

Graduate Studies

2016-2017

# SOCIOLOGY

South Dakota State University Brookings

A  
Guidebook  
to

Thesis and  
Non-Thesis  
Options of  
the Masters  
Program

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

## The Department of Sociology and Rural Studies: **Education to make a difference**

**Mission:** *The mission of the Department of Sociology & Rural Studies is to provide students with the theoretical and substantive knowledge to participate as skilled professionals within the institutions and organizations that shape our increasingly diverse and global society.*

<p><b>CORE VALUES</b></p> <ul style="list-style-type: none"> <li>• <i>Expanding opportunity</i></li> <li>• <i>Applying research and learning to enhance the public good</i></li> <li>• <i>Inclusion as a way of thinking and acting</i></li> <li>• <i>Service to the community, the field, and the world</i></li> <li>• <i>Strength-based approaches</i></li> <li>• <i>Fostering cutting edge research and practice</i></li> </ul>	<p style="text-align: center;"><b>The Department of Sociology and Rural Studies contributes to building a prosperous South Dakota for all citizens while addressing the challenges of our increasing complex global and interconnected society.</b></p> <p><b>About our programs:</b> Our programs are built around our expertise in the areas of community, environment, diversity, and population studies. At each level, we provide an environment for student development.</p> <p><b>Undergraduates:</b> Coursework, service-learning experiences, community-based research, and internships prepare undergraduate students for employment in agencies that meet the human resources, human services, and criminal justice needs of our state’s residents and communities.</p> <p><b>M.A. Program:</b> Graduate training focuses on applied research techniques—e.g., demographic methods, evaluation research, and social impact assessments—acquired through courses and cooperative research with faculty members. These experiences provide students with the expertise to apply their skills in assessment, evaluation, and policy contexts.</p> <p><b>Online M.A. Program:</b> Students in the on-line Community Development degree program study with leading educators and researchers representing diverse fields gathering a diversity of experience in community development.</p> <p><b>Ph.D. Program:</b> Graduate students pursue their education in an intellectually rigorous and cooperative environment which includes a wide array of advanced quantitative, qualitative, and applied research techniques. Their coursework and teaching opportunities prepare them to teach a variety of courses, especially in theory, methods, and their area of expertise, as well as to become productive scholars.</p>
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**Mission**

The mission of the Master's in Science Program in Sociology at South Dakota State University is to prepare students for careers in collegiate teaching, research, and outreach; management, human resources, and marketing in business and industry; management, development, program evaluation and implementation, and research in nonprofits and government; and applied sociology.

**Goals**

- Students receive intensive and extensive classroom and practical training in applied and public sociology.
  - Students receive a solid grounding in the core areas of sociological theory and both qualitative and quantitative research methods.
  - Students develop research and practice and/or teaching expertise in a sociological emphasis area.
- In addition to the program goals, the Department is also required to create a five-year strategic plan that details how we will implement the University and College five-year strategic plan goals and identifies performance indicators. This plan is reviewed at the yearly Spring Department retreat.

**Program learning goals, associated learning outcomes, and expected student ability upon completion of the Program.**

<b>Goal</b>	<b>Learning Outcome</b>	<b>Student Abilities</b>
<b>Students receive intensive and extensive classroom and practical training in applied and public sociology.</b>	<p>Develop the necessary skills to assist public agencies, private organizations, and nonprofit institutions to assess program demands, evaluate program success, inform policy, and direct change.</p> <p>Develop skills and field experience in one of the following sociological practice fields: community development, community &amp; rural studies, demography, and environmental studies.</p> <p>Understand and apply various theoretical approaches related to public or applied sociology.</p> <p>Students will understand and apply participatory approaches, ethical standards, and assessment strategies related to applied sociology.</p>	<p>Articulate a theory of change related to their work, create a logic model or other assessment/reflection model to operationalize the theory of change.</p> <p>Work effectively with diverse groups to plan, implement and reflect on project processes.</p> <p>Apply appropriate research design process and methodological tools to the work,</p> <p>Apply appropriate theoretical perspectives to their work demonstrate inclusive practices, adhere to participatory practice when possible.</p> <p>Adhere to professional standards and ethics in engaging with outside entities, follow principles of good practice in undertaking projects with partners.</p>
<b>Students receive a solid grounding in the core areas of sociological theory and both qualitative and quantitative research methods</b>	<p>Identify the elements of the research process and apply in a wide variety of contexts.</p> <p>Demonstrate a comprehensive understanding of the different schools of sociological theory both classic and contemporary.</p> <p>Understand basic methodical</p>	<p>Appropriately link theory and method in research design</p> <p>Appropriately apply sociological theory to a wide variety of contexts by demonstrating the ability to think theoretically about issues</p> <p>Compare and contrast schools of sociological theory</p> <p>Apply both qualitative and quantitative skills in research and</p>

	<p>approaches used in sociological research and the factors that determine which approach is most appropriate to the research question.</p> <p>Learn and apply basic quantitative analysis skills including using SPSS or a similar package to analyze data.</p> <p>Learn and apply basic qualitative analysis skills including using NVivo or a similar package to analyze data.</p> <p>Understand and apply statistical processes to analyze data</p>	<p>practice settings</p> <p>Statistically analyze data to compare data sets, determine variance, correlation, cluster effects, etc.</p> <p>Design qualitative studies and collect, code, analyze data</p> <p>Professionally present research results</p>
<p><b>Students develop research and practice and/or teaching expertise in a sociological emphasis area.</b></p>	<p>Demonstrate in-depth theoretical understanding and practice-related skills in a sociological research area.</p> <p>Identify appropriate methodological approaches for studying issues in the emphasis area.</p> <p>Identify, compare and contrast critical studies and approaches in the emphasis area.</p>	<p>Compare and contrast how different schools of sociological theory approach key research questions in the emphasis area</p> <p>Demonstrate methodological expertise in identifying approach research questions and processes related to key issues in the emphasis area</p> <p>Apply sociological expertise to addressing a key issue or in teaching a course or module related to the emphasis area</p> <p>Identify how their research and teaching/practice contributes to the body of literature in the emphasis area</p>

## Sociology Department Faculty

**Mary Emery**, PhD (Department Head & Graduate Program Coordinator) - Community/Rural Development; Wellness; Applied Sociology; Evaluation; Leadership; Conservation; Youth development.

