

GEORGE WASHINGTON UNIVERSITY

# Graduate Program Handbook

MA in Sociology  
MA in Criminology

2017-18

SOCIOLOGY DEPARTMENT \* 801 22 STREET NW \* PHILLIPS HALL 409

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## Department Faculty

Information about faculty research and teaching specialties can be found on the department's website at <https://sociology.columbian.gwu.edu/faculty-directory>. There you can find faculty office hours posted each semester. They are also posted on the bulletin board in the Sociology reception area (PHIL 409). Office hours are for drop-in visits (no appointment necessary), but you can also email a professor to set up individual meeting times, especially if you can't make office hours. Note: the best way to contact a professor is via email vs. phone. The names listed below are the department's full-time faculty. We also employ part-time faculty every semester who teach courses in their areas of expertise.

### **Fran Buntman**

*Director of Graduate Studies*  
Office: PHIL 409-G  
Campus Phone: (202) 994-7465  
Email: fbuntman@gwu.edu

### **Robert Cottrol**

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Email: bcottrol@law.gwu.edu

### **Cynthia Deitch**

Office: Women's Studies, 837 22<sup>nd</sup> St  
Campus Phone: (202) 994-7438  
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### **Daina Eglitis**

*Director of Undergraduate Studies*  
Office: PHIL 409-I  
Campus Phone: (202) 994-1515  
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### **Amitai Etzioni**

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### **Hiromi Ishizawa**

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### **Antwan Jones**

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Campus Phone: (202) 994-0266  
Email: antwan@gwu.edu

### **Michelle Kelso**

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Campus Phone: (202) 9994-6936  
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### **Ivy Ken**

*Interim Chair (Fall 2016)*  
Office: PHIL 409-H  
Campus Phone: (202) 994-1886  
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### **Emily Morrison**

*Director, Human Services & Social Justice*  
Office: PHIL 409-F  
Campus Phone: (202) 994-6167  
Email: emily\_m@gwu.edu

### **Katrina Pariera**

Office: 600 21<sup>st</sup> St NW #105  
Campus Phone: (202) 994-1878  
Email: klp@gwu.edu

### **Hilary Silver**

Office: PHIL 409-J  
Campus Phone: (202) 994-7466  
Email: hilarysilver@gwu.edu

### **Gregory Squires**

Office: PHIL 409-A  
Campus Phone: (202) 994-6894  
Email: squires@gwu.edu

### **Steven Tuch**

Office: PHIL 409-B  
Campus Phone: (202) 994-7466  
E-mail: steve@gwu.edu

### **Ronald Weitzer**

Office: PHIL 409-D  
Campus Phone: (202) 994-6895  
E-mail: weitzer@gwu.edu

## Key Personnel

<b>Department Chair:</b>	Hilary Silver (hilarysilver@gwu.edu), 202-994-7466
<b>Operations Manager:</b>	Octavia Kelsey (okelseyg@gwu.edu), 202-994-6345
<b>Part-Time Assistant:</b>	Kate D'Amica (soc@gwu.edu), 202-994-5325
<b>Director of Graduate Studies:</b>	Antwan Jones (gradsoc@gwu.edu), 202-994-0266
<b>Department of Sociology</b>	Phillips Hall - Suite 409 801 22nd Street NW (Academic Center) Washington DC 20052 Phone: (202) 994-6345 Fax: (202) 994-3239 soc@gwu.edu

**The Sociology Department Graduate Committee** is responsible for making admissions and award decisions and for dealing with academic issues as they pertain to the MA programs in Sociology and Criminology. The Graduate Committee consists of three members:

**Antwan Jones**, Director of Graduate Studies  
Email: gradsoc@gwu.edu  
(202) 994-0266, Office: Phillips 409-C

**Gregory Squires**  
Email: squires@gwu.edu  
(202) 994-6894, Office: Phillips 409-A

**Ronald Weitzer**  
Email: weitzer@gwu.edu  
(202) 994-6895, Office: Phillips 409-D

### **Department Program Advisors**

- 1) **Graduate Student Advisors:** All incoming Sociology and Criminology graduate students are assigned a Faculty Advisor at the beginning of their first semester at GW. **Students should meet with their advisor early in their first semester to discuss their programs of study.**
- 2) **Thesis Advisors:** By their second year, students choosing the thesis option will select a Thesis Committee composed of a faculty Thesis Director and a Reader. The Thesis Director becomes the student's new Faculty Advisor. Please email the Director of Graduate Studies and the Executive Assistant with the news of this change. Note: Criminology students who opt for the comprehensive exam (vs. thesis) retain their original Faculty Advisor.

