SOCIOLOGY MASTER'S DEGREE PROGRAM

Program Overview

The M.A./M.S. degrees in Sociology prepare students for positions in academia, government, and other public and private organizations that are responsible for the design and direction of social research and/or the dissemination and application of research findings. Students in the master’s program can expect to gain knowledge of major theoretical perspectives in classical and contemporary sociology, research designs in social research, and both quantitative and qualitative methods for social research. Students will acquire a broad understanding of research projects and proposals as well as experience a group research project. To earn the degree, students must complete a sequence of required core courses, individualized electives, and a master’s thesis as described below.

Our master’s program is designed to take two years to complete. A minimum of 55 credit hours is required of all M.A./M.S. candidates, although additional courses may be desirable for some specific programs of study. The student's program is determined in consultation with an advisor, and must include a minimum of 43 credit hours of sociology courses as outlined below.

The University master's degree requirements are listed in the beginning of the Portland State University Bulletin. Candidates for a Master’s of Arts degree must satisfy a demonstrated proficiency in a foreign language before degree completion. Foreign language proficiency is not required for a Master’s of Science degree.

The PSU Sociology department admits approximately 15 Master’s students each fall. Students who do not have a B.A. or B.S. in sociology may be accepted into the program, but they are required to take sociological theory (SOC 301 and 302), Statistics (STAT 243), and sociological methods (SOC 397 and 398), or demonstrate that they have taken equivalent coursework, before starting our master’s program. Students who are conditionally accepted must meet all of the terms detailed in their letter of conditional acceptance in order to begin, or remain in, the program.

Required Coursework

The master’s degree in sociology follows a cohort design and is intended to take two years to complete. This means that students are admitted only in the fall and are expected to progress through the core classes as a cohort. The program is designed as a full-time program beginning in the fall (12 credits a term for the first year and 9 credits per term the second year as outlined below). If special circumstances arise and a student needs to take a leave-of-absence or to attend part-time once accepted into the program, he/she must petition the Graduate Committee for special consideration. The program requires a minimum of 55 graduate credit hours, including 26 credits in core sociology courses (as outlined below), 20 elective credits taken at the 500-level (8 elective credits may be taken in other departments; these courses must be approved by student’s advisor), and 9 thesis credits.

All students are required to demonstrate competence in theory, methodology, and research design. This is accomplished by students successfully completing core classes within the first year of the program. In Year I, which starts in the fall, graduate students take courses in sociological theory, quantitative and qualitative methods, and the design and execution of sociological research. All students are required to complete 4 credit hours of practicum (SOC 595) in the spring of the first year, where they have the opportunity to put their skills into practice with an experienced researcher in the department. Students also have the opportunity to take three elective courses during the first year to develop greater expertise in their area of
interests. Please see Appendix Two for information on grading requirements for the master’s program.

In Year II, students work with faculty and attend a thesis workshop to promote steady progress towards completion of their theses. Students write their thesis on a range of topics – such as criminology, stratification, globalization, medical sociology, neighborhoods (including gentrification), education, religion, and gender and race relations. Students are encouraged to do research that coincides with faculty’s research interests and projects, allowing for greater mentoring.

Electives generally consist of graduate level (500-level) courses in sociology. However, students may choose to take independent research with an individual faculty member for elective credits, referred to as a Reading and Conference (SOC 505). Students are also encouraged to explore relevant 500-level graduate coursework in PSU departments and professional schools outside of sociology, with the approval of their advisor. All electives, including Reading and Conferences, must be at the 500-level (see Class Enrollment).

Finally, all students must register for a minimum of 9 hours of thesis credit (SOC 503). These credit hours are to be taken with the student’s thesis supervisor (see Class Enrollment). Students must be registered for at least 1 credit hour during the term in which the thesis is defended.

<table>
<thead>
<tr>
<th>Master’s Program Required Courses</th>
<th>Learning Goals</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SOC 590 Social Research Strategies</td>
<td>Knowledge of research design (experimental, quasi-experimental, comparative, longitudinal), research ethics, and exemplars of social research</td>
<td>4</td>
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<tr>
<td>SOC 591 Theoretical Perspectives in Sociology</td>
<td>Knowledge of major theoretical perspectives in classical and contemporary sociology</td>
<td>4</td>
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<tr>
<td>SOC 592 Qualitative Methods</td>
<td>Knowledge of qualitative methods for social research (ethnographic and participant-observation, interviews and focus groups, archival and content-analysis) and their use in the design and doing of research</td>
<td>4</td>
</tr>
<tr>
<td>SOC 593 Quantitative Methods</td>
<td>Knowledge of quantitative methods for social research and their application to large datasets using statistical software packages</td>
<td>4</td>
</tr>
<tr>
<td>SOC 594 Theory Construction and Research</td>
<td>Completion of a research proposal, including a review of relevant literature on theory, methods, and the substantive field, a plan for access to and collection of appropriate data, a statement of expected findings or hypotheses, intended contributions to the field, a timeline of tasks for completion, and a suitable application for the PSU Human Subjects Research Review.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<td>SOC 595</td>
<td>Research Practicum</td>
<td>4</td>
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<tr>
<td>SOC 503</td>
<td>Thesis Credits</td>
<td>9</td>
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<tr>
<td>SOC 513</td>
<td>Thesis Workshop</td>
<td>2</td>
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<tr>
<td>5 electives (at least 3 in Sociology)</td>
<td>Satisfactory completion of elective courses chosen in consultation with an advisor. These may include 500-level courses either within or outside of the Sociology Department, and/or Reading and Conferences by arrangement.</td>
<td>20</td>
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</tbody>
</table>

