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A Guidebook to Thesis and Non-Thesis Options of the Masters Program in Sociology 2010-2011

Department of Sociology and Rural Studies
South Dakota State University

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Graduate Studies In

SOCIOLOGY

South Dakota State University • Brookings

A Guidebook

To

**THESIS AND NON-THESIS
OPTIONS OF THE MASTERS
PROGRAM**

in

Sociology

2010-2011

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Guidebook for the Thesis and Non-Thesis Options of the Masters Programs in Sociology¹

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Reasons for this Guidebook

This pamphlet is designed to serve as a guide for graduate students in the Department of Rural Sociology. As a guide, it does not replace the Graduate School Bulletin requirements. It spells out in detail the responsibilities of a graduate student in the Department of Rural Sociology.

1. Admission

Consistent with the policies of the Graduate School, students must be admitted to the Graduate School before enrolling in any graduate course, whether or not they are pursuing an advanced degree. A completed application must be filed with the Graduate School by April 15th for the upcoming Fall Semester and October 15th for the upcoming Spring Semester. Application forms are available both in the Graduate School office and on-line.

Admission to all degree programs is competitive and limited by the availability of personnel, facilities, and funding necessary to provide quality graduate education within the program.

An applicant who lacks prerequisite undergraduate courses specified by the department for the doctoral degree may be admitted *conditionally*. Admission is conditional until these courses have been completed to the satisfaction of the department. These courses cannot be used on the graduate Plan of Study.

¹ All students beginning graduate course work in Sociology at SDSU after July 1, 2010 will be required to fulfill the requirements of this guide. Students enrolled prior to this date may select from either this or any prior Guide in affect during their enrollment, but must fulfill the requirements of one or the other in its entirety.

According to the rules of the Graduate School, a student admitted conditionally must satisfy any conditions within the first year after admission.

2. Readmission

A student formerly enrolled as a graduate student at SDSU (who interrupts continuous registration) must apply for readmission *at least one month prior* to registration. Forms for this purpose are available from the Graduate School office.

3. Continual Enrollment

The Graduate School has a long-established policy (see p. 13 in the 2008-2009 bulletin) requiring: “All graduate students who have completed the dissertation/thesis/research-design paper credits specified on their Plan of Study are required to follow one of the following steps each semester during the academic year and Summer term until the degree is awarded:

- A. Students who have completed the required number of dissertation/thesis/research–design paper credits on the plan of study, but are still involved in research work as part of the degree requirement, must continue to register for one credit for each succeeding semester, including summer.
- B. Students who miss the deadline for graduation in a given semester, but successfully complete their final orals and all other requirements except minor edits of their thesis or dissertation prior to the start of the next semester do not have to enroll for continuing credit.”

4. Professional Conduct

As stated in the Graduate School Bulletin (p. 15), South Dakota State University has taken a strong and clear stand regarding academic dishonesty. The department has done likewise (see departmental policy in Appendix B of this document). The consequence of academic dishonesty ranges from disciplinary probation to expulsion.

5. Admission Requirements for the Masters Program in Sociology

To be admitted unconditionally to the Masters program in Sociology, the student must fulfill all admission requirements of the Graduate School as well as the following Department requirements:

- A minimum of 24 credits in the social sciences of which at least 18 must be in Sociology.
- A course each in Research Methods, Sociological Theory, and Statistics
- An approved Masters degree with a completed thesis.

Admission to the program is competitive and limited by the availability of personnel, facilities, and the funding necessary to provide quality graduate education. Admission to the program is further based on evaluation of prior academic record and letters of recommendation.

