

**M.A. IN APPLIED SOCIOLOGY
OLD DOMINION UNIVERSITY/NORFOLK STATE UNIVERSITY
GRADUATE PROGRAM HANDBOOK
2009-2010**

Revised August 2009

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STATEMENT OF PURPOSE

The Master of Arts in Applied Sociology is offered jointly by the Department of Sociology and Criminal Justice, Old Dominion University (ODU), and the Department of Sociology, Norfolk State University (NSU). The M.A. Applied Sociology provides students with professional training for employment in federal, state and local government agencies or in private-sector organizations. In addition, the M.A. program provides academic training in the fundamentals of sociology for students wishing to pursue a Ph.D. in the social sciences.

This handbook is designed to specify the requirements and procedures to be followed by faculty and students in the graduate program. **All students are responsible for knowing and following the regulations set forth in the Old Dominion University Catalog as well as in this handbook.** Any matters not covered in the handbook should be discussed with one of the Graduate Program Directors for appropriate action.

GRADUATE PROGRAM DIRECTORS

Each department (at ODU and NSU) has a Graduate Program Director (GPD) who is responsible for overseeing the administration of the graduate program. The GPDs are members of a joint ODU/NSU graduate committee that is responsible for setting policy for the graduate program (which is then carried out by the GPDs). Students are free to consult with a GPD on any matter concerning the graduate program. Since Old Dominion University is the school of record for the program, all forms and procedures must be those required by ODU; Graduate Forms are located at

<http://www.odu.edu/ao/affairs/graduatestudies/gradforms.htm>

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GRADUATE PROGRAM HOME PAGE

Announcements and relevant information about the program are posted on the Graduate Program World Wide Web Page. To access this page directly use the following:

<http://al.odu.edu/sociology/gradprogram/graduatehome.shtml>

ADVISING AND REGISTRATION

Throughout the student's graduate study, the student's advisor will be the ODU GPD. This *Graduate Program Handbook* and the GPD will acquaint the student with the various procedures and requirements necessary for degree completion, as well as assist the student in planning specific course loads and course selections.

All students who have been admitted in either regular or provisional status to graduate degree programs are required to be advised by the ODU GPD. After advising the student, the GPD will release the student's computer registration block thus allowing the student to register with the registrar's office either in person or by using LEO online. In some cases, a signed **ODU Registration Form** will be required when registering for classes. The ODU Registration Forms may be obtained from the ODU Office of the University Registrar, Graduate Program Director, or other designated graduate faculty representatives. Students should meet with the GPD to discuss their programs of study and to schedule appropriate courses in advance of registration whenever possible. Students should consult the Registration Information and Schedule of Classes issued by the Office of the Registrar (and available online) each semester for the most current advising and registration policies.

Students taking courses at NSU will register for them through ODU using the **Joint Graduate Program Student Registration Form**. The form is usually completed during advising and requires the signature of the ODU GPD and the student. If completed early, the ODU GPD will handle further processing. Otherwise, students must take the completed **Joint Graduate Program Student Registration Form** to the ODU Office of the Registrar for their signature (make certain that they sign the form, keep a copy, and return a copy to you). Then, take the form to the NSU Office of the Registrar (Harrison B. Wilson Hall, 700 Park Ave at the corner of Park and Brambleton across from the 7-11, on the 1st floor next to Admissions Office. 823-8229, M-F 8-5).

Directions to NSU from ODU: Take Hampton Blvd towards downtown Norfolk staying in the left lane so as not to take the Midtown tunnel. Hampton becomes/turns into Brambleton. Follow Brambleton to Park Ave. and Wilson Hall. (On Brambleton you will pass downtown Norfolk, Scope Arena [at St. Paul's Blvd], Church St., Tidewater Dr [may also be listed as City Hall Ave.]

ODU E-MAIL AND LAN ACCOUNTS

An active ODU E-mail account is required for all students; students may also wish to activate a LAN account in order to use on-campus computer labs. To activate your ODU E-mail and/or LAN account or to request a forgotten password, go to <http://season.odu.edu> Students are responsible for maintaining their ODU E-mail account; if you use automatic forwarding to another account, you must still check your ODU account regularly to delete spam that may fill the account and interrupt forwarding.

ID CARDS

Student I.D. cards are required for the use of many University services and facilities. All Old Dominion University students **who have registered** for one or more credit hours may have their I.D.

cards made at the Monarch Card Center in Webb Center. Positive proof of identification is required (picture driver's license, military ID, passport, etc.) For more details: www.odu.edu/af/cardcenter

LIBRARY SERVICES

The Perry Library offers an array of excellent services to support the research and educational activities of ODU students including online library forms, reserve materials, and interlibrary loans as well as workshops throughout the year to explain library services. The library uses ODU e-mail to notify users of holds, recalls, renewals, fines, fees, and to deliver materials requested through Interlibrary Loan. For more information, see the webpage <http://www.lib.odu.edu> or visit the library.

