



# SACRAMENTO STATE

## Master of Arts in Sociology (MAS) Graduate Program Handbook®

---

California State University Sacramento  
Department of Sociology  
Amador Hall, 4<sup>th</sup> Floor, Room 450



# Table of Contents

Welcome to the Department of Sociology and the Master of Arts in Sociology (MAS) Program.....	3
Mission of the Department of Sociology and the MAS Program.....	4
Department of Sociology Staff and Faculty.....	5-6
Admissions, Applying to the MAS Program, Application Review Process, and After Acceptance...	7-10
MAS Program Registration and Cost.....	11
MAS Program Overview and Program Learning Outcomes.....	12-13
MAS Program Curriculum and Course Offerings.....	14-18
MAS Program Course Sequences, Progress, and Completion.....	19-20
MAS Program Grade and Grade Point Average (GPA) Requirements and Academic Standing.....	21-22
MAS Program Graduate Writing Intensive (GWI) Course.....	23
MAS Program Graduate Writing Assessment Requirement (GWAR).....	24
MAS Program Advancement to Candidacy (ATC).....	25
MAS Program Culminating Experience and Options.....	26-30
Institutional Review Boards (IRB) and Collaborative Institutional Training Initiative (CITI) Program for Human Subjects Research.....	31
American Sociological Association (ASA) Code of Ethics.....	32
Standards for Student Conduct and Academic Honesty at CSUS.....	33
Relevant Policies, Forms, and Petitions.....	34
MAS Program Leave of Absences.....	35-36
MAS Program Steps to Graduation.....	37
MAS Funding, Employment, Fellowship, and Awards Opportunities.....	38
MAS Program Student Resources of Interest.....	39
Professional Organizations and Annual Conference Meetings.....	40

## **Welcome to the Department of Sociology and the Master of Arts in Sociology (MAS) Program**

Welcome to the Department of Sociology MAS Program at California State University Sacramento State! If you are reading this handbook, it means that you are a recently admitted student or that you hope to become one in our MAS Program. Either way, congratulations and good luck! Our department is excited to have you join us! In this handbook, you will find most of the information you will need to progress through and succeed in the MAS program.

This handbook is set up to give you an overview of the MAS Program, to help you navigate your way through graduate school, and to facilitate your completion of the MA degree. It is also meant to help clarify the MAS Program's overall requirements, required core courses, elective courses, Advancement to Candidacy, and Culminating Experience Options (the Thesis or the Project). In addition, the handbook aims to ensure you have the resources you need to meet all the required deadlines and submit all the mandatory forms.

In this handbook, you will find helpful graduate student resources, opportunities for graduate student funding, employment, fellowships, and awards, as well as graduate students' code of ethics, conduct, and academic honesty. Other important informational points include things like what to do if you need to take a medical or personal leave, GPA and grade requirements, and sociological professional organizations and conferences.

## **Mission of the Department of Sociology and the MAS Program**

California State University Sacramento's (CSUS) mission is to transform lives by preparing students to lead, serve, and succeed. Moreover, CSUS's vision is to be a welcoming, caring, and inclusive leader in education, innovation, and engagement.

With CSUS's mission and vision in mind, the Department of Sociology's mission is the commitment to offering a comprehensive program that is designed to promote student understanding and engagement with the social world through a sociological lens. In other words, the mission is to provide our students with the theoretical and substantive knowledge to participate as skilled professionals within the institutions and organizations that shape our region and beyond.

The MAS Program aims to introduce and explain higher level skills in theory, research, social psychology, as well as engage students in specific areas, such as immigration and coloniality, social stratification, race and ethnic relations, and crime and deviance. Additionally, the MAS Program will provide students with advanced critical thinking and application skills, original research skills, and theoretical comprehension skills. Such skills and knowledge of the discipline will prepare students for further advanced degrees (e.g., PhDs), higher level research positions, as well as teaching or research positions in a variety educational and social service organizations in the Sacramento region and elsewhere.

## Department of Sociology Staff and Faculty

Below, you will find our Department of Sociology Staff and Faculty. You will also get to know some of our faculty's areas of teaching and research specialization. Contact professors directly to inquire if they are available to advise new graduate students.

### Department Chair and Staff

<b>Heidy Sarabia, PhD</b> Professor/Department Chair Sociology Main Office AMD 450 916-278-6522 heidy.sarabia@csus.edu Website: <a href="http://heidysarabia.com/">http://heidysarabia.com/</a>	<b>Millicent Ballesteros</b> Administrative Support Coordinator Sociology Main Office AMD 450 916-278-6522 millicentballes@csus.edu
Specialty & Interests: Globalization, U.S.-Mexico Border, Immigration & Citizenship, Law & Society, Social Movements, Research Methods	<b>Alexa-Lynn Hylaris</b> Administrative Support Assistant Sociology Main Office AMD 450 916-278-6522 soc-sc@csus.edu

### Department Faculty

<b>Manuel Barajas, PhD</b> Professor AMD 454B 916-278-7576 barajasm@csus.edu	<b>Ellen Berg, PhD</b> Professor AMD 453A 916-278-7577 berge@csus.edu
Specialty & Interests: Class, Gender Inequalities, Labor Migration, Immigration, Transnationalism Studies, Chicana/o Latino Studies, Ethnic & Race Relations, The Xaripu Community Across Borders	Specialty & Interests: The Family, Sociology of Sports Quantitative and Qualitative Research Methods, Statistical Analysis
<b>Jacqueline Brooks, PhD</b> Associate Professor AMD 455A 916-278-3358 jacqueline.brooks@csus.edu	<b>Jacqueline Carrigan, PhD</b> Professor AMD 454C 916-278-6801 carrigan@csus.edu
Specialty & Interests: Race & Ethnicity, Gender, Marginalized Communities, Stratification, Intersectionality, Organizations & Education, Sociological Theory, Research Methods	Specialty & Interests: Demography, Marxist Sociology, Research Methods
<b>Gabrielle Gonzales, PhD</b> Assistant Professor AMD 541C 916-278-7575 g.gonzales@csus.edu	<b>Aya Kimura Ida, PhD</b> Professor/Undergraduate Program Coordinator AMD 451B 916-278-3387 kimuraa@csus.edu
Specialty & Interests: Social Inequality, Sociology of Health, Latin American Studies	Specialty & Interests: Social Psychology, Race & Ethnicity, Mental Health & Illness, Transnational Studies, Asian & Asian American Studies, Research Methods

<b>Amy Liu, PhD</b> Professor AMD 455C 916-278-7574 liuqa@csus.edu	<b>Anne Luna, JD/MA, PhD</b> Associate Professor/CFA Capitol Chapter President AMD 455B 916-278-7961 luna@csus.edu
Specialty & Interests: Asian & Asian American Studies, Family & Aging, Health & Mental Health, Assessment, Opinion Polls, Program Evaluations, Race Relations, Surveys	Specialty & Interests: Social Theory, Social Inequalities, Environmental Sociology, Social Movements, Sociology of Gender, Native American Sociology
<b>Patricia Morris, PhD</b> Associate Professor AMD 451A 916-278-3613 morris@csus.edu	<b>Amalia Pérez Martín, PhD</b> Assistant Professor AMD 451D 916-278-7573 a.perezmartin@csus.edu
Specialty & Interests: Sociology of Emotions, Sociology of Work, Social Psychology, Animals and Society, Research Methods, Quantitative and Qualitative Analysis	Specialty & Interests: Social Movements, Latin America, Legal Mobilization & Repression, Authoritarianism, Latina/o Political Identities, and Women's Rights Activism.
<b>Lina Ríncon, PhD</b> Associate Professor AMD 553C 916-278-TBA lina.rincon@csus.edu	<b>Christopher Rogers, PhD</b> Assistant Professor AMD 453C 916-278-6694 c.rogers@csus.edu
Specialty & Interests: Race and ethnic relations in the U.S., legality and migration, the migration of Latine professionals, Colombians in the US, DEI in higher education	Specialty & Interests: Critical Race Theory, Critical Criminology (Abolition), Health Care Systems, Black Feminist & Black Queer Theory, Qualitative Methods, Black & Brown Liberation, Education System, Carceral System
<b>Nitika Sharma, PhD</b> Assistant Professor AMD 454A 916-278-7578 nitika.sharma@csus.edu	<b>Amanda M. Shighihara, PhD</b> Associate Professor/Graduate Program Coordinator AMD 455D 916-278-7572 shighihara@csus.edu Website: <a href="https://sites.google.com/view/amandashighihara">https://sites.google.com/view/amandashighihara</a>
Specialty & Interests: Globalization, Postcolonial Studies, Citizenship, Immigration, Race & Ethnicity, Refugee & Migration Studies, Menstruation Studies, Qualitative Methods	Specialty & Interests: Social Psychology, Deviance, Crime and Law, Life Course, Work and Occupations, Animals and Society, Sociological Theory, Research Methods
<b>Charles Varano, PhD</b> Professor AMD 454D 916-278-6675 cvarano@csus.edu	<b>Kevin Wehr, PhD</b> Professor/CFA Bargaining Team Chair AMD 453D 916-278-4277 kwehr@csus.edu
Specialty & Interests: Education, Social Stratification, Urban Sociology, Work & Organizations	Specialty & Interests: Environmental Sociology, Political Sociology, Criminology, Social Movements, Social Theory

## Admissions, Applying to the MAS Program, Application Review Process, and After Acceptance

Our graduate program presents opportunities for systematic studies that differ from the undergraduate experience. Our MA students are preparing to become independent and analytical researchers/scholars who can succeed in professions focused on improving social conditions. Small seminars provide close student-faculty interactions and promote a supportive learning environment. The Sociology Department typically offers 3 to 4 graduate classes per semester (each class is scheduled only one night a week for 2 hours and 50 minutes); 30 semester units are required to complete the Sociology Program, which include coursework units and culminating experience units. Most of our MAS students majored in sociology as undergraduates, however, we also accept students who majored in other disciplines, provided that they have completed the minimum admissions requirements written below.

