

GEORGE WASHINGTON UNIVERSITY

Information Packet

MA in Sociology
MA in Criminology

2021-22

SOCIOLOGY DEPARTMENT * 801 22 STREET NW * PHILLIPS HALL 409

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Department Faculty, Office Hours, and Contacts

Our department's faculty are dedicated researchers, teachers, and mentors, and look forward to working with you on your own learning journeys, in classes, office hours, and informal conversations. Please learn more about our research and teaching specialties at the department's [website](#). 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. **You are encouraged to reach out to *any or all* faculty with relevant expertise, whether part time, full time, in our department, or in other parts of the University.**

All faculty have **office hours**, which means they have set aside regular times each week to meet with students, whether in person or via video. Some professors have office hours on a drop-in basis (i.e. no appointment needed) and others have an appointment system for their office hours, often using links such as [calendly.com](#) for students to make their own appointments within office hours. Office hours typically change each semester.

Where to find office hours:

- [The Sociology Department website](#)
- Sociology Department bulletin board in the reception area (PHIL 409)
- Often in the 'signature' section of faculty emails (e.g. a [calendly.com](#) link)
- On syllabi

In addition to office hours, appointments for meeting in person, via phone, or video, may be requested with faculty outside of office hours. Emailing is usually the best way to contact faculty.

Full Time Faculty (including joint appointments):

- Fran Buntman.** Office: PHIL 409-G. Campus Phone: (202) 994-7465
Email: fbuntman@gwu.edu
Note: Director of Graduate Studies, Sociology and Criminology;
Director, Law and Society Minor.
- Carlos Bustamante.** Office: PHIL 409-E. Campus Phone: (202) 994-5325
Email: cbustamante@gwu.edu
- Robert Cottrol.** Office: Old Main 406A. Campus Phone: (202) 994-5023
Email: bcottrol@law.gwu.edu
- Cynthia Deitch.** Office: PHIL 344. Campus Phone: (202) 994-7438
Email: deitch@gwu.edu
- Daina Eglitis.** Office: PHIL 409-I. Campus Phone: (202) 994-1515
Email: dainas@gwu.edu
Note: Director of Undergraduate Studies, Sociology
- Amitai Etzioni.** Office: Lisner, 342. Campus Phone: (202) 994-8190
Email: etzioni@gwu.edu
Note: Director, Institute for Communitarian Policy Studies
- Hiroshi Ishizawa.** Office: PHIL 409-J. Campus Phone: (202) 994-6897
Email: ishizawa@gwu.edu
Note: Chair, Department of Sociology
- Antwan Jones.** Office: PHIL 409-C. Campus Phone: (202) 994-0266
Email: antwan@gwu.edu
- Michelle Kelso.** Office: PHIL 409-D. Campus Phone: (202) 994-6936
Email: mkelso@gwu.edu
Note: Director, Human Services and Social Justice
- Ivy Ken.** Office: PHIL 409-H. Campus Phone: (202) 994-1886
Email: ivyken@gwu.edu
- Xolela Mangcu.** Office: PHIL 409-O. Campus Phone: (202) 994-6845
Email: xolelamangcu@gwu.edu
- Katrina Pariera.** Office: 600 21st St NW #105. Campus Phone: (202) 994-1878
Email: klp@gwu.edu
- Hilary Silver.** Office: PHIL 203. Campus Phone: (202) 994-7466.
Email: hilarysilver@gwu.edu
- Gregory Squires.** Office: PHIL 409-A. Campus Phone: (202) 994-6894
Email: squires@gwu.edu
- Eiko Strader.** Office: PHIL 342. Campus Phone: (202) 994-0298
E-mail: strader@gwu.edu
- Steven Tuch.** Office: PHIL 409-B. Campus Phone: (202) 994-7466
E-mail: steve@gwu.edu
- Elizabeth Vaquera.** Office: 2114 G St. NW. Campus Phone: (202) 994-4239
E-mail: evaquera@gwu.edu
Note: Executive Director, Cisneros Hispanic Leadership Institute

Key Personnel and Contact Information

Department Chair: Hiromi Ishizawa (ishizawa@gwu.edu), 202-994-6897

Operations Manager: Octavia Kelsey (okelseyg@gwu.edu), 202-994-6345

Part-Time Assistant: Heather Harper (soc@gwu.edu), 202-994-5325

Director of Graduate Studies (DGS): Fran Buntman (gradsoc@gwu.edu; fbuntman@gwu.edu), 202-994-0266

Department of Sociology: Phillips Hall - Suite 409, 801 22nd Street NW (Academic Center) Washington DC 20052. Phone: (202) 994-6345 Fax: (202) 994-3239

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: Fran Buntman, Xolela Mangcu, and Greg Squires.

