proposal is to articulate clearly how, why and when you will do your thesis research. This will allow you to solicit prospective thesis committee members to be on your committee, and obtain valuable feedback before you begin working on your thesis. Your proposals should be written in the future tense ("will") rather than the past tense ("was"), unless you have already obtained data or accomplished something else related to your thesis. Write the proposal in journal article format, following the style of the current American Sociological Association (ASA) Publication Manual. If there are some details or procedures you are uncertain about, include a discussion of the various ways you might proceed, indicating the pros and cons of each possible way. Your proposal should adopt the following outline:

a. *Title (Signature) Page*

- b. *Abstract:*** This is a brief summary of your thesis project on a second page and in no more than 300 words that (1) states the outcome and hypothesis(es) or question(s), (2) describes the subjects or population being studied, (3) explains the institutional, geographic and temporal context of the study, (4) explains the data and research methods, and (5) articulates what you think you might find.

- c. **Introduction:** Explain why you are undertaking this study, what its general purpose is, and how it connects with the discipline of Sociology and perhaps a field within this (e.g., criminology, health, immigration, demography). You should also explain how your research will address the topic or question(s) you are studying. And it is useful to provide the reader with some background on your topic to understand the full significance of the phenomenon you are investigating.
- d. **Literature Review:** Describe how your thesis topic or outcome has been researched by others, their findings, and how their work informs yours. What are the major theoretical issues in this line of work? What do you plan to do to extend the research in this area? Be sure to articulate how sociological theory helps frame or guide your research, as well as the methods other researchers have employed.
- e. **Data and Methods:** Describe existing data or information you will use or how you intend to collect your own data. Be sure to describe subject characteristics, time frame of your study, institutional aspects, geographic coverage, or other important information about the nature of your information (e.g., content analysis of newspaper articles). It is very important that you explain how your data/information will enable you to answer the question or questions you are asking. Outlining how you will do your analysis often helps in this regard. And you should include any questionnaires or other materials you have already prepared as well as any feedback you have received from SDSU's IRB about human subjects concerns (in an appendix). In short, you need to explain your data in detail and provide your potential committee members with sufficient information about how you will analyze your data/information.
- f. **Discussion:** How might the study turn out? What would it mean if it turned out as expected? What would each of the other ways it could turn out tell you? In what way could it make an important contribution to knowledge? What are the theoretical implications of the findings for each of the potential outcomes? For a qualitative study a discussion prior to research may be inappropriate, but regardless of what kind of thesis research you will do, please consult with your potential chair about your entire proposal.
- g. **References:** Include here the bibliography you have accumulated, following the ASA citation style.
- h. **Appendix (optional):** If necessary, include any questionnaires or other information pertinent to your thesis (e.g., feedback from mentors or the IRB).

5. Thesis Draft and Revisions

- a. As stated above in Section IV.B.1, Montezuma Publishing offers a "Thesis Survival Guide" (<https://www.montezumapublishing.com/>). But it would also be a very good idea to visit the SDSU Montezuma Publishing thesis review page at <https://www.montezumapublishing.com/thesisanddissertation/thesisreview> and make an appointment to speak with a thesis reviewer if you have any questions on formatting or style. Use the formatting template provided so that you do not need to redo all the formatting at the end. In preparing your thesis draft, select **ONE** style guide, that of the American Sociological Association (ASA) or American Psychological Association (APA), for instance. If you select the ASA guide, as is

typical, and it doesn't cover something, check an ASA-published journal article for guidance. If these ASA resources leave particular questions unanswered, use the Chicago manual as backup for style and formatting questions. And you can always ask your thesis chair.

- b.** Several drafts of the thesis are usually required by the thesis chair and/or committee members before the student can generate a final draft to be submitted to Montezuma Publishing. The student must allow *at least two weeks* for faculty responses to drafts, and several weeks of subsequent revisions may be necessary. In order to minimize disappointments, know your deadlines, plan ahead for sufficient draft reviews and revisions, and keep your committee members advised of your desired schedule.
- c.** It is highly advised that each student set up a thesis task schedule with her or his chair, working backwards from the final university deadlines.