6. Students Needing to Complete Prerequisites for Unconditional Acceptance

Students accepted conditionally in the Masters program must complete all prerequisites. These prerequisites are:

- A minimum of 24 credits in the social sciences of which at least 18 must be in Sociology.
- A course each in Research Methods, Sociological Theory, and Statistics

Restrictions on enrollment:

- Students who have not completed 24 hours of social sciences, with at least 18 in sociology, must complete these prerequisites before enrolling in graduate courses.
- Students who have not completed an undergraduate or graduate level course in sociological theory must enroll in and pass SOC 403—Sociological Theory (or its equivalent) before enrolling in any graduate theory course. This prerequisite must be completed within the first year after admission to the program.
- Students who have not completed an undergraduate or graduate research methods course must enroll in and pass SOC 307—Research Methods (or its equivalent) before enrolling in any graduate methods class. This prerequisite must be completed within the first year after admission to the program.
- Students who have not completed an undergraduate or graduate statistics course must enroll in and pass STAT 281—Introduction to Statistics or SOC 308—Research Methods II (or their equivalent) before enrolling in any graduate methods class. This prerequisite must be completed within the first year after admission to the program.

None of these prerequisites will count toward the credit hours needed to complete the Masters program.

7. Masters Advisory System: Graduate Program Coordinator, Plan of Study, and Advisory Committee

Upon acceptance into the graduate program, the student is assigned to the Department Graduate Program Coordinator who serves as the student's academic advisor. An advisory committee made up of the graduate program coordinator, two department representatives, and a graduate school representative will be recommended by the department and approved by the Dean of the Graduate School.

Additional information for students in the Thesis Option:

- The Graduate Advisory Committee will serve as the student's Comprehensive Exams Committee.
- The Graduate Program Coordinator and the Dean of the Graduate School must approve any changes in the approved Plan of Study.
- Appropriate forms for the Plan of Study and changes thereto are available from the department Graduate Program Coordinator.
- The student will seek a Thesis Advisor after completion of core courses.
- Once selected, the Thesis Advisor will be added to the Advisory Committee (if needed) and will serve as chairperson of the Advisory Committee.

8. Transfer of Credits

Credits earned at other institutions may be applied toward the master's degree, but only if they have a grade of an "A" or "B", are not outdated (may not be more than 6 yrs old at completion of the Masters degree), are not applied to another degree, and are approved by both the Advisory Committee and the Dean of the Graduate School. Requests for transfer credits must be supported by an official transcript filed with the Graduate School. Undergraduate converted credits applied toward the degree must be earned at SDSU. (See Graduate School Bulletin for more details on limitations for transfer credits).

9. Course Requirements for the Thesis and Non-Thesis Options

Unless approved by the advisory committee, the 30-hour minimum requirement for the Masters Thesis Option must be earned in the major. Five (5) of these hours are thesis credits. All students working toward the Masters-Thesis Option will be required to complete the core courses listed in the following table.

SOCIOLOGY CORE – Thesis Option		
course number	course	credit hours
SOC-710	Research Methods (Quantitative)	3
SOC-711	Qualitative Research Methods	3
SOC-712	Sociological Theory I	3
SOC-713	Sociological Theory II	3
SOC-790	Scholarship of Teaching & Learning for Sociologists	3
--	Sociology Electives	10
SOC-798D	Thesis	5
--	Minimum Requirements	30

Unless approved by the advisory committee, the 35-hour minimum requirement for the Masters Non-Thesis Option must be earned in the major. All students working toward the Masters Non-Thesis Option will be required to complete the core courses found in the following table.

SOCIOLOGY CORE – Non-Thesis Option		
course number	course	credit hours
SOC-710	Research Methods (Quantitative)	3
SOC-711	Qualitative Research Methods	3
SOC-712	Sociological Theory I	3
SOC-713	Sociological Theory II	3
SOC-790	Scholarship of Teaching & Learning for Sociologists	3
--	Sociology Electives	20
--	Minimum Requirements	35

10. Comprehensive Examinations

Students in the Thesis Option are required to pass a final oral examination covering course work, general knowledge of the field, the thesis, as well as their knowledge of a set of "Essential Works in Sociology" (See Appendix A for current list of Essential Works). Due to Department staffing, thesis proposals, and written and final oral exams are not administered during summer sessions.

