

**GRADUATE STUDENT HANDBOOK**

**Applied Sociology**

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**INTRODUCTION**

**Mission**

The Department of Sociology, Anthropology, and Public Health at UMBC offers a Master of Arts in Applied Sociology and several Certificate Programs. Our program in Applied Sociology emphasizes the “practical side” of sociology and the acquisition of analytic skills to prepare students for employment in a variety of professional settings. Our program also offers a foundation for students interested in pursuing a doctoral degree. Our mission is to provide motivated students with the opportunity to work directly with faculty and obtain the substantive knowledge and applied research tools to begin or enhance careers in public, nonprofit, and private organizations that engage in research, data analysis and policy development in health, educational, social services, and community service provision. Our program foci include sociology of health, illness, and medicine; aging and the life course; selected areas of diversity, gender, and culture; and applied research methods.

**Graduate Culture and Program Expectations**

Graduate school is not just an extension of undergraduate education. It is a very different academic experience. Graduate school requires a much higher level of commitment, dedication, and effort than undergraduate education. Graduate studies are geared towards developing students into independent researchers who learn to rely less on faculty members for perspectives and information and more on themselves.

The amount of time and work required in graduate classes is much greater than that required in undergraduate education. A full-time graduate student takes 9 credit hours (typically 3 courses) and should expect to spend about 2.5 hours per credit hour in preparation (7.5 hours per course, or 22.5 hours) for classes per week (in addition to course attendance). Graduate Assistants take 2 courses and enroll in a 3 credit “placeholder” course in order to be full-time. That means 15 hours preparation plus 10-20 hours of GA assignment. A part-time student can take 1 or 2 courses a semester and the workload and time commitment is adjust accordingly.

Students are typically expected to complete a 25-page paper or project, in addition to reading and several smaller assignments for each graduate course. Some courses also include examinations and oral presentations. Students are expected to have read all assigned materials and to contribute actively in class discussion.

In general, attendance is expected at all class meetings in graduate courses; if an emergency arises that prevents you from attending class, you should notify the instructor as soon as possible and take full responsibility for making up any missed work.

**ACADEMIC INFORMATION**

**DEGREES AND CERTIFICATES OFFERED**

1. **MA in Applied Sociology**

**Degree requirements**

The M.A. in Applied Sociology consists of 10 courses totaling 30 credits. Required courses include one methods course (SOCY 600), one statistics course (SOCY 604), and another approved methods or statistics course (either SOCY 618 – SAS for Social Scientists or SOCY 619 – Qualitative Methods in Social Research). The remaining courses are a combination of electives and the capstone requirement (Master’s Thesis or Master’s Paper). A total of two courses may be taken outside the department, but they must be approved by the Graduate Director prior to enrollment. Students may also enroll in one graduate-level three credit Independent Study course as part of their elective course requirements.

A normal full-time load is 9 credits (3 courses) per semester. Most full-time students can complete the program in 3 semesters plus a summer course. Full-time students who begin the program in the Fall semester will take SOCY 600 and proceed to SOCY 604 in the Spring. Students who begin in the Spring semester will take elective courses their first semester, SOCY 600 in the Fall semester, and SOCY 604 in the next Spring semester. Part-time students usually complete the program in 2 to 2.5 years. Part-time students who are employed full-time are strongly urged to take only one course their first semester at UMBC. All students must have a cumulative GPA of 3.0 or better order to graduate.

###### 1. Required Courses (9 Credits)

* SOCY 600 Research Methodology (3.00): ***This course is offered only in the fall semester. It should be taken as early as possible in the program.***
* SOCY 604 Statistical Analysis (3.00): Prerequisite: SOCY 600 – ***This course is offered only in the spring semester. It should be taken immediately after SOCY 600.***
* A third graduate level methods or statistics course from an approved list (3.00). The courses include SOCY 618 (SAS for the Social Sciences), SOCY 619 (Qualitative Methods in Social Research), and SOCY 608 (Advanced Statistical Methods).

###### 2a. Master’s Thesis Option (21 credits)

* 5 Elective Courses (15.00)
* SOCY 799 Master’s Thesis Research (6.00)

A committee consisting of a chair and two other faculty members will approve the thesis proposal and the thesis.

###### 2b. Master’s Paper Option (21 credits)

* 6 Elective Courses (18.00)
* SOCY 711 Master’s Paper Research (3.00)

A first and second reader will approve the Master’s Paper.

###### Elective Courses

Regularly offered elective courses are listed below. Most of these courses are offered annually while others are offered regularly

**Key: Nonprofit Certificate require course = NPSC**

**Social Dimensions of Health Certificate required course = SDOH**

**Applied Social Research Methods Certificate required course = ASRM**

* Social Inequality and Social Policy (SOCY 606) - **SDOH option**
* Constructing Race, Class, and Gender (SOCY 611) - **SDOH option**
* Advanced Statistics (SOCY 608)
* SAS for Social Scientists (SOCY 618)
* Qualitative Methods in Social Research (SOCY 619)
* Applied Sociology (SOCY 680) - **ASRM**
* Sociology of Aging (SOCY 630)
* Gender, Work and Family in Cross-Cultural Perspective (SOCY 633)
* Gender and the Life Course (SOCY/GWST 634 hosted by GWST department)
* Social Dimensions of Health (SOCY 651) - **SDOH**
* Sociology of Mental Health and Illness (SOCY 658) - **SDOH**
* Neighborhoods and Health Inequality (SOCY 661) - **SDOH option**
* Social Ties across the Life Course (SOCY 670)
* The Social and Institutional Roles of Nonprofit Organizations in American Society (SOCY 681) - **NPSC**
* Structure and Functions of Nonprofit Organizations (SOCY 685) - **NPSC**
* Advanced Selected Topics in Sociology (e.g. Social Networks, Crime, and Health; Politics of Crime and Punishment) (SOCY 698)
* Directed Independent Study (SOCY 701)

###### Track Your Progress

[SOCY MA Checklist](https://sahap.umbc.edu/files/2018/08/SOCY-MA-Checklist_Aug2018.pdf)

**Courses in and outside the Department**

Students may take up to 2 courses outside of the department. Permission must be obtained from the GPD before registering for a course outside of the department. The program has a list of approved courses offered by other departments that Applied Sociology MA students may take. In case there is a not approved non-SOCY course of interest on the schedule, please send the information to the graduate director to see whether it may be approved.