The **listserv for graduate students** is gwgradsoc@hermes.gwu.edu. All graduate students and most faculty are on this listserv. Students must ensure they receive emails from this email address. We send out important information and opportunities via this list, and also invite faculty and graduate students to share opportunities they encounter with our community. We have a nascent and developing MA alumni listserv.

CCAS Graduate Advising: The Columbian College of Arts and Sciences (CCAS) maintains extensive resources and sources of [information](#). Students with questions about CCAS rules and requirements may contact CCAS Graduate Student Services at ccasgradserv@gwu.edu (and rebeccaburns@gwu.edu). Rebecca Burns is a Senior Coordinator in CCAS's Graduate Student Service Team and the CCAS point person for the Department of Sociology. Her office is located in Phillips Hall 107, and you may reach her at (202) 994-6210 or by email.

Faculty Advisors and Thesis Directors

Faculty Advisors and Thesis Directors

All incoming Sociology and Criminology MA students are assigned a faculty member as an advisor and mentor at the beginning of their first semester at GW. (Note: For AY 2020-2021, the DGS served as the advisor for all incoming MA students.) **Students should meet with their advisor in their first semester to discuss their programs of study.** Meeting with other faculty to share goals, opportunities, and questions is strongly encouraged.

Advisors and thesis directors are not necessarily the same person; i.e. advisors will not necessarily remain on as thesis directors. Instead, over their first year, students should be discussing their initial and developing ideas, tentative thesis questions, and potential methodologies for their thesis with various faculty members as part of a *process* of deciding on a thesis topic and identifying an appropriate thesis director. (Many classes, and especially the methodology classes, also offer students the ability to explore relevant topics, methods, or questions that may inform their final thesis focus.) Resulting from that process of discussion and research, students should ask a faculty member if they will be the thesis director.

Once students have a thesis director, the thesis director replaces the faculty advisor, so that the thesis director is now the faculty advisor. Thesis directors and students should also discuss an appropriate thesis reader. Note: Criminology students who opt for the comprehensive exam (versus thesis) retain their original faculty advisor.

Importantly, students must decide their thesis topic and have a mutually agreed upon thesis director BEFORE taking SOC 6999, i.e. the thesis credits. (There are no thesis classes.) See more information on theses in the appropriate section below.

Thesis directors are typically regular full-time professors in the Sociology Department, including those with joint appointments. With the approval of 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 the director of graduate studies.

Professional Development Seminar (Prosem)

Getting the most out of graduate school, as well as successfully navigating the challenges of a graduate degree, involves more than learning course content. Attaining everything you can from your MA also involves absorbing the formal and informal culture of graduate student life, developing and utilizing networks of fellow students and faculty, and identifying and using the wide range of resources available to you. Those resources include (but are not limited to) your fellow students, your professors, the Columbian College (CCAS), GW as a University, and Washington, DC as a city and community(ies). Some of the specific opportunities and arenas for learning include developing research, attending non-class based lectures and conferences, and looking for jobs post-graduation. The proseminar is one of those opportunities.

This seminar is required and will meet six to eight times during the semester or academic year. There is no charge for this course. Failure to attend and engage in the prosem is considered relevant to renewal of financial aid, granting of graduate teaching assistantships, and the writing of letters of recommendation as well as, more informally, being an engaged departmental citizen.

Various faculty members will lead the meetings. Some meetings will focus more on input from a faculty member or guest, and others will focus more on student engagement through discussion, questions, and answers to the topic of the session. While specific faculty members will lead each session, students are encouraged to follow up any of the topics and issues that are raised with other members of the department.

The prosem provides an introduction to various aspects and phases of professional life in sociology and criminology, in and beyond your MA. Topics are likely to include: Resources and Opportunities in the Department, College, University, and DC; Using Citation Software; Academic Writing; Managing Graduate Student Work-Life Balance; Researching and Writing a Thesis; Professional Presentations (e.g. Conferences) and Publications; Applying to Jobs; Applying to PhD, JD, and other Graduate Programs. We would be pleased to consider any additional topics.

MA in Sociology: Requirements

A total of 12 classes, or 36 credits, are required for the degree, including three methods classes, two theory classes, two thesis 'classes' (i.e. 6 thesis credits), and five electives.