Students in the Non-Thesis Option are required to pass written and oral examinations covering course work, general knowledge of the field, and the "Essential Works in Sociology." A final oral examination follows the satisfactory completion of all course work and the successful completion of the 8-hour written exams. Students will be examined over their general knowledge of the field.

Non-Thesis Option: Schedule for Written and Oral Exams		
Written exams	Monday	Sociological Theory
	Tuesday	Other Coursework
	Wednesday	Research Methods
	Thursday	Essential Works
Oral Exam	within 10 days of completing the written exams	All coursework

Addition information:

- No graduate student with any prerequisite pertaining to admission to the graduate program will be allowed to take written and oral examinations or to present a thesis proposal until they have completely and officially completed the requirements of those prerequisites. As noted previously, prerequisites should be completed during the first year following admission.
- Due to department staffing, final oral examinations are conducted only during the Fall and Spring terms. Candidates for the Master's Thesis Option are required to pass an oral examination covering the thesis, the courses included in their graduate program and general knowledge of the field, as well as their knowledge of a set of "Essential Works in Sociology (See Appendix A). This must be done not less than 10 days (excluding Saturdays, Sundays and holidays) prior to Commencement.
- In order to complete the graduate program, a graduate student in the Rural Sociology Department must attain a cumulative grade point average of 3.0 or better in Sociology as well as in the total program.

11. Thesis

Upon completion of the core course work and all prerequisites, the student enrolled in the Thesis Option is assigned a thesis advisor who becomes chair of the Advisory Committee; he or she is also allowed to register for thesis credits. In consultation with the student's thesis advisor, the student will prepare and present a thesis proposal at a meeting of the advisory committee. The **deadlines** for submission of proposals are **November 1 (Fall) and March 1 (Spring)** of each year. Proposals are not considered during Summer Sessions. The proposal is delivered to the committee two weeks (10 working days) in advance of

the meeting, and shall contain a brief (20 page double-spaced maximum) statement of the problem, research objectives, theoretical framework, proposed methodology and expected contributions to the field. Once approved by the thesis advisor, the thesis becomes a public document and may be shared with interested parties. The meeting scheduled for approval of the proposal is open to interested parties as observers. Observers should inform the advisor and student of their intent to attend the thesis proposal meeting.

The thesis requirements of the Graduate School are outlined in a pamphlet titled "Instructions for Theses and Dissertations;" students can download it from the Graduate School website. Students should use the ASA Style Guide for citing sources and completing the bibliography.

The thesis should represent a scholarly contribution to knowledge related to the major field. Although the thesis accounts for 5 credits in the major, the number of credits is not necessarily related to the amount of research work required. These credits are given for both the research and writing required for the thesis. Grades for thesis credits are submitted as "In Progress" (IP) until after the oral examination. When accepted by the examination committee and the Dean of the Graduate School, a grade of "Satisfactory" (S) is given.

Graduate School Review Process — The original copy of the thesis must be filed with the Graduate Office and copies to the members of the students' examining committee at least ten days (excluding Saturdays, Sundays and holidays) prior to the oral examination. After the final oral examination, all necessary corrections in the thesis are made and two copies, one on at least 50% rag paper, are delivered to the Graduate Office for final approval.

Binding of Thesis – Following final approval by the graduate school, the student prints four copies (or five if the student also wants a copy). He or she then pays the library a fee for binding these copies and submits the receipt to the Graduate Office. Two copies of the thesis are deposited in the Graduate Office. This must be done at least 5 days prior to commencement.

Electronic Submission of Thesis – All students are required to submit thesis for electronic publication. Instructions on how to submit the thesis can be found at the Graduate School Website.

<http://www3.sdstate.edu/Academics/GraduateSchool/ThesisDissertationSubmittal/>

12. Time Limit and Outdated Course work

If the requirements for the Master's degree are not completed within six years from the time of admission to work toward the degree, reconsideration of the students program will be required and the rules of the Graduate School in effect at the beginning of the seventh year will apply.