**Donald Arwood**, PhD - Social Psychology; Social Fields; Sociology of Higher Education; Demography

**Diane Kayongo-Male**, PhD - Women's Health in Africa; Families and the Division of Labor

**Candace May**, PhD – Environmental Sociology; Policy Analysis; Race, Class, Gender Studies

**Meredith Redlin**, PhD - Community Development; Race, Class, Gender Studies

**Jessica Schad**, PhD - Rural Community Development; Survey Methods; Rural Poverty; Environment and Natural Resources

**Julie Yingling**, PhD - Criminological Theory; Qualitative Methods and Analysis; Methamphetamine Use; Drug Markets; Domestic Violence; Feminist Criminology

**Weiwei Zhang**, PhD - Demography; Migration; Neighborhood; Quantitative Methods and Analysis; Demographic and Spatial Data Analysis

## Purpose of this Guidebook

This guide is designed to help Master's students in the Department of Sociology & Rural Studies succeed in meeting program requirements. As a guide, it does not replace the Graduate School Bulletin requirements. The guide also spells out in detail the responsibilities of a graduate student in the Department of Rural Sociology and provides information on forms, timelines, exams, and policies.

All students beginning graduate course work in Sociology at SDSU after July 1, 2015 will be required to fulfill the requirements of this guide. Students enrolled prior to this date may select from either this or any prior Guide in effect during their enrollment, but must fulfill the requirements of one or the other in its entirety.

### 1. Admission to the Graduate School

Application to the Master's degree program begins by submitting an application file to the Graduate School. This application file should include an application form, application fee, transcripts, degree certificates, letters of recommendation, and other materials as required by Graduate School. Application materials are due to the Graduate School by April 15 to be considered for fall enrollment and by August 15 (for international applicants) or October 15 (for domestic applicants) to be considered for spring enrollment. Applicants for the Master's degrees must have an approved Bachelor's degree from an accredited institution (except in approved/accelerated programs). Application may be made on-line at <https://app.applyyourself.com/?id=sdstate-g>. In addition to the Graduate School admissions process, students must also submit a writing sample, GRE scores, and a personal statement indicating how admission to our program will advance your career goals. International students must have met the following language requirements: IELTS score of 7 for admission or TOEFL of 100.

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

### 2. Active Status & Readmission to the Graduate School

To maintain active status, students must be registered for each semester of the academic year (excluding summer). Students who are not registered will be moved to inactive status. Inactive students must apply and be accepted for readmission before continuing graduate study. Graduate School policies in effect for the term of readmission will apply. Official transcripts must be furnished for graduate work taken at other institutions since last enrolled at South

Dakota State University. Programs may require the student to update supporting documents for the application. Readmitted students are encouraged to contact their graduate advisor prior to registration. Students who are readmitted may be required to change their Advisory Committee, file a new plan of study or resubmit other matriculation documents.

### 3. Admission Requirements for the Master's Program in Sociology

Students seeking admission to the Master's Program in Sociology and Rural Studies must:

- Submit a personal statement of purpose indicating how participation in the program will further their career
- GRE general scores
- An academic writing sample
- Three letters of recommendation

### 4. Advisory Committee

Incoming Masters' students are advised by the Graduate Program Director. S/he will assist the students in identifying their major advisor and a second internal committee member. Ideally the student will submit the form toward the end of the first semester; it must be submitted by the end of the second semester. The student is responsible for downloading the Committee Approval Request Form, getting the proper signatures and submitting it to the Graduate School. :

- Major Advisor – acts as the chairperson of the committee and must have Graduate Faculty status at SDSU.
- One (1) additional member from the major or related department.
- Graduate Faculty Representative - selected by the Graduate School, from a discipline not closely related to the major/minor/supporting areas. This member ensures that rules and regulations are followed and acts as the student's advocate, if necessary. For committee decisions, the Graduate Faculty Representative must vote in the affirmative for the vote to carry.

For Thesis completion, a minimum of three (3) members shall constitute the committee and each must have Graduate Faculty status. The Advisory Committee is responsible for assisting the student in developing a suitable graduate program, providing continuing guidance and counsel, and certifying the completion of the degree requirements to the Dean of the Graduate School. The Major Advisor approves the plan of study and any revisions of it, approves the thesis proposal, conducts the examinations appropriate to each option, supervises the validation of courses, and ensures that professional standards have been met in completing the degree requirements.

Note: Although the major advisor signs and submits the Committee Approval Request Form, the student is responsible for contacting and asking faculty to be part of his or her committee. Given the complexity of our program, we expect each student will construct a committee and get the plan of study approved by the end of his or her first year.

For non-Thesis completion, the student's committee consists of a primary advisor in the department and one other faculty member with Graduate Faculty status. The Major Advisor approves the plan of study and any revisions of it, conducts the oral examination, supervises the validation of courses, and ensures that professional standards have been met in completing the degree requirements.

### 5. Plan of Study

During the first semester of graduate work and no later than the end of the first year or completion of fifty (50) percent of the credits needed for graduation, the plan of study must be prepared on the appropriate form and approved by the major advisor. The plan of study will then be submitted to the Dean of the Graduate School for approval. At least fifty (50) percent of the credits on a plan of study must be in courses open only to graduate students (600-series or above). Failure to submit a plan of study may result in disapproval of courses taken prior to approval and/or registration restrictions. After approval, changes in the plan of study must be requested on the appropriate form.

## 6. Transfer of Credits

Credits earned at other institutions may be applied toward the master's degree, but only if they have a grade of an "A" or "B", are not outdated (may not be more than 6 years old at completion of the Master's degree), are not applied to another degree, and are approved by both the Advisory Committee and the Dean of the Graduate School. Requests for transfer credits must be supported by an official transcript filed with the Graduate School. No undergraduate courses may be counted toward the Master's degree. (See Graduate School Bulletin for more details on limitations for transfer credits).

## 7. Course Requirements for the Thesis and Non-Thesis Options

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

[SOC 790 - Seminar](#) Credits: 1  
[SOC 701 - The Research Process](#) Credits: 3  
[SOC 702 - Sociological Inquiry](#) Credits: 3  
SOC Research and Theory Elective Credits: 6  
SOC Elective Credits: 12  
[SOC 798 - Thesis](#) Credits: 5

Unless approved by the advisory committee, the 35-hour minimum requirement for the Masters Non-Thesis (Coursework/Applied) Option must be earned in the major. All students working toward the Masters Non-Thesis Option will be required to complete the following coursework:

Coursework/Applied Option (35 credit hours)  
[SOC 790 - Seminar](#) Credits: 1  
[SOC 701 - The Research Process](#) Credits: 3  
[SOC 702 - Sociological Inquiry](#) Credits: 3  
[SOC 709 - Evaluation Research](#) Credits: 3  
SOC Research and Theory Elective Credits: 12  
SOC Elective Credits: 13

In order to complete the graduate program, a graduate student in the Rural Sociology Department must attain a cumulative grade point average of 3.0 or better in Sociology as well as in the total program.

