



NORTHERN ARIZONA
UNIVERSITY
College of Social & Behavioral Sciences

Department of Sociology and Social Work

MASTER OF ARTS IN APPLIED SOCIOLOGY

Student Guide

This guide is designed to give the student an overview of the Master of Arts in Applied Sociology program. It is to be viewed as a supplement to the graduate catalog and in no way supersedes the requirements outlined in that document.

Revised August 2015

TABLE OF CONTENTS

MASTER OF ARTS IN APPLIED SOCIOLOGY PROGRAM	
OVERVIEW AND HISTORY.....	3
PROGRAM COURSEWORK	4
Core Course Requirements	4
The Internship/Thesis Options	5
Topics Courses and Independent Study/Graduate Research Classes	5
Other Coursework	5
PROGRAM DETAILS	6
Program Completion Timeframes	6
The Advising System	6
The Students Graduate Committee	7
Graduation Procedures	8
GRADUATE ASSISTANTSHIPS AND FINANCIAL AID.....	8
Applying for Departmental Aid	8
Graduate Assistantships in Sociology	8
Graduate Assistant Duties	9
Graduate Assistantships Outside Sociology	9
Tuition Scholarships	10
Financial Aid	10
Other Sources	10
THE FACULTY	11
THESIS OPTION.....	13
Thesis Option Overview	14
Requirements to Begin Thesis	14
The Thesis Proposal.....	15
Thesis Guidelines	15
Thesis Formatting	17
Thesis Examples.....	17
Thesis Defense	17
INTERNSHIP OPTION.....	19
Internship Option Overview	20
Requirements to Begin Internship	20
Internship Procedures	21
Required Internship Agency Hours	22
Internship Proposal Outline	22
Types of Internship Manuscripts	22
Internship Manuscript Formatting	25
Internship Manuscript Examples	25
Internship Defense	25
Appendix A – Forms & Checklists	27
Coursework Progression Plan	29
Milestones for Thesis & Internship Options	30
Course of Study Form	31

MASTER OF ARTS IN APPLIED SOCIOLOGY

OVERVIEW AND HISTORY

Applied Sociology is a branch of Sociology that focuses on using sociological theories and methods to solve real world problems. Northern Arizona University's Master's program was among the first applied sociology graduate programs in the United States. It has gone through a number of significant changes since its inception in 1975, reflecting both our experiences with the program and changes in the broader society. Our present program is built around a strong methodological and theoretical core of coursework. In addition to the core courses, students are able to choose their remaining coursework from an array of electives. Upon successful completion of their coursework, all students enrolled in our program are required to complete either an internship or thesis.

Current areas of strength in the department include: race/ethnicity, deviance, family, gender, sexuality, race/class/gender, policy, demography, environment, social psychology, and planning & evaluation. Since the department provides students with the opportunity to individualize their programs of study, we are able to draw upon the strengths of the kindred disciplines in the College of Social and Behavioral Sciences. In the end, we aim to blend the theories, concepts, ideas, and skills learned in the classroom with the practicalities and diverse realities of the larger society.

PROGRAM COURSEWORK

The program in applied sociology requires the successful completion of 30 units of coursework (plus 2 units for the Orientation Seminar), and 6 units of either an internship or a thesis. A minimum 3.0 grade point average is required in order to graduate from the program.

A core of three classes is required of all students in the program as well as an initial pass/fail for the Orientation Seminars (SOC 698).

The remaining twenty-one hours of coursework are composed of elective courses selected by you in consultation with your academic advisor. The graduate coordinator is your advisor for the first year of graduate study, and the chair of your thesis or internship committee is your key advisor the subsequent year(s). The final six hours of the program is comprised of an internship or thesis option.

The core courses and the semesters they are offered are listed below:

- * **SOC 698** - Graduate Seminar: Orientation (Fall, 1 unit) & Application (Spring, 1 unit)
- * **SOC 651** - Applied Sociological Theory (Fall, 3 units)
- * **SOC 653** - Applied Research Methods (Fall, 3 units)

and one of the following:

- * **SOC 654** - Qualitative Methods and Analysis (CCJ 610) (Spring, 3 units) OR
- * **SOC 655** - Quantitative Analysis (CCJ 614) (Spring, 3 units)

The core courses are sequenced in that SOC 653 provides the basis for either SOC 654 or SOC 655. Students may take both SOC 654 and SOC 655, but only one is required. *We encourage taking both Qualitative AND Quantitative Methods (SOC 654 & 655).*

The core courses conclude with:

- * **SOC 696** - Internship (Fall, Spring, Summer) OR
- * **SOC 699** - Thesis (Fall, Spring, Summer)

The Internship or Thesis option, SOC 696 or SOC 699, is to be taken after all 32 units of coursework are completed for the degree as documented in the Course of Study Form. You may not register for internship or thesis hours with an outstanding "Incomplete" or "In Progress."

***One exception** - If you must maintain "full-time" status, you may petition your graduate committee to admit you to register for internship or thesis units with twenty-nine (29) units of coursework completed. However, you must take your final three units of coursework at the same time you are pursuing your internship or thesis units.*

The Internship/Thesis Options

As indicated earlier, our program offers you two options for completing your program, Internship or Thesis. In selecting an option, you should evaluate your career goals and discuss the options with your graduate committee. If you plan to continue your education beyond the master's level, we strongly encourage you to select the thesis option. **You will NOT be allowed to register for either of these courses until a "Thesis/Internship Permission to Register" form and an internship or thesis proposal is on file in the department office.** See the Internship and Thesis Option sections for complete details.