### Minimum Admissions Requirements

Admission as a classified graduate student in the Sociology MA Program requires:

- A baccalaureate degree (a baccalaureate degree in Sociology is preferred).
- A minimum cumulative undergraduate GPA of 3.0.
- Satisfactory completion of a minimum of 18 units of undergraduate work in sociology, including one course each in theory, statistics, and research methods (see below), with a minimum 3.0 GPA.
  - SOC 101 Introduction to Statistics for Sociologists (or equivalent)
  - SOC 102 Research Methods in Sociology (or equivalent)
  - SOC 192 Sociological Theory (or equivalent)

Students who have deficiencies in admissions requirements that can be removed by specified additional preparation may be admitted with a “conditionally classified” graduate status rather than a “classified” graduate student status. Any such deficiencies will be noted on a written response to the admission application.

### Admission Procedures

All prospective graduate students must complete a CSU System Application via [CalStateApply](#). The following are all the components that must be submitted on CalStateApply.

- **A statement of purpose;**
- **One writing sample;**
- **One set of unofficial transcripts** from all the colleges and universities attended, including Sacramento State transcripts, in one PDF;
- **Two letters of recommendation**

Before applying, please review all the detailed application instructions and information on the Quad IV Documents and Recommendations Pages, the Sociology Catalog [website](#) and the Office of Graduate Studies Applicant [website](#), and the Sociology Department [website](#). If you have questions, contact the

Graduate Studies Office at [grad\\_admissions@csus.edu](mailto:grad_admissions@csus.edu) or [grad\\_degreeservices@csus.edu](mailto:grad_degreeservices@csus.edu), or contact the Sociology Graduate Program Coordinator.

### **Detailed Description of the Required Application Materials**

**Statement of Purpose:** Your statement of purpose should address why you want an MA in Sociology, and in particular, why you want to earn an MA in Sociology from California State University of Sacramento (CSUS). In other words, you should discuss your goals and objectives for acquiring an MA in Sociology at CSUS. The statement of purpose should also demonstrate your understanding of and passion for sociology as well as your ability to succeed in our Sociology Graduate Program. Background, academic/work history, and internship/volunteer experiences that relate to your sociological research and teaching interests may be considered as evidence of your commitment to graduate studies. A focused area of study that fits with the program's offerings is also valuable evidence of commitment and interest in our sociology program. In addition to the broad description above, the Sociology Admissions Committee is specifically looking for you to clearly address the following three required questions in your statement (approximately 2000-3000 words).

- What are your purposes, goals, and objectives for earning an MA in Sociology, specifically from the Sociology Department at Sacramento State? Moreover, what are your plans once you graduate with an MA in Sociology, such as with work, research, and/or teaching?
- What areas of sociological specialty and study are you interested in most and why? When answering, review and consider the areas of specialty of our graduate program faculty on our [website](#).
- How do your background and academic interests contribute to the diversity of our graduate program, department, and university? In your answer, consider how you became aware of, and/or how you have experienced, inequalities regarding race, ethnicity, class, sex, gender, or another system of stratification.

**One writing sample:** Your ability to think sociologically, analyze social phenomena critically, and to understand and/or conduct academic/applied social research is important for program admission. The Admissions Committee evaluates the writing sample for your ability to effectively apply sociological perspectives/theories, research methods, and problem-solving skills to analyze and explain social issues, problems, and questions. The writing sample should include an empirical research paper, an applied research paper, or a research proposal paper from your capstone course (e.g., SOC 102 at Sacramento State) or from another course.

**One set of unofficial transcripts:** This set should include unofficial transcripts from all the colleges and universities attended, including Sacramento State transcripts, in one PDF. All admitted applicants will be required to submit official transcripts from all colleges and universities attended, including all community colleges and any college credits taken during high school.

**Two Letters of Recommendations:** The two people you choose to write letters ought to be able to speak to your potential to succeed as a graduate student. The Sociology Department prefers letters from sociology professors but will consider letters from other qualified people. When you ask people for recommendations, instruct them that they will be sent a link via their email to submit the letter. Ask them to clearly address all required fields when they log in. Moreover, provide them with the following information to address the following three required areas of assessment.

- Please tell us how long you have known the applicant and in what capacity; evaluate the applicant's capacity for critical thinking, analysis, writing, and communicating; and discuss the applicant's capacity for sociological research, intellectual curiosity/growth, collaborating with others, accepting/applying constructive feedback, and working independently.
- Please give us your overall estimate of the applicant's potential to complete the MA in Sociology Program, which is designed as a two-year program; comment on the level of mentorship and advising the applicant will need to be successful in the program; and assess the applicant's ability to contribute to diversity, equity, and inclusion.
- Please write about any other factors that ought to be considered in whether the applicant should or should not be accepted into the Sociology Graduate Program (e.g., personal maturity, self-motivation/initiative, resilience, integrity, etc.).

### **Application Review Criteria and Process**

The Sociology Graduate Admissions Committee has developed guidelines for admission to the MA in Sociology Program. Five general categories constitute the criteria for admission: 1) A statement of purpose; 2) One writing sample; 3) A minimum 3.0 Grade Point Average (GPA); 4) Two letters of recommendation; and 5) Diversity.

**The statement of purpose** is a very important part in the admissions process; it will show the applicants' reasons and purposes for wanting to earn an MA in Sociology from Sacramento State, their ability and motivation for program completion, and their investment in our particular program and faculty members. The statement will reveal the applicants' written and communication skills, how they add to the discipline of sociology in general and to our program, and interest and ability to succeed in the graduate program. Students' statements should demonstrate a clear understanding of sociology and/or their objectives for acquiring the degree. Background, work, internship/volunteer experiences that relate to their sociological research/teaching interests may be considered as evidence of their commitment to our graduate program.

**The writing sample** will show the ability of, and/or potential for, applicants to conduct academic, theoretically driven, empirical, and/or applied social research. Thus, it is also an important factor for the admissions process. The writing sample can provide us with valuable information to evaluate whether students can use sociological perspectives/theories, quantitative or qualitative research methods, critical analysis and problem-solving skills, information acquisition skills, and communication skills. The writing sample can also allow us to evaluate applicants for the ability and/or potential to effectively conduct social research projects, which analyze and explain significant social issues, questions, or problems facing us at local, national, and/or international levels. Additionally, the writing sample can highlight the applicants' ability to provide insightful solutions or suggestions for decision-making and social policies.

**The GPA** is an important factor in the admissions process, and a GPA of 3.0 or better is desired. Higher GPAs will have an advantage, but the grade point average will be contextualized to avoid excluding exceptional students who demonstrate evidence of academic excellence in Sociology. In analyzing the context of an individual GPA, the committee will look at the GPA that (1) relates to the discipline (Sociology), (2) reveals anomalies, such as a good GPA that was disrupted by an odd semester (e.g., personal hardship) that does not reflect the more stable pattern of academic excellence,

and that (3) demonstrates familiarity/proficiency with sociological theory and methods (or in some cases, familiarity/proficiency with equivalent social science theory and methods).

**The two letters of recommendation** highlighting the applicant's ability and potential to succeed as a graduate student are important in the admissions process. The letters can be evaluated for the applicant's academic and related relevant experiences that highlight the applicant's preparation for graduate school. The letters should show a good understanding of and familiarity with the student in the areas that would be indicative of the ability to succeed in the Sociology Program. For example, the recommendations ought to show the applicant's critical thinking, analysis, and writing skills, engagement with social problems and innovative research, and enthusiasm for examining the social processes that influence people's life outcomes and solutions to systems of stratification.

