



MASTER OF ARTS SOCIOLOGY AND CRIMINOLOGY

GRADUATE STUDENT HANDBOOK
Department of Sociology & Criminology
University of North Carolina Wilmington
<http://www.uncw.edu/socgrad>

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Table of Contents

Contents

I. Overview	1
II. Degree Requirements.....	2
A. General Requirements for the MA in Sociology and Criminology	2
B. Thesis Option.....	3
C. Internship Option	3
D. Grading Policy	5
E. Course of Study	5
F. Graduate Assistantships/Fellowships.....	6
G. Degree Time Limits	7
H. Ethical Conduct	7
I. Self-plagiarism	7
III. Procedures	8
A. Advising	8
B. Internship/Thesis Proposal.....	8
C. Application for Graduation.....	9
D. Oral Defense of the Internship Paper/Thesis.....	9
E. Graduation.....	10
IV. Facilities and Resources	10
A. Graduate Student Office and Computer Lab	10
B. E-mail, Mail and Telephone.....	10
C. Building Security.....	11
D. Library	11
V. Important Contacts	13
VI. Alpha Kappa Delta (AKD) and Alpha Phi Sigma (APS) Induction Ceremony.....	14
VII. Graduate Faculty and Staff.....	15
APPENDIX: FORMS	16
Graduate Advisory Committee Appointment	16
Graduate Assistant Performance Evaluation Guidelines.....	17
Graduate Assistant Performance Evaluation Form	19

I. Overview

Increasingly, non-academic employers are becoming aware of the need for social science skills and for specific reliable information that they can use to assess policy, plan, pre-test, monitor and evaluate their efforts. Since many of the issues they confront are social in origin, current status, or consequence, it is clear to them that in order to respond appropriately, they require highly relevant and necessary information, knowledge and social science skills that can contribute to making and carrying out effective decisions.

The MA degree may serve as a gateway to a PhD program and subsequent career in higher education. The MA in Sociology and Criminology encompasses rigorous analyses of the values, assumptions, and social structures within local communities and global systems. Our program assists students in gaining significant insights into these social processes and structures in their desired professions.

In addition to preparing students for careers in academia, one of the main objectives of the program is to provide students with professional training to seek employment in federal, state, and local governmental agencies as well as in private-sector organizations. Increasingly, non-academic employers are becoming aware of the need for social science skills that can be used to assess policy, plan, pre-test, monitor and evaluate their efforts. Since many important issues are social in origin, it is clear to many employers that in order to respond appropriately, they need knowledgeable employees with vital social science skills to contribute to making and carrying out effective decisions.

The program provides students training in both theory and methods as well as opportunities for them to apply theory and methods in a variety of settings that deal with substantive issues. These areas reflect the variety and depth of the department's faculty interests including family, demography, minority studies, drugs, crime mapping, rural services, social policy, mental health, education, criminology, legal studies, poverty and criminal justice policy. The educational objectives of the program are to:

- prepare students for professional and/or academic careers in Sociology, Criminal Justice and Criminology
- strengthen students' analytical, research and writing skills
- provide extended training in theory and methods
- strengthen students' ability to apply theory and methods to social issues, problems and policies
- provide students opportunities to work with community organizations and leaders in internship settings, gaining hands-on knowledge and application of social science research methods and practice

Academic Honor Code

The University of North Carolina Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the university community are encouraged to report occurrences of dishonesty, honesty is principally the responsibility of each individual.

Academic dishonesty takes many forms, from blatant acts of cheating, stealing, or similar misdeeds to the more subtle forms of plagiarism, all of which are totally out of place in an institution of higher learning. Reporting and adjudication procedures have been developed to enforce the policy of academic integrity, to ensure justice, and to protect individual rights. Complete details may be found in the UNCW Code of Student Life.

II. Degree Requirements

A. General Requirements for the MA in Sociology and Criminology

The program requires a minimum of 34 semester hours of graduate study, 31 of which must be in Sociology and Criminology. Only 3 hours of DIS or graduate coursework outside the department will count towards graduate degree credit requirements.

