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A Guidebook to PhD Programs 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

PHD PROGRAMS

In

Sociology

2010-2011

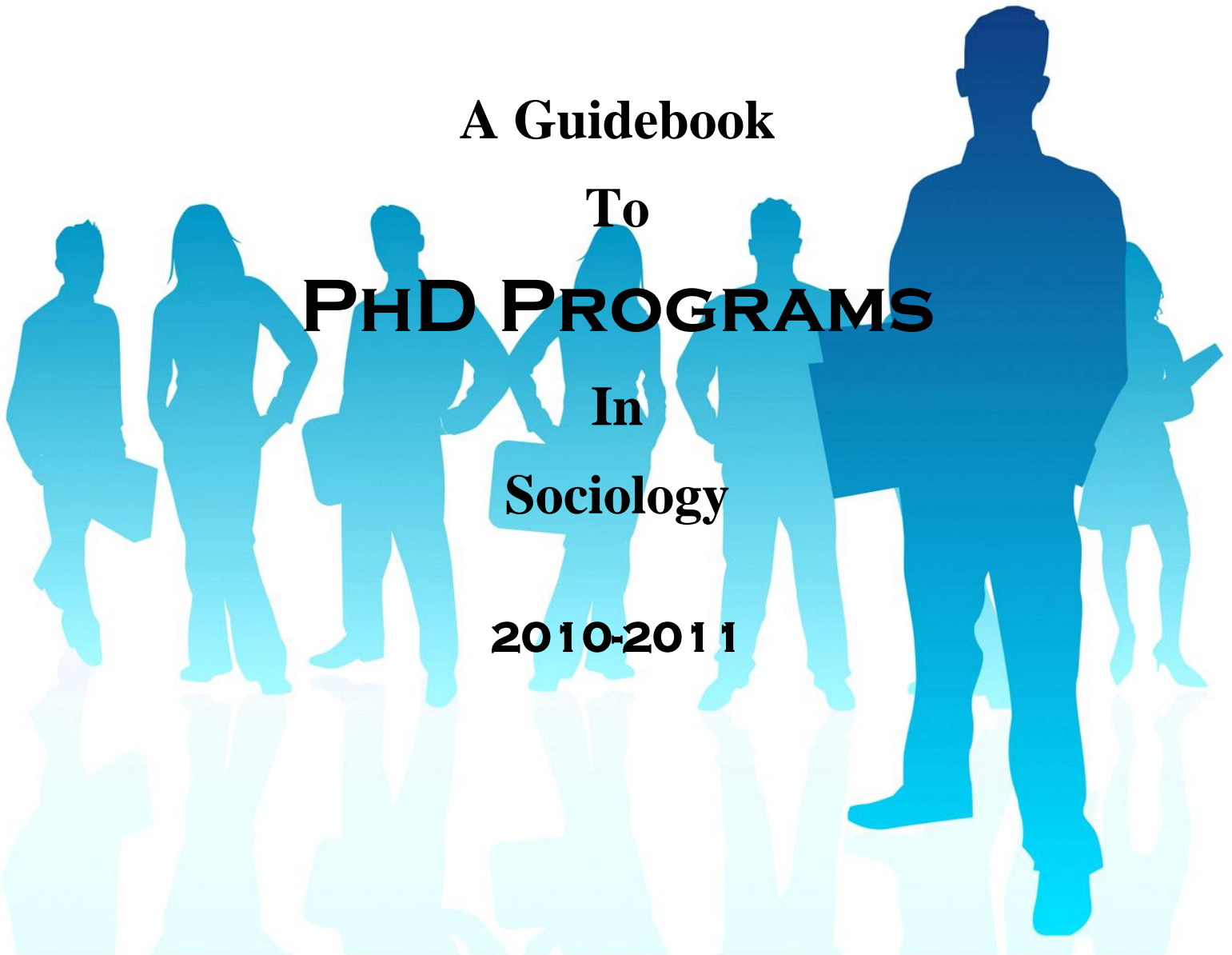


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Guidebook for the Doctor of Philosophy Degree (Ph.D.) in Sociology¹

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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

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.

graduate Plan of Study. 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 Ph.D. Program in Sociology

To be admitted unconditionally to the PhD 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.