**Total M.A./M.S. Hours** 55

**Typical Schedule for Master’s Program**

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FALL</td>
<td>SOC 590 Social Research Strategies</td>
<td>4</td>
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<td></td>
<td>SOC 591 Theoretical Perspectives in Sociology</td>
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<td></td>
<td>500 Level Elective</td>
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<tr>
<td>WINTER</td>
<td>SOC 592 Qualitative Methods</td>
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<td></td>
<td>SOC 593 Quantitative Methods</td>
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<tr>
<td></td>
<td>500 Level Elective</td>
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<tr>
<td>SPRING</td>
<td>SOC 594 Theory Construction and Research</td>
<td>4</td>
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<td></td>
<td>SOC 595 Research Practicum</td>
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<tr>
<td></td>
<td>500 Level Elective</td>
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<td>---------</td>
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<tr>
<td>TOTAL FOR YEAR I</td>
<td></td>
<td>36</td>
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</tbody>
</table>
Class Enrollment

Graduate students are expected to enroll in 500-level courses. There are two different procedures for enrolling in courses. The enrollment for all required classes (non-elective) and courses the student elects to take outside of the department (with advisor approval) is to be completed through online enrollment at my.pdx.edu, under the Student Tab. The enrollment for courses taken by arrangement with faculty (Reading and Conferences and Thesis Credits) is to be done via a hardcopy form found in the Sociology Department main office. For a Reading and Conference, this form is to be completed by the professor leading the course, and for Thesis Credits, the form is to be completed along with the thesis advisor. The form must be submitted to the Department Chair's mailbox for approval and subsequent processing through the department. Note: Do not attempt to process paperwork manually, as any errors on the form will result in the termination of the course request.

Progress through the Program

In addition to completing required coursework, the student must be continually working on his/her thesis in order to make adequate progress through the program.

Master's Thesis Overview

The department considers the master's thesis to be an important learning experience. Students are expected to demonstrate the capacity to plan and carry out a research project. Master's level research projects can include quantitative, qualitative, or mixed methodology. It is often recommended that the students use secondary data for analysis, but with approval by their thesis chair and the Human Subjects Review Board students may choose to collect their own data. Students are expected to complete a draft of their thesis proposal in the spring term for the SOC 594 Theory Construction and Research course. They are to subsequently submit their proposal to the Human Subjects Review Board by the end of their first year in the program. Students are encouraged to begin work on their theses over the summer, in order to have adequate time to finish collecting and analyzing their data, and to write the thesis during

1 Credit Distribution and Limitation for Master's Degrees

The following limitations are placed on the use of credits in 501, 502, 503, 504, 505, 508 and 509 courses (i.e., by-arrangement requests):

1. A maximum of 18 credits in 501 Research, 502 Independent Study and/or 505 Reading and Conference;
2. A maximum of 14 credits in 504 Intern, 508 Workshop and/or 509 Practicum;
3. A range of 8-9 credits in 503 Thesis;
their second year in the program. Please refer to the Master’s Thesis Requirements section below for more specific details regarding the thesis project.

**Thesis Stages and Approximate Timeline**

<table>
<thead>
<tr>
<th>Stages</th>
<th>Fall Year 1</th>
<th>Winter Year 1</th>
<th>Spring Year 1</th>
<th>Summer</th>
<th>Fall Year 2</th>
<th>Winter Year 2</th>
<th>Spring Year 2</th>
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</thead>
<tbody>
<tr>
<td>1. Select Topic</td>
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<tr>
<td>2. Choose Thesis Chair</td>
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<td>(work with Thesis Chair to refine topic)</td>
<td>must declare chair by end of week 6.</td>
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<td>3. Develop Proposal</td>
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<td>4. Choose Thesis Committee</td>
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<td>5. Thesis Proposal Approved by Committee</td>
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<td>6. Submit Human Subjects Proposal to Institutional Review Board</td>
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<td>7. Annual Review</td>
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<td>8. Plan out when paperwork is due to the Office of Graduate Studies ²</td>
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<tr>
<td>9. Conduct Research and Write Thesis</td>
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<tr>
<td>10. Final Oral Thesis Defense, Corrections as Required</td>
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<tr>
<td>11. Submission of Thesis to OGS, Corrections as Required</td>
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<tr>
<td>12. Graduation</td>
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</tbody>
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² As the requirements and deadlines change, it is the student’s responsibility to follow the Office of Graduate Studies guidelines which can be found at http://www.pdx.edu/ogs or by visiting their office.
Annual Review

In the spring quarter, students receive a memo from the Graduate Committee requesting information about the student’s scholarly activities and accomplishments from the past year (see Appendix Nine). This information is used for communicating individual accomplishments and tracking the program as a whole. The faculty also completes an annual review of each graduate student at the end of spring quarter (see Appendix Nine). The goal of this plan is to provide a basis of effective communication to facilitate student’s progress.