Students are also encouraged to participate in a Practice setting that provides an opportunity to apply Sociological theory and methods in a real life setting. Students engaged in Practice-related activity off campus must adhere to the requirements found in the Internship Packet (Appendix E).

## 8. Examinations

Students in the Thesis Option are required to pass a final oral examination covering course work, general knowledge of the field, and the thesis. Due to Department staffing, thesis proposals, and written and final oral exams are generally not administered during summer sessions. Students must pass the exam at least 10 days before graduation.

Students in the Non-Thesis Option are required to assemble a learning portfolio of all coursework, including a summative essay relating their coursework to their professional aspirations in the field. A final oral examination follows the satisfactory completion of all course work and the primary advisor's approval of the portfolio and essay. Students will be examined over their general knowledge of the field. Students must pass the exam at least 10 days before graduation.

## 9. Thesis

Students will work with their advisor to prepare and present a thesis proposal at a meeting of the advisory committee. The **deadlines** for submission of proposals are **November 1 (Fall) and March 1 (Spring)** of each year. Proposals are not considered during Summer Sessions. The proposal is delivered to the committee two weeks (10 working days) in advance of the meeting, and shall contain a brief (20 page double-spaced maximum) statement of the problem, research objectives, theoretical framework, proposed methodology and expected contributions to the field. Once approved by the thesis advisor, the thesis becomes a public document and may be shared with interested parties. The meeting scheduled for approval of the proposal is open to interested parties as observers. Observers should inform the advisor and student of their intent to attend the thesis proposal meeting.

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

The thesis should represent a scholarly contribution to knowledge related to the major field. The thesis accounts for 5 credits in the major representing both the research and writing required for the thesis. Grades for thesis credits are submitted as "S" for satisfactory progress of "U" for unsatisfactory program. Students must complete a work plan each semester they take thesis credits, and this plan must be signed by the advisor before they can register. See Appendix B.

### Steps for Submitting Theses or Dissertations to the Graduate School

1. Repair, edit, and revise thesis until the committee approves the thesis.
2. Obtain a hard copy of Acceptance Page signed by the advisor and department and include a space for Graduate Dean signature. The Acceptance Page may be printed on office-grade white paper.
3. Submit or mail the hardcopy of the Acceptance Page, containing ink-signatures, to the Graduate School.
4. Pay the \$45.00 printing and binding fee at Briggs Library.
5. Check with the Graduate School via D2L for information on submitting the thesis.
6. When the document is accepted, the Graduate School will inform the student and send a final electronic copy of the document (pdf format) to the 1) student (via d2L), 2) department and 3) and the library.
7. The final, electronic copy will have the Acceptance Page inserted (scanned) into the document and will contain the signature of the Dean of Graduate School.
8. The student may claim, if desired, the original Acceptance Page at SAD 130.
9. Often a student may want multiple original Acceptances Pages to include in multiple personal copies of the thesis or dissertation, if so, the student must obtain multiple copies of the Acceptance Page signed in ink by the advisor and department head and submit them to the Graduate School. After the Dean of the Graduate School has signed all of them, the student may claim them in SAD 130.

## 10. Time Limit and Outdated Course work

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

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

## 11. Graduate Assistantships and Financial Aid

### Financial Aid

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

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

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

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

### Graduate Assistantships

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

### Selection of Graduate Assistants

The number of graduate assistantships available in the department is limited. Graduate assistants are recommended for appointment by the Department Head in consultation with the departmental staff. Since graduate assistants play an important role in the department's teaching and research activities, care is exercised in their selection. In addition to a sound background in Sociology, graduate assistants are selected on the basis of their demonstrated

maturity of judgment, commitment to sociological research and teaching, and interest in the on-going activities and programs of the department. The prospective applicant is further referred to the discussion of "Appointment of Graduate Assistants" found in the Graduate School Bulletin. The student should also make note of the fact that while on a half-time assistantship, a maximum of twenty-two credit hours may be taken per year; and as a quarter-time assistantship, a maximum of 30 hours. All graduate assistants must be enrolled in at least six (6) hours of department course work each semester on an assistantship. At least three of these must be in formal courses. The remaining three hours may be taken in "Special Problems" or thesis/dissertation credits. Exceptions to this may be granted if student has already had all available courses. Graduate assistantships are determined on an annual basis. The application deadline for the upcoming academic year is March 1<sup>st</sup>.

## **12. Professional Conduct**

Students are expected to learn and practice ethical behavior as described in the American Sociological Association's Code of Ethics: <http://www.asanet.org/images/asa/docs/pdf/CodeofEthics.pdf> Students engaged in practice setting must also adhere the Community Development Society's Principle of Good Practice (Appendix D). In addition as stated in the Graduate School Bulletin, South Dakota State University has taken a strong and clear stand regarding academic dishonesty. The department has done likewise (see departmental policy in Appendix A of this document). The consequence of academic dishonesty ranges from disciplinary probation to expulsion.

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

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

## Appendix A: Graduate Program Policies and Procedures

### Definitions

**Graduate Student:** Any student admitted to any of the graduate programs in Sociology

**Graduate Student Advisor(GSA):** A faculty member assigned to provide orientation to new graduate students and to assist students in identifying a primary advisor and choosing committee members. The graduate advisor also is a liaison between the students and the department and graduate program. The graduate advisor is an advocate to help students successfully navigate the program.

**Primary Academic Advisor (PA):** A faculty member who agrees to work directly with the student in their progression through the program. The Primary advisor works with the student in scheduling all required meetings through the graduate school, serves as a resource and guide in the development and execution of dissertation/thesis work, and provides opportunity for publication, when available.

**Graduate Committee:** The Primary advisor plus faculty (one other faculty member Master's Degree; two for PhD committees) plus the Graduate Faculty Representative (outside faculty member) make up the committee. For program of study meetings, comps, and defenses all committee members must participate and must have ideally a 30 day notice for the meeting. To assess student progress and make recommendations for funding, the committee will meet with the graduate students at least once per semester.