**Diversity** is highly valued by Sacramento State in relation to diversity, equity, and inclusion (DEI). As a university with an Antiracism and Inclusive Mission and Campus Plan, the Sacramento State community, faculty, students, and staff engage in impactful dialogue, events, courses, and research regarding frameworks and processes to prevent racism, exclusion, and bias. Aligned with Sacramento State, diversity is important to the Sociology Department's MA Program admissions process, and the Department is interested in receiving applications from those committed to advancing the University's DEI goals, social justice efforts, and the understanding of diverse populations. Our department will look for evidence of applicant DEI in the submitted required application materials.

### **After Acceptance, Enrollment, and Orientation**

After the Graduate Admissions Committee meets, ranks the applicants, and decides on the applicants for admission, the Committee sends the ranked list of applicants to the Office of Graduate Studies (OGS) recommending them for acceptance. After OGS reviews and approves the list, OGS sends official acceptance letters to the applicants. Thereafter, it is up to the applicants to submit their **intent to enroll within two weeks**. Once they send the intent to enroll, and it gets closer to the fall semester, students will get information about orientations, courses, course enrollment, and so on.

Graduate student OGS orientation is mandatory and available online during the summer and/or at the start of the fall and spring term. Orientation is in two parts: live online session and a component that is fully online in Canvas and includes modules on Academic Integrity, Research Integrity, Title IX, Student Accessibility Services, and Progress to Degree. New students will receive notification of their enrollment in the orientation Canvas course no later than the first week of classes. After reviewing the course modules, students should complete the self-assessment, where they will acknowledge their review of the information and contact the graduate coordinator or graduate advisor to complete an Individual Professional Development Plan. Students will not be eligible to enroll in their second semester of coursework until they have completed the OGS orientation course.

## MAS Program Registration and Cost

New students who have received notice of admission are eligible to register for classes. Registration is conducted online through the Student Center on My Sac State. Eligible students are assigned a registration appointment by class level priority. The Class Schedule is available online in March for fall semester. Registration information will be communicated to all eligible students in April for fall semesters. The Academic Advising Center offers advising and registration assistance to newly admitted students during the orientation program prior to each fall and spring semester.

Students who miss their registration appointment may enroll during Open or Late Registration. There is a \$25 fee for late registration. Course availability may be limited. Once students register for classes, all registration fees must be paid by established deadlines. Failure to pay registration fees or make appropriate arrangements for payments will result in enrollment cancellation. Contact the Bursar's Office for payment deadlines. More information about registration can be found on the University [website](#).

Go to the CSUS financial [website](#) to see current tuition costs by units and university fees. For financial aid purposes, MA students are considered full-time when they take 9 units per semester. The total tuition will vary based on financial aid needs and how long the student takes to graduate.

### Registration and Steps to Register

Registration day and time are scheduled in accordance with university priority policy in this order: differently-abled students, retention programs, graduating seniors, seniors, **classified graduate students**, juniors, sophomores, freshmen, and **unclassified graduate students**. Within each class level, students are scheduled according to total units completed. Registration fees should be paid during the Priority Registration period to avoid the late fee.

Your My Sac State Webpage will offer you access to your Student Center, where you can access features including registration, wait listing, fee payment, financial aid status, and holds. For help, the registration helpline is (916) 278-8088 (M-F 8:00 AM - 5:00 PM) and the University Help Desk is (916) 278-7337.

1. Log into the Student Center to find your registration appointment. Before your registration appointment, you need to clear any holds or outstanding fees due from a current or prior semester. Continuing students register first so make sure you are good to go before you register. Registration fees will not be due until after you enroll in classes.
2. The next phase of registration is for new transfer or freshmen to register for classes at orientation. During this time, continuing students may resume adding, dropping or swapping classes. You may also be added to a class you have waitlisted. During this time, fee payment will most likely be due for continuing students who registered earlier so be sure and pay your fees.
3. The final phase of registration is called Late Registration and Change of Schedule. It begins three weeks before the semester begins and continues through the second week of the semester.

# MAS Program Overview and Program Learning Outcomes

## Minimum Units and Grade Requirement for the Degree

Total units required for MA: 30

Minimum Cumulative GPA: 3.0. All units must be completed with a grade of “B” or better.

## Program Description

The Master of Arts Program in Sociology is designed to provide a broad academic foundation for a variety of professional opportunities and community needs such as survey research, evaluation and applied research, social problem analysis, career interest in community organizations, and teaching.

The program offers small once-a-week evening seminars and allows for close student-faculty interaction. It encourages students to seek internships and fieldwork, and participate in the many government, voluntary, and private agencies in the Sacramento area. Students will concentrate on theory and research methods as well as areas of elective specialization. Following coursework, students will complete a culminating experience project or thesis, depending on the student’s educational and occupational goals.

Many of our graduates enter employment in state, local, and city government agencies, non-profits, and private businesses that conduct evaluation and applied research, systems analysis, social problems analysis, and social impact assessment. A small number of our graduates enter PhD programs with an aim to teach and research at the university level.

The sociology graduate program presents the opportunity for systematic and sophisticated studies that differ from the demands of the undergraduate experience. Intellectual curiosity and serious commitment to advanced learning across a broad range of sociological areas are the key to success. The Department will do its best to advise and mentor students so that they may navigate the MAS Program and successfully complete it.

## Program Learning Outcomes

The Sociology Department Graduate learning outcomes are explicitly aligned with the University learning goals. The Graduate PLOs are:

### *Disciplinary Knowledge*

PLO 1: Master, integrate, and apply advanced sociological concepts, theories and skills to current, practical, and important contexts and situations.

### *Communication*

PLO 2: Communicate effectively in writing to a community of sociology scholars.

PLO 3: Communicate effectively through oral form to a community of sociology scholars.

*Critical Thinking and Analysis*

PLO 4: To apply a sociological imagination to explain social experiences or problems.

*Information Literacy*

PLO 5: Identify and locate information from multiple sources, both academic and non-academic to be applied toward a social experience or problem.

PLO 6: Critically evaluate multiple sources in relation to social experiences or problems.

*Professionalism*

PLO 7: Employ the General Principles and Ethical Standards written in the American Sociological Association Code of Ethics.

*Intercultural and Global Perspectives*

PLO 8: Identify and explain a diversity of perspectives for a social experience or problem.

PLO 9: Explain the existence of social inequality for multiple groups.

PLO 10: Demonstrate their cultural relativistic perspective.

*Research*

PLO 11: Design an independent and original research study to analyze a social experience or problem.

PLO 12: Analyze data to help understand the social experience or problem.

PLO 13: Use a sociological theory in the study to explain findings.

# MAS Program Curriculum and Course Offerings

## MAS Program Requirements

REQUIRED CORE COURSES (15 UNITS)		
<u>SOC 200</u>	Orientation and Writing for Sociological Graduate Studies <sup>(GWI)</sup>	3
<u>SOC 214</u>	Research Methods <sup>(GWI)</sup>	3
<u>SOC 215</u>	Data Analysis	3
<u>SOC 235</u>	Social Psychology	3
<u>SOC 240</u>	Seminar: Sociological Theory	3
ELECTIVES (9 UNITS) <sup>1</sup>		
Select 9 units from the following courses; each of the following courses is worth 3 units unless otherwise specified; with faculty and department approval, one relevant graduate-level elective in another graduate program may be counted toward the degree:		9
<u>SOC 210</u>	Urban Sociology	
<u>SOC 220</u>	Seminar: Social Change	
<u>SOC 222</u>	Immigration and Coloniality	
<u>SOC 225</u>	Social Stratification	
<u>SOC 226</u>	Sociology of Gender	
<u>SOC 230</u>	Seminar: Social Organization	
<u>SOC 238</u>	Environmental Sociology	
<u>SOC 255</u>	Social Research in Crime and Deviance	
<u>SOC 260</u>	Contemporary Issues of the Middle East and North Africa	
<u>SOC 265</u>	Race and Ethnic Relations	
<u>SOC 266</u>	Sociology of The Family	
<u>SOC 294</u>	Special Topics in Sociology <sup>2</sup>	
<u>SOC 295</u>	Internship and Fieldwork <sup>3</sup>	
<u>SOC 299</u>	Special Problems <sup>3</sup>	
CULMINATING EXPERIENCE REQUIREMENTS (6 UNITS) <sup>4</sup>		
<u>SOC 270</u>	Master of Arts Thesis/Project Seminar	3
<u>SOC 500</u>	Master of Arts Thesis/Project <sup>5</sup>	3
<b>TOTAL UNITS</b>		<b>30</b>

### Footnotes

<sup>1</sup> With faculty and department approval, one relevant 200-level elective in another graduate program may be counted toward the degree.

<sup>2</sup> This course changes subjects; SOC 294 may be repeated twice for credit with two different subjects. See course description per semester taught.