Student Support

Graduate assistantships in the department of sociology include a stipend amount plus tuition remission for full-time course work. Master’s students are eligible for no more than two years of support. First year master’s students who receive support will be remitted for 12 credits of instructional fees per term. Second year students will be remitted for 9 credits of instructional fees per term. The stipend amount offered will vary depending upon the number of work hours (FTE) being assigned. The department is unable to fund all students. Students must request funding in order to be considered for a position. A request for first year funding is made in writing during the application process, and a less formal (verbal or written) request for funding during the second year is made to the Graduate Advisor. Decisions for funding students include, but are not limited to, student financial need, student skill fit for various positions, department needs and departmental ability to provide the funding. Students who receive funding are offered a graduate assistantship (G.A.). This may be offered in the form of a Teaching Assistant (T.A.) position or a Research Assistant (R.A.) position. There may also be one funded position for the Undergraduate Advisor, which is usually filled by a second year master’s student. A graduate assistant must carry a minimum of 12 graduate credit hours each term during their first year and 9 graduate credit hours each term during their second year that the assistantship is in effect, except summer term. Funding is offered on a year-to-year basis, but can be revoked during the academic year if the department determines that the student is unable to adequately perform their required duties. The Graduate Advisor will review student performance at the end of each term. Adequate performance is based on the student’s grades and supervising faculty’s evaluation (see Appendix Seven for more information on student responsibilities and faculty evaluation). In order to receive departmental funding during the second year of the program the student must not only maintain adequate performance, they also must show progress on their thesis. Progress is assessed by the Thesis Progress Report (see Appendix Nine), which must be filled out and returned to the Graduate Committee Chair on or before the last day of finals for the following terms or dates:
First Year Students: Spring term
Second Year Students: Winter term

Master’s Thesis Requirements

Thesis Supervisor/Committee

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3 It is the student’s responsibility to coordinate communication regarding progress with their thesis advisor over the summer if either the student or the advisor is not prepared to sign-off at the end of spring term. In order to be eligible to receive departmental funding in the fall, this form must be received no later than September 15th.

4 A student who receives a “not making sufficient progress” first year review has until September 15th of the subsequent year to make up the missing work, meet with his/her advisor to review the student’s progress, and have the advisor sign off and submit a revised progress report in order to be considered for continued funding.
The student is free to select any regular departmental faculty member as the committee chair, provided that the faculty member is willing and able to serve. By the end of week 6 of winter term of the first year, students should have selected and met with a potential committee chair and verified the faculty member’s availability to serve as a thesis advisor.

Students are required to have at least 2, but no more than 3 committee members in addition to one’s chairperson, selected with the approval of the thesis supervisor (chairperson) prior to the proposal defense. The following rules apply in choosing committee members:

1. Two committee members (the chair and one other person) must be regular, full-time PSU faculty within the Sociology department, tenured or tenure-track, assistant professor or higher in rank.
2. A third committee member (in addition to the chair and one other person) may be Adjunct/Fixed Term or tenured/tenure track faculty from any department within Portland State, or a faculty from OHSU (Oregon Health Sciences University).
3. A fourth committee member may be from any other institution as long as the requirements are met for the first three members.

Faculty members on leave may continue to participate as committee members only if able and willing to attend committee meetings. Otherwise, they should be replaced. If the chairperson of the committee does not continue while on leave, an acting chairperson, agreeable to the committee and the student, is named. Any change in membership on an existing thesis committee must be agreed upon by the committee members and the student. Any changes to committee membership after its approval by the Office of Graduate Studies must be re-approved by the Office of Graduate Studies. For more information regarding committee member stipulations see Form GO-16M, found on the department website.

Proposal

After the student and the thesis committee have agreed upon the thesis topic, the student prepares a formal written thesis proposal. At any time during this process, members of the committee may meet informally (at the request of the student or any committee member) to discuss, come to consensus on, or solve any problems related to the proposal. When the committee chair deems the proposal ready, it is distributed to committee members, who are given at least one week to read the proposal. Once committee members read, provide comments, and approve the proposal, the student begins their research. The approval of the proposal must be made formally using the Committee Proposal Approval Form (see Appendix Nine) that must be submitted to the Graduate Advisor.

Note: All students must have their research approved by the Institutional Review Board before beginning data collection. Students will have varying degrees of risk involved in their projects, and must submit the appropriate forms to IRB (even an exempt project requires a waiver/exempt form). Students should consult with their advisor about the IRB process and plan ahead, as this process can take several weeks.

Preparation of Thesis

The instructions for the thesis formatting are available at the Office of Graduate Studies or on their web page www.pdx.edu/ogs. Several books, which offer advice to graduate students on the development and writing of theses, are available at the PSU Library.

Note that students must be enrolled for at least 1 credit while they are working on their thesis and in the quarter they have the thesis defense.
The defense for a master’s thesis has two categories: oral and written. The oral category is what is commonly referred to as “the defense.” The written category of the defense is the thesis itself. Approval of the thesis by the thesis chair and committee indicates that the written portion of the defense is passed.

The final oral thesis defense is normally held during the final term of the program, but not before the student has completed all required coursework. The student is required to be enrolled for at least 1 credit during the term of the thesis defense. Students must submit form GO-16M (found on the department website) before defending their thesis orally.

The final oral defense is conducted by the student’s entire committee. The defense is not scheduled until the student’s chair has determined that the student is ready to defend. The personal need of a student to finish by a certain date is not a consideration in this decision.

At least two weeks prior to the thesis defense, the student gives the committee a final draft of the thesis. The student should check with their committee for their preferences regarding a digital or hard-copy draft. One week prior to the defense, the student posts a flier in the lobby of the department and sends via e-mail an announcement to all Sociology faculty and graduate students, announcing the date, time, room number, title of the thesis, name of the chair, and names of the thesis committee members, including the institutional affiliation of any committee members who are not regular Sociology faculty.