**CCAS Graduate Advising:** The Columbian College of Arts and Sciences (CCAS) Graduate Student Handbook can be found online at <https://columbian.gwu.edu/graduate-resources>. Students with questions about CCAS rules and requirements may contact Adrienne Douglass, the Graduate Program Director for the Department of Sociology in CCAS. Her office is located in Phillips Hall 107, and you may reach her at (202) 994-4904 or adoug@gwu.edu.

## MA in SOCIOLOGY

### Required Courses

#### Methods

SOC 6230: Research Methods  
SOC 6231: Data Analysis  
SOC 6232: Qualitative Methodology  
Note: SOC 6230 must be taken before the other two methods courses.

#### Theory

SOC 6238: Development of Sociological Theory  
SOC 6239: Contemporary Sociological Theory

#### Thesis

SOC 6998: Thesis Research (1st semester)  
SOC 6999: Thesis Research (2<sup>nd</sup> semester)

#### Major Field

Two Courses from list below

#### Minor Field

One Course from list below

#### Electives

Any two other departmental graduate courses; SOC 6295 may be taken once.

#### Other Departments

With the written consent of your advisor and the graduate director, one graduate course in a related department or program (including consortium courses) may be used for one of the major or minor requirements or for one of the electives.

### Major/Minor Fields of Concentration

The following courses satisfy requirements for the three major and minor fields:

#### Social Inequality

**SOC 6245:** Race Relations  
**SOC 6246:** Comparative Race & Ethnicity  
**SOC 6248:** Race and Urban Redevelopment  
**SOC 6252:** Selected Topics\*  
**SOC 6263:** Race and Crime  
**SOC 6265:** Women, Welfare, & Poverty  
**SOC 6268:** Race, Gender & Class  
**SOC 6271:** Gender & Society  
**SOC 6273:** The Sex Industry  
**SOC 6286:** Law of Race & Slavery

#### Urban Sociology

**SOC 6248:** Race & Urban Redevelopment  
**SOC 6250:** Urban Sociology  
**SOC 6252:** Selected Topics\*  
**PSC 6211:** Urban Politics  
**PSC 6212:** Urban Policy Problems  
**GEOG 6243:** Urban Geography

#### Criminology

**SOC 6258:** Deviance and Control  
**SOC 6259:** Criminology  
**SOC 6260:** Special Topics in Criminology\*  
**SOC 6262:** Corrections  
**SOC 6263:** Race & Crime  
**SOC 6264:** Organized Crime  
**SOC 6273:** The Sex Industry

\*Special Topics vary each semester and their course content may or may not fit with your field of study. Check with your Faculty Advisor to be sure.

**MA in SOCIOLOGY: Two-Year Planning Worksheet**  
 (full-time schedule)

	Fall Semester	Spring Semester
<b>Year 1</b>	Course 1: SOC 6238 (Theory)	Course 1: SOC 6239 (Theory)
	Course 2: SOC 6230 (Methods)	Course 2: SOC 6231 (Stats)
	Course 3: (substantive course)	Course 3: (substantive course)
<b>Year 2</b>	Course 1: SOC 6998 (Thesis Research)	Course 1: SOC 6999 (Thesis Research)
	Course 2: SOC 6232 (Qual. Methods)	Course 2: (substantive course)
	Course 3: (substantive course)	Course 3: (substantive course)

## MA in CRIMINOLOGY

### Required Courses

Requirements include: 3 Research Methods courses, 2 Criminology courses, 1 Theory course, 1 Forensic Sciences course, 5 Elective courses, and either a thesis or a comprehensive examination.

#### Research Methods

SOC 6230: Research Methods

SOC 6231: Data Analysis

SOC 6232: Qualitative Methodology

Note: SOC 6230 must be taken before the other two methods courses.