To be unconditionally accepted into the program, applicants need not have a Master's degree in sociology, so long as they meet the above requirements. Students not meeting these requirements may be accepted on condition that they complete these requirements.

6. Students Needing to Complete Prerequisites for Unconditional Acceptance

Students accepted conditionally in the Ph.D. degree 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
- An approved Masters degree with a completed thesis.

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.
- Students who have not completed a Master's Thesis, but, instead completed a Research Paper will consult with the graduate coordinator and advisory committee to determine if the product is an acceptable substitute for the thesis.
- Students who have not completed a Master's Thesis, nor an acceptable alternative, must complete a mini-thesis by enrolling in and passing SOC 491—Independent Study; this must be taken in conjunction with either SOC 710—Research Methods or SOC711—Qualitative Research Methods.

None of these prerequisites will count toward the 60 hours needed to complete the PhD program.

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

The Graduate Program Coordinator is the academic advisor for all PhD students; he or she advises students on academic matters. Upon entrance into the program, the doctoral student and his Academic Advisor will assess career goals, prepare a tentative plan of study, and form an Advisory Committee. The advisory committee will be made up of (1) an Academic Advisor, (2) a graduate faculty member representing the student's first specialization, (3) a graduate faculty member representing the second specialization or supporting courses, (4) an additional sociology faculty

member, and (4) a Graduate School representative, which is selected by the Dean of the Graduate School. Once a committee is constructed, the Graduate Program Coordinator will seek the approval of the Dean of the Graduate School on the makeup of this committee. The Dean of the Graduate School will have the graduate representative assigned at that time. Additional members of the committee may be requested by the student and/or the major advisor and, if approved, assigned to the committee by the Dean of the Graduate School.

The student will meet with this Advisory Committee within the first 12 credit hours of graduate coursework. The Advisory Committee, under the chairmanship of the Graduate Program Coordinator, will work with the student in formalizing his or her plan of study, selecting appropriate areas of specialization, and evaluating possible areas for dissertation research. The Plan of Study is subject to the approval of the Dean of the Graduate School, and until it is approved the student cannot take the Comprehensive Examinations.

Additional information:

- The Graduate Advisory Committee will serve as the student's Comprehensive Exams Committee.
- The Graduate coordinator will serve as Academic Advisor until after the comprehensive exams are completed.
- 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 Dissertation Advisor after completion of the Comprehensive Exams.
- Once selected, the Dissertation Advisor will serve as chairperson of the Advisory Committee.

8. Transfer of Credits

Credits earned at other institutions may be applied toward the doctorate degree, but only if they have a grade of an "A" or "B", are not outdated (may not be more than 8 yrs old at completion of the Ph.D. 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: Core and Specializations

The 60-hour minimum requirement for the degree must be earned in the major.² Eighteen (18) of these hours are dissertation credits. All students working toward the Ph.D. degree will be required to fulfill the Department Graduate Ph.D. Program Core; it can be found in the following table.

SOCIOLOGY CORE		
course number	course	credit hours
SOC-709	Evaluation Research	3
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-714 <u>or</u> SOC-716	Race, Class & Gender Intersections Symbolic Interaction	3
SOC-790	Scholarship of Teaching & Learning for Sociologists	3
STAT-541 <u>or</u> STAT-545 <u>or</u> GEOG-785	Statistics II Nonparametric Statistics Quantitative Methods in Geography	3
--	Specialization #1	9
--	Specialization #2 (or approved minor or supporting courses)	9-10
SOC-898D	Dissertation	18
--	Minimum Requirements	60-61

Each student must select one of 2 options acceptable to his or her advisory committee: (a) two specializations of at least nine credit hours each or (b) one specialization of nine credit hours and one minor or supporting courses of ten credit hours. The department offers three specializations: *Demography*, *Social Deviance*, and *Social Organization*. Approved courses in these specializations are found in the following three tables.

² With the approval of the Advisory Committee, a student may minor in courses outside the major.