Your ODU I.D. card also serves as your library card. Students who wish to obtain an NSU library card must fill out a **Virginia Tidewater Consortium (VTC) Borrower's Application** at the ODU library; the ODU library will then issue you a card for use at NSU library. **VTC cards must be renewed each semester.**

PARKING & TRANSPORTATION

All vehicles parked in University parking facilities must display a valid parking permit. Students, faculty and staff are required to purchase permits. Permits may be obtained at the Old Dominion University Parking Services located at 43rd Street and Elkhorn Avenue. Graduate students participating in the joint program between ODU/NSU need only obtain the ODU parking permit which is valid in both locations. The purchase of a NSU parking permit may NOT be used in place of an ODU parking permit. ODU also offers both on-campus and off-campus shuttles. For more information contact Parking and Transportation services <http://www.odu.edu/af/parking>

CAMPUS SECURITY

The ODU Department of Public Safety offers a Patrol Escort Service between the hours of 5:30 p.m. to 12:30 a.m. seven days a week during fall and spring semesters when classes are in session. Their telephone number is 683-3477 or you can call from a campus emergency phone or campus call box; for more information <http://jasper.ts.odu.edu/apps/odupolice/home.nsf>. Norfolk State University Patrol Escort Service hours are from 6:30 p.m. to 10:00 p.m. seven days a week; their telephone number is 823-9492 or 823-8102; <http://www.nsu.edu/police/escortservice.html>. Students are advised to take reasonable precautions when on either campus, especially when taking night classes.

STUDENTS IN GOOD STANDING

Each student must maintain a cumulative GPA of at least 3.0. Each of the core courses must also be completed with a grade of B (3.0) or better. The core courses can be taken a maximum of two times. Students who receive a grade of B- or lower in a core course twice will be dropped from the program. Instructors may issue a grade of "I" for work not completed on time. Incomplete grades must be completed within one semester. **Students with more than 6 hours of incompletes will not be allowed to register for courses until the incompletes are resolved.**

Students may take courses on a part-time or a full-time basis. Full-time status is 9 credit hours per fall or spring semester, 6 hours in summer. **Students must complete all requirements for the M.A. degree within six years of beginning the program.** Students who take longer than six years must seek validation for out of date credit (See Validation of Course Credit discussed below). Students must be enrolled in the semester(s) during which their thesis is approved and they officially graduate. **Students who have completed their course work and (6) thesis hours but not their thesis must also register and pay tuition for one hour of SOC 999 each semester until the thesis is completed.**

REQUIREMENTS FOR THE MASTER'S DEGREE

The requirements for a Master of Arts degree in Applied Sociology are outlined below. All students must complete these requirements before a degree can be granted. *Students must complete a minimum of 36 credit hours in courses numbered 500 or above, with the following conditions and/or exceptions:*

- A. Of the 36 credit hours, only nine hours may be in 500 level courses. Students may petition the graduate committee (through the GPD) to waive this requirement if it can be shown that additional 500 level courses will be beneficial to their academic program. If a course was taken at the 400 level, it cannot be repeated at the 500 level for graduate credit.
- B. A student may apply a maximum of 6 hours of graduate level credits from other institutions or programs toward the credit requirements for the M.A. degree. Thus, at least 30 hours of credits must be taken at ODU/NSU. If the transfer credits were taken while an undergraduate, none of the credits must have counted toward the fulfillment of any undergraduate degree requirements. All requests for approval of transfer graduate credits must be made in writing to the GPD who submits an **Evaluation of Internal/External Transfer Credits** to the ODU Registrar.
- C. A maximum of 6 hours of graduate-level credits may be taken in disciplines other than sociology, criminal justice, or women's studies and only with the approval of the GPD. Students must consult with the GPD before taking courses in another discipline.
- D. Students should attempt to divide the courses taken at ODU/NSU equitably between the two departments as scheduling of courses permits.
- E. Of the 36 credit hours required for the M.A. degree, 15 hours must be used to satisfy the core course requirements: SOC 610 Applied Social Research Methods, SOC 620 Proseminar in Sociological Theory, SOC 630 Applied Social Statistics, SOC 640 Sociological Applications in Computer and Data Analysis, and SOC 650 Research Seminar.
- F. Students must register for 6 hours of thesis credit before defending their thesis (3 hours at ODU, 3 hours at NSU). No student may register for thesis credits without the approval of the GPD. You may enroll for all six hours of thesis credits during your last semester. Students must present a thesis proposal to and have it approved by their thesis committee. Students must successfully write and orally defend a thesis.
- G. All course work must be completed with a cumulative GPA of at least a 3.0. Each of the core courses must be completed with a grade of B (3.0) or better.