<sup>3</sup> No more than 6 units of SOC 295 and SOC 299 may be counted toward the degree; these courses do not count toward the 18 required units of 200-level seminar courses for Advancement to Candidacy eligibility.

<sup>4</sup> SOC 270 and SOC 500 cannot be taken in the same semester.

<sup>5</sup> Students may take up to 6 units of SOC 500 in the one and only semester they enroll in it. Students needing additional time to complete the culminating experience may enroll in subsequent semesters of SOC 599 with advisor approval.

## MAS Program Course Descriptions\*

\* Required courses for the MAS

<p><b>SOC 200. Orientation and Writing for Sociological Graduate Students*</b> (GWI)  Prerequisite(s): Admission to MA in Sociology Program.  <b>Term Typically Offered:</b> Fall</p> <p>This course introduces students to the graduate program, department, courses and faculty, explains the program's requirements and standards for successful completion of the MA, and provides students with insights into how the profession works. Students will learn about campus and departmental resources that will aid them in their studies. The course deals with the role of research and writing within the discipline of sociology, the ethics of conducting research, and sociological research topics, questions, and literature reviews. This course will also provide the students with an introduction to methods and research designs that appropriately align with their research topics, questions, and literature reviews. In this class, students will choose and write about a research topic/question. By the end of SOC 200, students will have had the chance to write drafts, revise them, and turn in a revised solid draft of two chapters of their prospectuses (Introduction and Literature Review). This class fulfills the Graduate Writing Intensive (GWI) course requirement and will train students in the skills needed for successfully writing sociological papers at a graduate level.</p>	<b>3 units</b>
<p><b>SOC 210. Urban Sociology</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Fall or Spring</p> <p>This course critically examines major theories, research, and debates in the field of urban sociology, including social ecology, Marxist, subcultural, and postmodernist perspectives. Course materials will be framed within two main themes; the dynamics of cooperation and conflict under urban conditions, and the tension between private interests and public life in urban settings. Methodological emphasis will be on case studies, ethnographic, and social historical analysis.</p>	<b>3 units</b>
<p><b>SOC 214. Research Methods*</b> (GWI)  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Fall</p> <p>This course specifically deals in-depth with such issues as the role of research within the discipline of sociology, the ethics of conducting research, the rationale behind field and survey methods, the validity and reliability of data collection through these methods and alternative approaches to data collection. By the end of SOC 214, students will have had the chance to practice various methods and write a preliminary draft of their methods chapter for their prospectus.</p>	<b>3 units</b>
<p><b>SOC 215. Data Analysis*</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Spring</p> <p>This course introduced students to techniques used to analyze sociological data. Emphasis is placed on the basic concepts of quantitative models used to explore causality, along with an introduction to software to carry out multivariate analysis. Qualitative analytical techniques and software will also be introduced. By the end of SOC 215, students will have had the chance to practice more methods and develop further their draft of the methods chapter for their prospectus.</p>	<b>3 units</b>
<p><b>SOC 220. Seminar: Social Change</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Fall or Spring</p>	<b>3 units</b>

<p>This course deals with theoretical orientations in sociology representing radical, liberal, and conservative viewpoints on social change. Students will examine historical context of events that affected Western countries such as the Industrial Revolution, French Revolution, and the emergence of nationalism and human rights. The course approach is theoretical, historical, and global.</p>	
<p><b>SOC 222. Immigration and Coloniality</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Fall or Spring</p> <p>This course focuses on human migration and its modern origins and development in a global context of political-economic inequalities. The course offers historical, comparative, and theoretical perspectives on immigration and incorporation of immigrants to the United States. It examines competing and complementary theories on migration and assesses their explanatory power on the basis of historical, empirical, and standpoint evidence. This graduate elective course aligns with various program learning objectives including critical thinking, intercultural knowledge and competency; and inquiry and analysis.</p>	3 units
<p><b>SOC 225. Social Stratification</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Fall or Spring</p> <p>This course has students analyze contemporary issues in stratification literature including class, status, power, sex/gender, identity, ethnicity, mobility, equality/inequality. It presents differing theories, methodologies, and controversies according to student interests.</p>	3 units
<p><b>SOC 226. Sociology of Gender</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Fall or Spring</p> <p>This course is intended to introduce graduate students to diverse theories that explain gender relations in contemporary society. Provides a critical perspective on how we construct men's and women's identities and how the consequences of such a construction affect institutions, culture and society. Broken up in four sections: origins of gender inequality and issues surrounding research, theoretical perspectives, marginalized groups, and gendered issues in society.</p>	3 units
<p><b>SOC 230. Seminar: Social Organization</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Fall or Spring</p> <p>This course has students analyze and critique institutional structure. It covers studies about shared understanding in groups, corporations, communities, institutions or societies and their hierarchical order.</p>	3 units
<p><b>SOC 235. Social Psychology*</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Spring</p> <p>Students will examine central and advanced social psychological perspectives, theories, methods, and topics. They will explore the interplay between the self and the social world as well as investigate the relationships between micro and macro phenomena with particular attention to foundations of sociological social psychology and to more recent developments in sociological social psychology. Students will have several chances to draw on social psychological theories to develop, modify, and/or advance the theoretical components for their culminating experience (i.e., Thesis or Project).</p>	3 units
<p><b>SOC 238. Environmental Sociology</b>  Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.  <b>Term Typically Offered:</b> Fall or Spring</p> <p>This course examines the complex relationship between human society and its surrounding environment. Theoretical perspectives are complemented by empirical research on environmental issues. Special attention is</p>	3 units

given to issues relating to the local and regional California environment. Analyzes environmental issues in a global context.	
<b>SOC 240. Seminar: Sociological Theory*</b> Prerequisite(s): Classified graduate status in sociology; all others by instructor permission. <b>Term Typically Offered:</b> Fall  Students in this course will examine, analyze, and critique a variety of central and advanced classical and contemporary sociological theories. They will engage several theories to explore what, how, and/or why phenomena occur under particular social contexts. Students will have several chances to critically apply and draw on macro and micro sociological theories to develop, modify, and/or advance the theoretical components for their culminating experience (i.e., Thesis or Project).	<b>3 units</b>
<b>SOC 255. Social Research in Crime and Deviance</b> Prerequisite(s): Classified graduate status in sociology; all others by instructor permission. <b>Term Typically Offered:</b> Fall or Spring  This course reviews and evaluates major sociological theories of crime and deviance, methods of studying crime and deviance, current empirical research in crime and deviance, empirical testing of sociological explanations of crime and deviance, and empirical evaluation of crime and deviance control policy.	<b>3 units</b>
<b>SOC 260. Contemporary Issues of the Middle East and North Africa</b> Prerequisite(s): Classified graduate status in sociology; all others by instructor permission. <b>Term Typically Offered:</b> Fall or Spring  This course discusses in-depth several contemporary issues such as the political dimension of Islam, population growth and food security, oil and development, regional conflict, national integration and forces of modernization, etc. The selection of the topics will depend on current events.	<b>3 units</b>
<b>SOC 265. Race and Ethnic Relations</b> Prerequisite(s): Classified graduate status in sociology; all others by instructor permission. <b>Term Typically Offered:</b> Fall or Spring.  This course examines the social constructs of race and ethnicity as "central organizing principles" in the making and development of our modern world, particularly in the U.S., and how they have interacted with class and gender to create and maintain cultural and material social inequalities. Evaluates competing and complementary theoretical frameworks explaining how race and ethnicity affect individual and group social-structural location (e.g., class position, educational attainment, and political power).	<b>3 units</b>
<b>SOC 266. Sociology of the Family</b> Prerequisite(s): Classified graduate status in sociology; all others by instructor permission. <b>Term Typically Offered:</b> Fall or Spring  This course sociologically examines the family, with an emphasis on the contemporary American family. The numerous stages and variations of the family life cycle will be considered, with an emphasis on changes and the causes and consequences of the changes.	<b>3 units</b>
<b>SOC 270. Master of Arts Thesis/Project Seminar*</b> Prerequisite(s): SOC 200, SOC 214, SOC 215, and a minimum 3.0 GPA. <b>Term Typically Offered:</b> Fall  This course (and "prospectus defense") provides students with the structure and support to develop their thesis or project prospectus (research proposal). Depending on the setup, the prospectus is generally 3-4 chapters. The instructor will guide students through the writing process to finish their prospectus and present/defend them at the end of the semester (MAS graduate students and faculty are invited to attend). SOC 270 intends to prepare students to implement and complete their faculty-guided thesis or project in SOC 500.	<b>3 units</b>
<b>SOC 294. Special Topics in Sociology</b> Prerequisite(s): Classified graduate status in sociology; all others by instructor permission.	<b>3 units</b>