Students typically take course in affiliated departments, such as Gerontology (GERO), Public Policy (PUBL), and Language, Literacy, and Culture (LLC). Some examples are below:

* Sociocultural Gerontology - GERO 700
* Policy Analysis of Aging Issues - GERO 703
* Social Science Approaches to Policy Analysis - PUBL 609
* Quantitative Methods for Management - PUBL 614
* Language, Gender and Sexuality - GWST/LLC/MLL 613
* Qualitative Research Methods in Schools and Communities - LLC 684

**Thesis and Master’s Paper Overview**

Degree-seeking students in the Applied Sociology program are required to complete a capstone project. Students may choose either the Master’s Thesis option (15 course credits and 6 Thesis credits) or the Master’s Paper option (18 course credits and 3 Master’s Paper credits). Both courses of study require 30 hours of course work. The Master’s Thesis option is designed for students who plan to enter doctoral programs and is recommended for students interested in community college teaching. The Master’s Thesis option requires a committee chair and two faculty members. The Master’s Paper option is more appropriate for students entering or continuing professional careers following the M.A. degree. The Master’s Paper option requires two faculty readers.

Students must decide whether to pursue the Master’s Thesis or Master’s Paper option and identify a Thesis Committee Chair or First Reader as well as a tentative area of research. It is the student’s responsibility to select potential topics of interest for the Master’s Paper or Master’s Thesis. Students should then meet with faculty members who are interested in those topics. The student and the First Reader or Thesis Committee Chair will jointly develop the specific topic and time line for completion of the Master’s Paper or Master’s Thesis. The student should complete and submit the [Capstone Declaration Form](https://sahap.umbc.edu/files/2017/11/MA-Capstone-Declaration-Form.pdf) to the Graduate Coordinator. The Coordinator will process the form, assign the First Reader or Committee Chair as the student’s academic advisor, and issue permission to enroll in the respective credits (SOCY 711 for Master’s Paper Research or SOCY 799 for Master’s Thesis Research).

Students should maintain close contact with their faculty advisor in order to develop a viable program of study and avoid graduation delays. Students should become familiar with the [University’s requirements](http://gradschool.umbc.edu/graduation/reqs/masters/) and deadlines for organizing and submitting the capstone project.

Please consult the [Capstone Requirement Document](https://sahap.umbc.edu/files/2018/11/MA-Capstone-Requirement-Document.pdf) for detailed information about the capstone project options, guidelines, tasks, timelines, and FAQs.

**Capstone Options**

As a capstone to the M.A. in Applied Sociology, each student will complete an independent research project. This gives students an opportunity to investigate and analyze an area within Applied Sociology that is of particular interest to them, as they employ and demonstrate the skills they have learned during their MA course work. This research project may either be a Master’s Paper that follows departmental guidelines or a Master's Thesis that adheres to standard university guidelines. Students should talk with faculty members in order to identify an area of focus for their independent research paper, the most suitable type of paper for them, and the faculty members who will serve on their paper committee. All students are required to create a digital file representing their research before graduation (Master’s Paper students can create a poster file, Master’s Thesis students will create a presentation file for use in their final defense).

Please consult the [Capstone Requirement Document](https://sahap.umbc.edu/files/2018/11/MA-Capstone-Requirement-Document.pdf) for detailed information about the capstone project options, guidelines, tasks, timelines, and FAQs.

**Thesis Option**

Guidelines for the Master's Thesis are laid out by the university and require:

* a committee of 3 faculty who are official members of the UMBC “[graduate faculty](http://gradschool.umbc.edu/faculty/)” (1 chair + 2 members)
* completion of 2 semesters of SOCY 799: Master's Thesis Research (3 credits each) = 6 credits
* a thesis proposal and a formal thesis defense

The Master's Thesis is a major independent scholarly project. It is widely recognized as the standard product of an MA program and is similar to a dissertation in form and process. It is especially well- suited to those wishing to go on to doctoral level work or professional-level research. Students who write a Master’s Thesis are required to present their work at a formal defense of their research findings in front of their committee, the timing and structure of which adhere to university policy.

|  |
| --- |
| **Overview of the Master’s Thesis Process** |
| **How does the content of a Master’s Thesis differ from that of a Master’s Paper?**  The Master’s Thesis takes 6 credit hours to complete, is typically longer than a Master’s Paper, has a more in- depth analysis of data sources, and includes a thesis committee, a proposal and formal thesis defense. The thesis also must be completed on an inflexible university-specified timeline and be formatted to specific  university style guidelines: <http://gradschool.umbc.edu/graduation/dissertations/guides/> |
| **What is a Master’s Thesis defense? (see process below)**  The thesis defense is a formal oral examination. The committee decides whether the student is ready to defend. The defense may be delayed if more work is requested. If the committee agrees to the defense, receipt of a Master’s degree is dependent on the committee’s decision that the thesis has been defended successfully. Students can pass the defense with minor revisions, major revisions (delays graduation by 1  semester), or fail the defense. |
| **What happens before a Master’s Thesis defense?**  The student works with the thesis chair to develop a proposal that outlines the research plan (Semester 1). The committee reviews the proposal and decides whether the proposal should involve a formal defense or an informal review. After the committee provides proposal feedback, the student works with the chair to generate a thesis draft for the committee to review until the committee believes it is ready for a final defense (Semester 2). The student addresses committee feedback in the thesis document and defense presentation.  University paperwork must be filed according to strict deadlines throughout the process (see timeline). |
| **What happens during a Master’s Thesis defense?**  The thesis defense event involves a 4-stage process. (1) At the start, the student leaves the room while the committee confirms their agreement that the thesis is ready for a defense. (2) The student returns to provide a presentation (20 minutes) focusing on the key issues of the work and how s/he responded to committee input. Presentations are public and guests can observe and ask questions. (3) Once guests have asked questions, they must leave before the committee begins the oral examination (30-60 minutes). The student receives questions from each committee member, which include a discussion of the limitations of the thesis, how the student did/did not address previous feedback, and remaining or new revisions. The student is expected to demonstrate proficiency and professionalism. (4) Afterwards, the student leaves the room while the committee decides about the outcome of the examination based on how well the student answered questions and how much work needs to be done to the thesis document. The university mandates specific categories that symbolize the outcome of the oral examination, which include: pass with minor revisions, pass  with major revisions, or fail. After a decision is reached, the student returns to hear the decision/next steps. |
| **What happens after a Master’s Thesis defense?**  If the committee decides there are minor revisions, students may need a couple days to a couple weeks to make the changes (often including formatting the document to ETD). Changes may need to be approved by the committee, but often are approved and supervised only by the chair. If the student receives an outcome that requires major revisions, graduation is delayed and the student is given 60 days to address the revisions  and resubmit the thesis to the chair and committee. If the student fails, the committee will discuss next steps. |