6. Thesis Defense and Revisions

After the chair, and optimally each member, of your thesis committee is satisfied that your thesis is in good enough shape for you to present it orally you should:

- a.** Consult with your committee members to schedule a date and time for your oral defense, and then with the Department of Sociology Administrative Support Assistant to select a room. The Department's conference room – Nasatir Hall (NH) 229 – is frequently used for this purpose and it highly recommended that you reserve it 3-4 weeks in advance. Importantly, you must schedule your oral defense of the thesis at least two weeks before Montezuma Publishing's (actually the Graduate Division's) "at risk" deadline if you want to officially graduate in May of the same semester. To take a recent example, you would have been "at risk" of not officially graduating in May 2020 if your "completed" thesis draft had not been submitted to Montezuma Publishing for review by March 27th, 2020. However, very few of our MA students meet this "at risk" deadline and, although not "officially" graduating in May, are able to walk with their MA cohort classmates in the May graduation ceremony and "officially" graduate in the summer. Dates change from year to year, so be sure see the suggestion given in Section III.J above.
- b.** Schedule and present your thesis defense on campus during regular business hours.
- c.** Note that passage of the oral thesis defense is determined by unanimous vote of the thesis committee, and thus all committee members are expected to be present. Should any member be on leave or unavailable, the chair and the candidate may select a substitute. Furthermore, a waiver of the thesis defense will be granted only in rare cases of extreme hardship and only with the approval of the Graduate Committee.
- d.** Have your thesis approval form signed by all committee members after you successfully defended your thesis orally and have made any required revisions suggested by your committee members under the guidance of your chair. Also, be sure to give a copy of this signed page to the Graduate Adviser.

7. Thesis Review and Publication

- a. After having incorporated any required changes to your thesis and having worked to meet the guidelines of your chosen discipline (e.g., ASA), we suggest reading the information and watching the video provided at the Montezuma Publishing website noted below to familiarize yourself with how a thesis should be formatted (<http://www.montezumapublishing.com/thesisanddissertation/thesisformatting>)
- b. Before submitting your “polished” thesis draft to Montezuma Publishing’s Thesis Review Service, take a copy of your thesis committee signature page and a copy of your thesis title page to Graduate Division. They will issue you a Thesis Clearance Sheet verifying that you have an “almost-final” copy. After this, take your thesis draft, the original title page, the original signature page, and the abstract to the Montezuma Publishing Thesis Reviewer.
- c. Please be sure to email the final version of your thesis – after obtaining approval from Montezuma Publishing – to the Graduate Advisor and Administrative Support Assistant.
- d. Deadlines for filing your thesis manuscript for graduation change, and are published in the Graduate Bulletin (https://curriculum.sdsu.edu/curriculum-services/graduate-bulletin/19_20_gb/2019-20-full-gb-web.pdf) and in each semester’s Class Schedule.
- e. *Cheating and Plagiarism* are taken very seriously by the Department and the University, and can result in failing classes, suspension, expulsion or probation. Therefore, please see pages 67-68 of SDSU’s 2019/2020 Graduate Bulletin. You can also visit the SDSU Policy File website at <https://senate.sdsu.edu/policy-file/policies/academics#Cheating%20and%20Plagiarism> for more information.

V. PLAN B: SOCIOLOGY COMPREHENSIVE EXAMINATION (CE)

A. Comprehensive Exam Committee and Content

1. Students electing to take a Comprehensive Exam (CE or Plan B) as part of their official program of study (POS), typically at the very beginning of a student’s third semester, should begin the process by selecting an academic area from the “Faculty Areas of Expertise” list provided below. The student should then form a CE committee composed of two Sociology faculty members with expertise in the student’s chosen area. The faculty Chair and second member of the CE committee are jointly responsible for supervising the CE (details below). And while Lecturers or visiting faculty may serve on a student’s CE committee, this person must be approved by the Graduate Adviser and Graduate Affairs, and at least one full-time tenure/tenure-track faculty member must be on the committee.
2. The role of the student’s committee Chair, in addition to being on the committee, is threefold. First, s/he works to ensure that the student is making satisfactory progress in preparation for taking the CE. Second, s/he encourages the student to maintain a consistent connection with others and various activities in department. Third, s/he

oversees the completion of administrative tasks related to the CE and ensures that all necessary paper or electronic messaging is forwarded to the Graduate Adviser.

3. The student is required to have taken at least one course in the chosen area of study/expertise. This course could have been taken while pursuing an undergraduate degree or, even better, can be taken in the graduate program as either an undergraduate course taken for graduate credit (Soc597), a graduate course (Soc500-level to Soc700-level), or an independent study (e.g., Soc695 with a committee member).
4. The student must have also taken an additional (non-independent) Soc700-level course during their time in the program (either a seminar course or Soc796). Students may register for Soc797 or Soc798 during the semester of the exam, but this does not fulfill the additional course requirement.
5. The CE consists of an *Essay*, a *Written Test*, and an *Oral Defense*. The content and format of the CE will depend upon a contractual agreement that the student develops with his or her two committee members. Specifically, the student must create a bibliography consisting of books, journal articles and/or other important materials (e.g., research reports, news articles) that are considered by committee members to be necessary for mastering the area and sub-area of expertise/study. This agreed-upon bibliography must be completed before obtaining committee members' signatures on the CE Agreement form and before the semester in which the student plans to take the CE. The student also needs to email the signed CE Agreement form to the Graduate Advisor.