SPECIALIZATION: DEMOGRAPHY		
course number	Courses	credit hours
SOC-562	Population Studies	3
SOC-762	Applied Demography	3
SOC-764	Modern Demographic Theory	3
SOC-766	World Population Issues	3
SOC-792	Topics: Medical Sociology	3
--	seminars and other courses approved by committee	1-3

SPECIALIZATION: SOCIAL DEVIANCE		
course number	Courses	credit hours
SOC-502	Social Deviance	3
SOC-555	Juvenile Delinquency	3
SOC-556	Sociology of Corrections	3
SOC-560	Advanced Criminology	3
SOC-582	Sociology of Law	3
--	seminars and other courses approved by committee	1-3

SPECIALIZATION: SOCIAL ORGANIZATION		
course number	Courses	credit hours
SOC-533	Leadership & Group Organization	3
SOC-620	Social Organization	3
SOC-621	Social Stratification	3
SOC-630	Social Change	3
SOC-640	Rural Community Development	3
SOC-790	Seminar: Medical Sociology	3
--	seminars and other courses approved by committee	1-3

A student may want a PhD in Sociology but expects to use it in a nontraditional way. The *1 specialization 1 minor option* may allow the student this opportunity. A student selecting this option should be aware that the *2 specializations option* is usually the best one for a graduate expecting to teach sociology at a four-year university. The following is a list of possible minors/supporting courses for students selecting this option.

1. Community Development
2. Economics
3. Educational Leadership (Adult Higher Education; Educational Administration; Education Foundations; Educational Psychology; Education Evaluation and Research)
4. Geography
5. Statistics
6. Human Development, Consumer and Family Sciences (Child and Family Studies specialization)
7. Industrial Management
8. Counseling and Human Resource Development

10. Written and Oral Comprehensive Examinations

All PhD students must pass written and oral comprehensive exams when all course work has been substantially completed and all prerequisites are accomplished. A **Written Comprehensive Examination** may be taken either during the last full week of September or the last full week of January. Students must schedule this exam a semester prior to taking it. Exams are taken in the following order:

- Monday: Sociological Theory
- Tuesday: Research Methods
- Wednesday: Specialization #1
- Thursday: Specialization #2 (or supporting courses/minor)
- Friday: Essential Works (see Appendix A)

These are “closed book” exams; students may not use references of any kind (texts, notes; websites; cheat sheets, etc) when taking these exams. Because they are “closed book” exams, students should be well-prepared. Study guides are available. A two-pronged approach is the best strategy for studying for these exams: (1) students should put to memory key material learned in their classes, and (2) they should construct detailed answers to the questions in the available study guides.

The Graduate Program Coordinator shall notify the student of the outcome of the written examinations prior to the oral examination. The student must pass at least three (3) areas before progressing to the oral examination. In the event that the student does not succeed in this, the Advisory Committee will convene to consider the student's situation. If the Advisory committee's recommendation is that the student be re-examined, the student shall stand for examination at a regularly scheduled Comprehensive Examination period as specified by the Advisory Committee after consultation with the student.

Upon successful completion of the written comprehensive exam, the student will sit for an **Oral Comprehensive Examination**. This oral examination shall be scheduled no earlier than 1 week and no later than 3 weeks following the written exams. A complete set of the written examinations will be available for committee members at the time of the oral exam. These will also be available in the Rural Sociology Department Office, Room 226, Scobey Hall. The oral exam is designed to allow the Advisory Committee to further test the student's general knowledge in the fields of study. Final passage of the Comprehensive Examinations (written and oral) requires the approval of the Graduate Faculty Representative and at least all but one of the other Advisory Committee members.

Additional information:

- The Comprehensive Examinations must be completed satisfactorily at least two (2) months before the Final Examination is taken.
- Successful completion of the Comprehensive Examination formally admits the student to candidacy for the doctorate.
- Unless a student completes the Ph.D. within 3 years after becoming a candidate, the Comprehensive Examinations must be repeated.