Topics Courses and Independent Study/Graduate Research Courses

SOC 599 - **Contemporary Developments** and SOC 610 - **Seminar in Sociology** are designated as "open lines," which means different topics may be offered at different times under these numbers. You may, if the topic has changed and your advisor approves, repeat these courses **once**.

SOC 685 - **Graduate Research** and SOC 697 - **Independent Study** are courses designed for individualized studies, which allow you to pursue a specific interest **in an area where established coursework is not available**. If you select independent work, you must do so in concert with the faculty member directing the study and your advisor with the approval of the department chair. Any combination of up to 6 credit hours for Graduate Research and/or Independent Study work is permitted. In other words, only two such courses are counted toward the 36 units of coursework required for the master's degree..

Other Coursework

Under certain circumstances and only when they are applicable to your program of studies, you are allowed to take a limited number of courses outside the department. Similarly, you may include no more than two 400 level courses in your Master's program. Either of these options requires prior approval by your advisor.

In order to register for a 400-level course, you will need to submit the "Override Authorization: Audit/Class Links/Out of Career" form to the Office of the Registrar. This form will need to be signed by your advisor.

Finally, you may transfer a limited number (no more than nine hours) of graduate courses from another institution into your program at NAU if these courses were not used to secure a degree at the former institution. If they were used as part of a prior degree program, they can not be counted toward your degree at NAU, but they may be used to waive a requirement. All requests for transfer of units are evaluated on a case-by-case basis. If you want to transfer credit into the program or waive a course requirement, you **must** submit a letter to the coordinator justifying your request.

PROGRAM DETAILS

Program Completion Time-Frames

Depending on your schedule and time constraints, completion times for the program will vary. Outlined below is a schedule of coursework based upon the time-frame most often used by students.

Typical Program Schedule:

A typical program for a student admitted on regular status, not transferring credit hours from another university, taking 9 credit hours a semester, and wanting to complete the course of studies in two academic years would be as follows:

FALL – YEAR 1

SOC 651 - Applied Sociological Theory (3)

SOC 653 - Applied Research Methods (3)

SOC 698 – Orientation Seminar (1)

----- Elective course

SPRING – YEAR 1 (*suggested that a graduate committee be selected during this semester*)

SOC 654 - Qualitative Methods and Analysis AND/OR

SOC 655 - Quantitative Analysis

SOC 698 - Application Seminar

----- Elective course

----- Elective course

FALL – YEAR 2 (*graduate committee **must** be in place and guiding the rest of the program -- application for graduation filed during this semester*)

----- Three Elective courses

SPRING – YEAR 2

SOC 696 - Internship OR

SOC 699 - Thesis

(Approval required)

----- Elective course

The Advising System

A mandatory **departmental** orientation meeting will be held during the week prior to the beginning of the Year One fall semester classes. At that time, you will receive a general introduction to the department by the graduate coordinator, learn about opportunities on campus, and discuss expectations regarding being a graduate student. Also, if you have not met with the graduate coordinator, you will be asked to schedule an appointment at this time. Following this general meeting, a mandatory meeting for all graduate assistants will be held.

When you first enter the graduate program in Applied Sociology, the graduate coordinator will be your temporary advisor. New students are required to discuss plans with the coordinator before registering for classes. The coordinator will assist you with your plans and goals for graduate work, inform you of

Graduate College and departmental requirements, present you with course offerings, and discuss any other matters you may wish to have clarified.

As indicated above, the program coordinator is seen as the primary resource person for all new students. She or he is responsible for assisting in and approving your course selection, helping to design your initial program of study, and overseeing your progress in the program until you select your own advisor and graduate committee (discussed below).

In addition, the coordinator is the overall supervisor of graduate assistants in the department, unofficial ombudsperson for the graduate program, and, as chair of the department's "Committee on Graduate Studies", the person to whom you may bring suggestions (e.g., desired courses) or complaints about the program.

After your first year in the program, the chair of your thesis or internship committee is your key advisor the subsequent year(s).

The Student's Graduate Committee

The selection of a graduate committee is a **critical decision** for you because of the committee's role in approving and overseeing a program of study consistent with your interests and departmental requirements. The committee is to be composed of at least three faculty members and **at least two** of these **must be members of the sociology faculty**.

One member of the committee will be chosen by you to be chair of the committee. The person selected as chair must be a member of the sociology faculty. The chair will assume the role of your primary advisor and will take over many of the duties and responsibilities previously filled by the graduate coordinator. As indicated above, a faculty member from outside the Department of Sociology and Social Work may serve on your graduate committee, but may not serve as chair.

The graduate committee will be charged with the responsibilities of monitoring your progress in the program, for approving and overseeing your internship, approving the final internship paper or thesis, and certifying that all requirements have been fulfilled for awarding the Master's degree. The earlier in the program you select your committee members, the better. However, the **graduate committee must be in place by the completion of eighteen (18) hours of graduate coursework. For full-time students, selecting a committee by the end of your second semester is crucial.**

The thesis or internship manuscript you are planning to write should influence your decision as to who will be serving on your graduate committee. You will want to enlist committee members with expertise in the substantive and methodological areas you will be pursuing.

Once your graduate committee has been formed and all members have agreed to serve, the committee membership may not be changed by the student without the agreement of the existing and newly appointed committee members as well as the graduate coordinator. You must give cause for any request to change the committee's composition.