Methods

SOC 6230: Research Methods (to be taken before SOC 6231 and SOC 6232) (Fall)

SOC 6231: Data Analysis (Spring)

SOC 6232: Qualitative Methodology (Spring)

*All three methodology classes should be completed in the first year of the program.

Theory

SOC 6238: Development of Sociological Theory (Fall)

SOC 6239: Contemporary Sociological Theory (Spring)

Thesis

SOC 6999: Thesis Research (1st semester of thesis, usually Fall of second year)

SOC 6999: Thesis Research (2nd semester of thesis, usually Spring of second year)

- Thesis credits are taken as independent studies, not classes, under the direction of the thesis supervisor.
- In previous years, the thesis credit numbering was SOC 6998 and SOC 6999. From Fall 2021, only the SOC 6999 number is being used.

Electives

Electives may be taken from the following list, organized by the three areas of faculty specialization in our department. Electives may also be taken from other departments or universities in the consortium.

Social Inequality

SOC 6245: Race Relations

SOC 6246: Comparative Race and Ethnicity

SOC 6248: Race and Urban Redevelopment

SOC 6252: Special Topics in Sociology*

SOC 6263: Race and Crime

SOC 6265: Women, Welfare, and Poverty

SOC 6268: Race, Gender and Class

SOC 6271: Gender and Society

SOC 6286: Law of Race and Slavery

Urban Sociology

SOC 6248: Race and Urban Redevelopment

SOC 6250: Urban Sociology

SOC 6252: Special Topics in Sociology*

PSC 6211: Urban Politics

PSC 6212: Urban Policy Problems

GEOG 6243: Urban Geography

Criminology

SOC 6257: Criminal Law[#]

SOC 6258: Deviance and Control

SOC 6259: Criminology

SOC 6260: Special Topics in Criminology*[#]

SOC 6262: Punishment, Prison, and Power

SOC 6263: Race and Crime

SOC 6264: Organized Crime

* Special Topics vary each semester. Students are encouraged to check with faculty advisors or thesis directors to ensure these classes will help you achieve your academic goals.

[#] For Fall 2021, Criminal Law is offered as SOC 6260.

Other Departments, the Consortium, and SOC 6295

With the written consent of your advisor or the DGS, relevant courses in related departments (including consortium courses) may be taken for electives.

SOC 6295 is an independent study course. Before permission is granted to register for SOC 6295, students must submit a written plan of study that is approved by the department faculty member who will be directing the research.

MA in Sociology: Planning Worksheet
(full-time schedule)

	Fall Semester	Spring Semester
Year 1	Course 1: SOC 6238 (Theory)	Course 1: SOC 6239 (Theory)
	Course 2: SOC 6230 (Methods Overview)	Course 2: SOC 6231 (Statistics)
	Course 3: Substantive course/elective	Course 3: SOC 6232 (Qualitative Methods)
Year 2	Course 1: SOC 6999 (Thesis Research)	Course 1: SOC 6999 (Thesis Research)
	Course 2: Substantive course/elective	Course 2: Substantive course/elective
	Course 3: Substantive course/elective	Course 3: Substantive course/elective

Students who are part-time, are in the BA-MA program, or are pursuing their MA degrees on an accelerated schedule should develop planning worksheets with their faculty advisors taking into account their particular needs.

MA in Criminology: Requirements

Thesis option: A total of 12 classes, or 36 credits, are required for the degree, including three methods classes, one sociology theory class, two criminology theory classes, one criminal law class, two thesis 'classes' (i.e. 6 thesis credits), and three electives.

Comprehensive exam option: A total of 12 classes, or 36 credits, are required for the degree, including three methods classes, one sociology theory class, two criminology theory classes, one criminal law class, five electives, and a comprehensive exam.

Methods

SOC 6230: Research Methods (to be taken before SOC 6231 and SOC 6232) (Fall)

SOC 6231: Data Analysis (Spring)

SOC 6232: Qualitative Methodology (Spring)

*All three methodology classes should be completed in the first year of the program.

Sociological Theory

One of two theory classes:

SOC 6238: Development of Sociological Theory (Fall) OR

SOC 6239: Contemporary Sociological Theory (Spring)

Criminology

SOC 6258: Deviance and Control

SOC 6259: Criminology

Criminal Law

SOC 6257: Criminal Law

*This class should be completed in the first year of the program.