All committee members or alternates approved by the Office of Graduate Studies must be present for the final oral thesis defense. The defense is an open meeting where the students have the opportunity to share their research with the department and general public. The student presents his or her studies and findings, followed by committee members’ questions and discussion. After the committee members have concluded their questions, the chair will ask for questions from the other attendees. Following the questions, the student and any non-committee members leave to room. The committee then discusses the thesis and the oral defense and determines: 1) if the student has passed the oral exam, and 2) if the thesis is accepted as written up to that point or does it require revisions. Passing of the final oral examination requires a majority approval. If the oral examination is not passed, the department has the option of either requiring a second oral defense or of disqualifying the candidate from the Master’s program. If the committee does not accept the thesis as written, the student and thesis advisor are provided with feedback on which sections of the thesis must be revised.

Approval of Thesis

Any revisions of the thesis discussed at the final oral defense must be incorporated by the student to the satisfaction of the committee before final approval is given to the written thesis.

Beginning Spring Term 2010, students submitting their final thesis or dissertation to OGS have the option to submit electronically or via paper.

Formatting requirements and submission information for both options can be found on http://www.pdx.edu/ogs/etd-formatting, as well as FAQs about the differences between the two options. If you have questions after reviewing these materials you can contact the electronic thesis dissertation hotline at grad@pdx.edu.

Note: If you are trying to make a deadline for any reason, please be sure to schedule your defense meeting early in the quarter so that you can accommodate the need for revisions and avoid disappointments. Also be aware that faculty members are generally not available over the summer term for thesis defenses.
Students must file an application for graduation with Degree Requirements by the stated deadline. Please note that this application is only valid for two terms prior to the term in which graduation is expected. (Check http://www.pdx.edu/registration/applying-degree for deadlines).

**Office of Graduate Studies Deadlines**

It is the students’ responsibility to be familiar with all of the forms, deadlines and requirements of the Office of Graduate Studies regarding the thesis and application for graduation. These can be found at http://www.pdx.edu/ogs/forms. It is strongly recommended that students become familiar with these requirements during their first year in the program in order to adequately plan for deadlines.

**Graduate Advisor**

Upon entering the Master’s program, students may or may not be familiar with a specific faculty member with whom he or she may like to work, and thus may find it difficult to ask questions and receive advice from the faculty. The Graduate Advisor is a faculty member specifically assigned to aid students in transitioning into the graduate program. Students may seek advice on coursework planning, thesis content and procedures, and other questions about the program as a whole. The Graduate Advisor is also responsible for T.A. and R.A. assignments. Students should also note that a number of the forms to be submitted throughout the academic year must be submitted to the Graduate Advisor. In general, the Graduate Advisor serves as a mentor and liaison for graduate students.

**Application to the Ph.D. Program**

Successful completion of the Master’s Degree Program does not guarantee admission into the Doctoral Program. However, Master’s students may apply to the doctoral program during any annual admission cycle.
APPENDIX ONE

STUDENTS ENTERING WITH GRADUATE COURSEWORK

Transfer Credit

If transfer credit is to be presented in partial fulfillment of the requirements for an advanced degree at PSU, the GO-21 form (Proposed Pre-Admission and Transfer Credit; available from the Office of Graduate Studies or their web site) must be filed in the Office of Graduate Studies for approval as soon as possible after admission. The GO-21 form must be approved before the student submits the Graduate Degree Program form (GO-12). Be aware that the GO-21 needs to be approved by the student’s advisor and Graduate Committee before being sent to the Office of Graduate Studies.

Note that transfer credits are graduate credits graded A or B only (no P/NP), which meet the conditions described on the GO-21 form.

According to university guidelines, the maximum transfer credit accepted toward a graduate degree is one-third of the number of quarter hours required for the degree. The Sociology Department limits the maximum number of credits that can be transferred from another institution toward a Ph.D. at 12 credits. The transfer of any credits from another institution must be approved by the graduate committee.

Waiver of Required Graduate Work

Students who have completed previous graduate work, whether or not they received a degree, and who wish to have this work meet program requirements may submit a course waiver petition (see Appendix Nine). All master’s or Ph.D. program requirements must be completed, substituted, or waived. This is accomplished on a course-by-course basis. This form must be signed by the faculty member who is responsible for the course waived. Be aware that approval of the petition constitutes a waiver of a required course, not a waiver of required credits – students will still need to take the required number of credits for the program (e.g. 45 credits at PSU to receive any kind of degree).

Reservation of Work for Graduate Credit

Only credits earned at PSU can be reserved for graduate credit. A Reservation of Graduate Credit form must be filed in the Office of Graduate Studies and Research (GO-10) after admission to a graduate program, no later than the term following admission. Reserved graduate credit toward the master’s degree is limited to 12 completed and graded graduate credits of A or B earned within the last 45 credits prior to the award of the baccalaureate degree and not used to fulfill the requirements for the baccalaureate degree. Reserved graduate credit toward the Ph.D. will be limited to 8 elective credits, conditional upon the student’s petition receiving approval from the Graduate Committee. Core Ph.D. courses taken prior to formal admission to the program will not be accepted as ‘reserved graduate credit.'
APPENDIX TWO

GRADUATE STUDENT GRADING REQUIREMENTS

The Sociology Department has set the following policies for grading in the graduate program:

1. A master’s level student receiving two or more grades of C+ or below in any one year or in the entire core program will be considered by the faculty for possible dismissal.