Graduation Procedures

- 1.) Complete the online Master of Arts in Applied Sociology Exit Survey if you have not done so already (see the department office). The graduate coordinator will not sign your Course of Study advising sheet required for the graduation application until you have completed an exit survey.
- 2.) The Application for Graduation should be submitted to the chair of your graduate committee and the department chair at the beginning of the semester **prior** to the intended graduation. Check the Graduate College's website for graduation application deadlines. The application must be accompanied by an unofficial current NAU transcript and a Course of Study advising sheet signed by the graduate coordinator and the department chair.
- 3.) Bring your signed Application for Graduation, Program of Study advising sheet, and Master's Oral Examination form to the department office so that the department staff can make a copy of each document for your student file.
- 4.) Deliver your original signed Application for Graduation, Program of Study advising sheet and Master's Oral Examination documents to the Graduate College for their approval.

GRADUATE ASSISTANTSHIPS AND FINANCIAL AID

The university and the department provide some financial support for students. Discussed below are some of the financial assistance programs available to students.

Applying for Departmental Aid

To be considered for an assistantship or a tuition scholarship **as a new student**, you must check the appropriate space on the application for graduate admission at the Graduate College website. The application form will then serve as your graduate assistantship application form. To be considered for an assistantship or tuition scholarship as a **returning student**, you must submit an email to the graduate coordinator. All of the above materials must be received by the department by **February 15th** in order for you to be considered for funding for the next academic year. Department financial aid is awarded on a competitive and limited basis.

Graduate Assistantships in Sociology

Depending on budgetary allocations, the Sociology Department is typically funded to offer 7-10 students graduate assistantships each year. Assistantships are awarded on a twenty-hour or ten-hour basis. These assistantships are for both continuing and new students in the program.

An award of an assistantship allows graduate assistants to pay tuition at the resident rate regardless of their actual residency status. Students with 20-hour assistantships currently receive a 100% tuition remission and health insurance premium. Students with 10-hour assistantships currently receive a 50% tuition remission. In addition, all graduate assistants receive a yearly stipend, paid bi-weekly to help fund their education (*currently, stipends are around \$10,000 a year for a 20-hour graduate assistantship or around \$5,000 a year for a 10-hour graduate assistantship. Amounts may vary from year to year.*)

In order to maximize the number of students we can support, the department typically awards more ten-hour assistantships than twenty-hour assistantships.

Sociology Graduate Assistantship Duties

If you are awarded a graduate assistantship, you are obligated to work for the department a set number of hours per week. A full assistantship requires 20 hours per week, and a 1/2 assistantship, 10 hours per week.

The work assigned to graduate assistants varies greatly. At the beginning of each academic semester, the department's faculty is asked to submit their requests for graduate assistant support and the type of support needed. These may be requests for research assistance, help with large classes, special projects, or the like. An attempt is then made to match the interests of the assistants with those of the faculty members. Some clerical work may be a part of assigned duties, but we try to keep this to a minimum. The ideal is to meaningfully incorporate the work required of the graduate assistants into their overall development in the program.

An assistantship contract is awarded for one year only. It is the department's philosophy to recommend renewal of this contract for a second year (assuming monies are available). This recommendation for renewal presumes an assessment by the Committee on Graduate Studies that the student is making satisfactory progress in the program and has been responsible in carrying out assistantship duties in the first year.

Initial decisions on the award of assistantships (both for first year awards and renewals) will normally be made at the time of admissions for the following academic year. A list of alternate selections will be established in the event one or more of the initial offers is declined or if additional monies become available.

If you receive a graduate assistantship, you are required to:

1. Be enrolled for no less than 9 and no more than 12 credit hours per semester.
2. Have no grades below "B" in course work for your degree.
3. Complete at least 9 hours of credit toward your degree requirements each semester.

Please see the website for more information: <http://nau.edu/GradCol/Financing/Grad-Assistantships/>.
The GA Handbook may be found at http://www2.nau.edu/gradcol/GA/GA_Handbook.pdf.

Graduate Assistantships Outside Sociology

A number of graduate assistantships are available outside of Sociology. Positions are typically in student services and duties will vary by location. Like graduate assistantships through the Department of Sociology, these assistantships include a health insurance premium (for 20-hour assistantships), stipend, and tuition benefit. However, most of these positions will require a separate application. Contact the individual program or center for details.

Graduate assistantships are offered through the Gateway Student Success Center, Residence Life, Hotel and Restaurant Management, The Institute for Human Development, Educational Support Programs, Modern Languages, Native American Student Services, Residence Life, Distance Learning, the Center for International Education, and Student and Faculty Support. Other graduate assistantship positions may be advertised on the Graduate College's webpage and/or on Jobs for Jacks, the university's employment database. Please note that Assistantships from other units are not to be viewed as

supplemental to a full assistantship received from our department. Graduate students are only allowed to work a total of 20 hours per work on campus. If you have a 10-hour assistantship with us and find a 10-hour assistantship with another department, **you must inform us and the 2nd department that you are being offered two different 10-hour assistantships.** Even though you plan to work for two different departments, NAU is still your employer for both positions. Once you work 20 hours per week, NAU is required to offer you certain benefits and neither department may be able to absorb that additional cost. It is better to let us know the situation in advance so that we can try to work out a way to share the additional costs than to risk losing both positions.

Tuition Scholarships

In addition to graduate assistantships, the department's graduate admissions committee awards a limited number of resident (in-state) and non-resident (out-of-state) tuition waiver scholarships for each academic year to new and continuing students. To be eligible to receive a tuition scholarship, students must be enrolled for at least 9 units and have at least a 3.0 GPA. Only in very rare circumstances will such scholarships be awarded to individuals who have been awarded assistantships.