#### Theory

ONE of the following:

SOC 6238: Development of Sociological Theory

SOC 6239: Contemporary Sociological Theory

#### Criminal Law

SOC 6257: Criminal Law for Forensic Scientists

#### Criminology

SOC 6258: Deviance & Control

SOC 6259: Criminology

#### Electives (5 courses)\*

Any two Forensic Sciences courses

SOC 6260: Special Topics in Criminal Justice

SOC 6261: Sociology of Law

SOC 6262: Corrections

SOC 6263: Race & Crime

SOC 6264: Organized Crime

SOC 6266: Gender & Criminal Justice

SOC 6273: The Sex Industry

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**\*Electives:** A minimum of TWO electives must be taken from Forensic Sciences. A minimum of ONE elective must be taken in Criminology from the list above. Your balance of courses may be one of these three options:

- 1 Criminology elective & 4 Forensic Sciences electives
- 2 Criminology electives & 3 Forensic Sciences electives
- 3 Criminology electives & 2 Forensic Sciences electives

With the written consent of your advisor and the graduate director, one graduate course in a related department or program (including consortium courses) may be used for one of the required or elective courses.

#### **A Comprehensive Examination or a Thesis is required:**

- Comprehensive Examination: Written examination covering required coursework. Exams are typically based on your Criminology courses, not Forensics.
- Master's Thesis: Substitute SOC 6998 & 6999 (Thesis Research) for two elective courses. At least two Forensics and one Criminology elective must still be taken.

**NOTE:** Many Forensic Sciences courses require substantial science background, especially chemistry, and are encouraged for those who have strong science training. Courses that are not science-based include FS 6254 (Forensic Psychiatry), FS 6208 (Terrorism), FS 6253 (Homicide Investigation), FS 6255 (Child Abuse Investigation), FS 6256 (Forensic Pathology). It is recommended that students take Criminal Law I during their second year.

## MA in CRIMINOLOGY: Two-Year Planning Worksheets

*(full-time schedule)*

### Thesis Option

	Fall Semester	Spring Semester
<b>Year 1</b>	Course 1: SOC 6230 (Methods)	Course 1: SOC 6231 (Stats)
	Course 2: SOC 6258 (Deviance)	Course 2: SOC 6259 (Criminology)
	Course 3: SOC 6238 (Theory) or Elective	Course 3: Elective
<b>Year 2</b>	Course 1: SOC 6998 (Thesis Research)	Course 1: SOC 6999 (Thesis Research)
	Course 2: SOC 6232 (Qual. Methods)	Course 2: SOC 6239 (Theory) or Elective
	Course 3: FS 6221: Criminal Law I	Course 3: Elective

### Comprehensive Exam Option

	Fall Semester	Spring Semester
<b>Year 1</b>	Course 1: SOC 6230 (Methods)	Course 1: SOC 6231 (Stats)
	Course 2: SOC 6258 (Deviance)	Course 2: SOC 6259 (Criminology)
	Course 3: SOC 6238 (Theory) or Elective	Course 3: Elective
<b>Year 2</b>	Course 1: Elective	Course 1: Elective
	Course 2: SOC 6232 (Qual. Methods)	Course 2: SOC 6239 (Theory) or Elective
	Course 3: FORS 6221: Criminal Law I	Course 3: Elective



## **MA in Criminology: Comprehensive Examination Option**

**Format:** Take-home exam consisting of two (2) essay questions. Responses should be typed, double-spaced, 11- or 12-point font. Maximum length = 40 pages (not including references).

**Questions:** Questions will test students' knowledge of criminological theory, empirical studies, and/or criminal law.

**Timing:** Exam to be taken during student's final semester in program, but no later than the 11<sup>th</sup> week of classes in that semester.

- Exams should be taken during the regular academic year, and only under unusual circumstances would an exam be administered during the summer.
- Students receive exam questions at 12 noon on a Thursday and return it by 12 noon the following Monday.

### **Administration**

- Students are responsible for contacting their Advisor early in their final semester to initiate the exam process.
- Advisors will coordinate the exam, by appointing faculty to write and read questions and determining when the exam will be taken.
- A faculty member (may include the current advisor) will be appointed to write one question, and s/he will also read and evaluate that question. A second faculty member will be appointed to read and evaluate the same question. The second faculty member will also write a second question, and s/he and another faculty member will read and evaluate that question.
- No faculty member will be asked to write more than one question per exam, unless a question needs to be retaken by the student.
- Grades for each question are as follows: *High Pass*, *Pass*, *Conditional Pass*, or *Fail*.
- Students who receive a *Conditional Pass* on any question will be required to revise their answer in response to the readers' criticisms. A passing grade will be contingent on successful revision of the problematic answer (successful revision will result in a grade of *High Pass* or *Pass* on that question). Unsuccessful revision will result in a grade of *Fail* on that question, which will require answering a new, substitute question.
- Students who receive, on any question, a grade of *Fail* will be required to answer a new, substitute question.
- If a student *Fails* a question on the second attempt, the student fails the exam and is terminated from the program.
- Students who retake a question must do so by the last week of classes in their final semester.
- In order to receive a *High Pass* on the entire exam, the student must receive a *High Pass* on both questions.