<p><b>Term Typically Offered:</b> Fall or Spring</p> <p>This course examines contemporary issues and social developments within the research specialization of department faculty. Provides a forum to discuss and evaluate controversies and advancements in the discipline of sociology including theory and methodologies. This course may be repeated twice for credit.</p>	
<p><b>SOC 295. Internship and Fieldwork</b>  Prerequisite(s): Classified graduate status in sociology; instructor permission.  <b>Term Typically Offered:</b> Fall and Spring</p> <p>This is a supervised internship and fieldwork experience in a variety of settings: (1) public or private agencies in the Sacramento community, (2) ethnic and/or minority communities, and (3) educational institutions including area community colleges and universities. Supervision is provided by authorized persons in the field and collaborative supervision is provided by sociology faculty.</p>	<b>1-3 units</b>
<p><b>SOC 299. Special Problems</b>  Prerequisite(s): Classified graduate status in sociology; instructor permission.  <b>Term Typically Offered:</b> Fall and Spring</p> <p>This is an individual project or directed reading course. It is open to students who appear competent to carry on individual work. Admission requires approval of the instructor of the project and the Department Chair.</p>	<b>1-3 units</b>
<p><b>SOC 500. Master of Arts Thesis/Project*</b>  Prerequisite(s): Advancement to candidacy, successful completion of SOC 270, a minimum 3.0 GPA, and thesis or project chair permission.  <b>Term Typically Offered:</b> Fall and Spring</p> <p>This course is a culminating experience, faculty-supervised course that helps graduate students complete their MA project/thesis. It is for graduate students who are writing their MA project/thesis. Students must complete 3 units of SOC 500 to graduate but may take up to 6 units in the one semester they enroll in it. Students must have a structured course plan and permission from the Department Chair/Project or Thesis Chair prior to enrolling.</p>	<b>3-6 units</b>
<p><b>SOC 599. Continuous Enrollment</b>  Prerequisite(s): Advancement to candidacy; completed all degree required coursework; must have made significant progress on thesis/project in SOC 500; and project or thesis chair permission.  <b>Term Typically Offered:</b> Fall and Spring</p> <p>This course does not have any units associated with enrollment. Students needing additional time to complete the culminating experience after making significant progress on their project/thesis in SOC 500 may enroll in subsequent semesters of SOC 599 with their project/thesis chair's permission. As long as the graduate students are within the seven year deadline* to graduate, they may maintain continuous enrollment for a maximum of three academic year semesters past the semester of first registration for the SOC 500 units. SOC 599 requires the submission of the Continuous Enrollment Form and paying the Continuous Enrollment Fee of \$281 through CCE by October 31 for fall and by March 31 for spring. Students who do not finish the project or thesis within the semester of original enrollment will receive a grade of Report in Progress (RP) in SOC 500, which will stand until the project or thesis is completed. At time of completion, the RP will change to CR.</p> <p>* Students have seven years, inclusive of the semester in which they took the earliest courses counted toward their degrees, to complete all requirements for a graduate degree. The end of this seven-year period is determined by adding 14 semesters onto the term of the oldest course listed on the Advancement to Candidacy Form. See the seven year deadline policy on the Office of Graduate Research Website for more information about the process.</p>	<b>0 units</b>

## MAS Program Course Sequences, Progress, and Completion

Our department aims for a Cohort Model and for MA students to complete the MAS Program in two years, but some students will complete it in three or more years. Below are our three major potential course sequences for MAS Program progress and completion. However, these sequences may still vary based on course offerings, student course selection, financial aid needs, or other considerations not listed here. We highly recommend that students get faculty advising for course sequence choices prior to enrollment each semester.

Sprinkle in some sociology, you request? Sure—why not! Remember how Robert Merton described the relationship between people's goals and the means available to achieve them? Well, it is a useful lens for understanding a real-world scenario where a person is striving for a MAS degree but may or may not have access to the means to get one.

**Cultural Goals:** Complete MAS degree as efficiently as possible (i.e., in the least time and cost/units)

**Institutional Means:** Ability to cover tuition, fees, living expenses, and other related costs

Thus, think about the following when choosing your course sequence and progress through the program:

**A Robert Merton-Inspired Take on MAS Program Cohorts and Completion Paths:** The Conformist, the Innovative Conformist, and the Innovative Ritualist types are detailed below. Sociological humor: We hope to limit Retreatists and Rebels as they tend to violate University/OGS policies (you understand of course). That said, a little “adaptation” is welcome.

### I. The Conformist (A Two-Year Course Plan Cohort Model)

	Course Number	Course Title	Units
<b>Year 1</b>			
<i>Fall</i>	SOC 200	Orientation and Writing for Sociology Graduate Studies	3
	SOC 214	Research Methods	3
	SOC 240	Sociological Theory	3
		<b>Semester Units</b>	<b>9</b>
<i>Spring</i>	SOC 215	Data Analysis	3
	SOC 235	Social Psychology	3
	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
		<b>Semester Units</b>	<b>9</b>
<b>Year 2</b>			
<i>Fall</i>	SOC 270	Master of Arts Thesis/Project Seminar	3
	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
		<b>Semester Units</b>	<b>9</b>
<i>Spring</i>	SOC 500	Master of Arts Thesis/Project	3
		<b>Semester Units</b>	<b>3</b>
		<b>Total Units</b>	<b>30</b>

## II. The Innovative Conformist (A Two-Year Course Plan Mix-Cohort Model)

	Course Number	Course Title	Units
<b>Year 1</b>			
<i>Fall</i>	SOC 200	Orientation and Writing for Sociology Graduate Studies	3
	SOC 214	Research Methods	3
		<b>Semester Units</b>	<b>6</b>
<i>Spring</i>	SOC 215	Data Analysis	3
	SOC 235	Social Psychology	3
	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
		<b>Semester Units</b>	<b>9</b>
<b>Year 2</b>			
<i>Fall</i>	SOC 270	Master of Arts Thesis/Project Seminar	3
	SOC 240	Sociological Theory	3
	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
		<b>Semester Units</b>	<b>9</b>
<i>Spring</i>	SOC 500	Master of Arts Thesis/Project	3
	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
		<b>Semester Units</b>	<b>6</b>
		<b>Total Units</b>	<b>30</b>

## III. The Innovative Ritualist (A Three-Year Course Plan Mix-Cohort Model)

	Courses Number	Course Title	Units
<b>Year 1</b>			
<i>Fall</i>	SOC 200	Orientation and Writing for Sociology Graduate Studies	3
	SOC 214	Research Methods	3
		<b>Semester Units</b>	<b>6</b>
<i>Spring</i>	SOC 215	Data Analysis	3
	SOC 235	Social Psychology	3
		<b>Semester Units</b>	<b>6</b>
<b>Year 2</b>			
<i>Fall</i>	SOC 240	Sociological Theory	3
	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
		<b>Semester Units</b>	<b>6</b>
<i>Spring</i>	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
	SOC 2XX	SOC 2XX title (or other approved 2XX Elective)	3
		<b>Semester Units</b>	<b>6</b>
<b>Year 3</b>			
<i>Fall</i>	SOC 270	Master of Arts Thesis/Project Seminar	3
		<b>Semester Units</b>	<b>3</b>
<i>Spring</i>	SOC 500	Master of Arts Thesis/Project	3
		<b>Semester Units</b>	<b>3</b>
		<b>Total Units</b>	<b>30</b>

## MAS Program Grade and Grade Point Average (GPA) Requirements and Academic Standing

Graduate students must maintain a cumulative and a semester GPA of 3.0 or higher to remain in good standing. No grade below a B (i.e., B- or lower) may count toward the graduate degree.

### *Good Standing*

Graduate students whose Sacramento State and cumulative GPA is 3.0 or above are considered in good academic standing. No grade below a “B” may be counted toward the degree.

### *Academic Probation*

Graduate students whose Sacramento State GPA or cumulative GPA falls below 3.00 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.

### *Continued Probation*

Students on probation will be placed on Continued Probation if they earn a 3.00 GPA in the current semester but have a cumulative GPA below 3.00. In addition, students placed on Continued Probation will be limited to a maximum course load of 9 units per semester until they return to academic good standing.

### *Academic Disqualification*

If a graduate student is on academic probation and the Sacramento State or cumulative GPA is below 3.0 for the active term, the student will be academically disqualified. Students not on probation will be disqualified if the Sacramento State or cumulative GPA is 2.00 or less. Disqualified students will not be allowed to register unless they are formally reinstated and/or readmitted to the University.

### *Administrative Probation and Administration Disqualification*

Graduate students are subject to Administrative Probation for the following reasons:

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
2. Repeated failure to progress toward a degree or other program objective when such failure is due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation.

Students who do not meet the conditions for removal of administrative probation may be subject to further administrative actions, including Administrative Disqualification.