Tuition waiver scholarships for Arizona residents cover the cost of resident tuition; students are still responsible for paying any university or class fees. Non-resident tuition scholarships waive the out-of-state portion of tuition; students are still responsible for paying resident tuition and fees.

Other Scholarships

View the Graduate College's website for other scholarship opportunities tailored to graduate students. <http://nau.edu/GradCol/Financing/Scholarships-Fellowships/> . Additionally, the Office of Student Financial Aid website lists many other available scholarships. <http://www.nau.edu/FinAid/Scholarships-and-Grants/> .

IMPORTANT NOTE: ACCEPTANCE OF AN ASSISTANTSHIP OR SCHOLARSHIP MAY AFFECT YOUR ELIGIBILITY FOR FEDERAL AID. You should consult with the Office of Student Financial Aid BEFORE accepting an assistantship or scholarship if you are applying for one of the federal programs.

The Office of Student Financial Aid

Need-based financial aid programs are administered by the Office of Student Financial Aid. These programs include loans, grants-in-aid, work study, and the Arizona Financial Aid Trust Fund (Arizona residents only), among others.

Office of Student Financial Aid
P. O. Box 4108, Flagstaff, AZ 86011
Phone: (928) 523-4951
Fax: (928) 523-1551
E-mail: Financial.Aid@nau.edu
Website: <http://www.nau.edu/FinAid/Welcome/>

Other Sources

Occasionally, other funds become available to students in our department. These range from temporary employment (at an hourly rate) to research assistance supported by a faculty member's grant. Typically, there is not a formal application process for such positions. If you are interested in such positions, let the department's graduate coordinator know of your availability.

THE FACULTY

Mark A. Beeman, Ph.D., Associate Professor

Race Relations, International Development, Social Change (University of Illinois, 1985)

James Bowie, Ph.D., Senior Lecturer

Culture, Organizations, Research Methods (University of Arizona, 2005)

Douglas Degher, Ph.D., Professor

Criminology, Deviance, Social Theory, Sociology of Sports (Washington State University, 1974)

Richard R. Fernandez, Ph.D., Professor

Communities, Complex Organizations, Social Stratification, Research Methods, Evaluation Research (Washington State University 1976)

Kathleen Ferraro, Ph.D., Professor, Department Chair

Gender, Violence, Social Problems, Social Change, Poverty and Homelessness, Feminist Theory (Arizona State University, 1981)

Karla Hackstaff, Ph.D., Associate Professor

Family, Gender, Culture, Qualitative Research Methods, Psychoanalytic Sociology, Social Psychology (University of California, Berkeley, 1994)

Warren Lucas, Ph.D., Professor

Criminology, Corrections, Research Methods (Utah State University, 1972)

Yvonne Luna, Ph.D., Assistant Professor & Associate Chair

Race, Class and Gender, Mexican-American History, Domestic Violence, Stratification (Arizona State University, 2004)

Kooros M. Mahmoudi, Ph.D., Professor & Graduate Program Director

Demography, Urban Planning, Social Organization (Utah State University, 1973)

Mohamed M. A. Mohamed, Ph.D., Associate Professor

Sociology of Religion, Globalization, Social Movements, International Movements/Politics, Contemporary Social Theory (Emory University, 2012)

Doris Palmer, Ph.D., Instructor

Medical Sociology, Health, Aging and the Life Course, Family (Arizona State University, 2015)

James Reed, Ph.D., Senior Lecturer

Deviant Behavior/Social Disorganization, Race/Ethnic/Minority Relations, Applied Sociology/Evaluation Research (Ball State University, 1980)

Janine Schipper, Ph.D., Professor

Environmental Sociology, Cultural Studies, Consciousness, Social Change (Boston College, 2000)

Dick Skeen, Ph.D., Professor

Social Psychology, Studies in Sexuality and Sex Roles, Social Analysis of Film (University of Colorado, 1980)

Michelle Tellez, Ph.D., Lecturer (shared with Ethnic Studies)

Ethnic/Chicana Studies, Women's Studies, Borderland Studies, Social Movements & Activism (Claremont Graduate University)

Angela A. A. Willetto, Ph.D. Associate Professor

Family, Race-Ethnic Relations, Social Stratification, Life Course (University of North Carolina at Chapel Hill, 1996)



NORTHERN ARIZONA
UNIVERSITY
College of Social & Behavioral Sciences

Department of Sociology and Social Work

MASTER OF ARTS IN APPLIED SOCIOLOGY

Thesis Option

As part of your degree requirements, you will need to complete either an internship or a thesis. In selecting an option, you should evaluate your career goals and discuss the options with your graduate committee. If you plan to continue your education beyond the master's level, we strongly encourage you to select the thesis option. If you select the thesis option, the following information will guide you in setting up and completing your thesis.

Thesis Option Overview

If you wish to pursue a more academic or research oriented career, the department provides the option of writing a thesis. Thesis topics are varied and should reflect your interest.

Students are expected to work closely with their graduate committee. You will be required to submit a thesis proposal to your committee for their approval, indicated by their signatures on the Permission to Register form. The thesis you are planning to write should influence your decision as to who will be serving on your graduate committee. You will want to enlist committee members with expertise in the area you will be pursuing in your thesis. Once your committee approves your proposal, you will file the Permission to Register Form, pursue research activity related to your thesis, and complete the final document.