Courses completed more than six years prior to completion of the requirements of the Masters Degree, and not part of a previous degree, are regarded as outdated course work. Outdated courses and thesis credits may be used in the Masters Degree program only if validated by the Advisor, Advisory Committee and the Department Head. Validation of course relevance and the student's knowledge and skill in the subject area may be accomplished by a variety of means to be determined by the Advisor and the Advisory Committee. The department will allow up to a maximum of 15 hours to be updated. Validation must be certified by the Advisory Committee on a form prescribed by the Graduate School.

Financial Aid and Graduate Assistantships

13. Financial Aid

The graduate student may obtain financial assistance from various sources. Some hourly work is available for qualified students not on assistantships. In general, hourly work will be connected with existing research projects, thereby providing a student an opportunity to participate in and learn about research activities in the department or elsewhere on campus.

Graduate students may also apply for financial assistance through the SDSU Financial Aid Office. For the students who have a determined financial need, opportunities for College Work Study employment or a National Direct Student Loan are available (limited to availability of federal funding). Graduate students in need of financial assistance can also apply for a Guaranteed Student Loan through their local lending institution and SDSU Financial Aids.

In addition to the financial aids identified above, graduate students who are married may apply for an apartment in graduate student housing. This housing is located on campus and, in general, is designed for those with a limited income. Information on married student housing may be obtained from the Housing Office on campus.

If financial aid is desired, it should be requested at the time of application for admission by the Graduate School.

14. Graduate Assistantships

Department assistantships are available generally for a maximum of two (2) years on the Master's program and three (3) years on the Doctoral program for those students meeting departmental and Graduate School requirements. Assistantships are generally awarded on a quarter-time, third-time, and half-time basis and require 11-22 hours of work for the department per week. A student receiving an assistantship may expect to function in both research and teaching capacities during the time that an assistantship is held.

15. Selection of Graduate Assistants

The number of graduate assistantships available in the department is limited. Graduate assistants are recommended for appointment by the Department Head in consultation with the departmental staff. Since graduate assistants play an important role in the department's teaching and research activities, care is exercised in their selection. In addition to a sound background in Sociology, graduate assistants are selected on the basis of their demonstrated maturity of judgment, commitment to sociological research and teaching, and interest in the on-going activities and programs of the department. The prospective applicant is further referred to the discussion of "Appointment of Graduate Assistants" found in the Graduate School Bulletin. The student should also make note of the fact that while on a half-time assistantship, a maximum of twenty-two credit hours may be taken per year; and as a quarter-time assistantship, a maximum of 30 hours. All graduate assistants must be enrolled in at least six (6) hours of department course work each semester on an assistantship. At least three of these must be in formal courses. The remaining three hours may be taken in "Special Problems" or thesis/dissertation credits. Exceptions to this may be granted if student has already had all available courses. Graduate assistantships are rendered on an annual basis and are generally limited to a maximum of two years for M.S. and three years for Ph.D. student. The application deadline for the upcoming academic year is March 1st.