**Department Assessment of Comprehensive Exams:**

In order to comply with accreditation requirements from the Middle States Commission on Higher Education, our department must complete an evaluation of every comprehensive exam written by our Criminology MA students as one way of determining whether the learning outcomes for our graduate program have been met. The evaluations will be analyzed in aggregate as part of an effort, over time, to guide our strategies for improvement. Please note: these data are being collected so that we may evaluate the department's strengths and weaknesses, not the individual student's. Nonetheless, we believe it is helpful to communicate to students what the department's broad goals are. The learning outcomes for our graduate program include the following three items:

- i. Students will demonstrate a sociological and criminological knowledge of and analytical skills in the area of criminology.
- ii. Students will be able to explain the process of sociological and criminological research; critically consume research-based information; and collect, code, and analyze sociological and criminological data using qualitative and quantitative research methods.
- iii. Students will be able to articulate sociological and criminological theories, evaluate the limitations and strengths of a variety of theoretical approaches, and apply theories to the analysis of social life.

**The evaluation of each Comprehensive Exam will take the following form:**

Task	Score (each component worth 5 points)	Comments
• Knowledge of appropriate theoretical perspectives		
• Ability to critically analyze key theoretical/conceptual perspectives		
• Understanding of, and comprehensiveness of response to, the specific issues raised in exam		
• Capacity to critically address criminological issues using appropriate social science tools		
• Quality of writing and use of citation style that conforms to discipline conventions		
<b>TOTAL (out of 25)</b>		

This evaluation is for the department's internal use only and is not meant to be shared with the student who has written the exam. However, students are welcome to inquire how well their work has met the department's learning objectives.

## **MA Thesis Option: Guidelines & Deadlines**

Below is a set of guidelines to assist MA students regarding their theses and professional development, and to help students and faculty work through the thesis process in a timely, organized manner.

### **1) Choosing a Thesis Topic, Director, and Reader**

We recommend that students take SOC 6230 (Research Methods) during their first semester in the program, which will help them decide the most suitable method for addressing their research questions or topics. We also recommend that either the quantitative data analysis requirement (SOC 6231) or the qualitative method requirement (SOC 6232) be fulfilled prior to starting the thesis research project.

Students should choose a Thesis Director before the end of their first year. The Director must be a regular full-time professor in the Sociology Department, including those with joint appointments. With the approval of the Faculty Advisor, the Director of Graduate Studies, and the Chair of the Sociology Department, part-time faculty can also serve as Thesis Directors and Readers. If you are unsure about whether a particular faculty member is full- or part-time, ask your Faculty Advisor.

Choosing a Director is an important part of the process of writing a thesis. To identify the appropriate person, students should, at the very least, meet with all the faculty whose research areas correspond to their topics of interest. The Sociology Department's website includes a description of each professor's research interests and recent publications, as well as blurbs about various projects: <http://sociology.columbian.gwu.edu/>. Visit professors during their office hours or set up appointments to meet with them; be prepared to describe your own research interests and also find out more about the professor's.

Once a Thesis Director is chosen, the student should, in consultation with the Thesis Director, decide on a Thesis Reader from among the faculty. The Reader plays a more limited role in the thesis process, but should be involved from the beginning. Note: Once a Thesis Director is chosen, he or she becomes the student's new Faculty Advisor, replacing the student's originally assigned Advisor. The Director of Graduate Studies and the Executive Assistant in the Sociology Department should immediately be notified of the student's new Advisor.

### **2) Regular Meetings with Thesis Director and Reader**

Students are required to meet with their Thesis Directors at least once a month to report progress on the research, or more frequently if the Director and student agree on such a schedule. The student should also meet with the Reader periodically. These meetings should occur over the academic year unless the Director and Reader have indicated that they are available to work with the student during the summer.