REQUIRED COURSES FOR ALL STUDENTS

SOC 610 - *Applied Social Research Methods*

The application of social science research methods to practical problems. The topics of research design, measurement, scaling, sampling, data collection, and research organization will be taught with reference to issues of reliability, validity and ethical concerns. Prerequisite for SOC 630 and 640. (Offered every fall)

SOC 620 - *Proseminar in Sociological Theory*

An examination of classical and contemporary sociological theories about the relations between the individual and society; the way theory shapes and informs the study of social issues; the relationship between theory, research and practice. (Offered every fall)

SOC 630 - *Applied Social Statistics*

Prerequisite: SOC 610. This course is a graduate-level introduction to social statistics as they may be applied to various practical problems. Students will learn the appropriate use of various statistical procedures through discussion and application. (Offered every spring)

SOC 640 - *Sociological Application of Computer and Data Analysis*

Prerequisite: SOC 610. This course is a graduate-level introduction to the use of the computer in problems of data management and analysis. Students will use existing software packages (SPSS, SAS) to build specified data files and carry out various statistical procedures. (Offered every spring)

SOC 650 - *Research Seminar*

Prerequisites: SOC 610, SOC 620, 630 & 640. This seminar integrates the skills needed to complete a master's thesis. Students practice these skills in class assignments and by completing their thesis proposal. (Offered every fall)

SOC 699 - *Thesis (ODU) 3 Credits*

UAF 699 - *Thesis (NSU) 3 Credits*

SOCIOLOGY TRACK

Students may obtain an M.A. in Applied Sociology with a concentration in Sociology. Students in the Sociology track must complete the following requirements in addition to the core requirements listed above:

1. Five elective courses in Sociology. Requests for any substitutions must be made in writing and approved in advance by the GPD.

CRIMINAL JUSTICE TRACK

Students may obtain an M.A. in Applied Sociology with a concentration in Criminal Justice. Students who complete this concentration will be awarded a Criminal Justice Certificate upon completion of the M.A. degree. Students in the Criminal Justice track must complete the following requirements in addition to the core requirements listed above:

1. **CRJS 625 - *The Administration of Criminal Justice*** An analysis of the criminal justice system with an emphasis on the decision-making responsibilities of its officials.
2. Four elective courses in Criminal Justice.

3. Notify the ODU GPD in writing of your desire to earn a certificate in Criminal Justice.

WOMEN'S STUDIES TRACK

Students may obtain an M.A. in Applied Sociology with a concentration in Women's Studies. Students who complete this concentration will be awarded a Women's Studies Certificate upon completion of the M.A. degree. Students in the Women's Studies track must complete the following requirements in addition to the core requirements listed above:

1. **WMST 560 - *Feminist Thought*** A study of the renaissance in feminist thought since the 1960's and its impact on the assumptions, theories, and methodologies of a variety of disciplines.
2. **WMST 570 - *Women's Ways of Knowing, Ways of Knowing Women*** The course explores diverse ways of conducting feminist research. Students will explore from an inter- and multi-disciplinary perspective how feminists make inquiries and develop knowledge in the sciences and humanities.
3. At least 9 additional credits that are approved Women's Studies courses. A maximum of two courses may be taken in any one discipline. Graduate courses in Women's Studies, Criminal Justice and Sociology are acceptable (Criminal Justice and Sociology are considered two separate disciplines).
4. Notify the ODU GPD in writing of your desire to earn a certificate in Women's Studies Certificate.

PROGRAM OF STUDY

NAME _____ **TRACK: SOC CJ WS**
UIN _____ **Began Program** _____

A. CORE REQUIREMENTS:

Students must earn a 'B' or better in each of the core courses offered

- SOC 610 Applied Social Research Methods Fall _____
- SOC 620 Proseminar in Sociological Theory Fall _____
- SOC 630 Applied Social Statistics Spring _____
- SOC 640 Computer and Data Analysis Spring _____
- SOC 650 Research Seminar Fall _____
- UAF 699 Thesis (NSU) - 3 Hours _____
- SOC 699 Thesis (ODU) - 3 Hours _____

CRIMINAL JUSTICE TRACK REQUIREMENT:

CRJS 625 Admin. Of Criminal Justice _____

WOMEN'S STUDIES TRACK REQUIREMENT:

- WMST 560 Feminist Thought _____
- WMST 570 Women's Ways of Knowing, Ways of Knowing Women _____

B. ELECTIVES: All electives outside the Sociology and Criminal Justice Department at ODU or outside the Sociology/Urban Affairs Department at NSU must be approved by the Graduate Program Director.