When the committee approves the final work, a meeting is scheduled and the thesis is presented to the faculty committee for their approval. Six units will be included on your program of study for the thesis when the requirements have been fulfilled and a copy of the thesis is on file in the graduate office and the department office.

Requirements to Begin Thesis

Before you will be allowed to register for graduate thesis credits (SOC 699), you **MUST** meet the following conditions:

- Have "Regular" standing with the Graduate College. (No student with a "Provisional" standing may register for thesis hours.)
- Have completed all thirty-one hours of coursework required for the degree as documented in the Course of Study Form. (You may not register for thesis units with an outstanding "Incomplete" or "In Progress" in any of these classes).

***One exception** - If you must maintain "full-time" status, you may petition your graduate committee to admit you to register for thesis units with twenty-eight units of coursework complete. However, you must take your final three units of coursework at the same time you are pursuing your thesis units.*

- Have formed a graduate committee (see Graduate Committee Policy in the Student Guide) and filed a Thesis/Internship Permission to Register form signed by this committee. This form is available on our website and should be signed by all three committee members and will signify their approval of your proposal.
- Have a cumulative grade point average of at least 3.0 on all graduate coursework.
- Have received approval of thesis proposal from your committee chair and committee members. (All documentation required must be approved by your graduate committee and on file in the graduate coordinator's office before you can register for SOC 699).

The Thesis Proposal

You must submit a thesis proposal to your committee **early in the semester prior** to registering for thesis hours (for full-time students, this is probably the Fall Semester of your second year).

The thesis proposal includes the following:

- **Statement of the problem/research question.**
- **Review of the literature.** The literature review in a proposal outlines the theoretical and substantive areas you plan to examine. You should also display knowledge of the literature and highlight key themes and concepts that you feel will help you understand your research question.
- **Methodological/measurement procedures.** Please include discussion of:
 1. Research design
 2. Cases or subjects used (if applicable)
 3. Sampling design
 4. Data collection procedure
 5. Validity and reliability of measurements
 6. Data analysis procedure
 - 6a. Quantitative: specify statistical analyses planned, including statistical software.
 - 6b. Qualitative: specify use of coding scheme, use of computer software in the analyses, historical documents, participant observations techniques, unobtrusive measures, etc.
 7. Statement of Limitations
 8. IRB approval (if applicable)
- **References**
- **Tentative calendar for completion for each phase or chapter** (enables coordination of deadlines and realistic turnaround time for rewrites)

You may conduct research activity related to the thesis and work on the final document only after: 1.) your committee approves the proposal; 2.) your committee signs the Permission to Register form; and 3.) you have registered for the thesis units.

Thesis Guidelines

Title

The title should capture the primary purpose of your thesis; a search of key words should lead a researcher to your work.

Abstract

An abstract is an overview that is about 300 words in length.

I. Introduction

Introduce your topic, provide a brief overview of literature you will draw on, the methods you use, and clearly articulate your research question.

II. Literature Review

Here you articulate the substantive areas of relevance to your topic—such as social psychology, social movement theory, or theories of the state, etc.

You may find yourself wanting to focus on a particular area of literature within a subfield; thus, instead of social psychology you may address symbolic interaction or labeling theory.

III. Methods

Describe your methodological approach. How do you intend to answer your research question? What kind of data will answer your research question? What is your research design? How will you obtain your data? Indicate your level of analysis, your hypothesis or expectations, your sample or participants, etc.

IV. Data Analysis

Whether you are relying upon survey research, in-depth interviews, participant observation, or content analysis, your methods will determine how you will analyze your data.

V. Conclusion

Conclusions generally summarize your findings, but also note the limitations of your research. All research has limitations by definition of the focus. However, in addition to these, we generally discover approaches we wish we had taken in the course of doing our research. It is important to convey these to the community of sociologists so they may anticipate these issues in their research. Furthermore, given your findings suggest directions for future research and/or directions for social policy or social change.

VI. Appendix

Generally, appendices are used to share the instruments that you used in your research. Depending on your methods, this can include forms related to the Institutional Review Board, such as Human Subjects Consent Forms or your Interview Guides. Additionally, it may include your survey, forms, statistics, or templates relevant to your research.

VII. Bibliography

This will include all the substantive and methodological literature that you cite in your thesis—including journal articles, books, and web pages (with dates of retrieval). Be sure to consult the American Sociological Association or the American Psychological Association formats.

Although all of these components constitute a thesis, you can be creative in how you title and organize your thesis—depending on the advice of your committee chair.

Thesis Formatting

Review the following forms on the Graduate College's website for thesis formatting at: <http://nau.edu/GradCol/Student-Resources/Succeeding/Theses-and-Dissertations/> .

- [Checklist for thesis students](#)
- [Continuous Enrollment Policy](#)
- [Instructions for submitting final copies of thesis](#)
- [Checklist for proper document format](#)
- [Thesis title page](#)
- [Abstract](#)

Thesis Examples

Past theses are available for review/checkout. Please see the department front desk for details. In addition, there are thesis proposal examples on our website.

Thesis Defense

When the committee approves the final work, you will need to schedule a meeting for the thesis defense. At the defense, you will present and discuss your thesis to your committee and interested faculty for their approval. You may also invite other students or friends for your defense presentation.

To schedule your defense, find a time that will work for all three committee members. Contact the SBS Dean's Office at (928) 523-2672 to reserve a room. It is also recommended that you share this professional accomplishment with others by advertising the defense.