2. Any courses that must be re-taken may be taken no more than two times.

3. Students receiving assistantships may not receive a grade lower than a B or the assistantship may be revoked.

4. No graduate courses may be taken P / NP
APPENDIX THREE

UNIVERSITY GUIDELINES

Below are some university guidelines that student's have found useful. These are not all of the University Guidelines and just because information is not included here does not indicate that the guidelines do not apply. Students are expected to be familiar with the University Guidelines and policies as set out in the Bulletin and on the Office of Graduate Studies website (http://www.pdx.edu/ogs).

Incompletes

A student may be assigned an incomplete by an instructor when all of the following four criteria apply: 1) the quality of work in the course up to that point is C level or above (please note, however, that the Sociology Department requires that the quality of work in the course be B level or above in order to grant a grade of Incomplete); 2) essential work remains to be done; 3) reasons for assigning an 'I' must be acceptable to the instructor and must not be given for the exclusive reason of raising a deficient grade; and 4) a formal agreement must be reached between the instructor and student as to the nature of the work to be done and a reasonable timeframe for completing it.

A written record of the remaining work and its completion date should be kept by both instructor and student. The instructor may specify the highest grade that may be earned, which should not exceed the level of achievement displayed during the normal course period. The student's advisor should also be notified regarding the incomplete grade.

The timeframe for completion of an "I" grade must not exceed one academic year, at which point the "I" will be automatically changed to an “F” grade by the admission data system. The instructor may set a shorter deadline which shall be binding. In order to obtain a longer period of time to complete the work, the student must submit a petition to the Office of Graduate Studies.

Students must complete a minimum of 9 credits per term in order to continue their assistantships. “In Progress” (IP) grades count as successful completion of credits, but Incomplete (I) grades do not.

In the case 501 Research or 503 Thesis, students are not given grades until the conclusion of the research or thesis. Until that point, the grade remains as In Progress and no time limitation applies except that the student must complete all work in the required 7 years.

Repeat of Graduate Courses

Students will not be given credit toward an advanced degree for the repeat of a course in their program. If a required course must be repeated, the credits from the repeated course will not be used to fulfill the credit hour requirement for the degree. Both grades appear on the student's record and are included in calculating the GPA. No course(s) may be taken more than two times with the course tuition paid by a Department tuition remission.

Academic Probation

A graduate student with regular or conditional degree status will be placed on probation if:

1. The student's cumulative graduate GPA at PSU, based on the completion of 9 letter-graded graduate credits after admission to the graduate level at PSU, is below 3.00 at the end of any term, or
2. The student's term graduate GPA, based on a minimum of 6 graded graduate hours is below 2.67 for a given term.

While on academic probation the student will not be permitted to 1) graduate, 2) receive or continue to hold a graduate assistantship, 3) change majors (GO-19 form), 4) be advanced to doctoral candidacy, 5) receive approval of the master's degree program (GO-12 form), or 6) register for more than a total of 9 credits in any term. Removal of academic probation occurs if the cumulative graduate GPA is brought to 3.00 within the next 9 graduate credits in graded courses in the case of probation due to low cumulative GPA, or both cumulative and term GPA of 3.00 or above in the case of probation due to low term GPA.
Disqualification

A student who is disqualified may not register for any graduate courses at PSU. Disqualification occurs if:

1. The student on academic probation for low GPA fails to achieve a cumulative graduate GPA of 3.00 or higher within the next 9 graded credits in graduate course work; or
2. The student on academic probation for a term of GPA below 2.67 does not receive at least a 3.00 term GPA and does not achieve a 3.00 cumulative GPA with the next 9 credits of graded graduate coursework; or
3. The student becomes subject to academic probation for a second time.

Re-Admission after Disqualification

A disqualified student may petition for re-admission as a degree-seeking student to a graduate program after one calendar year. Re-admission after the mandatory one-year period is initiated by the student filing a petition for re-admission to the Graduate Council through the Office of Graduate Studies. Re-admission is not automatic. To be readmitted the student must meet all the current admission requirements, with the exception of the graduate GPA.

If the student's graduate program has recommended re-admission, the Graduate Council may grant re-admission, with or without additional academic requirements, or may recommend continued disqualification. The decision of the Graduate Council is final. The readmitted graduate student is subject to all University and program requirements in effect at the time of re-admission. The student must raise the PSU graduate GPA to 3.00 or better within the first 12 credits of graded graduate coursework after re-admission, or be disqualified again.

Graduate courses completed at any institutions while a student is under disqualification at PSU will not be applied toward a graduate program at PSU.

Leave of Absence

A student admitted to the graduate program may petition for a leave of absence for one calendar year. A leave of absence insures that students are in good standing in the program while away, and allows them to continue in the program when the leave of absence expires. To apply for a leave of absence, the student writes a letter to the Graduate Committee explaining why and for how long the leave is requested. Once the request has been endorsed by the Graduate Committee it is forwarded to the department chair and must be filed in the Office of Graduate Studies no later than the last day to register for classes in the term in which the application is made. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at PSU. The one-year deadline for fulfilling the requirements for an incomplete grade is not suspended. A student may petition for a second leave of absence from a graduate program, but additional approval is required from the Office of Graduate Studies. Graduate students accepted into the program who have not yet matriculated submit their requests for a deferred admission to the Graduate Admissions Committee.

Any quarter of the regular academic year (Fall, Winter or Spring) during which a student is not enrolled for at least one credit hour in sociology at PSU, requires a formal leave of absence from the department. Failure to do so can result in termination from the program. Graduate students should be enrolled for at least 1 credit hour of thesis or dissertation each quarter they are receiving assistance from any faculty. They also should be enrolled for at least 1 credit hour of thesis or dissertation in the quarter they have a colloquium or final defense.
APPENDIX FOUR

LIBRARY PRIVILEGES

Portland State’s Branford Price Millar Library is an important resource for students. It is highly recommended that students become familiar with both the library’s website (http://library.pdx.edu) as well as the physical location (tours are available).