SOCIOLOGY: (5 Electives)

All electives should be in Sociology.

CRIMINAL JUSTICE TRACK: (4 Electives)

All elective courses must be in Criminal Justice.

Note: Virginia Community Colleges require that instructors complete 18 hours of graduate course work in the discipline in which they teach. Students wishing to teach Criminal Justice and either Sociology or Women's Studies in Virginia Community Colleges should complete one additional Criminal Justice course.

WOMEN'S STUDIES TRACK: (4 Electives)

All elective courses must be in approved Women's Studies courses. A maximum of two courses may be taken in any one discipline (Sociology and Criminal Justice are considered two separate disciplines).

Term Term Requirement

Course # Course Name Planned Completed Grade Completed

Proposal Defense Date _____

Thesis Defense Date _____

Degree Date _____

THESIS PROCESS - ESSENTIAL STEPS

1. Select a Thesis Chair and Committee and complete Graduate Form 20 and submit to ODU GPD.
2. Prepare a proposal (also known as a prospectus)
3. Defend the proposal and receive approval from one's Committee to begin research
4. Complete Graduate Form 7 by obtaining your Chair's signature (check Thesis Prospectus) and submit to ODU GPD
5. Complete thesis
6. Successfully complete Oral Defense of Thesis
7. Complete Graduate Form 7 by obtaining your Chair's signature (check Thesis Defense Examination) and submit to ODU GPD
8. Format thesis in accordance with the latest *MA in Applied Sociology Thesis Manuscript Preparation Guide*
9. Undertake the thesis formatting review process as follows:
 - a. Submit the thesis to the committee Chair and get approval
 - b. Submit approved thesis to the GPD for approval
 - c. Make corrections and revisions
 - d. Resubmit to the GPD
 - e. GPD submits approved thesis to the Arts and Letters Dean's Office by the required date and then returns to student
 - f. Make corrections and revisions
 - g. Resubmit to the GPD
 - h. GPD resubmits to the Dean's Office
 - i. Student makes final corrections and revisions
10. Obtain and Complete Graduate Form 6 (Thesis Processing Form; requires signatures of all committee members)
11. Obtain and Complete Graduate Form 11 (Thesis/Dissertation Delivery Form)
12. Turn in the appropriate number of copies on the required paper with all required forms to the Office of Student Records by the required date

THESIS COMMITTEE

A. After completion of **18 semester hours** of graduate credits at ODU/NSU, students must select a thesis committee. One member of the committee will be designated as the chair and will then serve as the student's advisor in preparation of a master's thesis. The remainder of the thesis committee will provide assistance in formulating and writing the master's thesis. The committee must be **composed of no fewer than three and no more than five persons**. *The first three members of a thesis committee must be from the two participating departments, with at least one member from each university.* Additional members of the thesis committee may be selected from either the participating or outside departments at either university.

B. Students must notify the ODU graduate program director of the selections for their thesis committees using the **Thesis Advisory Committee** form (Graduate Form 20). The form needs to be turned into the ODU GPD to be put in the student's file. Changes in the thesis committee are permitted, but such changes must be made using the **Request for Change in Thesis Advisory Committee** form (Graduate Form 21).

C. The thesis committee is responsible for guiding and evaluating the student's thesis proposal and thesis. No student can have a thesis proposal or thesis approved without having convened a committee. Students may not enroll for thesis credits until their thesis committee has been formed.

THESIS REQUIREMENTS

All students must enroll for six hours of thesis credit (3 at ODU and 3 at NSU) and write a thesis. Students should consult with their thesis committee members when planning a thesis.

A. **PROPOSAL** - The first step in any thesis is to draft a thesis proposal. This generally takes place during the Research Seminar Course (SOC 650) in the fall of the student's second year. The thesis proposal must be submitted to members of the student's thesis committee **at least two weeks before scheduling a meeting of the committee** to consider the proposal.

B. **PROPOSAL DEFENSE** - Students must schedule a hearing with their thesis committee to gain approval of their proposals. The thesis committee **must approve** the proposal before thesis research can begin. Once a proposal has been approved, the student and thesis committee chairperson must notify the GPD and complete the **Result of Master's Degree Examination or Requirement** form (Graduate Form 7). An approved proposal represents a contract between a student and their committee. If the prospectus is not approved unanimously, a second prospectus hearing must be scheduled.