Make sure the following forms are available for your defense:

- [Oral Defense Forms I & II \(on the Graduate Website, only accessible to Faculty & Staff\)](#): One is to be completed at the end of your Oral Defense, the second is completed once all corrections have been made to your thesis and it is finalized. Follow the instructions at the bottom of each page for proper submission. Make sure the department office receives copies or the originals of each form.
- [Thesis Title Page Copies](#): Depending upon the number of bound copies of your thesis that you have ordered, bring the same number of thesis title page copies to your defense. The title pages must be printed on cotton paper. In this manner, all of your bound thesis copies will have an original title page, signed in blue ink.

Six credit hours will be included on your program of study when the thesis is approved by the chair and members of your committee, and the final copy is on file in the NAU Graduate College office. Follow the graduation procedures as indicated on page 9, providing the appropriate copies of documents to the department office.



NORTHERN ARIZONA
UNIVERSITY
College of Social & Behavioral Sciences

Department of Sociology and Social Work

MASTER OF ARTS IN APPLIED SOCIOLOGY

Internship Option

As part of your degree requirements, you will need to complete either an internship or a thesis. In selecting an option, you should evaluate your career goals and discuss the options with your graduate committee. If you select the internship option, the following information will guide you in setting up and completing your internship.

Internship Option Overview

The internship option is designed to integrate the field work experience with the more conceptual materials from the classroom. Upon completion of all coursework requirements and having the course of study approved by your graduate committee, the committee and the internship coordinator will assist you in finding an appropriate setting for the internship experience. Placements in the past have been about as varied as individuals in the program. Internships have been accomplished in the vast range of direct delivery agencies such as probation, crisis nursery, women's shelter, child protective services, and victim/witness. Additionally, placements have included work in policy positions and research settings. The internship placement is usually not a paid position.

If you select the internship option, you are required to register for six credit hours of SOC 696 during the semester you are engaged in your internship. Requirements for these credits include working in an agency for a minimum of 20 hours per week for fifteen weeks (or 30 hours for ten weeks if you complete it during summer session) and completing the internship manuscript. The internship manuscript can be written in any one of the following areas: 1) a proposal for a program evaluation (which may include a needs assessment study or organizational analysis of the agency); 2) a grant proposal for funding; or 3) a research report. Each of these options is designed to have you incorporate the sociological knowledge acquired in the classroom with the internship experience. In selecting your paper option, you should do so in careful consultation with your graduate committee members. In fact, the type of internship manuscript you are planning to write should influence, not only your placement within the agency, but also the decision as to who will be serving on your graduate committee. You will want to enlist members according to their expertise in the various areas.

Credit for the internship is earned upon completion of the field work experience and the approval of the completed internship manuscript by your graduate committee. When the committee approves the final work, an internship defense is scheduled and the internship manuscript is presented to them for their approval.

Requirements to Begin Internship

Once you have decided to select the internship option, the following conditions must be met in order for you to proceed:

- Have "Regular" standing with the Graduate College. Students with a "provisional" standing may not register for internship hours.
- Have completed all thirty-one hours of coursework required for the degree as documented in the Course of Study Form. You may not register for internship hours with an outstanding "Incomplete" or "In Progress."

***One exception** - If you must maintain "full-time" status, you may petition your graduate committee to allow you to register for internship hours with twenty-nine hours of coursework completed. However, you must take your final three hours of coursework at the same time you are pursuing your internship hours.*

- Have a cumulative grade point average of at least 3.0 on all graduate coursework.

Internship Procedures

Once the entry conditions are met, you will need to take the following steps in order to register for internship hours (6 credit hours of SOC 696). Note that some of these steps are simultaneous.

Steps are described in detail after this section.

- Meet with the internship coordinator when you are nearing the end of your first year of coursework.
- Investigate the internship possibilities in Flagstaff or, in certain cases, in the location where you intend to live after you have completed your coursework. Visit our Agency Sites webpage for placement ideas. Please note that the organizations listed are only a partial list of agencies where students have worked in the past. Students may choose to work in an organization that is not on the list.
- Ask three full-time faculty members to be on your graduate committee. When requesting faculty to be on your committee, consider their expertise in terms of methods and topical area. Ask one of these members to chair your committee (your chair must be a sociology faculty member). The committee chair will serve as your internship supervisor and be responsible for facilitating your proposal, an agreement with the internship site, and your final manuscript. Other committee members contribute with feedback on the proposal and the manuscript.
- Write the internship proposal. *This proposal needs to be approved by your chair, and then read and signed by the committee.*
- You, the agency supervisor and your committee chair must complete and sign the Internship Agreement form, available on our website.
- File your proposal, the Internship Agreement, and the Thesis/Internship Permission to Register forms with the department office. The Permission to Register is to be signed by all three committee members and will signify their approval of your proposal.

All documentation required must be approved by your graduate committee. **ONCE APPROVED, CONTACT THE INTERNSHIP COORDINATOR FOR A PERMISSION NUMBER TO REGISTER FOR 6 UNITS OF SOC696.** All documents then need to be filed in the department office.

- Do your internship hours. Be sure to keep a log of your activities to contribute to later sociological analysis.
- Write your internship manuscript. The content depends upon what kind of internship you do. Regardless of the type, you will want to bring a sociological analysis to bear upon your experience.
- Plan to give all three committee members sufficient time to review your final manuscript and provide feedback for rewriting the paper.
- Schedule an internship defense with all three committee members.
- File a copy of your internship manuscript to the Department of Sociology and Social Work to keep in their thesis/internship cabinet.
- Follow the graduation procedures, indicated on page 9.