For Fall 2021, Criminal Law is offered as SOC 6260.

Electives

SOC 6260: Special Topics in Criminology*

SOC 6261: Sociology of Law

SOC 6262: Punishment, Prison, and Power

SOC 6263: Race and Crime

SOC 6264: Organized Crime

SOC 6266: Gender and Criminal Justice

There are a large number of potentially appropriate elective classes that may be taken from other departments on topics such as cybersecurity, forensics,[&] human rights, law, psychology, restorative justice, terrorism, and violence, to name some broad substantive areas. Students should discuss the most appropriate electives with their

faculty advisor or thesis director to ensure the electives will enhance academic and career goals.

* Special Topics vary each semester. Students are encouraged to check with faculty advisors or thesis directors to ensure these classes will help you achieve your academic goals.

& Many Forensic Science courses require substantial science background, especially chemistry, and are therefore encouraged for those who have strong science training. Courses that have previously been identified as not being science-based include FORS 6254 (Forensic Psychiatry), FORS 6208 (Terrorism), FORS 6253 (Homicide Investigation), FORS 6255 (Child Abuse Investigation), FS 6256 (Forensic Pathology).

Thesis or Comprehensive Examination

Master's Thesis: Substitute six credits of SOC 6999 (Thesis Research) for two elective courses.

* Most Criminology MA students in our department complete a thesis.

Comprehensive Examination: Written examination covering required coursework. Exams are typically based on criminology courses taken within the Department of Sociology rather than classes taken from other departments.

MA in Criminology: Planning Worksheets

Thesis Option (full-time schedule)

	Fall Semester	Spring Semester
Year 1	Course 1: SOC 6230 (Methods overview)	Course 1: SOC 6231 (Statistics)
	Course 2: SOC 6258 (Deviance and Control)	Course 2: SOC 6259 (Criminology)
	Course 3: SOC 6257 (Criminal Law)	Course 3: SOC 6262 (Qualitative Methods)
Year 2	Course 1: SOC 6999 (Thesis Research)	Course 1: SOC 6999 (Thesis Research)
	Course 2: Substantive course/elective	Course 2: SOC 6239 (Theory)/elective
	Course 3: SOC 6238 (Theory)/elective	Course 3: Substantive course/elective

Criminology MA students who are planning to write a comprehensive exam rather than a thesis have greater latitude in planning their sequence of classes because there is less urgency for them to complete both SOC 6261 and SOC 6262 in their first year in the program.

Students who are part-time, are in the BA-MA program, or are pursuing their MA degrees on an accelerated schedule should develop planning worksheets with their faculty advisors taking into account their particular needs.

DegreeMap, Exceptions, and Petitions

“[DegreeMAP](#) is an online advising and auditing system for degrees and certificates which will display the requirements for the student’s program of study and apply the student’s individual academic history to those requirements.” Any time students take classes that do not conform to the narrow degree requirements as identified in DegreeMap, students need to request the DGS (gradsoc@gwu.edu) to put in a petition to authorize the permitted exception (e.g. an approved elective from another department) to count appropriately towards your degree. Students requesting DegreeMap petitions must include their GWID number in the email.

DegreeMap petitions need to be formatted very specifically by the DGS, and students are requested to please clearly explain what they need based on the logic of the formatting. If possible, students are requested to please draft their petitions in the appropriate format. The format is as follows:

General format:

School. Degree name. Course number and name being petitioned and for what.

Example:

CCAS. MA-Criminology. Count EDUC 8122 Qualitative Methods for the SOC 6232 Qualitative Methods requirements.

MA in Criminology: Comprehensive Examination Option

The comprehensive exam is a take-home exam consisting of two essay questions. Responses should be typed, double-spaced, 11- or 12-point font. The maximum length of both essays is 40 pages, excluding references. Questions will test students' knowledge of criminological theory, empirical studies, and/or criminal law, focusing on classes taken within the Department of Sociology. Where possible, one or both essay questions will be oriented to a student's particular interests.

Timing: The comprehensive exam should be taken during a student's final semester in the program, no later than the 11th 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 typically receive exam questions at 12 noon on a Thursday and return it by 12 noon the following Monday. (Students may request different scheduling based on the same pattern.)

Administration: Students are responsible for contacting their Faculty Advisor early in their final semester to initiate the exam process.