**Non-thesis Option (MA Paper)**

Guidelines for the Master’s Paper are set within the department and require:

* a committee of 2 department faculty members (1 first reader + 1 second reader)
* completion of 1 semester of SOCY 711: Master’s Paper Research = 3 credits
* one additional elective course
* creation of a digital file of a poster summarizing their project

The benefits of completing a Master’s Paper include that it requires only 3 credits and it can be done in about 9 months (see time line). Unlike the thesis, there is no formal defense. Students can choose to write either a SCHOLARLY PAPER in the style of an academic journal article (Option 1A) or an APPLIED PROBLEM PAPER in the style of a research report to an organization (Option 1B).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MASTER’S PAPER** | **SOURCES TO ANALYZE** | | | **BENEFITS** |
| **Secondary Data Set** | **Original Data Set** | **Research**  **Literature Review & Analysis** |
| **Option 1A:** | Analysis of an | Collection and | Scholarly review | Requires enrollment in 3 |
| **SCHOLARLY PAPER** | existing | analysis of a | and critical | credits and allows for an |
| This is written in the style of | secondary data | small original | analysis of the | additional regular course; |
| a journal article, with a | set | data set | state of the art in a | may lead to a publication; |
| particular journal in mind. | (quantitative | (quantitative | subfield of Applied | less formal than the thesis |
|  | or qualitative) | or qualitative) | Sociology research | but still for an academic |
|  |  |  | (similar to an | audience. |
|  |  |  | *Annual Review of* |  |
|  |  |  | *Sociology* article) |  |
| **Option 1B:** | Analysis of an | Collection and | Review and critical | Requires enrollment in 3 |
| **APPLIED PROBLEM PAPER** | existing | analysis of a | analysis of an area | credits and allows for an |
| This is a written assessment | secondary data | small original | of sociological | additional regular course; |
| of a problem or a question | set of an | data set based | research that | fosters contact with target |
| that an agency is facing. | agency | on agency | addresses the | organization; more applied |
| Students identify an | (quantitative | research | questions | to appeal to non-academic |
| organization to work with, | or qualitative) | (quantitative | identified by the | audience; demonstrates |
| identify questions of interest |  | or qualitative) | agency ("state of | connections of MA skills to |
| to the organization, and |  |  | the art") | organization interests. |
| conduct research to provide |  |  |  |  |
| recommendations. |  |  |  |  |

**Capstone Timelines**

Students should enroll in 3 credit hours for their Master’s Paper for one semester (under the direction of a 1st and 2nd reader) and their Master's Thesis for two semesters (under the direction of a chair and 2 committee members). However, students should begin planning their Master’s Paper during their second semester in the program and contact potential faculty 1st readers/chairs at least 1 semester before they anticipate enrolling in paper/thesis hours. This provides time for students and faculty to develop/refine the idea together, coordinate their schedules/availability, and begin to create a timeline for completion. Students should not expect faculty to be fully available over summer or winter, but students are expected to work on their projects during these periods according to plans laid out with their 1st reader/chair\*. Following the suggested schedules (below) is not a guarantee of satisfactory completion of the required work and students who do not complete the work on time should discuss options with their 1st reader/chair. To avoid a delayed completion, students should confer early and often with their 1st reader/chair regarding the schedule, conceptualization, planning, and deliverables.

**Timeline for Completing the Master’s Thesis (~ 13 months)**

Students opting for a Master's Thesis should consult the Graduate School’s [website](http://gradschool.umbc.edu/graduation/reqs/masters/) for guidance on specific forms and formatting. Students should also consult the site for formal deadlines, as these vary each semester. The general thesis process is outlined below.

|  |  |  |
| --- | --- | --- |
| **SEMESTER 1** | | |
| **STUDENT TASKS** | **FOR DECEMBER**  **(FALL) GRADUATION** | **FOR MAY**  **(SPRING) GRADUATION** |
|  | *Thesis Hours*  *(SOCY 799) for Spring* | *Thesis Hours*  *(SOCY 799) for Fall* |
|  | November before semester 1 of  (Spring) thesis hours | May before semester 1 of  (Fall) thesis hours |
| Confirm committee chair and finalize idea for thesis; Create plan for semester 1 of thesis hours with committee chair; Create an outline of the thesis to send to potential committee members; Enroll in 3 credits of SOCY 799 for  spring semester | December | May |
| Start working on your literature review and search for data sources during the winter/summer break; Begin meeting with chair regularly for thesis hours and confirm committee  members | February | August |
| Work with chair to (1) outline the thesis sections, (2) draft a thesis proposal, (3) draft IRB application when relevant,  (4) consult committee as needed | March/April | September/October |
| Submit thesis proposal to the committee for review after it is approved by the chair; Committee provides feedback on the work to date and plan going forward; Schedule defense  of proposal (if needed) | April | November |
| Work with chair to address feedback from committee on proposal; Begin intensely working on completing sections of  the thesis; Create a plan/timeline for Semester 2 | May | December |
| Continue thesis research and use semester break to collect  primary data and/or prepare secondary data | Summer Break | Winter Break |