1. Core Courses (16 hours)

Six courses (16 hours) are required for all students:

CRM/SOC 500 Social Research Methods	(3)
CRM/SOC 502 Evaluation, Methods and Policy	(3)
CRM/SOC 503 Sociological Theory	(3)
CRM/SOC 504 Data Analysis	(3)
CRM/SOC 505 Proseminar	(1)
CRM/SOC 561 Seminar in Criminology (required for criminology concentration) OR	(3)
SOC 524 Social Stratification (required for sociology concentration)	(3)

2. Concentration Areas (12 hours)

Four courses must be completed in one concentration area. The courses listed below each concentration are typical offerings (for a complete list of courses see the Graduate Catalogue or program website).

Criminology

CRM 516 Crime and Social Control	(3)
CRM 530 Restorative Justice	(3)
CRM 540 Race, Class, Gender and Crime	(3)
CRM 570 Drug Problems and Crime	(3)
CRM 580 Social Justice	(3)
CRM 585 Communities and Crime	(3)

Sociology

SOC 515 Globalization and Development	(3)
SOC 525 Racial and Ethnic Group Relations	(3)
SOC 530 Restorative Justice	(3)
SOC 543 Corporations and Consumer Culture	(3)
SOC 580 Social Justice	(3)
SOC 584 Community Development	(3)

Students wishing to take a DIS as well as electives offered by other departments or universities **must** have approval from the Graduate Coordinator prior to registration.

3. Thesis/Internship (6 hours)

Students may elect to complete an internship CRM/SOC 598 (6 hours) **or** a thesis CRM/SOC 599 (6 hours). Each student must successfully orally defend an internship or thesis proposal ***prior to registering*** for internship or thesis hours. The defense of either type of proposal should be scheduled near the completion of the second fall semester of full-time course work.

B. Thesis Option

A thesis requires an extensive literature survey on existing works and has the potential to generate new knowledge or improve upon existing techniques. One of the primary goals of masters-level thesis work is to improve students' proficiency in conducting social scientific research.

Students preparing a thesis must write a proposal and pass an oral defense in order to continue work on the thesis. Thesis committees consist of a faculty advisor and at least two other members of the graduate faculty. At least one of these faculty members must be a member of the Department of Sociology and Criminology. Students choosing this option must pass both the proposal and thesis defense to graduate from the MA program. Students must follow the guidelines from the Graduate School for Thesis formatting and deadlines. Please review, in detail, Graduate School expectations as outlined on their web pages:

http://www.uncw.edu/grad_info/thesis_dissertation_information.htm.

C. Internship Option

The internship entails both workload and academic requirements. Students enrolling for internship credits are required to work 20 hours per week at an agency agreed upon by the student and internship coordinator. This option also requires an internship project, which consists of an applied research paper(s) examining an issue at the student's work place relevant to the course of study. Students employed on a professional basis may request to waive the workload, but not the academic requirement. Waiver requests consist of (1) a formal letter to the CAPS Program Coordinator describing the relevant experience and (2) a résumé. Waivers will only be considered if the student can demonstrate a minimum of five years of significant management or discipline-related professional experience. Students must register for the internship course in the semester in which the internship begins.

The internship project requires background analysis and involves an applied project that results in solving a specific social issue or problem. An internship project often addresses practical questions (such as how best to solve a real-world social problem). All projects require significant social scientific analysis based on the core coursework in the program. Students choosing this option must choose an internship advisor and a committee of at least two other members of the graduate faculty who will advise the student on both the internship proposal defense and internship project defense. At least

one of these faculty members must be a member of the department. Students choosing

this option must pass both the proposal and project defense to graduate from the MA program.

Each internship placement will be unique to the research interests of the student. The program does not have a list of placements to 'slot students,' rather students are encouraged to seek organizations that match their research agenda and interests, provide an intellectually challenging and rewarding learning experience, and build skills that may be translated to employment. Students are encouraged to begin seeking these placements as early as possible in their academic program at UNCW.