- Advisors will coordinate the exam, by soliciting faculty to write and read questions and determining when the exam will be taken.
- Two faculty members (one of whom may include the current advisor) will each write, read, and evaluate a question. There is a second reader on each question; usually the two faculty members serve as readers for each other's questions, though alternative readers can be identified if necessary for particular topics or circumstances.
- No faculty member will be asked to write more than one question per exam, unless a question needs to be retaken by the student.

Grading: The grade options for each question are: 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' feedback. 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 a grade of Fail on either question 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. 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. Our intended criminology graduate program learning goals are:

1. Students will be able to articulate criminological theories, evaluate the limitations and strengths of a variety of theoretical approaches, and apply theories to the analyses of why and how crime occurs and how criminality and responses to it are key components of societies.
2. Students will be able to demonstrate knowledge of and analytical skills in criminology and the workings of (at least the US) criminal justice system(s) including to
 - a. explain key changes in the structure and functioning of institutions of crime and criminal justice and
 - b. situate criminal justice issues, institutions, and practices within broader social processes and structures.
3. Students will be able to recognize, explain, and employ a variety of sociological and criminological research approaches and findings; formulate and test appropriate research questions; analyze research studies and critically consume research-based information especially in relationship to crime and criminal justice systems; design and implement a research project in criminology or criminal justice; and collect, code, and analyze criminological data using qualitative and quantitative research methods.
4. Students will be able to connect key theoretical and methodological approaches from sociology to criminology and associated fields. Examples of connections include those between urban sociology and crime, stratification (race, class, gender, nationality, etc.) and criminal justice system workings, criminal law and punishment, and power, resistance and corrections.
5. Students will demonstrate a knowledge of and ability to employ professional academic writing in presentation of evidence; assessment of theories, data, and relevant literatures; and analytical skills including with the goals of constructing evidence-based arguments and effectively communicating findings.

The internal/faculty evaluation of each comprehensive exam will take the following form:

Task	Score (each component worth 5 points)
<ul style="list-style-type: none"> ● Knowledge of appropriate theoretical perspectives 	
<ul style="list-style-type: none"> ● Ability to critically analyze key theoretical/conceptual perspectives 	
<ul style="list-style-type: none"> ● Understanding of, and comprehensiveness of response to, the specific issues raised in exam 	
<ul style="list-style-type: none"> ● Capacity to critically address criminological issues using appropriate social science tools 	
<ul style="list-style-type: none"> ● Quality of writing and use of citation style that conforms to discipline conventions 	
TOTAL (out of 25)	

MA Thesis Option: Processes, Deadlines, and Assessment

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

1. Choosing a Thesis Topic, Director, and Reader

All three research methods classes (SOC 6230, 6231, and 6232) should be taken in the first year of the program so students have a strong understanding of fundamental methodological options and decisions in guiding their choice of research topics and questions.

Students should choose a Thesis Director by the end of their first year. As noted above, the choice of a thesis topic, question, and director should be an iterative process of student research and conversation with one or more members of the faculty. 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, projects, and recent publications. 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 interests.

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.

- Once a Thesis Director is chosen, he or she becomes the student's new Faculty Advisor, replacing the student's originally assigned Advisor.

Fill in the **Thesis Topic Approval Form** (included at the end of this handbook) and submit it to your Thesis Director and the DGS (gradsoc@gwu.edu). If necessary, and with the permission of your Thesis Director, this form may be submitted before a final decision is made about a Reader.

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. Planning Your Thesis

Some faculty members may want you to write a formal thesis proposal; you may also have completed a thesis proposal for SOC 6230. Other faculty may have particular requirements to help you clearly identify your proposed topic, question, methodology, and timeline. In addition, IRB (see below) requirements may stipulate particular

documentation. Whether you are required to have a formal proposal or alternative plan, keep in mind that if you plan to graduate in May, you need to begin the first thesis credits (SOC 6999) in Fall with a clear plan for research and writing agreed upon between you and your Director, and possibly including the Reader.

→ **The Institutional Review Board (IRB), Human Subjects, and Timelines**

If students are collecting primary data from human subjects (interview, surveys, observations, etc.), they are strongly encouraged to have their thesis proposal completed one calendar year prior to the graduation date because their project must be reviewed by the Office of Human Research. See the [CCAS Graduate Student Handbook](#) and the [Office of Human Research \(OHR\)](#). 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. 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.

4. Thesis Completion Timeline

The student will turn in sections and drafts of the thesis to his or her Director at least throughout the semester prior to the anticipated graduation date, and possibly in the first semester of taking thesis credits. Students must be aware that their desire to graduate in a certain semester is not the deciding factor in an approved thesis and graduation. 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, or even more drafts, in part or in whole, before they are ready for final submission.