|  |  |  |
| --- | --- | --- |
| **SEMESTER 2** | | |
| **STUDENT TASKS** | **FOR DECEMBER (FALL)**  **GRADUATION** | **FOR MAY (SPRING)**  **GRADUATION** |
|  | *Thesis Hours*  *(SOCY 799) for Fall* | *Thesis Hours*  *(SOCY 799) for Spring* |
| Continue to analyze and write, according to timeline  developed with chair and plan outlined in proposal | August | January/February |
| Due date for the “Nomination of Members for the Final MA Thesis Examination Committee” Form (2 months before defense) to finalize committee composition. Student obtains signatures from committee and GPD and then submits to GPC. Once approved, Graduate School will  identify which committee member will serve as the Dean’s  Representative. | September 1st | February 1st |
| Full draft of Master’s Thesis due to committee chair, then student and chair make revisions back and forth until chair  is satisfied with the full thesis draft. | September 15th | February 15th |
| After the chair is satisfied with the draft, the draft is distributed to the committee at least 1.5 months before the Graduate School’s final electronic submission deadline. The committee should have at least 2 weeks to review the draft and provide feedback. During this time, the chair will ask the committee for permission to schedule a defense for middle of November. The committee may agree to schedule while the student continues to revise the thesis, or may ask  for a revised version of the draft before scheduling. | October 15th | March 15th |
| Once the committee agrees the defense is ready to be scheduled, the student and chair must provide minimum 2 week notice to the Graduate School by submitting the “Certification of Readiness to Defend the Master’s Thesis”  Form (obtain signatures from committee and GPD, then submit to GPC). The scheduled defense date should also be 3 weeks before final electronic submission deadline*.* Once approved, the Graduate School will send the official paperwork to be used during the defense to the faculty  member who is the Dean’s Representative. | October 31st | March 31st |
| Last possible week to have a defense, as students should plan to need 2 weeks after the defense to make minor revisions and format the document in ETD regulations. By 1 day after defense, faculty member serving as the Dean’s  Representative submits defense decision form (“Report of  Examining Committee” to the GPC (to submit). | November 15th | April 15th |
| Firm and final deadline from graduate school for  (1) “Approval Sheet” (chair submits to GPC early so GPC can submit to Graduate School by this date); (2) “Thesis and Dissertation Electronic Publication” Form (student submits to Graduate School); (3) Final, fully edited and revised ETD formatted thesis for UMI/Proquest (student submits to  Graduate School and GPC); (4) “Certification of Completion” form (Chair submits to GPC) | End of November  **(check graduate school website for exact deadline)** | End of April/ Beginning of May  **(check graduate school website for exact deadline)** |

**Timeline for Completing the Master’s Paper (~ 9 months)**

|  |  |  |
| --- | --- | --- |
| **STUDENT TASKS** | **FOR DECEMBER (FALL) GRADUATION** | **FOR MAY (SPRING)**  **GRADUATION** |
|  | *Master’s Paper hours*  *(SOCY 711) for Fall* | *Master’s Paper hours*  *(SOCY 711) for Spring* |
| Approach faculty with a paper idea; discuss and  develop idea; identify potential 1st reader | March | October |
| Confirm 1st reader and draft summary of paper idea  to send to potential 2nd readers; Confirm 2nd reader | April | November |
| Work with 1st reader to create plan for completion and set up timeline, enroll in 3 credits of SOCY 711 for next semester; start searching for relevant  literature and data during the respective break\*. | May | December |
| Contact 1st reader and work on executing plan to  complete paper (SOCY 711). | August | January |
| Meet regularly with 1st reader to review timeline for paper completion, discuss data/IRB when relevant, conduct analysis/information-gathering, and draft  Master’s Paper; Consult 2nd reader as needed | August-October | January-March |
| Submit full draft of Master’s Paper to 1st reader and  allow for 2-4 weeks of feedback and revisions | End of October | End of March |
| After 1st reader is satisfied with the draft, draft is sent to 2nd reader for at least 2 weeks to review);  Student revises draft until 2nd reader is satisfied | End of November | End of April |
| Student creates digital file of poster for submission  to graduate program | End of November | End of April |
| Student should have a final, completed Master’s  Paper that is signed off on by the 1st and 2nd readers | 1st week in December | 1st week in May |
| Master’s “Certification of Completion Form” | Firm deadline last day of  classes - December | Firm deadline last day of  classes - May |
| Submit final Master’s Paper with approval sheet to Graduate Program Coordinator (signatures required from 1st reader, 2nd reader, and Graduate Program  Director); 1st reader submits SOCY 711 grade | End of Fall semester | End of Spring semester |

**Graduation Application**

The application window by which you can apply are listed per semester below:

* **Fall:** July 1 – September 15
  + **Supplemental Application Due: September 30**
* **Summer:** April 1 – June 15
  + **Supplemental Application Due: June 30**
* **Spring:** December 1 – February 15
  + **Supplemental Application Due: March 1**

Students will need to apply for graduation for each program they are enrolled in (MA and each certificate). You may apply to graduate for the indicated term between the date window. The required supplemental application is due by the indicated date and will be emailed to you after your formally apply for graduation. The application process is not complete until the supplemental application is submitted by the above deadlines.

The SAHAP site has a current deadlines: <https://sociology.umbc.edu/> and so does the Graduate School site: <https://gradschool.umbc.edu/> .

Instructions on how to apply for graduation are here: <https://gradschool.umbc.edu/graduation/apply/> .

The MA Graduation Requirements and Deadlines are here: <https://gradschool.umbc.edu/graduation/reqs/masters/> .