The final internship project paper should reflect the unique internship experience of the student. This final project will be a catalogued, electronic copy, much like the thesis option, that will be part of the UNCW Library holdings as well as in the Sociology and Criminology department office. Expectations for each internship project will reflect the particular research agenda of each student and will be guided by the student's internship committee; however, basic requirements include:

- 1) Identification of a general research question to be explored during the internship experience;
- 2) A theoretical framework for understanding the broader sociological context of the research question.
- 3) A review of literature pertaining to the internship focus;
- 4) A research design for the particular internship research and work experience (this will be unique to the internship expectations and focus);
- 5) Data collection (this will be unique to the internship expectations and focus);
- 6) A write-up of the internship experience;
- 7) Analysis. Drawing from theoretical and empirical evidence, the analysis should include practical solutions to the real-world social issue the student examines during the internship experience: typically recommendations for the organization, observations that may help the organization address the social issue being studied, policy recommendations based on analysis of data and/or analysis of work-experience and research.

While this is very similar to the thesis format, the final internship project differs in that it should be understood as applied research that seeks to address real-world social issues using a social scientific model. Students will need to demonstrate their understanding of the social science research method and the way in which their training as social scientists informs the real-world social issue of the organization in which they serve as intern.

The importance of the MA Internship Committee each student selects cannot be overstated. The student should have an internship advisor, as well as (at least) two faculty members from the department. This committee should serve as a sounding board throughout the student's MA program and particularly during the internship experience. Students should seek faculty for their committee who provide theoretical,

methodological and substantive guidance in crafting and writing their research project. Students should keep committee members apprised of their progress and intellectual

development as the internship and writing experience unfolds. The committee will “sign-off” on (in essence “approve”) the proposed internship experience during the semester prior to the internship assignment. The committee will hear the final internship project defense and “sign-off” on the final written project before it is submitted to the Graduate School.

D. Grading Policy

In accordance with Graduate School policy, a student must maintain a cumulative 3.0 Grade Point Average (GPA) or “B” average to remain eligible in the program. Students falling below a 3.0 GPA will be placed on academic probation, and will have three subsequent courses to bring the GPA up to at least 3.0. Students must earn a “B” or above in all graduate courses taken to earn graduate credit in the program. Three grades of C or one grade of F results in dismissal from the graduate program.

If approved by the departmental chairperson, an incomplete (I) grade may be given if the course instructor determines that exceptional circumstances warrant extending the time for the student to complete the course work. The instructor may set the maximum allowable period for completion of the course work, but in no case will the extension exceed one year. If the time allowed is to be less than one year, this information should be transmitted in writing to the student, along with a copy for the Graduate School. If, within 12 months, a change of grade has not been submitted by the instructor, the incomplete automatically becomes an F. Ensuring that incomplete grades are converted in a timely manner is the responsibility of the student.

The basis for course grading is determined by the instructor. Most courses will have a participation requirement, so it is essential for students to understand that class attendance is vital for a successful experience. Although each faculty member has the discretion to determine his or her specific attendance policies, it is expected that graduate students will attend all classes unless they have professional obligations and have discussed their absence in advance with the faculty member. Frequent unexcused absences may result in a failing grade and loss of eligibility until the student can demonstrate to the faculty that he or she is in a position both professionally and personally to attend class on a regular basis.

Students wishing to appeal their final grade in a course should follow the procedures outlined in the UNCW Graduate Catalogue.

E. Course of Study

Students have two basic decisions regarding their course of study: 1) how quickly they will progress through the program and 2) which concentration they will pursue.

1. Pace of Study

A full-time track assumes nine (9) or more hours per semester, with summers devoted to elective coursework, thesis/project research, or “recuperation.” This

pace will allow the student to earn the MA in two years (assuming prerequisites are completed in advance). **Students currently working full-time are strongly discouraged from taking a full-time course load.** Graduate assistants, fellows, and others working no more than 20 hours per week are candidates for full-time status. Students awarded graduate assistantships are required to maintain full-time status throughout their candidacy. Students desiring to take more than 9 hours are required to consult with their advisors or the Graduate Coordinator. Full-time status is defined as one of the following:

- a. Enrollment in at least 9 hours of coursework
- b. Enrollment in at least 1 hour of thesis credit (CRM/SOC 599)
- c. Enrollment in at least 1 hour of internship credit (CRM/SOC 598)
- d. Enrollment in GRC 600 (graduation continuation credit)

A part-time track assumes six (6) hours per semester. This pace will allow the student to earn the MA degree in three years (assuming prerequisites are taken in advance). This track is recommended for students working full-time.