11. Dissertation Proposal

The dissertation proposal will be submitted to the Advisory Committee for approval after the successful completion of the Comprehensive Exams. All prerequisites must also be completed before a dissertation proposal may be submitted to the Advisory Committee. Realizing there are no guarantees that the advisory committee will approve the topic and its design, preparation of a dissertation proposal, work on the dissertation, and enrolling for dissertation credits prior to successful completion of the comprehensive exams is done at the student's own risk.

The proposal shall contain a detailed statement of the problem, research objectives, review of literature, theoretical framework, proposed methodology, and expected contributions to the field.

- The proposal must be double-spaced and no more than 20 typed pages.
- It must be prepared in consultation with and approved by the dissertation advisor.
- Once approved by the dissertation advisor, it must be delivered to members of the advisory committee at least 10 work days prior to the scheduled meeting.
- All proposals must be submitted to committee by **November 1st** (fall semester) or **March 1st** (spring semester).
- Students on Graduate Assistantships will be required to submit the dissertation proposal no later than one (1) semester following completion of the Comprehensive Exams.

Once approved by the dissertation advisor, the proposal becomes a public document and may be shared with interested parties. Interested parties including department faculty and graduate students may attend this presentation as observers. Those interested should inform the student and advisor out of professional courtesy.

12. The Dissertation

The dissertation should represent approximately one academic year of full-time research. Of no specified length, it should advance or modify knowledge and demonstrate the candidate's mastery of the subject. The directions contained in "Instructions for Theses and Dissertations," copies of which are available at the Graduate School webpage, must be followed in preparation of the dissertation. When submitted, the dissertation is to be accompanied by an abstract of 350 words or less.

After the dissertation advisor approves the manuscript, copies of the dissertation are delivered to the Graduate Office and members of the advisory committee. This must be done at least 10 days (excluding Sundays and holidays) prior to the date of the Final Oral Examination.

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.

13. The Final Examination

The Final Oral Examination is a defense of dissertation and should be scheduled, with the dissertation advisor's approval, no sooner than two (2) months after, and no later than 3 years following, the satisfactory completion of the Comprehensive Examinations. It is conducted by the Advisory Committee at the time and place announced by the Dean of the Graduate School. While the Advisory Committee determines the character and length of the final examination, sufficient time should be devoted to a consideration of matters relating to the dissertation and to test thoroughly the ability of the candidate to defend the research. In addition, questions to test the candidate's general knowledge, judgment, and critical powers are usually asked. This is an open meeting and interested parties are welcome to attend as observers. Out of professional courtesy the student and his or her advisor should be informed in advance.

The final oral examinations will be held only during Fall or Spring semesters and must be completed at least ten (10) days prior to the Commencement at which the degree is to be granted.

14. Time Limit and Outdated Course work

If the Doctor of Philosophy degree is not completed within eight years from the time of admission to work toward the degree, a reconsideration of the student's program will be required. In such

cases, the rules of the Graduate School in effect at the beginning of the ninth year will become effective for the student.

Courses completed more than eight years before completion of the doctorate and not part of a previous degree are regarded as outdated course work. A maximum of 50% of the credit hours for course work on the Plan of Study may be updated, but only if validated by the Advisor, Advisory Committee and the Department Head. This validation process may be done by testing the student's knowledge and skill in the subject area as determined by the Advisor and the Advisory Committee. It may also be necessary for the student to retake and successfully pass outdated courses. The Advisory Committee on a form prescribed by the Graduate School must certify validation. Credits earned as a part of a Master's degree, which is applied toward the doctoral program, remain valid and require no validation.

15. Financial Aid and Graduate Assistantships

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.

16. 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.

17. 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.