Commencement Information is here: <https://gradschool.umbc.edu/graduation/commencement/>

More information about graduation can be found here: <https://gradschool.umbc.edu/graduation/reqs/masters/>

1. **Accelerated BA/MA Program**

The Accelerated Bachelor’s/Master’s program is designed for academically superior undergraduate students at UMBC in any major. Accelerated Bachelor’s/Master’s students may take up to 9 credits in their senior year that count for both the bachelor’s and master’s degrees. This reduces the number of credits required for the master’s degree. For example, students who complete the maximum of 9 graduate credits in their senior year need to complete only 21 additional credits for the master’s degree.

Students are eligible for admission into the Bachelor’s/Master’s program after they have earned 90 undergraduate credits. Plan to apply for admission by the second semester of your junior year.

Students will need to apply separately to the MA program during the semester before they plan to start the MA program.

**Program Highlights**

* Earn an M.A. in 12-18 months
* Lower the cost of graduate school
* No application fee

1. **Certificate in the Non-Profit Sector**

The Post-Baccalaureate Certificate in the Nonprofit Sector offered by the Department of Sociology, Anthropology, and Public Health is designed for college graduates who wish to understand the role and operation of nonprofit organizations. The certificate is awarded by UMBC and has been approved by the Maryland Higher Education Commission (MHEC).

The four courses in the certificate program provide an understanding of the roles of nonprofit organizations in American society, their methods of operation, research methods used to evaluate nonprofit programs, and substantive areas in which many nonprofits provide services.

Courses are offered at 4:30-7:00 pm or 7:10-9:40 pm one day per week Monday through Thursday to accommodate students with full-time employment or other obligations.

The certificate if open to student with a bachelor’s degree in any undergraduate major. Courses may be applied to the Master of Arts program in Applied Sociology if admitted.

#### Required Courses

A total of four courses are required to complete the certificate program. A grade of a “B” or higher must be earned in the four required courses for the certificate. A prerequisite for all courses is admission to the certificate program or the M.A. program in Applied Sociology. Other prerequisites may apply for individual courses.

**SOCY 681:** The Social and Institutional Roles of Nonprofit Organizations in American Society. (3.00)  
This course describes the history, organization, and functions of nonprofit organizations in American society. Topics include the functions of the nonprofit, government, and for-profit sectors; the history of the social roles of volunteerism and nonprofit organizations; the impact of nonprofit organizations on American society, and the changing roles of the three sectors in the 21st century.  
This course is offered in the fall semester.

**SOCY 685:** Structure and Function of Nonprofit Organizations. (3.00)  
This course analyzes the internal operations of nonprofit organizations and external relationships that nonprofit organizations need to develop. Topics include nonprofit financial systems, budgeting requirements, relationships with the funding community, interactions with government, and effective use of human resources.  
This course is offered in the spring semester.

#### Additional Course Requirements

One three-credit graduate course in social research methods or statistics (choose one):

* **SOCY 600:** Research Methodology (3.00)  
  Prerequisite: An undergraduate course in statistics in any department in any college.
* **SOCY 604:** Statistical Analysis (3.00)  
  Prerequisite: SOCY 600
* **SOCY 618:** SAS for Social Scientists (3.00)
* **SOCY 619:** Qualitative Methods in Social Research (3.00)
* **SOCY 608:** Advanced Statistical Methods (3.00)

One three-credit graduate course in a substantive area of sociology. All sociology graduate courses in substantive areas of sociology qualify.

1. **Certificate in the Social Dimensions of Health**

The Post-Baccalaureate Certificate in the Social Dimensions of Health offered by the Department of Sociology, Anthropology, and Public Health is designed for college graduates who wish to understand the role of social dimensions on health outcomes. The certificate is awarded by UMBC and has been approved by the Maryland Higher Education Commission (MHEC).

The four courses in the certificate program provide an understanding of health and health disparities based on systematically examining relationships with social dimensions.

Courses are conveniently offered at 4:30-7:00 pm or 7:10-9:40 pm one day per week Monday through Thursday to accommodate students with full-time employment or other obligations.

The certificate is open to student with a bachelor’s degree in ANY undergraduate major. Courses may be applied to the Master of Arts program in Applied Sociology, if admitted.

**Required Courses**

A total of four courses are required to complete the certificate program. A grade of a “B” or higher must be earned in the four required courses for the certificate. A prerequisite for all courses is admission to the certificate program or the M.A. program in Applied Sociology. Other prerequisites may apply for individual courses.

***Courses are typically offered once per year in the fall OR spring semester.***

TWO required classes:

**SOCY 651 Sociology** of Health and Illness Behavior (3.00)  
Analysis of health needs and demands of the population. Examination of health and illness behavior and utilization patterns, taking into account socio-demographic variations and trends. Topics include mortality and morbidity, health attitudes and behavior, social psychology of illness and patient-professional relationships.

**SOCY 658** Sociology of Mental Health & Illness (3.00)  
The course examines the social history of mental illness, the concepts and treatments employed, the professional’s role, the role of social class in mental illness, social factors in psycho-pathology, stress, social support and coping processes, along with sociological critiques of mental health practices. More currently, the course examines deinstitutionalization and the community mental health movement, the relationship between mental illness and the criminal justice system and the mental patients’ rights movement.

ONE three-credit graduate course in social research methods (choose one):

* **SOCY 600:** Research Methodology (3.00)  
  Prerequisite: An undergraduate course in statistics in any department in any college.
* **SOCY 619:** Qualitative Methods in Social Research (3.00)

#### Additional Course Requirements

ONE three-credit graduate course in social inequality (choose one):

* **SOCY 606:** Social Inequality and Social Policy (3.00) (summer offering too).
* **SOCY 611:** Constructing Race, Class, and Gender (3.00)

1. **Certificate in Applied Social Research Methods**

The Post-Baccalaureate Certificate in Applied Social Research Methods offered by the Department of Sociology, Anthropology, and Public Health is designed for college graduates who wish to understand how to conduct research projects for communities or organizations. The certificate is awarded by UMBC and has been approved by the Maryland Higher Education Commission (MHEC).