2. Concentration Area

M.A. students are able to concentrate in either criminology or sociology. In either case, graduates of the program will be able to tackle professional tasks that directly or indirectly involve human relationships. We expect our graduates to move on to careers as evaluators, researchers, planners, managers, advisors, program directors, and policy makers. The program also provides a strong foundation for those who seek to pursue the Ph.D. in traditional criminology and sociology programs.

One of the strengths of this program is the diverse theoretical, methodological, and substantive interests of the graduate faculty. Within sociology, specific strengths include public sociology, the study of rural and urban poverty, race-gender class inequalities and stratification, social structure and organizational power, globalization, and culture and media. Within criminology, there are specializations in collective and interpersonal violence, substance abuse, victimology, and social/restorative justice. Theoretical-methodological perspectives represented include macro-, micro-and multi-level approaches as well as structural, critical, feminist, and conflict theories.

Students must select a concentration area after their first 9 hours of coursework.

F. Graduate Assistantships/Fellowships

Subject to funding, the program may be in a position to award a number of graduate assistantships or fellowships at the beginning of each academic year. The exact terms of these opportunities will vary depending on the source of the funds, but typically offer a stipend and/or tuition waiver in return for 20 hours per week of research or professional support for the sponsor. Half-time assistantships requiring 10 hours per week of work may also be awarded. Awards may be for one or more academic years, depending on available funding and/or student performance. A graduate assistant is paid by state funds and normally works for faculty in the Sociology and Criminology department. A fellow may be paid by a research grant or a local agency sponsor, in which case the student would work for the sponsor.

Graduate assistantships or fellowships are awarded on a competitive basis, with final selections made by faculty and/or the sponsoring agency. Criteria include academic performance, recommendations, and special skills that may be required for a particular opportunity. Graduate assistants are evaluated each semester by their supervising faculty member(s). The objective of this evaluation is to provide students with feedback on their performance as an assistant as well as ensure satisfactory performance of duties assigned, including upholding the professional standards of their work environment.

G. Degree Time Limits

A graduate student has five calendar years to complete his or her degree program. The period begins with the student's first term of work after formal admission to a degree-granting program. Work completed as a non-degree student does not initiate the five-year period for completing a degree program. Both full-time and part-time students are required to follow the five-year time limit.

Courses taken more than five calendar years prior to the admission of a student into a degree program at UNCW normally are not accepted for credit toward fulfilling the requirements of the student's degree program. In some cases, however, with approval of the student's advisory committee and department chair, a student may petition the Graduate School to accept for credit work that is more than five years old.

When extenuating circumstances warrant, an extension of the time limit for completing a graduate program may be granted to a student upon his or her petition to the Graduate School. Such petitions must include an explanation and the endorsement of the student's advisory committee and academic unit's chair or dean.

H. Ethical Conduct

The University of North Carolina Wilmington is a community of high academic standards where academic integrity is valued. UNCW students are committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. This commitment begins when new students matriculate at UNCW, continues as they create work of the highest quality while part of the university community, and endures as a core value throughout their lives.

Graduate students in the CAPS program are expected to abide by the ethical standards of conduct prescribed by American Sociological Association (www.asanet.org/about/ethics.cfm).

I. Self-plagiarism

Because writing is an essential academic skill that develops best through a process of continual drafting and rewriting, duplicated content is not acceptable in whole or in part in papers for graduate classes. Derivative content may be acceptable so long as it strives towards improved quality, clarity, and evolution of the academic skills of writing.

Because the distinction between duplicate and derivative work is not always clear, we require students who wish to use derivative work to obtain permission, in advance, from the professor to whom they will be submitting the derivative work.

Failure to follow this procedure will be considered an ethical violation of the student honor code and may result in termination from the program.