Library Hours

The library’s hours can change throughout the year, but are generally:

Fall / Winter / Spring Terms
Mon - Thu: 7:30 am - 11 pm
Friday: 7:30 am - 7:00 pm
Saturday: 10:00 am - 7:00 pm
Sunday: Noon - 11 PM

Finals weeks, inter-sessions, Summer term and holidays have different hours. Visit http://library.pdx.edu/hours.html to check for the most current library hours.

Library Accounts

As a student at PSU, you will have access to three library accounts: Vikat, ILLiad, and Summit. All three are accessed with your student ID. Vikat refers to the account that is used at the Branford Price Millar Library and for databases that are contracted through this library. ILLiad and Summit accounts are used when the needed materials are only located at other libraries.

Borrowing materials from the library

Graduate students can check out materials from the General Collection for three weeks with the option of three renewals. Graduate assistants are given an extended loan, with items due at the end of the current academic year. These items are subject to recall by other borrowers. All graduate students are also able to checkout non-circulating books (marked “Library Use Only”) and periodicals for three days.

Research Assistance

The library provides research help in-person, through online chat, via e-mail, by phone, and through online tutorials. Please check the website or talk to the reference librarian about these options. It is advised to seek help from the Social Sciences librarian, Kim Pendell, who can be reached at kpendell@pdx.edu.
APPENDIX FIVE

COMPUTING ON CAMPUS

Odin Account

Students get access to e-mail, library resources and other resources with your PSU Computer account (or Odin account). Students can get an Odin account via http://www.oit.pdx.edu/topics/ODIN. There are a number of computer labs available to students at PSU (http://oit.pdx.edu/topics/labs+and+classrooms) and one that is specifically for Faculty Graduate Students and Staff (SMSU 18). The computer lab hours vary, so please check the website for current hours.

Printing

Students are given a printing quota of 500 pages per term at the computing labs (double sided printing counts as two pages). Any portion of the quota that a student does not use will not carry over to the next term. Users that exceed their quota will be billed $.025 for each additional print (charges are automatically billed to students’ accounts).

H: Drive

Students are given 500 megabytes of storage space on a network drive (referred to as the H: drive). This storage space is automatically set up with the students ODIN account. The H drive is easily accessible while on campus. To access the H drive off campus please see the instructions at: http://oit.pdx.edu/topics/file+server+access.
APPENDIX SIX

OTHER SUPPORT AVAILABLE ON CAMPUS

Campus Public Safety: http://www.pdx.edu/cpso/
Campus Recreation: http://www.pdx.edu/recreation/
Career Center: http://www.pdx.edu/careers/
Center for Student Health and Counseling: http://www.pdx.edu/shac/
Child Development and Family Services: http://www.cdfs.pdx.edu/
Disability Resource Center: http://www.drc.pdx.edu/
Financial aid: http://www.pdx.edu/finaid/
Library: http://library.pdx.edu
Office of Information Technologies: http://oit.pdx.edu/
Queer Resource Center: http://www.qrc.pdx.edu/
Women’s Resource Center: http://www.pdx.edu/wrc/
Writing Center: http://www.writingcenter.pdx.edu/

There are more resources available to students than can be reliably listed. Please visit my.pdx.edu for more information and resources.
GRADUATE DEGREE PROGRAMS IN SOCIOLOGY

APPENDIX SEVEN

GRADUATE ASSISTANTSHIPS AND FUNDING

Efforts will be made to reconcile department needs (e.g. providing T.A.s for particular courses) with students' -- both masters and doctoral -- progress in the program and need for support. Students' training and experiences and the fit between students' skills and the requirements of specific assistantships will be considered in the decision process. The final appointment is determined by the recommendation of the Graduate Committee.

Assistantships are offered for one academic year unless explicitly stated that they are offered for one term only. Students must apply every year by the end of April to request funding renewal. Decisions to renew are based on coursework performance, progress in the program and performance on assistantship duties.

Efforts will be made to provide continuous funding throughout a student's graduate program providing that the student remains in good standing and makes timely progress toward the degree. Two-years of support will be attempted for Master's students. These may be graduate teaching assistantships or research assistantships.

A graduate assistant receives a tuition credit in addition to the stipend earned. The amount of the stipend will vary depending on the FTE offered. The tuition paid by the student is variable depending upon the tuition rate in the current schedule of classes.

Responsibilities.

Graduate and Research assistants are expected to contact the faculty members they are to be working with one week before the beginning of the term. T.A.'s and R.A.'s are encouraged to discuss their obligations with the faculty member and make sure that all expectations are clearly spelled out. T.A.'s are expected to be on campus until all exams are given and grades are entered at the end of the term.

In general, departmental R.A.'s will only be requested to participate in activities related to research. T.A.'s can also be requested to participate in activities related to research and other professional activities. Graduate assistants will not be requested or permitted to perform personal tasks for faculty.