### *Notification*

Students will be notified of their academic status (academic probation, continued probation, or academic disqualification by letter, and/or My Sac State message and/or email) at the end of each semester. Graduate students on Probation or Continued Probation are required to meet with an advisor

in their major department, the credential office or the Office of Graduate Studies. Academic departments and units may block registration of students who fail to meet advising appointments. Students receiving veterans' educational benefits may be ruled ineligible for continued benefits if, after one semester of unsatisfactory achievement (probation or disqualification), they do not return to academic Good Standing at the completion of the next semester.

### *Reinstatement of Disqualified Students*

Students who have been academically disqualified may petition for reinstatement. The Petition for Reinstatement is obtained from the *Forms and Manuals* Section of the Office of Graduate Studies website. If reinstated, students will be placed on an academic contract that may stipulate maximum units, specific courses and achievement levels. Failure to meet the conditions of the reinstatement contract and/or failure to achieve a subsequent semester GPA of 3.00 or higher will result in academic disqualification.

Students who are administratively disqualified or not recommended by their academic department for continuation in the graduate degree, credential, or certificate program must formally apply to the University as well as a graduate degree, credential, or certificate program and submit a petition for reinstatement. Reinstated unclassified students will not be allowed to enroll in graduate level courses during the period of the reinstatement contract without the permission of the department chair or designee for that major.

Deadlines to petition for immediate reinstatement are as follows:

- Spring Semester: Third week of January
- Fall Semester: End of June

**NOTE: Please check the Office of Graduate Studies website for specific dates.**

Students whose petitions are approved are subject to review each semester until the Sacramento State GPA and overall cumulative GPA reach the minimum standard of 3.00. Students may not earn the degree unless they are in good academic standing and their Sacramento State GPA and overall cumulative GPA reach the minimum standard of 3.00.

Students earning a semester GPA of less than 3.0 will be placed on Academic Warning. Students will be subject to Academic Dismissal if they earn a semester GPA of less than 3.0 while still on Academic Warning. Academic Dismissal is also referred to as 'disqualification' because students who become subject to dismissal are not eligible to register at the university unless they are approved for reinstatement on an academic contract. Students can get the Reinstatement Request from the Graduate Studies website.

## **MAS Program Graduate Writing Intensive (GWI) Course**

Graduate students must complete the GWI Course to advance to candidacy and to complete the program. To complete the GWI, students must earn a grade of B or higher in the GWI course within the MAS graduate program.

## **MAS Program Graduate Writing Assessment Requirement (GWAR)**

Graduate students must complete the GWAR to complete the program. To complete the GWAR, students must earn a grade of B or higher in the required Graduate Writing Intensive (GWI) course within the MAS graduate program. Once students complete the GWI course, advance to candidacy, and complete their culminating experience (thesis or project), they will have met the GWAR. Ultimately, the GWAR is met through completion of the MAS Program requirements.

## **MAS Program Advancement to Candidacy (ATC)**

Graduate students must advance to candidacy to enroll in their culminating experience units. Each student must file an application for ATC, indicating a proposed program of graduate study (Project or Thesis). Students must advance to candidacy the semester before they enroll in SOC 500 (Due October 1 for spring enrollment and due February 1 for fall enrollment). This procedure can begin as soon as the classified graduate student has:

- removed any deficiencies in admission requirements;
- completed at least 12 units in the Sociology graduate program with a minimum 3.0 GPA; and
- completed the Graduate Writing Intensive (GWI) course in sociology with a “B” or better, within the first two semesters of coursework at California State University Sacramento.

ATC forms are available online and submitted through OnBase. Students fill out the form after planning a degree program in consultation with a sociology graduate program faculty advisor. The deadlines are strict for ATC form submission, so please refer to the Graduate Coordinator and the Office of Graduate Studies website for hard deadlines.

## MAS Program Culminating Experience and Options

The MAS Program Culminating Experience requires the successful completion of two courses: SOC 270 Master of Arts Thesis/Project Seminar and SOC 500 Master of Arts Thesis/Project. SOC 270 provides students with the structure and support to develop and defend their thesis or project prospectus (proposal) so that they may complete their faculty-guided thesis or project in SOC 500. SOC 500 is a culminating experience supervised course that helps graduate students complete their MA project/thesis. Each graduate student needs a Culminating Experience Committee for their project or thesis.

### Culminating Experience Committee

Each student must form a culminating experience committee with at least two sociology department full-time/tenure-track professors. This committee is composed of a chair and a second reader (the second reader can be from another department, upon approval). Select a thesis chair according to common research interests and a good working relationship. After selecting the chair, students may want to ask their chair to recommend a second reader. It may be that the desired chair and second reader are currently committed to other students and may not be available to accommodate you. Plan on having other choices for committee members in the case that your first choices are supervising as many graduate students as they are able to at the time you ask.

### Culminating Experience Options

#### Option A: The Project

**Summary:** Broadly, a project is: *A significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation* (The California Code of Regulations: Title 5 Education, Section 40510). The Sociology MA project at CSUS may take several forms (alternative to the traditional MA thesis):

1. An Applied Research Project, a Program Evaluation, or a Policy/Law Report/Brief
2. An Educational-Oriented, a Teaching-Oriented, or a Career-Oriented Portfolio
3. A Publishable Paper Equivalent to an Academic Journal Article

Whether the MA student chooses 1, 2 or 3 (or an equivalent variation agreed upon with your chair and second reader), the culminating experience project is meant to be a systematic and an original undertaking. All of these types of culminating experience projects are predominantly meant to support diverse professional and academic objectives of our MA students, with a greater emphasis placed on developing students' career and educational trajectories. For instance, a student interested in social work, government, or legal professions might choose option 1 and research/evaluate a program, policy, or law; a student interested in teaching at a community college might choose option 2 and complete a portfolio that includes several components that show research and/or teaching effectiveness; a student interested in teaching sociology or public sociology at any level might choose option 3 and write a publishable paper equivalent to an article published in, for example, *Teaching Sociology* or *City & Community*; or a student interested in applied medical research might choose to combine option 1 and 3 and write a publishable paper alongside a professor with existing data in preparation to submit to, for

example, *Journal of Health and Social Behavior*. All project options will have more detailed descriptions in separate documents when in your culminating experiences courses.

In the project, students will articulate an original project, engage past literature, theories and research, discuss project methodology, analyze and interpret data, report findings and implications, and/or make recommendations. The finished project will include a title page, a copyright page, a project approval page, a project format approval page, an abstract, an acknowledgments page, a table of contents, several chapters, papers, or sections (e.g., Introduction, Background of Project, Findings and Interpretations, and Project Recommendations, Project Reflections, Professional Development Plan/CV), relevant appendices, and references (some projects include a dedication page, a list of tables page, and/or a list of figures page). The length/chapters of the project depend on the type of project; however, projects range from 25-75 double-spaced pages (all inclusive).

**Title Page:** Abide by formatting of the CSUS Office of Graduate Studies.

**Copyright Page:** Abide by formatting of the CSUS Office of Graduate Studies.

**Project Approval Page:** Abide by formatting of the CSUS Office of Graduate Studies.

**Project Format Approval Page:** Abide by formatting of the CSUS Office of Graduate Studies.

**Abstract:** The abstract is a description and summary of the project's significance, objectives, methodology, and a conclusion or recommendation. Abide by formatting of the CSUS Office of Graduate Studies.

**Acknowledgments Page:** This is optional. Abide by formatting of the CSUS Office of Graduate Studies.

**Table of Contents:** Abide by formatting of the CSUS Office of Graduate Studies.

**Chapters, Papers, or Sections:** The number and titles of chapters, papers, or sections depend on the type of project. However, the project generally has 3-5 chapters, papers, or sections. For instance, applied research projects will look similar to the traditional thesis; portfolios will combine several papers; and publishable papers will be shorter and have sections and look like traditional academic journal articles. The structure and organization of the project will be discussed and agreed upon between the student and project chair/second reader. Some projects will have more defined literature reviews while others will not, some will have more defined theoretical frameworks while others will not; some will have more defined recommendations while others will not, and so on. Abide by formatting of the CSUS Office of Graduate Studies.

**References:** The thesis should include a list of all sources used in ASA format. See ASA formatting guides for more details on ASA format and abide by formatting of the CSUS Office of Graduate Studies.

**Appendices:** An appendix is additional material at the end of the thesis that is unnecessary to enter in-text or is too large to enter in-text. Such appendices include additional or extensive numeric tables or models, coding guides, survey questions, interview questions or guides, IRB approval protocols, consent forms, etc.