18. Summary of Requirements –PhD 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	Selection of Advisory Committee	Dean of Graduate School Upon Recommendation. Of Graduate Program Coordinator	Within First 12 credits Of Graduate Work		
4	Approval of Plan of Study	Advisory Committee	Within 1 st year of graduate Study.		
5	Completion of Prerequisites	Graduate Program Coordinator	Within 1 st year following Admission.		
6	Comprehensive Examinations	Advisory Committee	Last week in September or January & at Least 2 Months Prior to Final Oral Exams		
7	Dissertation Proposal To Advisory Committee	Dissertation Advisor	Submission by November 1 (Fall) or March 1 (Spring)		
8	Meeting – for Approval of Proposal	Dissertation Advisor	2 Weeks Following Initial Submission to Committee		
9	Filing of Graduation Card	Office of Admission & Records-Submitted to Dean of Graduate School	Within the First 4 Weeks Of the beginning of the last Semester		
10	Dissertation Due to Dissertation Advisor and Graduate School	Dissertation Advisor and Dean of Graduate School	2 Weeks Prior to Date of Final Typing for Distribution		
11	Dissertation Due to Advisory Committee	Dissertation Advisor and Advisory Committee	Not Later than 10 Days Prior to Final Oral Examination		
12	Final Oral Examination	Advisory Committee	No Later Than 10 Days Prior To Commencement (Fall and Spring Only)		
13	Corrected Copies of Dissertation Due at Graduate Office	Dean of Graduate School	Not Later than 5 Days Prior to Commencement		
14	Change of Grade Form	Dissertation Advisor	Within two weeks of Commencement		
15	Arrangement for Microfilming & Binding of Dissertation	Briggs Library	Not later Than 5 Days Prior to 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	<ol style="list-style-type: none"> 1. Durkheim, E. 1933. <i>Ethics and the Sociology of Morals</i>. Buffalo, NY: Prometheus Books. 2. Weber, M. 1933. <i>Basic Concepts in Sociology</i>. NY: Carol Publishing Group. 3. Simmel, G. 1971. <i>On Individuality and Social Forms</i> (Chapters 6-8). Chicago: University of Chicago Press. 	<ol style="list-style-type: none"> 1 Mills, C. W. 1956. <i>The Power Elite</i>. NY: Oxford University Press. 2. Davis, K. & W. Moore. 1945. "Principles of Stratification," <i>American Sociological Review</i> 10: 242-249. 3. Whyte, W. F. 1955ed. <i>Street Corner Society</i>. Chicago: University of Chicago Press. 4. Hacker, H. M. 1951. "Women as a Minority Group," <i>Social Forces</i> 30: 60-69. 	<ol style="list-style-type: none"> 1. Wilson, W. J. 1980. <i>Declining Significance of Race</i>, Second Edition. Chicago: University of Chicago Press. 2. Hoshschild, A. R. 1983. <i>Managed Heart</i>. Berkeley, CA: University of California Press. 3. Ritzer, G. 1993. <i>The McDonaldization of Society</i>. Thousand Oaks, CA: Pine Forge Press.
GENERAL	<ol style="list-style-type: none"> 1. Marx, K. 1977. "The Eighteenth Brumaire of Louis Bonaparte (Chapter 25)," in <i>Selected Writings</i>. David McLellen (ed). Oxford: Oxford University Press. 	<ol style="list-style-type: none"> 1. Goffman, E. 1959. <i>The Presentation of Self in Everyday Life</i>. NY: Doubleday Anchor Books. 2. Mills, C. W. 1959. <i>Sociological Imagination</i>. NY: Oxford University Press. 3. Merton, R. 1967. <i>On Theoretical Sociology</i> (Chapters 2, 4-5). NY: The Free Press. 4. Glaser, B. & A. Strauss. 1967. <i>The Study of Grounded Theory</i> (Chapters 1-2). Chicago: Aldine Press 	<ol style="list-style-type: none"> 1. Bourdieu, P. 1990. <i>The Logic of Practice</i> (Chapters 3, 7-8). Stanford, CA: Stanford University Press. 2. Butler, J. <i>Bodies That Matter</i> (Introduction, Chapters 1, 3). 1993. NY: Routledge. 3. Collins, Pat Hill. 1990. <i>Black Feminist Thought</i>. NY: Routledge. 4. Massey, D.SD. and N. A. Denton. 1993. <i>American Apartheid</i>. Cambridge, MA: Harvard University Press. 5. Michel Foucault. 1977. <i>Discipline and Punish: The Birth of the Prison</i>. NY: Vintage Books 6. Cerulo, Karen A. 1997. "Identity Construction: New Issues, New Directions," <i>Annual Review of Sociology</i> 23: 385-409.

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