A Reader's involvement may vary. It is, however, strongly encouraged that, at minimum, the Reader be informed of the student's progress when the thesis is approximately halfway completed.

The following table is a typical thesis completion timeline:

Deadline	Task
6 weeks prior to CCAS thesis deadline	The student delivers the full thesis to the Thesis Director.

4 weeks prior to CCAS thesis deadline	The Director gives feedback to the student on the draft.
3 weeks prior to CCAS thesis deadline	The student delivers the revised thesis to the Director and Reader.
1 weeks prior to CCAS thesis deadline	The Director and Reader provide feedback on the draft.
Final thesis deadline set by CCAS	The student makes final revisions, the Director and Reader approve the final version, and the student submits the thesis to the graduate school.

All theses must conform to the manuscript standards described on the GW Electronic Theses and Dissertations Submission [website](#). Students are encouraged to use the library [database](#) to find examples of student theses from our department as well as other universities.

5. University/College Deadlines and Related Requirements

Deadlines are noted in the [ETD section](#) of the library’s website, and may differ slightly from year to year. Please consult this website for exact dates.

Expected ETD Approval Deadline*	Degree Conferral
Mid-August (e.g. August 16) Three week grace period	Summer (e.g. August 31) Fall (e.g. January 7)
Early December (e.g. December 10) Three week grace period	Fall (e.g. January 7) Spring (e.g. May 15)
Late April (e.g. April 29) Three week grace period	Spring (e.g. May 15) Summer (e.g. August 31)

*All revisions must be completed by the ETD Approval Deadline. To guarantee time to make revisions, it is recommended to submit about a week ahead of the deadline. 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](#) requirements and 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 disciplinary requirements. In addition, the student must submit the completed [ETD Approval Form](#) to CCAS (ccasgradserv@gwu.edu).

After the final version of the thesis has been approved by the student's Thesis Director and Reader, the Director completes the **Thesis Approval Form** (attached at the end of this Handbook) and transmits the forms to the DGS.

6. Additional Time for Thesis (and Degree) Completion

A student who cannot complete their thesis (or incomplete) by the deadline may request [Continuing Enrollment \(CE\)](#) over the summer or winter breaks, paying only a nominal fee. Thesis Directors must agree to this option and then students email ccasgradserv@gwu.edu, copying the DGS, to facilitate the CE. They then have mid-August (usually August 15th) to complete the degree in order to graduate with a Summer degree conferral.

An additional three-week grace period is also allowed beyond the mid-August and early December deadlines, but then the degree conferral is moved to the next semester; see the above table.

If more time is needed, students will need to register for one credit of [Continuing Registration \(CR\)](#) for the subsequent semester (i.e. Fall or Spring) and pay the prevailing fee for one credit of tuition.

Thesis Directors and Readers need to agree to updated deadlines and agree on revised pathways to completion. Be sure to consult your Thesis Director and/or the DGS as well as CCAS throughout the process.

7. 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. This data is 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 Criminology graduate program learning goals are noted above and our intended Sociology graduate program learning goals are as follows:

1. 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.
2. Students will be able to explain the process of sociological research; critically consume research-based information; design a sociological research project; and collect, code, and analyze sociological data using qualitative and quantitative research methods.
3. 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.
4. Students will demonstrate a knowledge of and ability to employ professional academic writing in presentation of evidence; assessment of theories, data, and relevant literatures; and analytical skills.

The internal/faculty evaluation of theses will take the following form:

Task	Score (each component worth 5 points)
<ul style="list-style-type: none"> ● Statement of a problem or articulation of hypotheses (clarity of issue relative to appropriate theory) 	
<ul style="list-style-type: none"> ● Literature review (relevance, comprehensiveness, theoretical focus) 	
<ul style="list-style-type: none"> ● Data (appropriateness and relevance of data to problem/hypothesis) 	
<ul style="list-style-type: none"> ● Analysis (effectiveness of analysis in addressing problem/testing hypothesis) 	
<ul style="list-style-type: none"> ● Conclusion/integration (clarity in summarizing how analysis adds value to theoretical understanding of problem/issue) 	
<ul style="list-style-type: none"> ● Writing (quality of prose; citation style conforms to discipline conventions) 	
TOTAL (out of 30)	

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.