### 3) Suggested MA Proposal Deadlines

The following list of deadlines is suggested:

- Students planning to graduate in May / August should have their thesis proposals completed by early in the Fall Semester of the previous year (August or September), at the latest;
- Those planning to graduate by December should have their thesis proposals completed early in the Spring Semester of that year (January or February).

If students are collecting primary data from human subjects (interview, surveys, observations), they are strongly encouraged to have their thesis proposal completed one year prior to the graduation date because their project must be reviewed by the Office of Human Research.

See the GW Graduate Student Handbook and the Office of Human Research (OHR) website, <http://humanresearch.gwu.edu/>. If the thesis involves research on people (such as interviewing, observing, questionnaires, focus groups, etc.) a student must complete several forms and prepare a submission packet for OHR review. For forms and instructions go to: <http://humanresearch.gwu.edu/IRBforms>. You may contact OHR at (202) 994-2715 if you have questions.

For student projects, they usually try to process the forms quickly, but there is no guarantee so it is best to get the materials in for review in a timely manner. As indicated in the Handbook and on the website, failure to obtain Human Subjects approval could result in the University requiring the student to redo the thesis, with newly-collected data.

The IRB approval process cannot begin until you have gotten approval from your Thesis Director, which depends on completion of, at the minimum, the Research Methods section of your thesis proposal. Some students have tried to get IRB approval prior to getting their Thesis Director's approval on the Methods section of their thesis proposal, which has caused considerable delays in both submission and graduation.

NOTE: After the thesis proposal has been approved by the Thesis Director and Reader, the student should ask the Director to complete the Thesis Topic Approval Form, and then submit the form to the Director of Graduate Studies. This form is submitted after the thesis proposal has been approved, not when the thesis is completed.

### 4) Thesis Completion Timeline

The student will turn in drafts of the thesis to his or her Director throughout the semester prior to the anticipated graduation date. Students must be aware that their desire to graduate in a certain semester is not the deciding factor – the Director's evaluation of these drafts, along with the Reader's input, will determine whether graduation may occur on course or need to be delayed. Students should expect that quality work will require many rounds of revision; **it is not unusual for theses to go through five, ten, even twelve drafts or more before they are ready for final submission.**

At least six weeks before the appropriate deadline for graduation, the student must submit a completed draft of the thesis to the Director, who will provide feedback to the student within approximately two weeks upon receiving the draft. The student will then be required to revise the thesis accordingly. If the Director approves the revised draft, the student will then provide a draft of the thesis to the Reader at least three weeks in advance of graduation. The Reader will provide feedback within approximately two weeks of receipt of the thesis. The student will then be required to make revisions prior to the graduation deadline. Keep in mind that most faculty are less available to work with students during the summer.

It is up to the Director, student, and Reader as to when the Reader becomes involved. However, it is strongly encouraged that the Reader be informed of the student’s progress when the thesis is approximately halfway completed.

<b>Deadline*</b>	<b>Task</b>
6 weeks prior to CCAS thesis deadline	Student delivers thesis to Thesis Director.
4 weeks prior to CCAS thesis deadline	Director gives feedback to student on the draft.
3 weeks prior to CCAS thesis deadline	Student delivers revised thesis to Director and Reader.
1 weeks prior to CCAS thesis deadline	Director and Reader provide feedback on the draft.
Final thesis deadline set by CCAS	Student has made final revisions, Director and Reader have approved final version, and student has submitted thesis to the graduate school.

\*NOTE: These deadlines must be met before the summer unless otherwise approved by your Director.

All theses must conform to the manuscript standards described here: <http://library.gwu.edu/etd>. For examples of thesis writing/topics, students can search for theses from former students in our department at this link: <http://library.gwu.edu/etd/searchi-for-dissertations-and-theses>.

## 5) Deadlines

### Deadlines for submitting thesis to Graduate School:

- **May 15** – for Spring graduation.
- **August 15** – for Summer graduation.
- **January 15** – for Fall graduation.

These deadlines are fixed and a thesis cannot be submitted after these dates if the student wishes to graduate in the respective semester.\*

Master’s theses are submitted electronically by the student once the document has been approved as final by the faculty. Information and deadline dates are posted on the Electronic Thesis and Dissertation (ETD) website. Formatting guidelines are included on the ETD site. The guidelines are designed to produce documents that are uniform in style, but they also allow for the particular requirements of the various disciplines. In addition, the student must submit the completed ETD Approval Form to CCAS. The department also suggests that students have their theses professionally bound for their Thesis Director and their Reader.