16. Summary Table – MS Thesis and Non-Thesis Options in Sociology

	Requirements	Under Direction of	When Due	completed	
				yes	no
1	Application for Admission to Graduate School	Dean Of Graduate School	At Least 1 Month Before First Registration		
2	Development of Plan Of Study	Graduate Program Coordinator	Within First 12 credits Of Graduate Work		
3	Completion of Prerequisites	Graduate Program Coordinator	Within 1 st year following Admission.		
4	Preparation of Thesis Proposal (Thesis Option only)	Thesis Advisor	Upon Completion of Core Courses and Prerequisites		
5	Review of Thesis Proposal (Thesis Option only)	Thesis Advisor and Advisory Committee	Submission by November 1 (Fall) or March 1 (Spring)		
6	Filing of Graduation Card	Office of Admissions & Records – Submitted to the Dean of the Graduate School	Within first 4 weeks of the final semester		
7	Scheduling of Written Exam (Non-Thesis Option only)	Graduate Program Coordinator	Semester prior to graduation		
8	Scheduling of Oral Exam	Thesis Advisor (Thesis Option) Graduate Program Coordinator (Non-Thesis Option)	One month prior to oral exam (Fall & Spring semester only)		
9	Thesis due to Advisory Committee (Thesis Option only)	Thesis Advisor	Ten work days prior to oral exam		
10	Comprehensive Written Exam (Non-Thesis only)	Graduate Program Advisor	Upon substantial completion of coursework		
11	Final Oral Exam	Advisory Committee – See Graduate Program Coordinator for Scheduling of Exam	Not less than 10 days before commencement		
12	Corrected Copies of Thesis Due (Thesis Option only)	Dean of the Graduate School	Not less than 5 days before commencement		
13	Change of Grade	Thesis Advisor	Within two weeks of commencement		

Appendix A: Essential Works in Sociology

What is an essential work? An essential work in sociology is a book, monograph, article, or group of articles by authors who have made significant contributions to sociology. These works created a “buzz;” they were read and discussed by sociologists, other social scientists, intellectuals, and policy makers.

PhD students must read ALL of the selections in all four areas. Masters’ students should read only those in bold typeface.

	CLASSICAL	EARLY CONTEMPORARY	CONTEMPORARY (1970-present)
DEMOGRAPHY		1. Kingsley Davis & Judith Blake. 1956. “Social Structure and Fertility: An Analytic Framework,” <i>Economic Development and Cultural Change</i> 4 (40).	1. Caldwell, J. 1997. “The Global Fertility Transition: The Need for a Unifying Theory,” <i>Population and Development and Review</i> 23: 803-812. 2. McDaniel, Susan. 1996. “Towards a Synthesis of Feminist and Demographic Perspectives on Fertility,” <i>Sociological Quarterly</i> 37(1): 83-104..
DEVIANCE		1. Becker, H. S. 1963. <i>Outsiders</i>. NY: Free Press.	1. Quinney, R. 1970. <i>The Social Reality of Crime</i> . Boston: Little, Brown. Chapter 1. 2. Krohn, M.D. 1986. “The Web of Conformity: A Network Approach to the Explanation of Juvenile Delinquency,” <i>Social Problems</i> 33: 581-593.

	CLASSICAL	EARLY CONTEMPORARY	CONTEMPORARY (1970-present)
SOCIAL ORGANIZATION	<p>1. Durkheim, E. 1993. <i>Ethics and the Sociology of Morals</i>. Buffalo, NY: Prometheus Books.</p> <p>2. Weber, M. 1993. <i>Basic Concepts in Sociology</i>. NY: Carol Publishing Group.</p> <p>3. Simmel, G. 1971. <i>On Individuality and Social Forms (Chapters 6-8)</i>. Chicago: University of Chicago Press.</p>	<p>1 Mills, C. W. 1956. <i>The Power Elite</i>. NY: Oxford University Press.</p> <p>2. Davis, K. & W. Moore. 1945. "Principles of Stratification," <i>American Sociological Review</i> 10: 242-249.</p> <p>3. Whyte, W. F. 1955ed. <i>Street Corner Society</i>. Chicago: University of Chicago Press.</p> <p>4. Hacker, H. M. 1951. "Women as a Minority Group," <i>Social Forces</i> 30: 60-69.</p>	<p>1. Wilson, W. J. 1980. <i>Declining Significance of Race, Second Edition</i>. Chicago: University of Chicago Press.</p> <p>2. Hoshschild, A. R. 1983. <i>Managed Heart</i>. Berkeley, CA: University of California Press.</p> <p>3. Ritzer, G. 1993. <i>The McDonaldization of Society</i>. Thousand Oaks, CA: Pine Forge Press.</p>
GENERAL	<p>1. Marx, K. 1977. "The Eighteenth Brumaire of Louis Bonaparte (Chapter 25)," in <i>Selected Writings</i>. David McLellen (ed). Oxford: Oxford University Press.</p>	<p>1. Goffman, E. 1959. <i>The Presentation of Self in Everyday Life</i>. NY: Doubleday Anchor Books.</p> <p>2. Mills, C. W. 1959. <i>Sociological Imagination</i>. NY: Oxford University Press.</p> <p>3. Merton, R. 1967. <i>On Theoretical Sociology (Chapters 2, 4-5)</i>. NY: The Free Press.</p> <p>4. Glaser, B. & A. Strauss. 1967. <i>The Study of Grounded Theory (Chapters 1-2)</i>. Chicago: Aldine Press</p>	<p>1. Bourdieu, P. 1990. <i>The Logic of Practice (Chapters 3, 7-8)</i>. Stanford, CA: Stanford University Press.</p> <p>2. Butler, J. <i>Bodies That Matter (Introduction, Chapters 1, 3)</i>. 1993. NY: Routledge.</p> <p>3. Collins, Pat Hill. 1990. <i>Black Feminist Thought</i>. NY: Routledge.</p> <p>4. Massey, D.SD. and N. A. Denton. 1993. <i>American Apartheid</i>. Cambridge, MA: Harvard University Press.</p> <p>5. Michel Foucault. 1977. <i>Discipline and Punish: The Birth of the Prison</i>. NY: Vintage Books</p> <p>6. Cerulo, Karen A. 1997. "Identity Construction: New Issues, New Directions," <i>Annual Review of Sociology</i> 23: 385-409.</p>