The four courses in the certificate program provide an understanding of modes of inquiry in the applied social sciences, and various methods and techniques used in applied research.

Courses are offered at 4:30-7:00 pm or 7:10-9:40 pm one day per week Monday through Thursday to accommodate students with full-time employment or other obligations.

The certificate if open to student with a bachelor’s degree in any undergraduate major. Courses may be applied to the Master of Arts program in Applied Sociology if admitted.

#### Required Courses

A total of four courses are required to complete the certificate program. A grade of a “B” or higher must be earned in the four required courses for the certificate. A prerequisite for all courses is admission to the certificate program or the M.A. program in Applied Sociology. Other prerequisites may apply for individual courses.

**SOCY 600:** Research Methodology (3.00)  
This course is designed to advance graduate students’ knowledge of the modes of inquiry in the social sciences and to familiarize them with research methods and techniques.  
Prerequisite: An undergraduate course in statistics in any department in any college.  
This course is offered in the fall semester.

**SOCY 604:** Statistical Analysis (3.00)  
An introduction to the concepts and methods of descriptive and inferential statistical techniques. Bi-variate and multi-variate statistical techniques will be examined.  
Prerequisite: SOCY 600  
This course is offered in the spring semester.

#### Additional Course Requirements

One three-credit graduate course in social research methods or statistics (choose one):

* **SOCY 608:** Advanced Statistics (3.00)
* **SOCY 618:** SAS for Social Scientists (3.00)
* **SOCY 619:** Qualitative Methods in Social Research (3.00)

ONE REQUIRED capstone Applied Sociology course:

* **SOCY 680:** Applied Sociology (3.00)  
  This course focuses on the “practical side” of sociology: using sociological insights and research methodologies (qualitative and quantitative) in an applied setting to examine local social conditions and social organizations or programs that address them. The course prepares students to become “embedded sociologists,” who conduct change-oriented research in communities or organizations. Course content includes conceptualization of applied research projects, an introduction to community-based research, training and practice in various applied field methodologies, conducting an applied research project, and practice in communicating applied research results to local stakeholders.

**POLICIES**

**Grades**

Students must receive a grade of “C” or better for a course to count towards their graduate degree. A grade of “C” is generally to be avoided. Information on Grades, Grading Policies, and Incomplete Grades from the Graduate School can be found here: <http://catalog.umbc.edu/content.php?catoid=21&navoid=1259>

An incomplete (I) grade can be requested by a student only under special circumstances, and when a significant part of the assignments of a course have been completed. A grade of “I” is generally to be avoided. Once a student receives an “I” they have one year to resolve the grade. If a student has more than one “I” they will need to meet with their advisor ASAP to discuss a resolution of the “I” grades.

Students must maintain a minimum GPA of 3.0 in order to graduate, that is a minimum of a “B” average. If the GPA drops below 3.0 at the end of a semester, the student will receive a warning from the Graduate School. If the student continuously fails to maintain a 3.0 GPA they may be dismissed from the program.

**Continuous Enrollment**

Once admitted to a graduate program, each student has the obligation to continue a course of study and must register every semester in the academic year (both fall and spring semesters). Failure to comply with the requirement to register every semester will be taken as evidence that the student has terminated his or her program and admission status in the Graduate School. A new application for admission with the consequent re-evaluation of the student's performance may be required of a student wishing to resume a graduate program terminated under this regulation. The Graduate Policy on Continuous Enrollment can be found here: <http://catalog.umbc.edu/content.php?catoid=21&navoid=1258>

**Leave of Absence (LOA)**

Students who wish to continue in a degree program, but who cannot study in a particular semester or year, should notify their Graduate Program Directors and the Assistant Dean for Graduate Progressions and Academic Services in the Graduate School using the [Leave of Absence Request Form](https://catalog.umbc.edu/mime/media/24/2127/Leave-of-Absence-Request.pdf). The Graduate LOA Policy can be found here: [http://catalog.umbc.edu/content.php?catoid=21&navoid=1258](C:\\Users\\marinaadler\\Downloads\\LOA Policy from Grad Catalog: http:\\catalog.umbc.edu\\content.php?catoid=21&navoid=1258)

A leave of absence is NOT required for summer or winter terms. The five-year period for completion of the master's degree or for admission to doctoral candidacy begins with the first semester of enrollment; this "clock" does not stop during leaves of absence. If additional time is needed to complete your degree or to reach candidacy, you can submit a request for an extension to the Associate Dean's office.

Failure to enroll after two consecutive semesters of leave of absence will result in your enrollment status changing from active to discontinued, unless approval has been granted in advance by the Associate Dean of the Graduate School for additional semesters of leave of absence. A student who is not enrolled, is not eligible to utilize university resources.

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#### Reinstatement

Students who wish to return to their programs after being discontinued for exceeding the leave of absence period must complete the [Returning Student Request Form](https://catalog.umbc.edu/mime/media/24/1847/Returning+Student+Request.docx), obtain the Graduate Program Director's signature, and submit the signed form to the Graduate School at least two weeks prior to the beginning of the desired term of re-enrollment.

A student who has been absent from UMBC for a longer period of time and wishes to continue graduate studies may be required to reapply. The student should contact the appropriate program to which he or she was admitted for advice, and the graduate program director will notify the Graduate School about the recommended procedure.

**FUNDING AND FINANCIAL AID**

**Graduate Assistantships**

The Department has a limited number of Graduate Assistantships (GA) positions. GA positions typically involve Teaching Assistantships or Advising Support. GA positions are renewed each semester based on performance and assignments are based on department needs. GA positions can either be full-time or part-time. Full-time GA positions are for 20 hours a week and include up to 9 credits of tuition remission. Part-time GA positions are for 10 hours a week and include up to 6 credits of tuition remission. All GAs are offered health insurance as well.