**Graduate student representative:** The graduate student representative is elected by the graduate students as a liaison to the department. His or her role includes representing student interests and concerns to the department, ensuring graduate students are aware of changes in policy, opportunities, course offering and other department activities. The student is expected to attend all scheduled department meetings.

**Graduate representative to departmental committees:** Any departmental committee that does not deal with student evaluation may ask for a representative from the graduate students.

**Graduate Student Organization (GSO):** An organization designed to create a mechanism for graduate students to discuss and air concerns, ideas, and opportunities.

**Graduate Reading Group (GRG):** This weekly or bi-weekly session is an opportunity for graduate students to present their work and get feedback, to lead a discussion on a key issue, or to host guest speakers. Graduate students requesting travel support must present in the department. The GSO will identify student coordinators to plan and hosts sessions. Faculty are encouraged to participate.

### **Opportunities to work in the Department**

The Department of Sociology and Rural Studies provides two types of work opportunities: Hourly contract work and assistantships.

Depending on the grant and contract activity in the department, students may be offered an hourly position for the duration of the project. All students working on an hourly basis must:

- Enter their work hours on the project management sheet. Students will not be paid for work not directly associated with the project for which they are working. Also, students need to be aware that contracted hours are limited, so they must plan and execute their work according to contract limits.
- Attend project meetings as required

Students may also be offered an assistantship which includes some tuition remission. These appointments are made on a semester-by-semester basis for grant and contract projects while teaching, assistantships are typically awarded for the academic year in the Spring semester prior to teaching.

Students in a research or administrative position must:

- Submit a worksheet describing time on task;
- Submit hours to the website that monitors graduate student research and administrative time
- Inform the department head and supervisors when you will be out of town or need to miss a meeting; **failure to adhere to this guideline may mean immediate dismissal.**
- Respect each other and the workplace by keeping it neat and clean. If you use the last of something, refill or let Jamie know that we are out of those supplies.

Teaching assistants must:

- Develop and review the syllabus with the Department Head or faculty mentor at least 3 weeks before the semester starts.
- Attend bi-weekly teaching assistant meetings
- Have faculty visit their course at least once during the semester
- Provide a faculty/committee assessment of their work over the semester
- The department and supervisors need to know when you will be out of town or need to miss a class; **failure to adhere to this guideline may mean immediate dismissal**. Advance notice will allow the Department to find someone to take the course for you. If you have arranged for someone to take your course, email the Department Head and Jamie Jacobson.
- Respect each other and the workplace by keeping it neat and clean. If you use the last of something, refill or let Jamie know that we are out of those supplies.

#### **Assistantship application procedure**

Students must apply for an assistantship by April 15 for a department-sponsored assistantships. Applications will also be made available to faculty who may have an assistantship position related to a grant or contract project. The application form is attached.

The Department has:

- One 49% research/administrative assistantship assigned to the Data Center which requires skills using Excel and SPSS and in accessing and using Census Data. This position may also require supervising undergraduate and graduate interns.
- 5-7 teaching assistantship positions
- Occasional research assistantships associated with the Data Center or faculty research projects may also be available. Faculty engaged in the research/contract work recommend who will be hired for these positions.

#### **Travel support from the department**

Graduate students may request travel to support presentations at appropriate professional meetings. Funds are limited, but student participation in professional organizations is a priority in the Department. The Department will not provide total support for any meeting. When possible, the Department will provide transportation for up to 8 graduate and/or undergraduate students; students will not be reimbursed for individual expenses related to mileage or meals. Conference registration and hotel (sharing rooms) are expenses most often reimbursed by the department. Graduate students interested in presenting should also request funding from AKD and the professional society sponsoring the meeting. To be eligible for funding, students must:

1. Have had an abstract/paper or poster accepted and in listed in the program.
2. Present in the Department with faculty present in order to get feedback on improving the presentation.
3. Submit a request for travel support including a signature from at least one faculty member who knows the work and a short statement from the student of how participation will further career goals.
4. Provide documentation that they have applied for AKD or other funding sources available.
5. Provide a brief summary of the program and his/her participation and a photo for use in department newsletters.

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

## I. Introduction.

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

## II. Definition.

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

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

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

*01:10:25 Dishonesty.*

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

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

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

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

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

Although all violations are serious, some may be due to ignorance of those actions that entail academic dishonesty, poor documentation of research materials, incorrect formatting. These "minor" violations are treated differently than intentional attempts to act fraudulently. The solution for avoiding this problem is for student to consistently provide source citations for the ideas and information they are using.

## **A. Minor Violations.**

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

## **B. Sanctions for Minor Violations.**

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

## **C. Major Violations Relative to Course Work**

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

### **1. Sanctions for Major Violations – All Incidents**

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

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

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

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

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

## **D. Documentation of Violations**

Instructors will document all incidents of academic dishonesty. Instructors will not return a student's work if academic dishonesty is suspected as that work will become part of the incident's documentation. The instructor will also keep written evidence to support the charge of academic dishonesty that may include their own notes describing what they have observed and/or copies of the published works from which the material in question has

been taken. It is recommended that instructors clearly identify relevant passages. Instructors will provide copies of this documentation to the department head in the case of major violations.

#### **E. Communication with Students.**

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

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

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

##### **A. Minor Violations.**

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

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

##### **B. Sanctions for Minor Violations.**

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

##### **C. Major Violations**

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

##### **D. Sanctions for Major Violations**

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

#### **V. The Process of Appeal**

##### **A. The Informal Appeals Process**

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

[http://studentaffairs.sdstate.edu/student\\_policy\\_manual/chapter2.htm](http://studentaffairs.sdstate.edu/student_policy_manual/chapter2.htm)

### **B. Formal Appeals Process**

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

[http://studentaffairs.sdstate.edu/student\\_policy\\_manual/chapter2.htm](http://studentaffairs.sdstate.edu/student_policy_manual/chapter2.htm)

### **C. Records**

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

## **VII. Notification and Implementation**

### **A. Notification.**

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

### **B. Implementation.**

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

**Appendix B: Departmental form for taking dissertation/thesis credits**

**DEPARTMENT OF SOCIOLOGY & RURAL STUDIES**

Dissertation/thesis credit agreement

**NEW GUIDELINES which will be implemented Summer 2016**

The Dissertation/thesis credits (SOC 798/898) provide an opportunity for a student to work under the guidance of the faculty advisor to complete the dissertation or thesis requirement for degree completion. Under new guidelines provided by the Graduate School, all students taking thesis or dissertation credits must submit a work plan for that semester that is approved by the advisor, described on this form, signed by both the student and faculty advisor, and entered into the student’s department file.