Appendix B: Departmental Policy on Fraud, Cheating, and Plagiarism within the Department of Sociology, South Dakota State University

I. Introduction.

Cheating, plagiarism, fabricating data and information, and facilitating academic dishonesty by others are serious offenses in academia. Accordingly all members of the university community, faculty and student alike, are held to strict rules and guidelines concerning such offenses. The Department of Rural Sociology will not accept or tolerate instances of academic fraud, dishonesty or plagiarism of any kind by graduate students. Falsifying data, sources or experimental results, submitting others' work as if it was yours, presenting the words or ideas of others without full and appropriate citation, and cheating on exams each represent instances of academic dishonesty. For the Department of Rural Sociology, the following policy specifies the nature and extent of the possible offenses, the subsequent penalties, and the processes of appeal where appropriate.

II. Definition.

Chapter 01:10:25 (pages 10-11 of chapter 10) of the SDSU Student code identifies cheating. Please review this policy. It can be found at:

<http://studentaffairs.sdstate.edu/JudicialAffairs/StudentCode/Chapter10.pdf>

Its relevant parts have been reproduced below. The recommended penalties for engaging in academic dishonesty are found in the parentheses at the end of each section.

01:10:25 Dishonesty.

01:10:25:01 Cheating, which is defined as, but not limited to, the following: use or giving of any unauthorized assistance in taking quizzes, tests, or examinations; use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff (Disciplinary Probation--Expulsion).

01:10:25:02 Plagiarism, which is defined as, but is not limited to, the following: The use, by paraphrase or direct quotation, of the published or unpublished work of another person (words, ideas or arguments) without full and clear acknowledgment consistent with accepted practices of the discipline; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (Disciplinary Probation--Expulsion)

01:10:25:03 Fabrication is intentional and unauthorized falsification or invention of any information or citation in an academic exercise.(Disciplinary Probation--Expulsion)

01:10:25:04 Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. (Disciplinary Probation--Expulsion)

III. Academic dishonesty in the context of class assignments, papers, examinations, and other graded activities.

Although all violations are serious, some may be due to ignorance of those actions that entail academic dishonesty, poor documentation of research materials, incorrect formatting. These “minor” violations are

treated differently than intentional attempts to act fraudulently. The solution for avoiding this problem is for student to consistently provide source citations for the ideas and information they are using. Please refer to the following websites for examples of plagiarism.