The Graduate School provides a very brief overview of the role (description of categories, compensation/benefits, and a link to the GA handbook, which has further detail) here: <https://gradschool.umbc.edu/funding/assistantships/>

The GA registration requirements are here: <https://gradschool.umbc.edu/funding/assistantships/registration/>

The Graduate School GA stipend information: <https://gradschool.umbc.edu/funding/assistantships/stipends/>

GA forms: <https://gradschool.umbc.edu/funding/assistantships/forms/>

**ASSOCIATIONS, ORGANIZATIONS AND AWARDS**

**Graduate Student Association**

[UMBC’s Graduate Student Association](http://gsa.umbc.edu/), or GSA, represents the interests and concerns of all graduate students attending UMBC, by providing them with a forum for discussions of and recommendations on matters involving graduate students and their welfare at UMBC. GSA plays an active role in campus [shared governance](http://about.umbc.edu/governance/), claiming a spot on the University Steering Committee along with representatives of the Faculty Senate, Non-Exempt Staff Senate, Professional Staff Senate, and Student Government Association.

**The GSA’s mission is:**

* To support, promote and represent all graduate students at UMBC;
* To provide a forum for discussions of and recommendations on matters involving graduate students and their welfare at UMBC; and
* To provide opportunities for intellectual, professional and social development through grants, public presentation of research, graduate community events and campus service support.

**Learn more about the** [**GSA at their website**](http://gsa.umbc.edu/), where you can also find information about grants, writing resources, and other support available to UMBC’s graduate student community.

**Alpha Kappa Delta (AKD)**

The International Honor Society for Sociology is [Alpha Kappa Delta](http://alphakappadelta.org/) (AKD), and UMBC belongs to the IOTA Chapter. The purpose of the society is to encourage and stimulate scholarship and research in Sociology by recognizing and honoring superior achievement in the discipline.

Undergraduates must be an officially declared sociology major or minor, have attained at least junior status (60 credits), overall 3.3 GPA, 3.0 GPA in sociology courses taken at the host institution, and must have completed four sociology courses at UMBC.

Graduate students must be officially admitted to the master’s program in sociology, have completed one full semester (9 credits) of the program, have an overall GPA of 3.0, and be currently enrolled in the program.

*The cost for an individual lifetime membership in the society is $40. Members also receive one free year of Sociological Inquiry. Members may purchase an Alpha Kappa Delta cord to wear at commencement for $10. Students who are qualified will be contacted with details early in the Spring semester, and will be honored at a ceremony held at the end of the semester.*

Contact the SAHAP department at [anthhappsocy@umbc.edu](mailto:anthhappsocy@umbc.edu) for more information on Lambda Alpha or Alpha Kappa Delta.

**Sociology Graduate Student Organization**

More information can be found here: <https://my3.my.umbc.edu/groups/sociologygso>

#### Gill Award

The Gill Award is awarded bi-annually. There is no application process associated with this award. Faculty select recipients based on service in the program and GPA. This award is for graduate students. The award is $150.

**SOCIOLOGY FACULTY ADVISORS**

Once admitted into the Master’s Program in Applied Sociology, the student will be assigned to a faculty advisor and will receive updates regarding the major via email. To determine who your faculty advisor is or for general questions on the Master’s Program in Applied Sociology, please contact Dena Smith, [dtsmith@umbc.edu.](mailto:dtsmith@umbc.edu)

At any point in the semester students can email their advisor directly or arrange a meeting to discuss questions about the program or their academic plan. The SAPH Department also has graduate faculty members in Anthropology and Health Administration and Policy, who may become your thesis or MP advisors.

The Sociology faculty:

Dr. Dena Smith, Associate Professor & Graduate Director

Ph.D., Rutgers University, 2011  
*Areas of Study: Sociology of Mental Health; Sociology of Psychiatry; Sociology of Health and Illness (Medical Sociology); Gender and Health; Cognitive Sociology*

[dtsmith@umbc.edu](mailto:dtsmith@umbc.edu)denatsmith.com

twitter: @dtsmith

410-455-2078  
PUP 224

Dr. Marina Adler, Professor

Ph.D., University of Maryland, College Park, 1990Ÿ

*Areas of Study: Social Science Methodology and Statistics; Cross-National Gender, Work and Family Issues; Social Inequality (Race, Class, Gender); Social Policy; Community-based research*

[adler@umbc.edu](mailto:adler@umbc.edu)410-455-3155  
PUP 232

Dr. Brandy Harris-Wallace, Associate Professor & Associate Chair

Ph.D., Florida State University, 2006  
*Areas of Study: Social Inequality (Race, Class, Gender); Paraprofessional Healthcare Workforce in Senior Housing; Physician-Patient Interaction; Health Disparities*

[bhwalla@umbc.edu](mailto:bhwalla@umbc.edu%20)410-455-5815  
PUP 229

Dr. Loren Henderson, Associate Professor

Ph.D., University of Illinois at Urbana Champaign, 2014  
*Areas of Study: Race; Health Disparities; Sexualities; Diversity and Inequality*  
[loren@umbc.edu](mailto:loren@umbc.edu)410-455-2087  
PUP 219

Dr. Aubrey Jackson, Assistant Professor

Ph.D., The Ohio State University, 2013  
*Areas of Study: Neighborhoods, Crime, and Health; Law & Society; Gender Stratification; and Political Sociology*  
[aubrey@umbc.edu](mailto:aubrey@umbc.edu)410-455-2059  
PUP 214

Dr. Christine Mair, Associate Professor & Undergraduate Program Director (SOCY)

Ph.D., North Carolina State University, 2011  
*Areas of Study: Life Course; Social Ties; Family; Aging; Health; Social Inequality (Race, Class, Gender); Globalization*  
[christine\_mair@umbc.edu](mailto:christine_mair@umbc.edu)410-455-8064  
PUP 230

Dr. John Schumacher, Associate Professor

Ph.D., Case Western Reserve University, 2000  
*Areas of Study: Medical Sociology; Social Gerontology; Physician-Patient Relationships*  
[jschuma@umbc.edu](mailto:jschuma@umbc.edu)410-455-3184  
PUP 217