Students must complete and submit the work identified in this agreement to the faculty advisor prior to the last day of class for each semester. These students will receive an S indicating satisfactory progress; Students who do not complete the work satisfactorily and turn it into the faculty advisor in a timely manner will earn a U. There is no incomplete option. **Students earning two Us will be dismissed by the Graduate School.** The Department of Sociology and Rural Studies is required by the Graduate School to follow this new procedure exactly.

**The consent of the instructor is required prior to registering for these credits. No one in the department or Graduate School is allowed to register you without this document signed by both you and the faculty advisor.**

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Course #: SOC 797 \_\_\_ SOC 798 \_\_\_  
(Check One)

Number of Credit Hours (1-6) \_\_\_\_\_

Term: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ 20\_\_\_

Joint Agreement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific work product to be completed this semester:

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

Date

Instructor's

Signature Date

3 COPIES: 1-Student, 1-Instructor, 1-Department Copy.

# Appendix C: Application for Graduate Teaching/Research Assistantship

South Dakota State University / Sociology Department

## Sociology and Rural Studies: Assistantship Guidelines

1. Assistantships are generally assigned on a semester-by-semester basis.
2. Reappointment requires a positive evaluation and letter of recommendation from a faculty advisor.
3. Students on assistantships must attend regular required meetings in the department.
4. The department and supervisors need to know when you will be out of town or need to miss a meeting
5. Students need to submit regular reports on progress.

(Type or print all entries)

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle in full)

Present Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Home Phone # (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Work Phone # (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Cell # (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Email address at SDSU: \_\_\_\_\_ Other email address you use regularly: \_\_\_\_\_

### Position(s) for which you wish to be considered (indicate all that apply):

- Graduate Teaching Assistantship
- Graduate Research Assistantship
- Other (special projects/administrative)

Would you also be interested in this position(s) as an unpaid assistantship?  Yes  No

Do you have the legal right at South Dakota State University?  Yes  No

When will you be eligible for employment?  Immediately  Other  
(when \_\_\_\_\_)

Give names, email addresses, telephone numbers, and official positions of three persons (not relatives) who are qualified to give information concerning your qualifications for this position:

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List academic honors you have received, including scholarships, fellowships and prizes; honorary scholastic societies to which you have been elected. Please identify titles that are not self-explanatory.

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Please provide any other information which may help in determining your qualifications for the position under consideration, i.e., writing experience, independent study, job related interests, abilities, knowledge, skills, and teaching and research experience.

Teaching: \_\_\_ teaching experience, please elaborate \_\_\_\_\_no teaching experience

Research experience: \_\_\_some experience, please elaborate \_\_\_ no experience

SPSS: on a scale of 1 to 4 with 1 = to no experience and 5 = highly skilled, please rate your skill level with SPSS:

\_\_\_

Nvivo or other qualitative software:, please rate your skill level using qualitative software: \_\_\_

**College or University: (Describe both undergraduate and graduate work to date. Attach additional sheets if necessary.)**

Name and Location	Date of Attendance (Month and Year)	Major and Minor Fields (Include quarter or semester hours in each)	Degree or Certificate	Date of Degree (Month & Year)

**RECENT WORK EXPERIENCE**

Name of Organization	Location	Position Title	Start Date (month/year)	End Date (month/year)

If you are a PhD student interested in a Graduate Teaching Assistantship, please include the following:

- A statement of your teaching philosophy
- A video recording of a 20-minute lecture appropriate for an Introduction to Sociology class. We suggest you use collaborate so you can archive the presentation.

Signature – By signing this application you are certifying that the information is true, correct and complete to the best of your knowledge and belief. You are authorizing investigation of all statements you have made.

Misrepresentation, falsification or omission of facts called for in this application is cause for cancellation of this application or termination of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

South Dakota State University offers all benefits, educational programs, materials, and services to all persons without regard for age, ancestry, color, race, citizenship, religion, creed, gender, sexual preference or national origin and is an Affirmative Action/Equal Opportunity Employer (Female/Male)

NOTE: Attach additional sheets, resume, etc., if more space is needed.

## Appendix D: Community Development Society Principles of Good Practice

As a part of the CDS beliefs, the organization follows the core Principles of Good Practice.

- Promote active and representative participation toward enabling all community members to meaningfully influence the decisions that affect their lives.
- Engage community members in learning about and understanding community issues, and the economic, social, environmental, political, psychological, and other impacts associated with alternative courses of action.
- Incorporate the diverse interests and cultures of the community in the community development process; and disengage from support of any effort that is likely to adversely affect the disadvantaged members of a community.
- Work actively to enhance the leadership capacity of community members, leaders, and groups within the community.
- Be open to using the full range of action strategies to work toward the long-term sustainability and well being of the community.

<http://www.comm-dev.org/latest/item/86-principles-of-good-practice>

**Appendix E: Internship/Practice Experience Packet**

**SOC 794**

**SOCIOLOGY INTERNSHIP AND PRACTICE EXPERIENCE  
PACKET**

**DEPARTMENT OF SOCIOLOGY  
& RURAL STUDIES**

**Marlene Schulz, MSW  
Department Internship Coordinator  
Scobey Hall, #220  
[marlene.schulz@sdstate.edu](mailto:marlene.schulz@sdstate.edu)  
605.688.4890 – Office  
605.688.6354 – Fax**

**Internship Packet**  
**Sociology 794 – Internship/Practice Experience**

This packet will include the forms listed below. If any form is missing, please see the Internship Coordinator right away. Items 5-8 and 10 must be completed and returned to the Internship Coordinator prior to the student receiving permission to register. The Intern, Intern Coordinator, Academic supervisor, and Site Supervisor Agreement forms must be completed and returned to the Internship Coordinator. The remaining forms are for the students' benefit. Students are encouraged to refer to them often.