## **Option B: The Thesis**

**Summary:** Broadly, a thesis is: *The written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished project [product] evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation* (The California Code of Regulations: Title 5 Education, Section 40510). The MAS thesis at CSUS is meant to be an original and empirical research project. In the thesis, students will articulate an original research project/topic/question, engage past literature, theories and research, discuss research methods and designs, collect and analyze data or utilize and analyze secondary data to address the research project/topic/question, and interpret research analyses and report findings. The finished thesis will include a title page, a copyright page, a thesis approval page, a thesis format approval page, an abstract, an acknowledgments page, a table of contents, several chapters (e.g., Introduction, Literature Review, Theoretical Framework, Methods and Research Design, Results, and Discussion and Conclusion), relevant appendices, and references (some theses include a dedication page, a list of tables page, and/or a list of figures page). The length of the thesis depends on the research topic, method(s), and results presentation; however, theses range from 50-100 double-spaced pages (all inclusive).

**Title Page:** Abide by formatting of the CSUS Office of Graduate Studies.

**Copyright Page:** Abide by formatting of the CSUS Office of Graduate Studies.

**Thesis Approval Page:** Abide by formatting of the CSUS Office of Graduate Studies.

**Thesis Format Approval Page:** Abide by formatting of the CSUS Office of Graduate Studies.

**Abstract:** The abstract is a brief summary of the research topic, question, methods, major results, and contributions to the discipline of sociology as related to past literature, theories, and research. Abide by formatting of the CSUS Office of Graduate Studies.

**Acknowledgments Page:** This is optional. Abide by formatting of the CSUS Office of Graduate Studies.

**Table of Contents:** Abide by formatting of the CSUS Office of Graduate Studies.

**Chapters:** The number and titles of chapters depend on the research topic, methods, review of past literature, theories and research, results presentation, and discussion of contributions and implications. However, the thesis generally has 5-7 chapters. For instance, some theses have both a literature review chapter and a theoretical or conceptual framework chapter, while some theses combine these two chapters into one. Likewise, some theses have both a discussion chapter and a conclusion chapter, while some theses combine these two chapters or have only a conclusion. Generally, quantitative theses have both while qualitative theses have only one. For more detailed information about each thesis chapter, see chapter instructional guides. Abide by formatting of the CSUS Office of Graduate Studies.

**Introduction:** Broadly, the introduction chapter should introduce the research topic, articulate the research question, provide a brief overview of key past literature and/or theories, mention the methodological design, and roadmap the thesis. The introduction should also address several of the following questions: *What social issue or problem are you studying, why is it important to study it, what gaps exist in the current body of literature on your topic, what and how will theory be examined/tested, what population will you study, and how will you study it?*

**Literature Review:** The literature review documents previous academic research (i.e., scholarly journal articles/books) on your research topic/question or aspects of your research topic/question to provide a clear sense of how your research topic fits into the larger sociological discussion. It synthesizes the current understanding and knowledge of the research topic. Instead of only summarizing the material, it identifies, describes, organizes, and analyzes the main findings, contributions, and conclusions in the extant literature. It includes an evaluation of the research (i.e., any debates, research method issues, and current deficiencies in the research). It comments on the relevance and importance of past research and points out trends and gaps among the studies. Additionally, it may indicate how studies relate to or differ from each other and provide historical/statistical context for your project. End the literature review by addressing how the specific research/study topic and question build upon and advance existing knowledge.

**Methods:** The methods chapter should include how you will conduct your research. Depending on the research design (qualitative or quantitative), it will address most of the following: method or methods used and justification for the method/methods used; sample, population, sampling frame and procedure, sample size, sample recruitment; data collection strategy or secondary data description; IRB approval, ethical considerations, confidentiality, and consent; Human Subject/CITI Certification; research instrument; key variables, conceptualization and operationalization of variables, measurement, hypotheses, reliability, validity, generalizability, analysis of data, presentation of results, analytical strategy, transcribing, coding, statistical modes, etc.

**Results:** The results chapter will discuss the results and findings that address the original research topic and question. It also discusses unexpected results and findings. This chapter will be subheaded as necessary, such as by major themes. Under each section, describe the theme, result or finding, and provide evidence (e.g., numeric tables, graphs, quotes, images, etc.) of it. Show how the evidence relates to and explains whether the hypotheses or qualitative speculations were supported or not. Doing so will set the stage for the discussion/conclusion chapter to explain what the quantitative or qualitative data mean more broadly for real-life circumstances.

**Discussion and Conclusion:** The discussion and/or conclusion section is where you make sense of the results and findings. You will (1) concisely re-summarize the main findings and key take-away points of your research, (2) spend time interpreting and making sense of these findings, (3) point out how your research connects to, expands, and/or challenges the existing literature and theory you reviewed, (4) write about the implication of your study, practical applications, public policy changes and/or recommendations, and sociological and theoretical advances and contributions; in other words, why does your research matter for the discipline of sociology, criminology, and/or the real world, (5) discuss the limitations of your research, and (6) mention what other researchers should study in the future to address limitations and other gaps in the literature.

**References:** The thesis should include a list of all sources used in ASA format. See ASA formatting guides for more details on ASA format and abide by formatting of the CSUS Office of Graduate Studies.

**Appendices:** An appendix is additional material at the end of the thesis that is unnecessary to enter in-text or is too large to enter in-text. Such appendices include additional or extensive numeric tables or models, coding guides, survey questions, interview questions or guides, IRB approval protocols, consent forms, etc.

## **Institutional Review Boards (IRB) and Collaborative Institutional Training Initiative (CITI) Program Certificate for Human Subjects Research**

MAS Program students who are conducting research involving human subjects must complete a CSUS IRB application (with the guidance and approval of their culminating experience chair). In order for students to complete an IRB application, they must complete the CITI Program Certificate and fill out all the necessary components on the IRB applications. More information can be found on the CSUS Human Subjects Research website:

<https://www.csus.edu/compliance/research-integrity-compliance/human-subjects-research.html>.

To complete the CITI Program Certificate, visit the CITI Program website:

<https://about.citiprogram.org/>

## American Sociological Association (ASA) Code of Ethics

Students can find the full ASA Code of Ethics at:

<https://www.asanet.org/wp-content/uploads/savvy/images/asa/docs/pdf/CodeofEthics.pdf>

In the ASA Code of Ethics, students will read about general principles of research and ethical standards of research. All MAS Program students must abide by the ASA Code of Ethics relative to both ASA ethics, formatting, and citations. For information about ASA ethics, formatting, and citations as well as how not to plagiarize, see more information at:

<https://www.asanet.org/>, at <https://www.asanet.org/publications/journals/asa-style-guide/>

[https://www.asanet.org/wp-content/uploads/savvy/documents/teaching/pdfs/Quick\\_Tips\\_for\\_ASA\\_Style.pdf](https://www.asanet.org/wp-content/uploads/savvy/documents/teaching/pdfs/Quick_Tips_for_ASA_Style.pdf)

## Standards for Student Conduct and Academic Honesty at CSUS

MAS Program students must abide by the standards for student conduct and academic honesty at CSUS. Students at CSUS commit to actively promoting honesty, integrity, respect, and care for every person. To see full details, see website:

<https://www.csus.edu/division-inclusive-excellence/toolkits/hornet-honor-code.html>)

MAS Program Students are responsible for understanding and abiding by the CSUS rules of academic honesty. This includes learning and following the particular rules associated with specific classes, exams, and course assignments. ***Ignorance of these rules is not a defense to a charge of academic dishonesty.*** See more information at:

<https://www.csus.edu/student-affairs/student-conduct/academic-dishonesty.html>

<https://www.csus.edu/indiv/n/norrisa/stat50/academichonesty.pdf>

## Relevant Policies, Forms, and Petitions

Most of the relevant policies, forms, and petitions can be found on the Office of Graduate Studies website:

<https://www.csus.edu/graduate-studies/current-students/forms.html>

A few of the more common forms include the Continuous Enrollment Form, the Master's Advancement to Candidacy Form, the Course Repeat Petition, the Petition for Exception Form, the Course Add/Drop/Withdrawal Petition Form, the Culminating Processing Forms, and the Application for Graduation Form. Below a few of the more common forms are described. It is always a good idea to consult your MAS Program advisor when in doubt of which form to use.

If MAS Program students need to retake a course because they earned a grade of less than a B (i.e., B- or lower), they will need to fill out and submit a **Course Repeat Petition**, take the course, and pass the course with a grade of B or better.

If MAS Program students need to change something on their Advancement to Candidacy form after they have already submitted it, they will need to fill out and submit a **Petition for Exception Form**. For example, if students initially submitted that they will complete a thesis culminating experience but then decide to complete a project culminating experience, they will change their culminating experience designation using the Petition of Exception Form.

## Leaves of Absences (LOA)

### Semester Leave Rules

MAS Program students are allowed one semester off without any penalty. All leave of absence forms can be found on:

<https://www.csus.edu/graduate-studies/current-students/forms.html>

In the case of a **one semester off**, students must have been enrolled\* the previous term and must be enrolled in the term following the term of non-enrollment. The exception to the one semester leave rule is when students have enrolled in their culminating experience (SOC 500). Once enrolled in SOC 500, students must be continuously enrolled until degree completion (see SOC 599 description in this handbook).