Graduation and Commencement

Most aspects of graduation and commencement are handled by CCAS (and the University). Our department is delighted to celebrate our own graduates in numerous ways, including an internal reception for graduates and their families.

The College has deadlines for applying for graduation; students nearing graduation should consult the [Office of the Registrar](#) and look out for relevant emails from CCAS and the University. There are late fees for missed deadlines.

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 upcoming Summer session. If students have completed almost all their requirements and have a reasonable expectation that they will be able to complete all requirements during the following summer, they may participate in the May commencement ceremony. Summer graduates who elect to attend the preceding May ceremony must apply for graduation no later than March 15.

Membership in Professional Associations

We strongly encourage students to join professional organizations corresponding to your interests and career goals. The American Sociological Association (ASA) and the American Society of Criminology (ASC) are the premier professional organizations in, respectively, Sociology and Criminology fields. [For 2021, the ASA has offered first-year graduate students one year of free ASA membership. Please email Heather Harper at \[soc@gwu.edu\]\(mailto:soc@gwu.edu\) with your name and email address, to be submitted to ASA; students will receive an email from ASA with instructions on how to redeem their membership.](#)

Regional associations include the Eastern Sociological Society (ESS) and the Southern Sociological Society. The 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 District of Columbia Sociological Society (DCSS) is a local association 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.

There are also many other valuable professional resources and organizations, including those listed below, along with their web addresses.

Academy of Criminal Justice Sciences www.acjs.org
American Sociological Association www.asanet.org
American Society of Criminology 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 and Society Association <http://www.lawandsociety.org/>
National Institute of Justice <http://www.nij.gov/Pages/welcome.aspx>
Society for the Study of Social Problems www.sssp1.org
Sociologists for Women in Society 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 and Awards

The vast majority of funding available to our MA students is offered with associated offers of admission to some, not all, accepted applicants. There are few sources in internal tuition or merit funding within the university subsequent to admission. There are, however, external merit scholarships and internal and external competitions for certain funding sources. See, for example, the [Office of Graduate Student Assistantships and Fellowships](#) (OGSAF) and [Honey W. Nashman Center for Civic Engagement and Public Service](#). OGSAF is also a good source of support for students applying to prestigious external scholarships. The Nashman Center is a wonderful resource for students interested in civic engagement and public service, including via research. They also run the particularly prestigious [Knapp Fellowship for Entrepreneurial Service Learning](#), open to both undergraduates and graduates.

Our department offers our MA students the opportunity to apply for salaried Graduate Teaching Assistant, or GA, positions, for up to 20 hours a week. These are excellent professional development opportunities as well as good part-time jobs. Please look out for emails soliciting applications, usually in November-December and July-August, based on CCAS's timetables.

Our department also offers Annual Student Recognition Awards as part of graduation celebrations. These awards are conferred on the basis of faculty nominations, recognizing student achievement in research and writing in either a class research paper assignment or a senior or graduate thesis. Each winner will receive a certificate of recognition at the department Graduation Reception and a small (\$100) cash award. (These awards do not appear in the CCAS Celebration program.)

Excellence in Research and Writing

For a graduate student in Sociology and/or Criminology.

Best Graduate Assistant Award

For service in Sociology courses during the academic year.

Ruth A. Wallace Memorial Award for Excellence in Research and Writing

For one undergraduate or graduate student with a paper focused on an issue related to gender.

Online Resources

General Resources

GW Sociology

<https://sociology.columbian.gwu.edu>

GW Sociology Directory

<https://sociology.columbian.gwu.edu/people>

GW Sociology Office Hours

<https://sociology.columbian.gwu.edu/contact-us>

CCAS Graduate Students

<https://columbian.gwu.edu/graduate-students>

DegreeMAP

<https://registrar.gwu.edu/degreemap>

Office of the Registrar Application Deadlines

<https://registrar.gwu.edu/application-deadlines>

Thesis Resources

Office of Human Research

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

Institutional Review Board (IRB) Forms

<http://humanresearch.gwu.edu/IRBforms>

Electronic Theses and Dissertations Submission

<https://library.gwu.edu/gw-etds>

Electronic Theses and Dissertations Formatting

<https://library.gwu.edu/formatting-etd-content>

Library Databases for Dissertations and Theses

<https://library.gwu.edu/searching-for-dissertations>

ETD Approval Deadlines

<https://library.gwu.edu/etd-deadlines>

University and CCAS Resources and Policies

Resources

GW Portal (Home Page)

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

CCAS Academic Calendar

<http://bulletin.gwu.edu/academic-calendar/>

GW Schedule of Classes

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

GW Bulletin

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

CCAS Graduate Student Handbook

https://columbian.gwu.edu/sites/g/files/zaxdzs1971/f/downloads/DGS/CCAS%20Graduate%20Handbook_2015-2016.pdf

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 Email Accounts and Technology Help Desk

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

GWU is part of the [Consortium of Universities of the Washington Metropolitan Area](http://www.consortium.org/) which provides additional options for students to take classes and draw on area resources.