After the final version of the thesis has been approved by the student's Thesis Director and Reader, the Director completes the Thesis Sign-Off Form and Graduation Clearance Form and transmits the forms to the Executive Assistant.

\*If more time is needed to complete your degree, students should work with their advisors to agree on a revised pathway to completion. If a student has completed all course work, including thesis credits (SOC 6998 & 6999), but is still working on the thesis (or other Incompletes), he or she must register and pay for one Continuing Research credit every fall and spring semester until graduation. The course number is CCAS 0920 and the CRN can be found under Columbian College on the University Schedule of Classes. However, if a student graduates in the summer, he or she can register for Continuous Enrollment, which incurs a small fee.

#### **Deadlines for applying for graduation:**

Students nearing graduation should consult the following site for Graduation Application requirements via the GW Registrar website: <http://registrar.gwu.edu/application-deadlines>  
Note: There will be a \$35.00 late fee assessed for any application received after these deadlines. Summer graduates who elect to attend the preceding May ceremony must apply for graduation no later than March 15.

#### **Participation in the Commencement Ceremony:**

Participation in the annual commencement ceremony held in May is open to students who have applied to graduate in the current Spring semester, the preceding Fall semester, or the preceding Summer session. Students may participate in the May commencement ceremony if there is a reasonable expectation that they will be able to complete the requirements during the following summer. Summer graduates who elect to attend the preceding May ceremony must apply for graduation no later than March 15.

## **6) Department Assessment of MA Theses**

In order to comply with accreditation requirements from the Middle States Commission on Higher Education, our department must complete an evaluation of every master's thesis written by our Sociology and Criminology MA students as one way of determining whether the learning outcomes for our graduate program have been met. The evaluations will be analyzed in aggregate as part of an effort, over time, to guide our strategies for improvement. Please note: these data are being collected so that we may evaluate the department's strengths and weaknesses, not the individual student's. Nonetheless, we believe it is helpful to communicate to students what the department's broad goals are. The learning outcomes for our graduate program include the following three items:

- i. Students will demonstrate a sociological knowledge of and analytical skills in the substance of their major and minor fields, including stratification, urban sociology, and criminology.
- ii. Students will be able to explain the process of sociological research; critically consume research-based information; and collect, code, and analyze sociological data using qualitative and quantitative research methods.

- iii. Students will be able to articulate sociological theories, evaluate the limitations and strengths of a variety of theoretical approaches, and apply theories to the analysis of social life.

**The evaluation of the MA thesis will take the following form:**

Task	Score (each component worth 5 points)	Comments
• Statement of a problem or articulation of hypotheses (clarity of issue relative to appropriate theory)		
• Literature review (relevance, comprehensiveness, theoretical focus)		
• Data (appropriateness and relevance of data to problem/hypothesis)		
• Analysis (effectiveness of analysis in addressing problem/testing hypothesis)		
• Conclusion/integration (clarity in summarizing how analysis adds value to theoretical understanding of problem/issue)		
• Writing (quality of prose; citation style conforms to discipline conventions)		
<b>TOTAL (out of 30)</b>		

This evaluation is for the department's internal use only and is not meant to be shared with the student who has written the thesis. However, students are welcome to inquire how well their work has met the department's learning objectives.

## **MA Program Forms**

**The following two forms are available from the Executive Assistant in the Sociology Department:**

**Program of Study Form**. Submitted prior to the end of the second semester of residence. A new Program of Study form must be completed any time a student wishes to replace a required course with another course. A student may change her or his Program of Studies as long as required courses are met, but such a change requires that a “Change of Program of Studies” form be submitted to and approved by the student’s Advisor.

**Thesis Topic Approval Form**. Submitted upon approval of thesis topic by Thesis Director and Reader, and prior to registration for thesis research (SOC 6998/6999). Form is completed by the student and submitted to the Thesis Director.

**The following forms are completed by the student’s Faculty Advisor:**

**MA Thesis Sign-Off Form**. Submitted by the date announced in the University Calendar. Deadlines are listed on page 12 above. Form is completed by the Thesis Director, NOT the student, and submitted to the Executive Assistant.