1. Student Internship Syllabus/Contract
2. Internship Checklist
3. Intern Coordinator Evaluation Sheet
4. For Your Information Sheet
5. Application Form SOC 494
6. Internship Goals and Objectives Essay
7. Intern Confidentiality and Ethics Statements
8. Internship Site Verification Form
9. Weekly Report Form
10. Agreement Forms  
    -3 copies

**INTERNSHIP CHECKLIST  
SOC 794**

Prior to the start of an internship, students should complete the following:

1. Read the syllabus provided by the faculty supervisor which will indicate both learning outcomes and the strategies by which the learning outcomes will be met and assessed.
2. Submit the CONTRACT \_\_\_\_\_
3. Submit a cover letter and resume. \_\_\_\_\_
4. Complete and submit the Internship Application Form (in packet) \_\_\_\_\_
5. Submit an unofficial transcript \_\_\_\_\_
6. Complete and submit goals and objectives worksheet/essay (in packet) \_\_\_\_\_
7. Complete the Agency Information Sheet (in packet) \_\_\_\_\_
8. Have an email address that you use often. \_\_\_\_\_

Read, complete, and submit all of the above to the Internship Coordinator two weeks prior to the start of your internship. You will then receive the permission form that is necessary to register for this course.

After the internship starts, students are to:

9. Maintain a daily journal of activities. (see syllabus).
10. Submit weekly reports including tracking of hours. (see syllabus and weekly report form in this packet).
11. Keep the Internship Coordinator informed regarding any changes with the internship or change of address, phone number, and/or anything else that is pertinent to a beneficial internship. Inform the Internship Coordinator immediately if there are any problems. Students are to make sure that they notify their Site Supervisor regarding any problems.
12. Prepare and submit the final paper (see syllabus developed with your faculty supervisor).

**Internship Coordinator's Evaluation Sheet  
SDSU SOC 794- Internship  
(Assignments will be assessed in D2L)**

Intern \_\_\_\_\_

Term \_\_\_\_\_

Criteria	Above Expectations	Average Expectations	Minimal Expectations	Did Not Meet
Completed goals essay				
Provided all required registration materials				
Contact with Intern Coordinator+				
Maintained a daily journal				
Submitted all weekly reports				
Completed and submitted an integrative final internship paper.*				
Received a satisfactory evaluation from intern site supervisor. A,B,C denotes satisfactory; D or F denotes unsatisfactory				

+ when requested

\* see syllabus/contact for requirements

### Important University and Department Policies

1. Students must complete their entire internship by the last day of classes of the related semester in which they are registered to take the internship. This means that the required hours have been logged and the paper, daily log, and journal and all weekly reports are completed and have been submitted.
2. If there are any circumstances that may impact your ability to work and/or get paid you are responsible to check with the relevant departments or agencies to ensure that all requirements are met.
3. It is the student's responsibility to make sure that all requirements are met.
4. Twice during the first four weeks of the semester, the Internship Coordinator or Faculty Supervisor will contact the site supervisor to address any concerns that have may emerge as a result of placing the student at that site. Supervisors may request a reassignment of the student or a termination of the internship.
5. Students may also request a reassignment or a termination of the internship.
6. Students must learn and apply safety protocols associated with those sites that require training in safety processes and procedures.

**SDSU SOC 794 INTERNSHIP APPLICATION**

Name: \_\_\_\_\_

Preferred Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Email: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Will this be the same address, phone, and e-mail address during your internship? \_\_\_ Yes \_\_\_ No  
If "NO", please provide the address, phone number, and email address that will be used during your internship on the backside of this form.

Area emphasis(s): \_\_\_\_\_

Hours Completed: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Graduate Advisor: \_\_\_\_\_ Anticipated Graduation: \_\_\_\_\_

Chosen Internship Semester: \_\_\_\_\_

Internship Credit Hours requested: \_\_\_\_\_

Preferred internship site or type of experience desired:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERN CONFIDENTIALITY AND ETHICS STATEMENTS**

**Students are expected to thoroughly read and follow the following. Students are expected to sign and submit the white copy of this document and keep the yellow copy for their future reference.**

**CONFIDENTIALITY**

As an intern, you must not reveal the identity of clients or any other information that would uncover the identity of such clients without written permission from the client and your internship site supervisor. If the client becomes dangerous to others or themselves or if abuse is involved, the intern is required to immediately inform the site supervisor who will then be responsible to ensure that appropriate action is taken. Confidentiality must be maintained at all times.

**CORRUPTION**

Interns must not be involved in any illegal operations or violations of laws. They should not take part in any attempt to undermine the criminal justice system, human service agencies, or any other agency or organization associated with their placement site. They must not abuse power given by the state associated with their internship. Interns must report to their site supervisor any mismanagement of justice or any other inappropriate behavior observed while they are interning. They are required to treat all clients with justice, respect, and dignity. Interns must not abuse their internship by promoting their own undeclared agenda.

**ETHICAL BEHAVIOR IN GENERAL**

Interns must not participate in any activity that would compromise their placement site or South Dakota State University. They are required to observe all confidentiality and ethical standards established by the particular placement site. Interns will not develop a client-intern personal relationship. Interns must not become involved sexually with any "clients". Interns must not participate in or promote any form of harassment or discrimination, including, but not limited to harassment/discrimination based on race, ethnicity, sex, religion, age and sexual orientation.

ASA CODE OF ETHICS: see attached

**Failure to comply with any of the above will result in, at the minimal, removal from the internship and an grade (F) on their transcript.**

I \_\_\_\_\_ understand and agree to abide by the guidelines and code of ethics stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Placement Site: \_\_\_\_\_

**Sociology 794 – Internship Site Verification Form**

Intern Name: \_\_\_\_\_

Placement Site: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site supervisor \_\_\_\_\_

Title \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Extension \_\_\_\_\_

Fax \_\_\_\_\_

In signing this form I am indicating that I agree to provide an internship to this above named student.

\_\_\_\_\_

Site Supervisor Signature

Date: \_\_\_\_\_

Attach site supervisor's business card if available.

**Department of Sociology & Rural Studies  
South Dakota State University  
Sociology 494  
Internship**

**Weekly Report**

**Submit to the D2L Dropbox within 5 days of the end of the report period using the following template.**

Week Number: \_\_\_\_\_  
Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Internship Agency: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Report Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ Through: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Clock Hours for this report period: \_\_\_\_\_ Total Clock Hours to Date: \_\_\_\_\_  
Total number of hours required for internship: \_\_\_\_\_  
Activities:  
Reflection on meeting learning outcomes:

**Sociology 794**

**Internship Agreement Forms – Directions**

**The following agreement form is to be completed by the Intern, and then signed by the Intern, Internship Coordinator, Faculty Supervisor, and Site Supervisor. Each party should receive an original or copy of the agreement.**

**SOC 494 and SOC 794 Internship Agreement**  
**South Dakota State University**  
**Department of Sociology & Rural Studies**

This is an agreement between the internship site supervisor \_\_\_\_\_,  
(representing agency \_\_\_\_\_) and the student  
intern \_\_\_\_\_. This agreement sets forth the rules for the  
intern learning experience which upon successful completion of the internship, will award the student \_\_\_\_\_  
hours of academic credit at South Dakota State University. In order to receive these academic hours, the intern must  
complete a total of \_\_\_\_\_ hours of work/ service. The internship is expected to be completed by  
\_\_\_\_\_.