C. **HUMAN SUBJECTS APPROVAL** - If a project involves data gathered on human subjects, students must check with the ODU GPD in order to obtain information about satisfying human subjects' review criteria. No research involving human subjects may begin until approval has been obtained. (Refer to the *Manuscript Preparation Guide* for further details.)

D. **THESIS FORMAT** - Students must follow the *MA in Applied Sociology Thesis Manuscript Preparation Guide* which incorporates pertinent aspects of the *ODU Guide for Preparation of Theses and Dissertations* and *The College of Arts and Letters Thesis and Dissertation Format Requirements Guide*; the *MA Applied Sociology Guide* uses the manuscript style of the *American Sociological Association*, the format found in articles published in the *American Sociological Review*. (Note: Some of the ASA style requirements conflict with those of ODU. If in doubt, consult with your thesis committee chair or the GPD. Usually, the ODU guidelines take precedent over ASA style. When using the ODU guidelines, the text takes precedent over illustrations.) For a listing of specific requirements for this program, please see the *Thesis Manuscript Preparation Guide*.

E. **ORAL DEFENSE OF THESIS** - Once a student has completed the thesis, a final oral defense must be scheduled. This examination **will be open to the public and must be scheduled and advertised in the department at least two weeks prior to the defense. Announcement of the oral examination must be given to thesis committee members and the GPDs.** The Oral Defense of Thesis must be approved unanimously by the thesis committee members. The thesis chairperson must complete and submit to the GPD the **Result of Master's Degree Examination or Requirement** form (Graduate Form 7).

F. **SECOND ORAL DEFENSE** - Students who fail their oral examination may schedule a second oral examination no sooner than three weeks following the first thesis defense. Any student failing a second thesis defense will be dropped from the program.

G. **REVISIONS** - Immediately following the examination, the chairperson of the thesis committee shall communicate the results to the student. In some cases, further revision of the thesis may be required by the committee. **Students should submit the final draft of the thesis/dissertation to their advisor well before the end-of-semester deadline so that s/he can make a thorough check for the most common errors--margins, spacing, footnotes, and references.** When the thesis has been corrected and formatted, the **Thesis/Dissertation Acceptance and Processing** form (Graduate Form 6) should be transmitted to the GPD, together with the thesis, for review and approval six weeks prior to the end of the semester. The College of Arts and Letters Dean's office shall review the thesis for compliance with the general regulations on preparation and return it for correction if necessary. The student should not make final copies of the thesis until it has been reviewed and approved by the Dean's office.

H. **PROCEDURES FOR SUBMITTING THESES TO DEAN'S OFFICE** - It is the responsibility of the student and the thesis chairperson to make sure that the manuscript is submitted in a timely fashion and conforms to the requirements of the *ODU Thesis/Dissertation Guide* and the style manual used in the student's program. The *thesis* must be submitted to the Associate Dean's secretary by the GPD (not the student) **four weeks prior to the last day of classes of the semester (exact dates are published on the Graduate Program Homepage).** It should be printed on ordinary bond paper (not special thesis/dissertation paper); it should be clean, with no markings (any corrections requested by the GPD must be made before the document is submitted to the Dean's office) and it must be in compliance with **all** the requirements of the *MA in Applied Sociology Thesis Manuscript Preparation Guide* and the style manual used in the student's program. (NOTE: Students should NOT use old theses and dissertations as guides.) Students with questions that are not addressed in the *thesis/dissertation Guide* should contact, first, their chairperson, and second, the GPD. The *thesis* should be accompanied by a **copy** of Graduate Form 7 (**Result of Master's Degree Examination or Requirement**) showing that the student has passed the orals. **No other forms should accompany the thesis.** The thesis/dissertation will be returned to the GPD as soon as possible and not less than two weeks prior to the last day of classes. **Students MUST NOT call the Dean's office to ask when the thesis/dissertation will be ready.** Once the checked

thesis/dissertation has been returned, however, students may contact the GPD to discuss any changes and/or corrections that need to be made before the final copy is printed on the special thesis/dissertation paper.

1. In the Dean's office the thesis/dissertation will be checked for conformity with the most recent version of the *MA Applied Sociology Thesis Manuscript Preparation Guide* and the *ODU Guide for Preparation of Theses and Dissertations*. Copies of these may be found on the Graduate Program Homepage. The thesis/dissertation must conform to the requirements of the university before it will be approved by the Dean's office.