B. Comprehensive Exam Format

The format of the CE will depend upon the agreement the student makes with the two CE committee members. However, the **Written Test** typically evaluates the student's overall knowledge about the "breadth and core concepts" of the chosen area of study, and the **Essay** evaluates the student's in-depth knowledge of one or more important debates or sub-areas within the main area of study.

1. Written Test

A written test can take place at home (employing an open-book format and to be completed within 72 hours after receiving the questions) or on campus (using a closed-book format and to be completed within a four-hours period in the department). To "pass" the written test, the student's response must include a comprehensive review of appropriate literature and a cogent discussion addressing the questions asked. The date and time of a CE test will be scheduled each semester in accordance with the university schedule for exam completion. The Written Test will not be offered during a summer semester.

2. Essay

An analytical essay should be between 20-30 pages, double-spaced and use conventional fonts and margins. The essay may take various forms including but not restricted to the following: a position paper, a literature review, a syllabus with an analytical justification for its content, or a research paper with a research question and empirical data. The product must be analytical in content, including a comprehensive review of appropriate literature and a cogent discussion of the topic; a purely descriptive account or narrative is insufficient. The student must confer with the supervising committee member about the essay content and structure before and during the time s/he is writing. The essay will be due on the first day of the written exam period. Failure to complete the essay by that date constitutes failure for the essay segment of the comprehensive exam. Importantly, students who fail either component of the exam (Written Test or Essay) may re-take that segment in a subsequent semester, but only once. Also, no Essay will be accepted during a summer semester.

3. Oral Defense

An oral defense a mandatory component of the CE (Plan B), and both committee members must attend. The student is responsible for arranging the date, time and location of the oral defense within the period specified as the Oral Exam Period, and in consultation with his or her committee Chair. Student responses to both the written test and the essay must be given to both committee members so that there is sufficient time for each to read them and to provide useful feedback during the oral exam. There is no oral defense for repeat written exams and/or essays, and a student who fails twice on any portion of the exam will not be granted the MA degree in Sociology.

C. Comprehensive Exam and Oral Defense Scheduling

Students taking the CE need to visit the Graduate Affairs website option entitled “Current Graduate Students” (https://grad.sdsu.edu/current_grad_students) and open the appropriate “Graduate Deadlines” document link to find out the dates by which the CE needs to be completed and the results reported to Graduate Affairs. For instance, during the spring 2020 the following information was provided ...

Master's Plan B

Comprehensive exam completed by	May 14, 2020
Comprehensive exam results reported to Graduate Affairs by	May 20, 2020

This information should be used by a student when discussing the scheduling of the CE with her or his committee members. Typically, the Written Test and Essay should be completed approximately three weeks to one week before classes end and about two weeks before the Oral Defense. After the Oral Defense and at least two days before the Graduate Division deadline, the CE committee must fill out CE Evaluation and submit it to the Grad Advisor. The student also needs to complete the Report of Final Exam with the

Graduate Advisor and submit this to Grad Division. Lastly, a CE must be finalized within one year of completion of all course requirements.

VI. SOCIOLOGY AREAS OF EXPERTISE/STUDY

Areas	Faculty
Class/Inequality/Stratification	Beck, Gibbons, Esbenshade, Marcelli & Roberts
Criminology	Brown, McCall & Liu
Culture/Media	Kim & Roberts
Demography	Beck, Gibbons, Marcelli & Ojeda
Education	Beck & Choi
Family	Beck, Liu & Ojeda
Gender and Sexuality	McCall & Kim
Globalization	Choi & Roberts
Health	Beck, Gibbons & Marcelli
Immigration	Esbenshade, Kim & Marcelli
Political Sociology/Social Movements	Choi, McCall, Johnston & Roberts
Race	Choi, Esbenshade, Gibbons, Johnston, Kim & Roberts
Quantitative & Survey Methods	Beck, Liu & Marcelli
Qualitative Methods	Brown & Kim
Religion	Marcelli
Social Psychology	Johnston & Marcelli
Theory	Choi & Roberts
Urban	Gibbons, Marcelli, McCall & Roberts