**Responsibilities of the Intern Agency and Site Supervisor/Employer:**

- The intern site supervisor is expected to provide a professional-level work experience for the student intern. The number of hours that is provided by the employer is approximately \_\_\_\_\_ hours a week for approximately \_\_\_\_\_ weeks. The student is not allowed to work more than 40 hours in any given work week while completing the internship.
- The intern agency will provide training related to the student interns area of study.
- The intern supervisor will advise the intern regarding what constitutes appropriate and ethical behavior at the intern agency.
- The intern site supervisor shall establish with the student intern a set of learning objectives and or learning experiences at the beginning of the internship. The objectives and experiences shall be mutually agreeable to both parties. These will be given to the internship coordinator.
- The intern site supervisor will establish a list of duties/projects/responsibilities/assignments prior to the beginning of the internship to the student intern and the internship coordinator.
- The intern site supervisor will supervise personally or appoint an appropriate individual to supervise as the student intern performs his/her duties/responsibilities/assignments.
- The intern site supervisor will provide a written evaluation of the student to both the student and the internship coordinator at the completion of the internship.
- The intern site supervisor will provide information regarding wage/benefit package ( if available ) to both the internship coordinator and intern prior to the state of the internship.
- If the internship is terminated, the site supervisor will give the reasons for the termination in writing to the students and the internship coordinator.
- The intern site supervisor will review and initial all weekly reports submitted.
- The intern agency will conduct any necessary background checks regarding placement of the student intern and is responsible for assuring that the student meets any agency requirements ( i.e. driver's license, age, confidentiality clearances and etc.)
- The intern agency understands that it is the agency's responsibility to confirm that the intern meets the agency hiring requirements.
- The intern site will also offer opportunities for participation in appropriate professional activities as available.

**Responsibilities of the Intern**

- The intern will report to work during the time that is mutually agreed upon. The intern will complete the required number of hours.
- The intern will perform the tasks/duties as assigned by the Intern Agency.
- The intern understands that the internship is a learning experience and if successfully completed, the intern will received academic credit.

- The intern will act ethically and appropriately at all times while participating in the internship and understands that if inappropriate or unethical behavior is practiced by the intern, the intern will be dismissed from the internship and will receive an **F for the final grade.**
- The intern must complete all the requirements of the Sociology Internship (Soc 794) as listed on the course syllabus in order to receive academic credit.
- The intern must submit weekly progress reports initialed by the intern sit supervisor.
- The intern must maintain a daily log which will be submitted to the intern coordinator at the completion of the internship.
- The intern is responsible for the payment of any applicable tuition and fees levied by South Dakota State University that pertain to the internship.
- The intern will maintain private health insurance or accept responsibility for medical costs that may be incurred at the internship site.  
 \_\_\_\_\_ Yes, I do have personal health insurance.  
 \_\_\_\_\_ No, I do not have personal health insurance. I understand that any medical care, including emergency care, I might receive will be my sole expense and responsibility.  
 \_\_\_\_\_ (Student Intern initials)
- The intern I acknowledges the benefits received from my experience as a Student Intern and in consideration thereof, I agree to indemnify and hold [SDSU] harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my internship at the Agency named above.
- Pay all SDSU tuition and fees required for registration in the internship, including the required fee for professional liability insurance and the background check.

**Responsibilities of the Sociology & Rural Studies Department and Internship Coordinator**

- The internship coordinator will approve all internship sites as well as required intern duties and responsibilities. (Soc 794 may require committee approval)
- Upon the successful completion of the internship the inter will be awarded \_\_\_\_\_ hours of academic credit in Soc 794
- The intern coordinator will periodically monitor the intern’s progress (through phone calls, email, and review of weekly reports and/or written correspondence) towards completion of the internship. Site visits may be conducted.

**Responsibilities of the Academic Advisor**

- Assist the student in identifying internship or practice experiences that will further their professional development, provide real-world experience, and challenge them to apply what they are learning.
- Review student journal reports and supervisor reports and provide feedback to assist students in maximizing their service to the agency or organization, expanding their opportunity to develop new knowledge and skills, and reflecting on their experience.
- Assess the assignments and experience

**Other Stipulations**

The intern, site supervisor, and/or intern coordinator may terminate this agreement after consultation with the other parties of this agreement. It is understood that the termination may result in an unsatisfactory (U) grade for the intern. Reasons for the termination must be given in writing.

I understand and agree to all the above stipulations. Please sign four copies and date.

Intern \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

Academic Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

### Internship Goals and Objectives Essay Template

Name \_\_\_\_\_ Date \_\_\_\_\_

Please answer the following questions. Critically answer the following questions. You must complete this exercise prior to applying for a specific internship. Students are to type in single space in 2-3 pages. Students will discuss their responses with the internship coordinator prior to your being released for an internship.

1. Outline at least three goals that you want to achieve during your internship. Why did you pick these particular goals? How will you achieve these goals?
2. Sometimes there are many applicants for only one available internship. Discuss why you should be the successful candidate for this position?
3. Discuss the reasons why you would like to intern or work for this particular agency, organization, person or industry. Why did you choose this particular internship?

## **Appendix A: Site Supervisor Policy and Procedures**

The PhD program in Sociology at South Dakota State University requires all graduate students to have a practice experience. For those interested in pursuing teaching career, that experience can be linked to courses related to teaching Sociology and to the scholarship of learning. For many of our students that practice experience will take place in an applied setting. The goals of the practice experience are not only focused on helping students develop their skills, knowledge, and abilities to work with others in an applied setting, but also to provide a valuable service to our partner organizations. The role of the Site Supervisor is critical to success.