As indicated on the web page for the Office of Graduate Studies (http://www.pdx.edu/ogs/graduate-assistants-terms-appointmnet), "The graduate assistant is provided a salary on a monthly basis as compensation for the service that has been provided. The salary is not directly dependent on the actual number of hours worked each month, but rather is paid for satisfactory performance of professional responsibilities." The website also provides guidelines for hours worked relative to your FTE. The guidelines are meant to give you an approximation for what you can expect. For example, you are paid over 13 weeks, and over 13 weeks, .49 FTE equals 254 hours, so at .19 for research, a guideline is 98 hours for the term for your time as a research assistant (R.A.). For teaching assistant responsibilities (T.A.) , a guideline is 156 hours. Each graduate assistant's time may vary each week based on such things as the nature of the projects, and the number of weeks the instructor and your advisor engage your time. Generally, your T.A. responsibilities run for 11 weeks, although some instructors may request your assistance just before the term begins. Your R.A. responsibilities are also worked out individually with your advisor. As the ORSP web page also says, "In all cases the assistantship is regarded as a contribution to the graduate student's learning experience as well as a service to the university."
When the number of hours required per week will not be equally distributed over the term, advance information regarding the time requirements of the assistantship should be provided. In general, graduate students are expected to work during the week of final examinations. A T.A.’s responsibilities for a particular class and to particular professor are terminated at the end of the quarter during which the T.A. was performed (i.e., at 5 p.m. on the day grades are due). Any time not used during the quarter cannot be used later. Faculty and graduate assistants are encouraged to remain flexible and to consider the student's workload. If a Teaching Assistant is working with more than one faculty member, the faculty members should make efforts to coordinate the total workload.

All students will receive a performance evaluation at the end of every quarter. Any student problems or concerns related to graduate assistantships should be communicated to the Graduate Advisor.

**Eligibility**

Master's students will be supported for no more than two years. Students who are not making timely progress toward a degree will have their PSU funding rescinded.

**Ineligibility for funding due to academic standing**

All students become ineligible for funding for any of the following:

1. One grade of C or lower.
2. A cumulative grade point average below 3.0.
3. A grade of I (incomplete) in one or more courses, excluding thesis credits, which has not been completed within one academic term of being assigned.

A student meeting any of the above ineligibility criteria can be continued as a graduate assistant for one quarter at the discretion of the department. Students become eligible again when conditions are remediated. The nature of the remediation will be at the discretion of the department. However, note that under no circumstances will the Office of Graduate Studies allow students to have an assistantship if they meet criteria 2 and 3, above.

**Ineligibility for funding due to substandard performance**

When a faculty member supervising a graduate R.A. or T.A. notes that the graduate student is not performing the duties of the position at an acceptable level, the faculty member will take three steps:

1. The faculty member will meet with the student to discuss their concerns and make suggestions, where possible, about how to improve subsequent performance.
2. If concerns persist, the faculty member will complete a Performance Evaluation and submit it to the Graduate Director for mediation and appropriate action.
3. The Graduate Director will meet separately with the faculty member and the student before making a determination. After meeting with both the faculty member and the student, the Graduate Director will make a decision about the student's continued eligibility for funding, and, if funded, whether the student is assigned to a different faculty member.

**TAing in mixed Undergraduate -Graduate-Level Courses**
When a graduate student is serving as a T.A. in a mixed undergraduate-graduate course, the T.A. should not be expected to assign grades to other graduate students’ examinations, essays or term papers. Efforts should be made to limit T.A. grading of other graduate students to homework assignments. If grading of tests is included among the T.A. duties, the T.A.’s access to other students’ grades should be limited and should not include final grades. It is a given that students’ grades are to be kept confidential.

**Teaching Courses**

Students must have completed a Master’s degree in order to teach an undergraduate course.

**Department Awards**

**Sociology Graduate Student Travel Award**

The purpose of this award is to provide funding for Sociology graduate students to present academic research at professional conferences. A total of five $100 awards will be available annually. Students may apply for one award per calendar year. There will be one award granted during Fall Quarter and two each during Winter and Spring quarter. Application deadlines are as follows:

Fall term: First Monday in November
Winter term: First Monday in February
Spring term: First Monday in May

Awarded: Applicants will be notified within 45 days of the application deadline.

Complete instructions and eligibility criteria are available on the Sociology Department’s website [here](http://www.pdx.edu/sociology/sociology-awards).

**Sociology Alumni to Alumni Scholarship**

This scholarship is sponsored by Alumni of the Sociology program at Portland State University. The purpose of this scholarship is to provide an outstanding PSU sociology major who has been accepted to the PSU Sociology Graduate Program with financial support to begin their graduate studies. The award is a one-time amount of $400. Applications are due June 30th. Complete instructions and criteria are available on the Sociology Department website [here](http://www.pdx.edu/sociology/sociology-awards).

**Sociology Department Thesis Award**

The purpose of this annual award is to provide financial support to an outstanding sociology graduate student who is in the thesis writing stage in order to assist them in completing their master’s thesis. The award is a one-time amount of $500. Applications are due March 1st each year. Complete instructions and criteria are available on the Sociology Department website [here](http://www.pdx.edu/sociology/sociology-awards).
APPENDIX EIGHT

GRADUATE FORMS AND PROCEDURES

All of the forms listed below are available at the Office of Graduate Studies (OGS) and on its web site.

**GO-7** Petition for Change of Status
This form is required to change a student’s admission status from “Departmental Conditional” to “Regular” status and should be submitted to OGS, 117 Cramer Hall. The advisor completes the form, keeps one copy for the major department and forwards another copy to OGS.

**GO-10** Reservation of Graduate Credit
Some graduate-level course work taken at PSU while working towards a Bachelor’s degree can be reserved for use in a PSU graduate program. To reserve courses taken prior to receiving an undergraduate degree for graduate credit, the student and advisor must complete the GO-10 and submit it to OGS no later than the term following admission to the degree program. Another copy should be placed in the student’s file.