2. In the Dean's office the following will be checked for conformity with the style manual required by the program:

a. Citation of Sources (footnotes, endnotes, parenthetical references)

b. References/Works Cited

3. In the Dean's office the following will be read:

a. All preliminary pages

b. Selected pages of text at random

c. All footnotes

d. References/Works Cited

If significant errors or a number of small errors are found, the thesis/dissertation will be returned immediately and the process will begin again. In such a case, the student's graduation date could be delayed. No later than one week prior to the last day of classes of the semester, the student will submit to the GPD a final, error free copy of the thesis, printed on the 100% bond thesis/dissertation paper. The GPD will submit the thesis/dissertation and Graduate Form 6 (**Thesis/Dissertation Acceptance and Processing**), complete except for the Dean's signature, to the Dean's office. No other forms should be submitted. The thesis/dissertation will be checked to make sure that all requested corrections have been made and will be returned to the GPD with Form 6, signed by the Dean. Procedures for submitting the thesis/dissertation to the Registrar's office are outlined in the *Thesis Manuscript Preparation Guide*, and are not available from the Dean's office.

I. COPIES OF THESIS - A final, approved, unbound, error-free original (on special paper -see *Guidelines for Preparation of Theses and Dissertations*) and four copies (at least 25% cotton rag paper) of **the thesis must be received by the Registrar's Office no later than the day prior to the beginning of the final examination period; that is, the last day of classes of the semester in which the degree will be taken.** The completed document, approved by the dean, and copies should be accompanied by the following forms: **Binding Fee Receipt, Thesis/Dissertation Acceptance and Processing, Result of Master's Degree Examination or Requirement, and Thesis/Dissertation Delivery.** If the student wishes to have copies bound for themselves, they must make copies (25% cotton rag paper) and deliver them in addition to the required copies of the thesis to the registrar's office. In addition to those turned into ODU, the student is responsible

for having 3 copies bound for NSU. We suggest Long Book Binders, 28th and Monticello, 623-4244. The three copies for NSU should be bound in green with gold lettering on the front cover and on the spine. When binding of these are complete, the student must submit them to the NSU GPD for distribution.

GRADUATION

In the semester before planned graduation, students must submit a **Graduate Degree Application** to the Registrar's Office at ODU. **Students may participate in graduation ceremonies if they have completed ALL requirements AND if they have successfully DEFENDED their thesis by the day of the Commencement Ceremony.** Students may attend graduation ceremonies at either or both institutions. Let the Administrative Assistant to the Associate Deans (Angela Riddick 683-4338, ariddick@odu.edu) know if you want to attend the ODU ceremony. Notify the NSU Dean of Graduate Studies Office (823-8015) if you want to attend the NSU ceremony.

VALIDATION OF COURSE CREDIT

Students who have completed course work taken more than six years ago and are seeking credit for previous classes are responsible for obtaining **Validation for Out-of-Date Credit** at ODU (Graduate Form 5). To do this, a student should consult with the GPD and faculty member who taught the class(es) and discuss how validation of credit will take place. The faculty member may decide that too much time has passed to validate the old course credit and the student must take the class over. Or the faculty member may choose to give the student a written exam, an oral exam, or require a research paper or project. If the faculty member who taught the class(es) is no longer on staff, then the student should submit the request for course validation to the GPD. The GPD, in consultation with the graduate committee, will forward the request for course validation to the appropriate faculty member. This faculty person along with the student may discuss how to validate old course credits. Students should request an appointment with the GPD to discuss the validation process.

GENERAL APPEALS PROCEDURES

A graduate student may initiate formal appeals proceedings on decisions that alter their program status. Procedures for appeal are as follows:

1. The student will consult with their program committee chair and then submit a letter of appeal **within two weeks of the event in question.** This letter must clearly state the grounds for the appeal (e.g., answer correctness, irregularities of procedure, extenuating circumstances, personal prejudice) and make a specific change request (e.g., nullify, reverse, or modify the decision).
2. The GPD will transmit copies of the letter to the department head, graduate committee, and the student's file.
3. The department chair will appoint a three-member ad hoc review committee consisting of faculty members not previously involved in the situation in question.

4. The ad hoc review committee will gather relevant information, interview the necessary people, and make a recommendation regarding the student's appeal and report to the department head as expeditiously as possible. The department chair will render the final decision.
5. The department chair's decision will be conveyed to the student in writing. Copies of the letter will be transmitted to the GPD, the student's thesis chair, graduate committee, and the student's file.

HONOR SOCIETIES

The Department of Sociology and Criminal Justice at ODU has chapters of *Alpha Kappa Delta* (The International Sociological Honor Society) and *Alpha Phi Sigma* (The National Criminal Justice Honor Society). The minimum eligibility requirements for both honor societies are as follows: (1) You must have been officially admitted to the program (cannot have provisional standing); (2) You must have completed 9 graduate hours in sociology; (3) You must have a 3.5 GPA or higher in graduate courses; and (4) you must be registered for the upcoming semester. The only exception is that *Alpha Phi Sigma* candidates must have indicated their intent to finish the Criminal Justice certificate to the GPD in writing prior to submitting their nomination. There will be a call for self-nominations at least once a year by the designated faculty advisor.