<https://www.consortium.org/>

There are many academic and non-academic sources of support including:

Research and writing help: academiccommons.gwu.edu/writing-research-help

GW’s Writing Center: <https://writingcenter.gwu.edu>

Fellowships and Awards:

<https://gradfellowships.gwu.edu>

<https://serve.gwu.edu/grants-awards-and-fellowships>

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

Disability Support Services: <https://disabilitysupport.gwu.edu>

Counseling and Psychological Services:

healthcenter.gwu.edu/counseling-and-psychological-services

University Police:

- In an emergency: call GWPD 202-994-6111 or 911
- For situation-specific actions, see the Emergency Response Handbook at safety.gwu.edu/emergency-response-handbook
- In an active violence situation: Get Out, Hide Out, or Take Out. See go.gwu.edu/shooterpret
- Stay informed: safety.gwu.edu/stay-informed

The Office of Diversity, Equity, and Community Engagement offers the following resources:

[Resources on Allyship](#)

[Resources on Anti-Semitism](#)

[Resources on the Black Experience](#)

[Resources on Decolonization](#)

[Resources on Disability Culture](#)

[Resources on Elections and Politics](#)

[Resources on Gender and Sexuality](#)

[Resources on Implicit Bias & Microaggressions](#)

[Resources on Intersectionality](#)

[Resources on Race & Anti-Racism](#)

[Resources for Faculty](#)

[Resources on Safely Protesting](#)

[Resources on Social Class](#)

[Resources on Wellness](#)

[Black-Owned Businesses in the DMV-Area](#)

[Resources to Further Education](#)

[Chosen Name, Gender Identity & Pronouns](#)

Policies

[University Code of Academic Integrity](#): All students are expected to familiarize themselves with, and abide by, the GW Code of Academic Integrity, updated in Summer 2021. Please note that there are many definitions of cheating, including conduct such as submitting the same or similar work to different instructors without permission. 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.

<https://studentconduct.gwu.edu/code-academic-integrity>

[Religious holidays](#): Students should notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance.

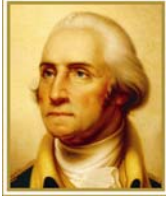
<http://provost.gwu.edu/policies-procedures-and-guidelines>

MA Program Forms

As noted above, students and faculty need to fill in and submit to the Department the **Thesis Topic Approval Form** early on in the process of confirming the thesis topic and Director. Upon completion of theses, students and Directors need to submit the Thesis Approval Form. CCAS and GWU also require completion of the ETD forms.

Faculty advisors (not students) need to complete the **Comprehensive Examination Results Form** for Criminology students completing a Comprehensive Exam.

Various other forms may need to be completed for individual students on a case by case basis, e.g. petitions to the Dean for leaves of absence.



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

DEPARTMENT OF: _____

THESIS TOPIC (MASTER'S)

The student named below intends to work toward the following Master's Thesis.

Departmental Advisor: _____ Date: _____

Student's name: _____ **GWID:** _____

Degree: _____ First semester in program: _____

Thesis title: _____

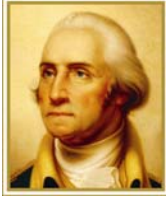
Thesis Committee:

	Name	Signature
Director:	_____	_____
Co-Director:	_____	_____
Reader:	_____	_____

Time Frame:

Intended semester of completion: _____

APPROVAL: _____



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

DEPARTMENT OF: _____

THESIS COMMITTEE SIGN-OFF (MASTERS)

The members of this student's Thesis Committee, having read the student's Master's Thesis, all agree that it is acceptable in its current form.

Director of Graduate Studies: _____ Date: _____

Student's name: _____ **GWID:** _____

Degree: _____ First semester in program: _____

Thesis title: _____

Thesis Committee:

	Name	Signature
Director:	_____	_____
Co-Director:	_____	_____
Reader:	_____	_____