**Comprehensive Examination Results Form**. Form is completed by the Faculty Advisor, NOT the student, and submitted to the Executive Assistant.

**Graduation Clearance Form**. Submitted at the end of the semester in which the student intends to graduate. This form is completed by the student’s Faculty Advisor, NOT the student, after completion of all course requirements and after successful completion of thesis or comprehensive exam. Advisor signs the form, and then transmits it to the Director of Graduate Studies, who signs the form and sends it to the Graduate School.

**Master’s Thesis Electronic Submission:**

By the appropriate deadline, students must also submit their master’s thesis electronically through the Electronic Theses and Dissertations (ETD) website here: <http://library.gwu.edu/etd>



## **Graduate Resources & Guidelines**

**GW Portal (Home Page)**

<http://my.gwu.edu/>

**CCAS Academic Calendar**

<http://www.gwu.edu/ac.cfm>

**GW Schedule of Classes**

<http://my.gwu.edu/mod/pws/>

**GW Bulletin**

<http://bulletin.gwu.edu/>

**CCAS Graduate Student Handbook**

<http://columbian.gwu.edu/graduate/graduatestudenthandbook>

**GW Graduate Program Regulations**

<http://bulletin.gwu.edu/university-regulations/>

**CCAS Graduate Office Contacts**

<http://columbian.gwu.edu/graduate-administration>

**“The Source” for Graduate Students**

<http://graduate.admissions.gwu.edu/the-source>

**GW Student Experience**

<http://columbian.gwu.edu/gw-experience>

**GW Libraries**

<http://www.library.gwu.edu/>

**GW Student Parking**

<http://transportation.gwu.edu/student-rates>

**GW E-mail Accounts & Technology Help Desk**

<http://it.gwu.edu/>

**University Code of Academic Integrity**

All students are expected to familiarize themselves with, and abide by, the GW Code of Academic Integrity: <http://www.gwu.edu/~ntegrity/code.html>. Pay particular attention to Article II, Section 1, b, where several types of cheating are specified, including “submitting the same work in more than one course without the prior permission of both instructors.” The Sociology Department’s policy is that this statement covers work that is identical, substantially the same, or slightly rewritten versions of the same paper.

## Membership in Professional Associations

We strongly encourage Sociology students to become members of the **American Sociological Association** and Criminology students to become members of the **American Society of Criminology**. These are the premier professional organizations in their respective fields. These and other key associations are listed below, along with their web addresses.

Regional associations include the **Eastern Sociological Society** and the **Southern Sociological Society**. The Eastern Sociological Society (ESS) Annual Meeting is often one of the first opportunities for our graduate students to present papers or posters at an academic conference. These events also provide myriad opportunities for meeting others in your field and career networking. Be sure to visit the ESS site for meeting information, submission guidelines, and deadlines.

The local association is the **District of Columbia Sociological Society**, which we also highly recommend joining. DCSS is an active group of academic and nonacademic sociologists across the DC, Virginia, and Maryland local area. The Society meets two or three times a semester for presentations and discussions about research, teaching, and other disciplinary-relevant issues. The meetings provide excellent local networking opportunities for students.

Academy of Criminal Justice Sciences

[www.acjs.org](http://www.acjs.org)

American Sociological Association

[www.asanet.org](http://www.asanet.org)

American Society of Criminology

[www.asc41.com](http://www.asc41.com)

Association of Black Sociologists

<http://associationofblacksociologists.org/>

District of Columbia Sociological Society

<http://www.dcsociologicalsociety.org/>

International Sociology Association

<http://www.isa-sociology.org/>

Law & Society Association

<http://www.lawandsociety.org/>

National Institute of Justice

(Justice Department research branch)

<http://www.nij.gov/Pages/welcome.aspx>

Society for the Study of Social Problems

[www.sssp1.org](http://www.sssp1.org)

Sociologists for Women in Society

[www.socwomen.org](http://www.socwomen.org)

Southern Sociological Society

<http://www.southernsociologicalsociety.org>

Urban Affairs Association

<http://urbanaffairsassociation.org/>

Comprehensive list of associations:

<http://www.sociosite.net/associations.php>

## **Fellowships**

Knapp Fellowship for Entrepreneurial Service Learning (undergraduates **and** graduates)

<https://serve.gwu.edu/knapp-fellowship-entrepreneurial-service-learning>