Required Internship Agency Hours

Each unit of SOC 696 requires 50 internship hours. The internship option requires that you complete 6 internship units. Six units, therefore, requires 300 hours of internship. This equates to working at an agency for a minimum of 20 hours per week during the fall or spring semesters or 30 hours per week during the 10-week summer semester.

Internship Proposal Outline

The Internship Proposal should include:

1. An overview describing the agency or site, its background, what it does, and who your supervisor will be.
2. A description of your role and responsibilities for the organization. This will be aligned with the needs of the agency as expressed by their supervisor and their policies.
3. A narrative of your goals and objectives for the internship experience.
4. A strategic plan and timeline for completing the internship.
5. A literature review describing how the internship connects with specific sociological literature. You should outline the theoretical and substantive areas you plan to examine. Display a familiarity with the literature and highlight key themes and concepts that you feel will help you evaluate, assess, or research the particular organization.
6. A description of what type of manuscript you aim to write at the end, including what kind of sociological theory and analysis you intend to bring to the project.

The proposal needs to be approved by your chair, and then read and signed by the committee.

Please see the example Internship Proposal example available on our website.

Types of Internship Manuscripts

Each internship manuscript option demands that students incorporate knowledge gained through coursework with the internship experience, so that the relevance of the placement is always at the forefront. In selecting your manuscript option, you should do so in careful consultation with your graduate committee members. In fact, the type of internship manuscript you are planning to write should influence not only your placement within the agency, but also the decision as to who will be serving on your graduate committee. You will want to enlist members according to their expertise in the various areas.

It is extremely important to work closely with your graduate committee during all phases of your work on the manuscript. You are advised to submit each part of the manuscript to your committee as it is completed. This will allow committee members to have input at each stage of the paper's development and provide continuity in the writing of the final draft.

All internship manuscripts should be of thesis quality and require the incorporation of sociological literature. In terms of the content of the various manuscript options, the following should serve as a guide for organizing the particular paper you have selected:

OPTION 1: THE PROGRAM EVALUATION

Section 1:

The manuscript for this option requires that three basic areas be addressed. First, it is to contain a socio-historical account of how agencies such as this came into existence. For example, "What were the social forces at work that led to the emergence of this type of agency in society and what specific factors led to the establishment of this particular agency?" (i.e., in the transition from an agrarian to industrial society, basic social institutions underwent profound social changes, the emergence of this agency in the society reflects one aspect of the changes that took place -- an in-depth development of these points would constitute the major portion of this section of the paper).

Section 2:

You should discuss the overall mission of the specific agency in which you are placed as well as the specific goals that agency has established for itself. After presenting this information, you can then delineate the specific aspect of the agency you are planning to evaluate. This is the equivalent of "Statement of the Problem" and Literature Review" components of the traditional research process.

Section 3:

This section of the manuscript deals with the methodological design and techniques you plan to employ in your evaluation of the agency. This is basically the "Research Design" aspect of the study. Points of focus would include "What type of study are you conducting?", "What are your evaluation techniques?" and "How are you collecting and measuring the data?" This phase of the paper specifically discusses all the methodological aspects of the study as well as presenting measurement techniques to be used in collecting and analyzing the data. As this is a proposal for a program evaluation, you do not have to actually collect and analyze the data, but you do have to present the information that would be required in a research project up to this point.

In addition, you may further specify a program evaluation in one of two ways by doing a Needs Assessment or an Organizational Analysis.

A. The Needs Assessment

Needs assessment has three basic components. The sociological relevance could be integrated here. First, you describe to the reader what, in general, a needs assessment is and why it is needed in today's society. Next, you are to present a literature review of previous needs assessment studies conducted in agencies or settings similar to yours and discuss their relevance in planning your study. Then, focusing on the agency in which you are placed, begin to elaborate upon the specific needs assessment study you are going to conduct. You should address questions such as, "What needs of the agency or its environment are you going to assess?" (Client needs, staff needs, community needs, etc.?) This is actually "Statement of the Problem."

Once you have decided what you are going to do, you will now discuss all of the methodological procedures you will follow in order to complete your assessment (type of design, instruments used for data collection, etc.)

The final phase of the manuscript consists of the presentation and analysis of the data. Included in this section is a discussion of the implications of your findings.

B. The Organizational Analysis

In this subset of the Program Evaluation, students present an overview of the various theories dealing with social organization. After presenting this overview, you may then focus upon the

particular aspect of organizational theory that you are going to examine in relation to the agency in which you are serving as an intern. This is the "Statement of the Problem."

Next, you are to discuss the methodology to be followed in your collecting and analyzing the data. Specifically, "How will I operationalize the conceptual aspects of the theory in order to test the validity of the theory?", "What specific research design will I employ in my study?" and "How is the data to be collected and analyzed?" are among the questions that must be addressed.

The final phase of the manuscript is the presentation of your findings and the implications of your findings relative to your original research question and the overall body of organizational theory.

OPTION 2: THE GRANT PROPOSAL

This option is designed to give you experience in grant writing. Many agencies today are either funded, or their budgets are supplemented, by external sources. The written phase of this internship option consists of your completing and submitting a grant which proposes funding for some aspect (personnel, equipment, etc.) of the agency. Of course, the specific content of this paper will be dictated by the documentation required by the funding source. At a minimum, these sources usually require a rationale for the request, a plan for the program/project, a proposed budget, and a plan for evaluating the effect of the funded program. An additional sociological analysis of the agency's role and needs will be a required component for this option.