Dr. Brian Soller, Assistant Professor

Ph.D., The Ohio State University, 2013

*Areas of Study: Criminology; Social Determinants of Health; Social Networks; Adolescence*[bsol@umbc.edu](mailto:bsol@umbc.edu)410-455-8467  
PUP 218

Dr. Takashi Yamashita, Associate Professor

Ph.D., Miami University, 2011  
*Areas of Study: Social Determinants of Health and Well-Being over the Life Course; Benefits of Lifelong Learning; Socio-Geographic Access to Health Resources; Health Literacy in Older Populations*  
[yamataka@umbc.edu](mailto:yamataka@umbc.edu)410-455-5938  
PUP 216

**CAREER DEVELOPMENT RESOURCES**

**The** [**UMBC Career Center**](http://careers.umbc.edu/) **aims to empower graduate students** and alumni to create their own success stories. Their team of talented and dedicated professionals are here to help you explore your career options, weigh decisions, and gain experience through internships, co-ops, and research positions. They will also connect you to employers seeking to hire UMBC talent through on-campus networking events and career fairs.

The [Career Center](http://careers.umbc.edu/) also serves UMBC alumni as they grow in their careers or transition to new ones, and they create partnerships with local and national employers to provide outstanding talent. The Career Center collaborates with UMBC faculty and staff to provide students for internships and career planning as well as searching for employment.

The American Sociological Association (ASA) has general information available here: <http://www.asanet.org/career-center/careers-sociology> and research briefs and reports on trends in the market: <http://www.asanet.org/career-center/research-careers>.

**IMPORTANT GRADUATE STUDENT RESOURCES AND INFORMATION**

**Graduate School:** [https://gradschool.umbc.edu](https://gradschool.umbc.edu/graduation/reqs/masters/)

**Forms and Additional Resources:** <https://gradschool.umbc.edu/students/forms/>

**Academic Calendars:** <https://registrar.umbc.edu/calendars/academic-calendars/>

**Registrar's Office:** <https://registrar.umbc.edu/>

**Student Business Services**: <https://sbs.umbc.edu/>

**Women’s Center:** <https://womenscenter.umbc.edu/>

**Counseling Center:** <http://counseling.umbc.edu/>

**Academic Integrity**

Academic integrity is an important value at UMBC. By enrolling in a graduate degree program at UMBC, each student assumes the responsibilities of an active participant in UMBC’s scholarly community in which everyone’s academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. These principles and policies apply in both face-to-face and online classes. Resources for students about academic integrity at UMBC are available at <https://academicconduct.umbc.edu/resources-for-students/>. The policies and procedures for graduate student academic conduct are available at <https://umbc.edu/gradschool/essentials/proc_misconduct>.

All graduate students are required to read and be familiar with the UMBC Policies and Procedures · UMBC Statement of Values for Student Academic Integrity <http://www.umbc.edu/undergrad_ed/ai/overview.php>, the USM Board of Regents Rights and Responsibilities for Academic Integrity <http://www.usmd.edu/regents/bylaws/SectionIII/III100.html> and the Policy and Procedures for Student Academic Misconduct <http://www.catalog.umbc.edu/index.php@catoid=4> . In addition, style guides for several common formats for citing sources can be accessed through the A.O. Kuhn Library, “Citing Source" <http://lib.guides.umbc.edu/citing> .

**Accessibility and Disability Accommodations, Guidance and Resources**

Support services for students with disabilities are provided for all students qualified under the Americans with Disabilities Act (ADA & ADAAA) and Section 504 of the Rehabilitation Act who request and are eligible for accommodations. The Office of Student Disability Services (SDS) is the UMBC department designated to coordinate accommodations that would create equal access for students when barriers to participation exist in University courses, programs, or activities. If you have a documented disability and need to request academic accommodations in your courses, please refer to the SDS website at [sds.umbc.edu](http://sds.umbc.edu/) for registration information and office procedures. SDS email: [disAbility@umbc.edu](mailto:disAbility@umbc.edu) SDS phone: (410) 455-2459.  
  
**Hate, Bias, Discrimination and Harassment**  
  
UMBC values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement. Consistent with these principles, UMBC Policy prohibits discrimination and harassment in its educational programs and activities or with respect to employment terms and conditions based on race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veterans status, marital status, sexual orientation, physical or mental disability, or genetic information. Students (and faculty and staff) who experience discrimination, harassment, hate or bias or who have such matters reported to them should use the online reporting form to report discrimination, hate or bias incidents; reporting may be anonymous.  
  
**Sex and Gender Based Violence, Harassment and Discrimination**  
  
Any student who is impacted by sexual harassment, gender-based harassment, sexual assault, sexual coercion, relationship violence, domestic violence, sexual exploitation, sexual intimidation, sex, gender-based stalking or retaliation or gender or pregnancy discrimination is encouraged to seek support and resources. You can access support and resources even if you do not want to take any further action. You will not be forced to file a formal complaint or police report. Please be aware that the University may take action on its own if essential to protect the safety of the community.  
  
Instructors are considered a Responsible Employee, per UMBC's Policy on Prohibited Sexual Misconduct, Interpersonal Violence, and Other Related Misconduct and are required to report disclosures of possible violations of the Policy to the Title IX Coordinator, even if the experience occurred before you attended UMBC. While we want you to be able to share information related to your life experiences through discussion and written work, instructors also want you to understand that they must report Sexual Misconduct to the Title IX Coordinator so that the University can inform you of your rights, resources and support.  
  
If you need to speak with someone in confidence, who does not have an obligation to report to the Title IX Coordinator, about an incident, UMBC has the following Confidential Resources available to support you: The Counseling Center: 410-455-2742; University Health Services: 410-455-2542; For after-hours emergency consultation, call 301-314-7651. Other on-campus supports and resources: The Women's Center (for students of all genders): 410-455-2714; Title IX Coordinator, 410- 455-1250.  
  
**Child Abuse and Neglect**Please note that Maryland law requires that instructors report all disclosures or suspicions of child abuse or neglect to the Department of Social Service and/or the police.