TUITION AND ASSISTANTSHIPS

Graduate tuition information is available at the ODU Office of Finance website <http://www.odu.edu/af/finance/>. Details about in-state residency can be found at the Office of the Registrar's website <http://www.odu.edu/ao/registrar/instate/index.shtml>. Students may enroll in the program on a full-time (9 credit hours per fall/spring semester) or part-time basis.

The Department of Sociology and Criminal Justice at ODU supports several graduate assistantship positions. Students must be full-time and registered for 9 credit hours to be eligible to receive Graduate assistantship support. To apply, submit an **Application for Graduate Financial Assistance** (available from the ODU Office of Admissions) to the ODU GPD no later than **February 15th**. Please give a brief justification of why you wish to be considered. The Department of Sociology at NSU has limited money available for tuition support. Contact the GPD at NSU in writing if you would like to compete for funds at NSU.

Full-time graduate assistants are considered In-State students for tuition purposes. Graduate assistants may be eligible for a **Graduate Tuition Unfunded Scholarship (Tuition Grant)** and should consult the ODU GPD. In return for the financial support, graduate students work between 10 and 20 hours per week for faculty members depending on the assistantship awarded. Assistants work from the beginning of each semester through exam week. Along with the faculty, they enjoy a break at Thanksgiving, Christmas, and Spring Break.

Funding is competitive, but we try to fund students who are in good standing for the full two-year period. All graduate assistants are evaluated at the end of each semester to assess whether or not the student is in good standing. To determine whether or not a student is in good standing the committee may

consider the number of incompletes a student acquires, grade point average, and performance of assistantship duties. If the committee finds that a student is not in good standing, the GPD will not recommend continued funding in the department. Generally, continuing students with a B- or lower in a required course, students with Incompletes, or students with less than 3.00 GPA overall will not receive funding for the second year.

Students interested in other forms of financial aid such as loans or need-based work or payment plan study should contact the ODU Office of Student Financial Aid

<http://web.odu.edu/af/finaid/finaid.htm>.

FACULTY-GRADUATE ASSISTANT RELATIONSHIP

It is assumed that the relationship between faculty and graduate students is collegial in nature. As such, every effort should be made by the parties to accommodate one another's professional needs and work routines. Nonetheless, below are some guidelines to be followed in structuring the relationship between faculty and graduate students:

1. The primary purpose of an assistantship should be to attract and support good students who are committed to their development as social scientists and to the maintenance of a high quality educational program.
2. In meeting the needs of graduate students, an element of reciprocity should exist, in that the tasks performed by the graduate assistant should not be viewed as a source of cheap labor but as an apprenticeship period providing a learning experience.
3. All duties required of the graduate assistant by the professor, including but not limited to lecture attendance and so on, should count toward the hours associated with each assistantship.
4. A graduate assistant's preference for a professor or instructor will be given fair consideration provided the request is made in writing to the GPD in the institution of appointment prior to the placement.
5. Graduate assistants will be given access to services, facilities, and supplies for the performance of their graduate assistant duties. When a professor requires extra materials or special equipment, the department or professor will provide such materials.
6. Graduate assistant activities are under no circumstances to conflict with normal classes of the graduate student.
7. As a general policy, weekly hours that are not used by the professor **cannot** accumulate for later use except in unusual circumstances. Informal agreements between faculty and students are, of course, possible. Faculty members who are sharing a graduate assistant (e.g., 10 hours a week each) cannot exchange hours. In other words, students are only required to work their 10 hours with the assigned faculty member. If the faculty member does not have enough work for the student in a particular week, their hours will **not** be distributed to other faculty or accumulated for later use.
8. Graduate assistants may occasionally be asked by the GPD to help proctor exams or cover classes for out-of-town professors. The time spent doing this will be counted in the regular work week.

9. Graduate assistants work only when school is in session (including exam week). They do not work during semester break, spring break, or any holiday unless classes are being held.

ODU HONOR SYSTEM

The honor system at ODU is based on individual integrity. This system assumes that every student will accept his or her role in the University community with a feeling of self-respect and duty. **Lying, cheating, and plagiarizing** all constitute violations of the Honor System. The Honor Pledge states:

"I pledge to support the Honor System of ODU. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community it is my responsibility to turn in all suspected violators of the Honor Code. I will report to a hearing if summoned."