OPTION 3: THE RESEARCH REPORT

This option would be selected if the internship placement is a research oriented position. In this option, the work assigned to you in your internship would require you to conduct a specific research project for the agency or organization. The proposal you develop for the research project will become the first draft of this paper. In this proposal, you should clearly outline the specific details of the research question you are investigating and the methodological procedures you will follow in collecting and analyzing the data. The final paper will be a substantial research report that consists of the contents your original proposal as well as the presentation and analysis of the data. Furthermore, the report will be contextualized through a review of relevant sociological literature.

Internship Manuscript Formatting

The department expects the internship manuscript to be completed in a similar manner to the thesis. Therefore, the internship manuscript should follow the Graduate College's requirements for thesis formatting. *Please note that unlike the thesis, the final internship manuscript will be filed only with the department and not the Graduate College.*

Please see our website for the following formatting links:

[Format Checklist for Theses and Dissertations](#)

[Sample Cover Sheet/Title Page](#)

You may elect to bind your Internship Manuscript through NAU Printing Services. There are several low-cost, soft-cover binding options.

Internship Examples

Past internship manuscripts are available for review/checkout. Please see the front desk for details. In addition, there are two internship examples on our website.

Internship Defense

When the committee approves the final work, you will need to schedule a meeting for the internship defense. At the defense, you will present and discuss your internship manuscript and experience to your committee and interested faculty for their approval.

To schedule your defense, find a time that will work for all three committee members. Contact the SBS Dean's Office at (928) 523-2672 to reserve a room. It is also recommended that you share this professional accomplishment with others by advertising the defense.

Along with your manuscript and supporting documentation, bring the following to your defense:

- Master's Oral Exam (available on our website): Your committee will sign the Master's Oral Exam form following your successful internship defense. Once it has been signed, supply the department office with a photocopy for your file and deliver the original to the Graduate College for processing.
- Internship Title Page: After the defense, your committee will sign your manuscript's title page in blue ink. You may want to bring extra copies for them to sign if you are printing multiple copies of your manuscript. In this manner, each copy will have an original, signed title page.

Credit hours will be applied toward your degree after the internship manuscript is signed by your committee and on file in the department office. Follow the graduation procedures as indicated on page 9, providing the appropriate copies of documents to the department office.



**NORTHERN ARIZONA
UNIVERSITY**
College of Social & Behavioral Sciences

Department of Sociology and Social Work

MASTER OF ARTS IN APPLIED SOCIOLOGY

Appendix A – Forms & Checklists



Coursework Progression for Internship and Thesis Master of Arts in Applied Sociology Degree

First Year, Thesis and Internship

Fall Semester

- Sociology 651 (Applied Sociological Theory) – 3 Units
- Sociology 653 (Applied Research Methods) – 3 Units
- Sociology 698 (Navigating Your Graduate Program) – 1 Unit
- Elective Course in concentration* (1 course) – 3 Units

Total Units for semester: 10 Units

Spring Semester

- Sociology 654 OR 655 (Qualitative Methods & Analysis OR Quantitative Methods) – 3 Units
- Sociology 698 (How To Write a Thesis or Internship Manuscript) – 1 Unit
- Elective Courses in concentration* (2 courses) – 6 Units

Total Units for semester: 10 Units

Second Year, Thesis

Fall Semester

- Elective Courses in concentration* (3 courses) – 9 Units

Total Units for semester: 9 Units

Spring Semester

- Sociology 699 (Thesis) – 6 Units
- Elective Course in concentration* (1 course) – 3 Units

Total Units for semester: 9 Units

Second Year, Internship

Fall Semester

- Elective Courses in Concentration* (3 courses) – 9 Units

Total Units for semester: 9 Units

Spring Semester

- Sociology 696 (Internship) – 6 Units
- Elective Course in Concentration* (1 course) – 3 Units

Total Units for semester: 9 Units

** All elective courses chosen in consultation with advisor during first year, with additional input from Committee Chair during second year. Up to 6 units may be taken outside of Sociology, with approval.*



Milestones for Thesis and Internship Options Master of Arts in Applied Sociology Degree Program

First Year, Thesis and Internship

Fall Semester Milestones

- Study the areas of expertise and interest of full-time Faculty with an eye towards their potential membership on your three-member graduate committee.
- Decide whether or not you wish to pursue the thesis or internship option to complete degree.
- Begin to focus on your area of interest in Sociology.
- Consult with your advisor about your choices above.

Spring Semester Milestones

- Confirm the members on your committee (thesis or internship).
- Begin working on literature review related to a topic in line with your internship or thesis.
- Begin work on your internship or thesis proposal.

Second year, Thesis and Internship

Fall Semester Milestones

- Have internship or thesis proposal formally accepted in a meeting of your graduate committee presided over by your graduate committee chair at the beginning of the semester.
- Submit your approved and signed proposal to the SSW Department Office.
- Work closely with your committee as you proceed with data collection or internship placement (formal and informal meetings and consultations are recommended).

Spring Semester Milestones – Thesis

- Have first draft of thesis approved by your graduate committee chair by the end of March.
- Schedule the defense of your thesis by early-April (see the Dean's office for help scheduling a room).

Spring Semester Milestones – Internship

- Begin your internship at the approved site and maintain a journal.
- Have draft of internship manuscript to your committee chair by early April.
- Present and defend your internship manuscript by the end of April (see department office and/or Dean's office for help scheduling a room).