**GO-12** Approved Graduate Degree Program
This form must be completed and signed by the student, advisor and Graduate Committee chair and forwarded to OGS no later than the date indicated on the OGS Deadlines form for the applicable term, typically the first Friday of the intended term of graduation. Only the credits needed to complete the requirements are listed.

**GO-13** Change in Graduate Degree Program
To be used only for a change in GO-12 form. See procedures for GO-12.

**GO-15** Validation of Out-of-Date Graduate Credit for Master’s Degrees
All credits to be applied to a master’s degree program must be completed within seven years of the date of graduation. Credits that will be more than seven years old at the time of graduation, but no more than 10 years old at the time of graduation, may be validated by separate examination according to the PSU Validation Policy.

**GO-16M** Appointment of Final Oral Examination Committee - Masters *
When the student has completed an acceptable draft of the thesis, the advisor completes the GO-16M and submits it to OGS who will appoint a Graduate Office Representative. The form must be filed in the Graduate Office at least three weeks before the anticipated date of examination. A final draft of the thesis must be given to the Graduate Office Representative at least three weeks prior to the Oral.

**GO-17M** Recommendation for the Degree - Masters *
The GO-17M should be prepared by the advisor prior to the orals and presented to committee members for signatures when the oral examination is passed. If further work is required on the thesis, the GO-17M should be kept in the student’s file until all members of the committee have signed. The completed GO-17M is delivered to OGS by the specified deadline. The student must also give OGS three copies of the final thesis and 4 copies of the abstract and signed approval page, all signed by the committee members.

**GO-19M** Petition for Change of Major
The GO-19 form is used for students who want to change their program.

**GO-21** Proposed Pre-Admission and Transfer Credit
This form is required whenever pre-admission and/or transfer credit is requested. It must be submitted and approved before the GO-12 can be approved.

**Application for Advanced Degree **
Candidates must file an application for the degree with OGS by the first Friday of the term of anticipated graduation or earlier. The degree will not be awarded unless the student has a cumulative GPA of at least 3.00 on the basis of graduate credits earned at the University after admission into the graduate program.
Petition to the Graduate Council (through the Office of Graduate Studies)
All petitions for exceptions or waivers of University graduate regulations or graduate degree requirements are filed using this form. The petition is submitted to the Graduate Council through OGS for consideration and action. If necessary, the petition will be forwarded to the appropriate graduate committee for review. The Graduate Council determines the final action.

Overload Petition

Graduate students must seek approval of registration in excess of 16 credit hours by completing an Overload Petition and getting the approval signatures. A student registering for 17-19 hours must obtain the approval of the department chair or advisor. If the registration is for 20 hours or more, the petition must be approved by the department chair or advisor and the Vice-provost Graduate Studies and Research. The Vice-provost must approve any petition for an overload from a Graduate Assistant. The approved petition must be presented at the time of registration.

* The deadlines for the footnoted forms are conservative. The Office of Graduate Studies publishes a one-page list of Graduate Candidates’ deadlines each year. This list should be consulted for firm deadlines.
APPENDIX NINE

FORMS

The following pages have some of the forms that may be needed in either the sociology department Master's program. This is not an exclusive list of forms, others can also be found on the Portland State University website. Important websites to look at are: the sociology department, the Office of Graduate Studies, and the Human Subjects Research Review Committee to name a few.
COURSE WAIVER PETITION
(Submit 1 form for each course to be waived)

NAME: ________________________________________________

PROGRAM (Master’s or Doctoral): ______________________

PSU course to be waived (number and title):

__________________

Number and name of comparable course:

__________________

University at which course was completed:

__________________

Year course was completed: ________ Grade received: ________

Briefly describe the content of this course and required texts and readings, and provide a syllabus if possible. Use an additional sheet if necessary.

☐ Approved  ☐ Denied

___________________________________________ (Signature of PSU faculty teaching required course)

☐ Approved  ☐ Denied

___________________________________________ (Graduate Committee Chair signature)

COMMENTS:

*** Note that this form may not be used to waive credit requirements for the Masters or Ph.D.
# PROPOSAL FORM
(for Dissertation and Thesis Proposals)

Student Name: 

Working Title: 

BY SIGNING BELOW, COMMITTEE MEMBERS AGREE THAT THEY APPROVE OF THE PROPOSAL AND PERMIT THE STUDENT TO PROCEED WITH THE RESEARCH (PENDING HUMAN SUBJECTS APPROVAL).

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Masters Student Annual Review

This report is to be filled out by the advisor of all master's students in the Portland State University Sociology Department. It must be filled out and returned to the Graduate Committee Chair on or before June 20 for the following terms:
First Year Students: Spring term
Second Year Students: Winter term

Student Name:
Thesis Chair:
Anticipated Term of Thesis Defense:

☐ Student is making adequate progress in their course work

☐ Student is not making adequate progress in their course work (note any incompletes or grades below B.)

☐ Student is making adequate progress toward thesis completion.

☐ Student is not making adequate progress toward thesis completion (note specific issues, such as failure to complete approved thesis proposal.)

If student is not making adequate progress in the program, please outline below what the student is required to do by the end of next fall term:

☐ The student will be reviewed at the end of next fall term.

____________________________________ (signature of Thesis Chair)                _____________ (date)

4 It is the student's responsibility to coordinate communication regarding progress with their thesis advisor over the summer if either the student or the advisor is not prepared to sign-off at the end of spring term. In order to be eligible to receive departmental funding in the fall, this form must be received no later than September 1st.