<http://sja.ucdavis.edu/files/plagiarism.pdf>

<http://sociology.camden.rutgers.edu/jfm/plagiarism/plagiarism-jfm.htm>

<http://oregonstate.edu/admin/stucon/plag.htm>

<http://sociology.sdstate.edu/arwoodd/soc716/babbie.pdf>

<http://library.camden.rutgers.edu/EducationalModule/Plagiarism/>

A. Minor Violations.

Minor violations will be defined as indirect usage of another author or public source material which contains ideas, facts, figures, or explanations not known by the student prior to the completion of her/his research for the paper. Essentially, a minor violation involves excessive paraphrasing without citations crediting the original sources as opposed to directly copying materials. Minor violations exist where the bulk of the submitted material remains the student's original work; however, substantial amounts would be better credited to others (Quantifications of the term, substantial, will be made by each instructor in her/his course).

B. Sanctions for Minor Violations.

Various sanctions are available to instructors, including but not limited to asking for the work to be redone, assigning a zero (0) for assignment, and failing the student in the course. For multiple violations, the instructor may also report the incidents to the department head as a major violation.

C. Major Violations Relative to Course Work

Major violations include acts of cheating, plagiarism, fabrication, and facilitating academic dishonesty of others. For instance, it exists when: (a) a student has presented direct material without quotations and/or credits, basically passing off others' exact information, phrases, or statements as her/his own work; (b) the clear majority of the material in the submitted work is not the student's; (c) using electronic media, such as a jump drive, internet, e-mail, and other media, to access disallowed reference materials when taking computer-assisted exams. Please refer to the following websites for examples of plagiarism.

<http://sja.ucdavis.edu/files/plagiarism.pdf>

<http://sociology.camden.rutgers.edu/jfm/plagiarism/plagiarism-jfm.htm>

<http://oregonstate.edu/admin/stucon/plag.htm>

<http://sociology.sdstate.edu/arwoodd/soc716/babbie.pdf>

<http://library.camden.rutgers.edu/EducationalModule/Plagiarism/>

1. Sanctions for Major Violations – All Incidents

Major violations will result in the assignment of a zero (0) for assignment or course. In addition, all major incidents will be reported to the department head and recorded in the student's academic file. In consultation with the instructor, the department head will determine whether the incident will be referred to the graduate school for additional disciplinary action. The department head can recommend stronger sanctions, including academic suspension and expulsion from the program.

2. Sanctions for Major Violations for Those Who Are Not Presently Graduate Assistants

As this represents a monumental form of academic dishonesty and violation of trust, students who commit a major violation will not be able to apply for future assistantships in the department.

3. Sanction for Major Violations for Those Who Are Presently Graduate Assistants

As this represents a monumental form of academic dishonesty and violation of trust, students holding assistantships, who commit a major violation will be immediately relieved of their assistantship. These students will not be able to reapply for future assistants in the department.

D. Documentation of Violations

Instructors will document all incidents of academic dishonesty. Instructors will not return a student's work if academic dishonesty is suspected as that work will become part of the incident's documentation. The instructor will also keep written evidence to support the charge of academic dishonesty that may include their own notes describing what they have observed and/or copies of the published works from which the material in question has been taken. It is recommended that instructors clearly identify relevant passages. Instructors will provide copies of this documentation to the department head in the case of major violations.

E. Communication with Students.

When the instructor has decided an incident of academic dishonesty has occurred, he or she will communicate this to the offending student, convey the nature of the incident, and indicate the sanctions imposed for the violation. Students will be told that they can appeal the decision to the department head.

IV. Minor and Major Violations Relative to Thesis and Dissertation Work

A thesis or a dissertation represents a published work containing not only the author's name, but also references to the academic advisor, the department committee members, the department head, the graduate college representative, and South Dakota State University. Accordingly, the Department of Rural Sociology and its students are required to be especially vigilant regarding any possibility of plagiarism which would taint these works.