Students who do not enroll for two consecutive semesters are not considered active students, will be discontinued from the University, and must reapply for admission to the University and program, as well as pay the application fee. All application materials and deadlines must be followed to be considered for readmission.

\* Enrolled means enrolled in courses for the term; withdrawal from courses prior to the start of the term is not considered enrolled.

### All other Leave Rules

MAS Program students who are requesting a leave of absence for medical, military, educational, or personal leave must submit a Leave of Absence request form. After the request has been reviewed, a copy will be mailed to the student's address listed. The form may be downloaded on the OGS website.

### Medical Leave

MAS Program students who request a medical leave must accompany their request with a statement from a medical doctor explaining why they must interrupt enrollment. No limit exists on the number of semesters of absence allowed, except leaves for pregnancy, which are restricted to the semester of delivery and the one following. An application and application fee are required at readmission following a leave of two or more semesters.

### Military Leave

MAS Program students who request a medical leave must accompany their request with a copy of military orders indicating induction or transfer date. Eight semesters is the maximum that can be approved for military leave. An application and application fee are required at readmission following a leave of two or more semesters.

### Planned Educational Leave

MAS Program students may petition for planned educational leaves to pursue educationally related activities that will enhance the prospect of the successful completion of their academic programs but which may not require enrollment at CSUS or any other institution of higher education. Educational

leave may be granted for a period of two years to students who apply while enrolled in a degree program at CSUS. If leave is approved, students must notify the Office of Graduate Studies of their return and must register in the same semester indicated on the petition.

**Personal Leave**

MAS Program students who for personal reasons are temporarily unable to continue their program may request a leave of absence for a specific period of time not to exceed two semesters. After reaching the two semester limit, students who are requesting to extend their leave must file a request (prior to the expiration of the first approved leave) to extend the leave for no more than an additional two semesters. Four semesters is the maximum that can be approved for personal leave. An application and application fee are required at readmission following a leave of two or more semesters.

## MAS Program Steps to Graduation

To graduate, here are the basic steps to complete the MAS Program and California State University Sacramento:

1. Maintain a 3.0 or above GPA.
2. Complete the GVAR (and GVI Course).
3. Apply for and earn Advancement to Candidacy (ATC).
4. Maintain continuous enrollment through the semester of graduation; graduate students may miss only one semester of enrollment without having to reapply.
5. Complete all the MAS Program requirements.
6. Complete and submit an Application for Graduation the semester prior to the expected graduation date (February 1 for Spring or Summer and October 1 for Fall). If students do not end up graduating, they will need to submit a Graduation Date Change Form.
7. Register and complete an online Culminating Experience Workshop in the semester of graduation. This workshop is required for all students, regardless of which culminating experience they are completing.
8. Schedule and complete a thesis or project format review appointment only for culminating experiences going into the University Repository (i.e., ProQuest).
9. Finalize edits and/or revisions of the culminating experience with Thesis or Project Chair and Committee Members and submit it for either the University Repository or for in-house holding only.
10. Complete the Thesis/Project Receipt Form and Culminating Processing Receipt Form.
11. Confirm with your Committee Members that they completed, signed, and submitted your Culminating Experience Signature Form via Acrobat Sign.
12. Make sure all holds are cleared on your student record (if applicable); update your Diploma Address in your Student Center of your My Sac State Account (if applicable).
13. Order your graduation regalia for graduation ceremonies (MA Hooding and/or Golden 1 Center Graduation).

# MAS Funding, Employment, Fellowship, and Award Opportunities

## CSUS Student Travel Grants

<https://www.csus.edu/academic-affairs/internal/grants-academic-affairs.html>

## CSUS Finding Funding

<https://www.csus.edu/experience/innovation-creativity/oried/find-funding.html>

## CSUS Faculty and Student Research Funding Opportunities

<https://www.csus.edu/college/natural-sciences-mathematics/research/internal-funding.html>

## CSUS Offices of Research, Innovation & Economic Development (OREID)

<https://www.csus.edu/experience/innovation-creativity/oried/>

## CSUS School Financial Aid Opportunities

<https://www.csus.edu/graduate-studies/future-students/grad-school-fin-aid-opportunities.html>

## CSUS Graduate Studies Job Listings

<https://www.csus.edu/graduate-studies/unit-11/job-listings.html>

## CSUS Student Employment: Office of Human Resources

<https://www.csus.edu/administration-business-affairs/human-resources/employment-services/student-employment.html>

## CSUS Instructional Student Assistant (ISA) and Application

<https://www.csus.edu/graduate-studies/unit-11/how-to-apply.html>

<https://www.csus.edu/graduate-studies/spotlights/isa-application-fillable1.pdf>

## American Sociological Association (ASA) Grants and Fellowships

<https://www.asanet.org/academic-professional-resources/asa-grants-and-fellowships/>

<https://www.asanet.org/academic-professional-resources/asa-grants-and-fellowships/community-action-research-initiative-grants/>

## Scholarship Opportunities

<https://www.topdegreesonline.org/scholarships/for-sociology/>

<https://new.nsf.gov/funding/opportunities/sociology>

## Employment Websites

<https://www.higheredjobs.com/>

<https://calcareers.ca.gov/>

## Alpha Kappa Delta International Sociology Society and Scholarships

<https://alphakappadelta.org/funding/>

## MAS Program Student Resources of Interest

### **CSUS Crisis Assistance and Resource Education Support (CARES)**

<https://www.csus.edu/student-affairs/crisis-assistance-resource-education-support/>

### **CSUS Disability Access Center (DAC): Division of Student Affairs**

<https://www.csus.edu/student-affairs/centers-programs/disability-access-center/>

### **CSUS Graduate School Financial Aid Opportunities**

<https://www.csus.edu/graduate-studies/future-students/grad-school-fin-aid-opportunities.html>

### **CSUS Information Technology (SAIT)**

<https://www.csus.edu/student-affairs/information-technology/technology-contingency-plan.html>

### **CSUS Library Sociology Resources**

<https://csus.libguides.com/soc>

### **CSUS Office of Graduate Studies (OGS)**

<https://www.csus.edu/graduate-studies/>

### **CSUS OGS Important Announcements, Reminders, and Deadline**

[https://www.csus.edu/graduate-studies/spotlights/ogs\\_announcements.html](https://www.csus.edu/graduate-studies/spotlights/ogs_announcements.html)

### **CSUS Sociology Graduate Students Canvas Page**

<https://csus.instructure.com/courses/42151>

### **CSUS Student Health, Counseling, & Wellness Services**

<https://www.csus.edu/student-life/health-counseling/>

### **CSUS University Reading and Writing Center (URWC)**

<https://www.csus.edu/undergraduate-studies/writing-program/reading-writing-center.html>

### **The General Social Survey**

<https://gss.norc.org/>

### **The Inter-University Consortium for Political and Social Research (ICPSR) Database**

<https://www.icpsr.umich.edu/web/pages/ICPSR/index.html>

### **The Social Science Research & Instructional Center**

<https://www.ssruc.org/>

## Professional Organizations and Annual Conferences Meetings

### **American Sociological Association (ASA) and ASA Annual Conference Meeting**

<https://www.asanet.org/>

<https://www.asanet.org/annual-meeting/>

### **Asian and Asian American Sociology**

[https://www.asanet.org/asa\\_sections/asia-and-asian-america/](https://www.asanet.org/asa_sections/asia-and-asian-america/)

### **Association of Black Sociologists (ASB) and ASB Annual Conference Meeting**

<https://associationofblacksociologists.org/>

<https://associationofblacksociologists.org/conference/>

### **California Sociological Association (CSA) and CSA Annual Conference Meeting**

<https://cal-soc.org/>

<https://cal-soc.org/2024-home/>

### **Latina/o/x Sociology**

[https://www.asanet.org/asa\\_sections/latina-o-sociology/](https://www.asanet.org/asa_sections/latina-o-sociology/)

### **Midwest Sociological Society (MSS) and MSS Annual Conference Meeting**

<https://www.themss.org/>

<https://www.themss.org/annual-meeting>

### **Pacific Sociological Association (PSA) and PSA Annual Conference Meeting**

<https://www.pacificsoc.org/>

<https://www.pacificsoc.org/page-18081>

### **Society for the Study of Social Problems (SSSP) and SSSP Annual Conference Meeting**

<https://www.sssp1.org/>

[https://www.sssp1.org/index.cfm/m/23/Annual\\_Meetings/](https://www.sssp1.org/index.cfm/m/23/Annual_Meetings/)

### **Society for the Study of Symbolic Interaction (SSSI)**

<https://www.symbolicinteraction.org/>

### **Sociologists for Women in Society (SWS) and SWS Annual Conference Meeting**

<https://socwomen.org/>

<https://socwomen.org/meetings/>

**Good Luck!!!!**