VII. FULL-TIME SOCIOLOGY FACULTY: *Offices in Nasatir Hall (NH below)*

BECK, Audrey N., Associate Professor & Undergraduate Advisor abeck@sdsu.edu
 (Ph.D., Duke University) NH 214
 Health, Stratification, Family, Education, Demography,
 Immigration, Research Methods, Statistics

BROWN, Timothy C., Associate Professor & Graduate Advisor tbrown3@sdsu.edu
 (Ph.D., Louisiana State University) NH 218
 Crime and Deviance, Gangs, Rural Crime, Social Inequality,
 Qualitative Research Methods

CHOI, Jung M., Associate Professor jchoi@sdsu.edu
 (Ph.D., York University – Toronto) NH 204
 Race/Ethnic/Minority Relations, Social Organization,
 Political Sociology

ESBENSHADE, Jill, Professor jesbensh@sdsu.edu
 (Ph.D., University of California, Berkeley) NH 221
 Labor, Immigration, Public Policy, Race, Global Economy

GIBBONS, Joseph, *Associate Professor* jbibbons@sdsu.edu
 (Ph.D., University of Albany, State University of New York) NH 217
 Urban Sociology/Organization, Race/Ethnic Relations, Health
 Disparities, Spatial Analysis

JOHNSTON, Hank, *Professor* Hank.Johnston@sdsu.edu
 (Ph.D., University of California San Diego) NH 220
 Social Theory, Social Movements and Collective Action,
 Ethnicity, Social Psychology, Mobilization Processes

KIM, Minjeong, *Associate Professor & Department Chair* mkim@sdsu.edu
 (Ph.D. University of Albany, SUNY) NH 215
 Gender and Sexuality, Masculinities, Family in International Migration,
 Asian American Studies and the Media

LIU, Ruth X., *Professor* rliu2sdsu.edu
 (Ph.D. Texas A&M University) NH 222
 Criminology and Deviance, At-Risk Youth, Quantitative Methods &
 Social Psychology

MARCELLI, Enrico A., *Associate Professor & Graduate Advisor* emarcell@sdsu.edu
 (Ph.D., University of Southern California) NH 219
 Immigration, Health, Urban Inequality & Quantitative/Survey Methods

McCALL, Michael M., *Associate Professor* mmccall@sdsu.edu
 (Ph.D., Washington University in St. Louis) NH 216
 Criminology, Group Decision Making, Gender, and Formal Methodology

OJEDA, Norma, *Professor* nojeda@sdsu.edu
 (Ph.D. University of Texas at Austin) NH 223
 Demography, Family, Reproductive Health, Gender,
 U.S.-Mexico Border Studies

ROBERTS, Michael J., *Professor* mroberts@sdsu.edu
 And Advisor for Alpha Kappa Delta (AKD) NH 213
 (Ph.D., City University of New York, University Center and
 Graduate School)
 Social Theory, Labor Studies, Popular Culture, Critical Theory,
 Social Movements, Sociology of Music

NOTE: Please call (619) 594-4826 if you are unable to reach a professor.

VIII. SELECTED THESIS & COMPREHENSIVE EXAMINATION TOPICS (2010-2020)

2020 **Olvera, Jose Luis** – “Education and Medical Insurance Protect More Than Citizenship Status against Serious Psychological Distress among Adult Mexican Immigrants.”

- 2019 **Gibbs, Ariel** – “A Pre-Conviction List: Exploring Gang Documentation through the Voices of those impacted.”
- 2018 **Torres, Solinda Hernandez** – “Immigrant Integration and Its Effects on Women.” (CE)
- 2016 **Bursalyan, Haroutun** – “Using Chess as a Tool for Progressive Education.”
- 2015 **Ahlawat, Ankit** – “GIS Tools Showing Cultural Impacts on the United States from Immigration.”
- 2014 **Haulman, Matthew A.** – “Trends and Correlations of Hate Crime Reporting in the United States.”
- 2013 **Livingstone, Stacey Bryley** – “Life, liberty and the pursuit of Happiness: Latina/o Iraq Veterans' Articulations of Identity and Citizenship in the Contexts of Service and War.”
- 2012 **Hansen, Molly R.** – “Sleep and Happiness among Brazilian and Dominican Migrants.”
- 2011 **Fawcett, Ryan Michelle** – “Sustainability in Higher Education: Developing a Community College Course”
- 2010 **Smith, Chad Joseph** – “Surfing and Social Theory: the Significance of Surfing and Its Social Contexts.”