A. Minor Violations.

Minor violations will be defined as indirect usage of another author or public source material which contains ideas, facts, figures, or explanations not known by the student prior to the completion of her/his research for the paper. Essentially, a minor violation involves excessive paraphrasing without citation credit to the original sources rather than directly copied materials.

Minor violations exist where the bulk of the submitted materials remain the student's original work; however, substantial amounts would be better credited to others. (Qualifications of the term, *substantial*, will be made by each thesis or dissertation advisor and/or committee member). The solution for this problem is for students to consistently provide citations for the ideas and information they are using.

B. Sanctions for Minor Violations.

Students will be required to make any changes, based upon committee member comments, prior to the defense of the dissertation or thesis. In instances where the errors are discovered during a dissertation/thesis defense, changes will be made prior to the final signatures of the major advisor and department chair. The student bears total responsibility for work presented in her/his thesis or dissertation.

C. Major Violations

Major violations exist when: (a) a student presents material without quotation marks and/or proper crediting to the original author(s). Essentially, this is not the student's work and should be considered plagiarism. This also may happen when (b) the clear majority of the material in a submitted work is not the student's, or, (c) the data included in the thesis or dissertation has been falsified or altered.

D. Sanctions for Major Violations

The committee will not approve the thesis or dissertation as meeting the requirements of the degree.

V. The Process of Appeal

A. The Informal Appeals Process

As indicated in Chapter 2 of the *Student Policy Manual*, the appeals process usually begins in what is called an "informal phase." Students should refer to this chapter for complete details of the informal process.

http://studentaffairs.sdstate.edu/student_policy_manual/chapter2.htm

B. Formal Appeals Process

When either the student or faculty is dissatisfied with the results of the informal process, he or she can initiate a formal appeal. Sections 02:04 and 02:05 in Chapter 2 of the *Student Policy Manual* include the relevant policy statements and procedures.

http://studentaffairs.sdstate.edu/student_policy_manual/chapter2.htm

C. Records.

Formal recordings of each stage of events involving allegations of academic dishonesty will be kept by the head of the department of Rural Sociology. Total confidentiality will be maintained.

VII. Notification and Implementation

A. Notification.

This policy document will be distributed during the initial formal meeting of graduate students and the Department Head. It will be published in the graduate student guide and referenced in all graduate course syllabi.

B. Implementation.

These policies are in effect as of the Fall 2009 semester.

APPENDIX C: Projected Scheduling of Graduate Courses Through Spring 2012

TENTATIVE GRADUATE SCHEDULE IN ANTHROPOLOGY & SOCIOLOGY: SP10 THROUGH SP12*			
SPRING 2010	SUMMER 2010	FALL 2010	SPRING 2011
Soc709–Evaluation Research		Soc711–Qualitative Methods	Soc709–Evaluation Research
Soc710–Research Methods		Soc712–Sociological Theory I	Soc720–Profession of Sociology
Soc713–Sociological Theory II	Soc621–Social Stratification	Soc630–Social Change	Soc492/792–Topics: Medical Sociology
Soc720–Race, Class & Gender	Soc562–Population Studies	Soc762–Applied Demography	
		Soc492/792–Topics: Women & Crime	Soc556–Community Corrections
Anth521–Indians of North America		Anth521–Indians of North America	Anth521–Indians of North America
Soc620–Social Organization			
	SUMMER 2011	FALL 2011	SPRING 2012
		Soc710–Research Methods	Soc711–Qualitative Methods
		Soc713–Sociological Theory II	Soc712–Sociological Theory I
			Soc716–Symbolic Interaction
		Soc640–Rural Community Development	Soc620–Social Organization
	Soc764–Modern Demographic Theory	Soc766–World Population Issues	
		Soc502–Social Deviance	Soc555–Juvenile Delinquency
		Anth521–Indians of North America	Anth521–Indians of North America

*PhD SPECIALIZATIONS: Blue = core; Green = Social Organization; Orange = Demography; Red = Social Deviance