### **Site Supervisor Roles and Responsibilities:**

The Site supervisor's primary role is to provide supervision to the student in the practice setting including orientating students to the organization, agency or community; providing access to training in required protocols; identifying tasks; providing timelines; monitoring work on those tasks, communicating expectations for the successful completion of tasks, approving hours spent on the practice assignment; and submit a complete a final assessment.

The Internship Coordinator will work with site supervisor to ensure that

### **Internship Coordinator Roles and Responsibilities:**

The internship coordinator's role is to make sure all forms are completed, SDSU and Department policies are understood and followed, and students and supervisors receive orientation on the process, and finally to certify completion of the experience.

### **Faculty Supervisor Roles and Responsibilities:**

The site supervisor will work in concert with the faculty supervisor whose responsibility is to work with the student to identify explicit learning outcomes and assessment strategies to address those outcomes.

## **Procedures**

### Developing the Practice Experience

Students will work with their advisor and Program of Study Committee to identify their practice setting and to establish the learning outcomes and the practice tasks associated with those learning outcomes.

Once the practice experience is developed, the student will contact the Internship Coordinator to begin the process. The student is also responsible for contacting the site supervisor and receiving approval to perform the practice experience with that agency, organization or community.

As the student is working on finalizing the practice location and identifying the supervisor, the student will also work with the faculty supervisor to finalize the practice experience syllabus.

### Initiating the Practice Experience

The student is responsible for making sure all forms are submitted. The internship coordinator will check to ensure that everything is in place and will contact the supervisor to make sure that there are no questions or concerns. The Faculty supervisor and student will establish a regular schedule of communication and due dates so the student can complete the course in a timely manner.

### Monitoring the Practice Experience

The student is responsible for submitting regular time reports, journal entries, and other assignments as stipulated in the syllabus. The internship coordinator will contact the site supervisor during the first week of the practice experience and again before the fourth week to ensure that the placement is working for the student and for the site supervisor.

At any time the site supervisor may contact the internship coordinator to request changes or, if necessary, termination of the practice experience. Should the site supervisor have concerns, s/he may first try to work out any issues with the student. If this is not successful, the site supervisor may contact the internship coordinator or faculty supervisor. If the issue is not resolved, the site supervisor can then contact the Department Head to resolve the issue.

#### Completing the Practice Experience

Students are responsible for turning in all forms, completing all assignments listed on the course syllabus, and participating in an exit interview with the site supervisor. The site supervisor and internship coordinator are responsible for providing the faculty supervisor with all assessment data. The faculty supervisor will submit the grade and provide overall feedback to the student.

## Appendix F: Application for Travel Support

NAME:

DATE:

What event do you plan to attend?

What do you plan to present?

What other activities/events do you plan to attend?

How do you see this activity contributing to your professional development?

When is the practice session scheduled for your presentation?

<p><b>DESTINATION:</b></p> <p><b>DATE(S) OF MEETING/EVENT:</b></p> <p><b>DATE OF DEPARTURE:</b></p> <p><b>DATE OF RETURN:</b></p> <p><b>OTHER SDSU PERSONNEL/STUDENTS MAKING TRIP:</b></p> <p><b>MODE OF TRANSPORTATION:</b></p>	<p><b>MEETING/EVENT:</b></p> <p><b>PURPOSE/REMARKS:</b> (Be specific, i.e., learn new methods for . . .          . present paper . . . recruit . . . research for project . . . professional          improvement.)</p>
<p><b>ESTIMATED COST:</b></p> <p>Transportation....._____</p> <p>Meals &amp; Lodging _____ days . _____</p> <p>Registration....._____</p> <p>Miscellaneous....._____</p> <p>(explain)</p>	<p><b>CLASSES I WILL MISS:</b></p> <p>Course #</p> <p>Dates</p> <p style="text-align: right;"><input type="checkbox"/> <input type="checkbox"/></p> <p><b>SIGNATURE OF TRAVELER</b></p>

**Appendix G: Rubric for evaluation of Thesis/Creative Component/Written and Oral exam**

## Appendix H: Career development information

### Planning your Career Trajectory

The Department encourages students to think about careers beginning their first day in the program and to develop a concrete plan for their career trajectory early in the program. We encourage students to concentrate in five areas: 1) take coursework that will prepare you to teach or work in the positions you are interested in pursuing. For those interested in teaching in academia, we highly recommend that students develop the skills to teach method, introductory courses, and courses in your specialization. 2) present at regional and national meetings; 3) aspire to publish at least twice in a refereed journal that related to your area of interest; 4) get teaching or practice experience that closely matches the kind of work you want to do; 5) work with your advisors and other faculty to build your social capital in the fields in which you have an interest. Resources and opportunities to assist you in developing your career and job prospects within the Department include:

1. Orientation: In the Orientation class you will be asked to begin developing your career plan. You will also have an opportunity to learn from faculty about their career trajectories, develop an academic CV, and begin determining what coursework will best prepare you for the career opportunities you are most interested in pursuing.
2. Plan of study committee: Students must convene a plan of study meeting before the end of their first year. The Department highly encourages students to discuss their career plans and seek advice from their committee.
3. Professional travel: The Department pays the registration fee and provides transportation for any students attending the Great Plains Sociological Association Meetings. Those presenting at the meeting can receive additional travel help. Students presenting at other regional and national professional association meetings can access up to \$300 in support. The Department encourages students to apply for travel grants and scholarships from professional organizations and from AKD. Students receiving funding from the department are required to practice the presentation in the department prior to the meeting. The application form for travel support is available in the student guide and on the webpage. All students who are employed at SDSU must also file an out-of-state travel form.
4. Co-presenting with faculty: Students are encouraged to work with faculty and advisors on joint presentations and publications. Students attending meeting should advantage themselves of the opportunity to use faculty connections to build their own social capital.
5. Professional development: The Center for Excellence in Teaching offers a teaching assistantship credential; the Instructional Design Center offers workshops in using technology to teach; the graduate schools also offers workshops on building your CV and other aspects of professional development, and the Department in conjunction with the Graduate Student Organization (GSO) offers workshop on various topics. The Department encourages all graduate students to participate in the GSO and to work with other students to address needs and concerns related to support for career development and job searches.
6. Search committee participation: The Department encourages at least one graduate student to serve on each Search Committee. Participation can help graduate students learn about the search process and what search committees look for when recommending someone for hire.
7. Forthcoming: At the request of students, the Department will set up an informal session for ABD students and students just finishing COMPS and course work to talk about planning for their job search.

### **Additional Resources**

***UC Berkley slides: "Jobs Outside of Academia."***