Since each student signs an Honor Pledge when registering for courses at the University, it follows that each piece of work submitted by a student must be his or her own work, or prepared under conditions specified by the faculty member in charge of the course. Suspected violations of the Honor Code may be reported to either the Honor Council or the Associate Vice President for Student Services.

UNIVERSITY POLICY STATEMENT

It is the policy of Old Dominion University to provide equal employment and education opportunities for all persons without regard to race, color, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation. An integral part of this policy is to administer recruiting, hiring, working conditions, benefits, and privileges of employment, compensation, training, opportunities for advancement including upgrades and promotion, transfer, and termination of employment including layoff and recall for all employees without discrimination because of race, color, religion, national origin, gender, age, veteran status, handicap, political affiliation, or sexual orientation.

Adopted by the Board of Visitors, 1978 (reaffirmed December, 1983) Revised November, 1990.

FACULTY**OLD DOMINION UNIVERSITY**

Carmody, Dianne (Ph.D., University of New Hampshire, 1991; Associate Professor) Family, Violence Against Women, Criminology/Deviance.

Chappell, Allison (Ph.D. University of Florida, 2005; Assistant Professor) Community Policing, Police Training, Criminological Theory)

Danner, Mona (Ph.D., American University, 1993; Associate Professor) Theory, Globalization, Criminal Justice Policy, Social Inequality (Gender, Race/Ethnicity, Class, Nation).

Gainey, Randy (Ph.D., University of Washington, 1995; Associate Professor) Quantitative Research Methods, Criminology, Sentencing, Life Course Perspectives on Crime and Deviance.

Katz, Janet (Ph.D., SUNY, 1980; Professor, Associate Dean of Arts and Letters) Criminology, Women & Crime, Eugenics.

Lombardo, Lucien (Ph.D., SUNY, 1978; Professor) Work, Violence, Correctional Institutions, Criminal Justice Administration, Crime, Society, and the Media.

Monk-Turner, Elizabeth (Ph.D., Brandeis, 1982; Professor) Women in the Labor Force, Methods, Education.

Polonko, Karen (Ph.D., Indiana, 1979; Professor) Feminist Scholarship, Sociology of Children, Human Sexuality, Families.

Smith, Donald (Ph.D., Emory, 1972; Associate Professor) Social Psychology, Sociology of Sports Attendance, Courts and Juries, Research Methods.

Sumter, Melvina (Ph.D., Florida State, 1999; Associate Professor) Correctional Institutions & Treatment, Criminal Justice Theory, Religion, Research Methods, Statistics.

Time, Victoria (Ph.D., Indiana University of Pennsylvania, 1997; J.D., George Washington University, 1987; Associate Professor) Public/Criminal Law, Comparative Criminal Justice, Theory.

Triplett, Ruth (Ph.D., University of Maryland, 1990; Professor) Juvenile Delinquency, Juvenile Justice, Criminological Theory.

Wegar, Katarina (Ph.D., Brandeis University, 1994; Associate Professor) Family, Health and Illness, Qualitative Methodology.

White, Garland (Ph.D., Washington, 1970; Associate Professor) Research Methods, Deviance, Criminology, Data Analysis.

Whitaker, Ingrid (Ph.D., Michigan, 1996; Associate Professor) Social Organization, Policy Analysis/Public Policy, Children and Youth.

Yang, Xiushi (Ph.D., Brown University, 1991; Associate Professor) Demography, Migration, Urbanization, Statistics.

FACULTY**NORFOLK STATE UNIVERSITY**

Agyei, William (Ph.D., University of Maryland, 1976; Professor) Demography, Fertility and Family Planning, Statistics.

Eule, Edward (Ph.D., Howard University, 1980; Professor) Demography, Statistics and Research, Urban Sociology.

Fischer, Michael (Ph.D., MSW Criminal Justice, Social Work, SUNY, 1989; Assistant Professor) Juvenile Delinquency, Offender Rehabilitation

Holmes, Bernadette (Ph.D. Ohio State, 1985; Professor) Criminology, Gender, Community Development

Langley, Curtis (Ph.D., University of Washington, 1977; Professor) Research Methods, Deviance and Race Relations

Nonso, Okafo (LLB and BL. from University of Nigeria. Ph.D., Indiana University of Pennsylvania, 1994; Associate Professor). Legal Pluralism, Cross-Cultural Crime, Comparative Criminology

Sawyer, Lula (Ph.D. Urban Services Administration, Old Dominion University; Assistant Professor) Urban Administration, Social Policy, Human Resources

DEPARTMENTAL DIRECTORY**OLD DOMINION UNIVERSITY****Department of Sociology and Criminal Justice****Batten Arts and Letters Building (BAL)**

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