III. Procedures

A. Advising

All incoming students will receive formal academic advising at or before the program orientation session held at the beginning of the fall semester. For subsequent semesters, the Graduate Coordinator will act as the academic advisor until the student identifies a committee to work with for their internship/thesis research. The Chair of this committee will then serve as the student's advisor for the remainder of their graduate studies. Students should make course selection and registration decisions in consultation with this faculty member. Upon completion of the first 10 hours of MA study, all students will declare a concentration in either Criminology or Sociology to the Graduate Coordinator.

B. Internship/Thesis Proposal

The research project proposed through your internship or thesis must be approved in advance by an advisory committee. This committee advises you on the project both before and after the proposal stage, and is the body that determines satisfactory completion of the internship paper/thesis in partial completion of the MA degree. The following sequence is intended as a set of guidelines to follow in preparation of the internship/thesis proposal.

- 1) Select topic and methods. Write a brief description (1 to 2 pages) of the research topic that you wish to address in your internship or thesis. This can be done in consultation with the core-course faculty in the initial semester of coursework, and should be completed by the end of the first semester of full-time coursework.
- 2) Select thesis/internship advisor. Research faculty specialty areas to help you choose an advisor best suited to guiding you in the design of your research.
- 3) With the assistance of the thesis/internship advisor, select potential committee members. This committee should be selected in your second semester in the program. Using the form in the Appendix ("Graduate Advisory Committee Appointment"), you should notify the Graduate Coordinator and confirm that each committee member is willing to serve in this capacity.
- 4) Develop your internship/thesis proposal in consultation with your advisor and committee members. It is very important that you maintain close contact with your committee throughout the remainder of your residency in the program. This is not the time to seclude yourself. Research is an interactive process that should include your faculty advisors. Keep them informed of your progress.

The proposal should contain two elements: 1) a literature review, and 2) a research proposal. These elements are covered in the first year of coursework.

- 5) When recommended by your advisor, and after several initial drafts have been

written, send a draft of the proposal (hard copy) to each committee member at least two weeks before the proposal defense.

- 6) Proposal defense. Discuss project with your advisory committee, determine roles of committee members and project timeline - write up and distribute to all members (For theses, this should be before the end of the third semester of full-time coursework—the sooner in the semester, the better; for internships, this should be completed by the end of the semester prior to the internship assignment). Following your defense, the committee will determine whether you have passed or failed. Often, students will be asked to rewrite parts of the proposal. If a student does not pass, a specific plan will be formulated by the committee for remediation. Students must successfully pass the proposal defense in order to enroll for CRM/SOC 598 or CRM/SOC 599.

C. Application for Graduation

Students must apply for graduation before participating in university and departmental commencement ceremonies. Students must apply for graduation during the semester of intended graduation (see the Graduate School website for application deadlines).

D. Oral Defense of the Internship Paper/Thesis

You are required to defend your internship paper/thesis orally to your committee. The following sequence is intended as a set of guidelines to follow for completing a thesis/internship paper:

- 1) Upon successfully passing your proposal defense, work with your advisor and committee members on the project, providing drafts of work in progress as requested by the advisor.
- 2) In the semester you wish to defend, follow the Graduate School's formatting guidelines (on their website) and submit a complete, formatted draft to the Graduate School for format approval (deadlines for format approval is on the Graduate School website).
- 3) At least two weeks before you want to defend, and upon approval of your advisor, provide a draft (hard copy) to all committee members. Each committee member will study and edit your document. If, at that time, the committee believes you are not ready to defend, they will ask you to cancel. Otherwise, the defense will proceed. This decision should occur no later than a week before the planned defense date.
- 4) Thesis/internship defense. Because the department wishes to celebrate your accomplishments, all thesis/internship paper defenses are open to the public. At a minimum, dates and times of defenses should be announced to the department via the MA program e-mail listserv and flyers posted in Bear Hall. The format of your defense is as follows:
 - a. Presentation of your research to committee and attendees.
 - b. Public period of questioning to the candidate (including questions of clarification from the audience).
 - c. Non-public period of questioning of you by your committee.
 - d. You are excused from the room to allow the committee to deliberate on

whether you pass or fail your defense.

- e. You are invited back to the room, and the decision on whether you have passed or failed is conveyed to you immediately. Often, students who have passed will be asked to rewrite parts of the proposal before submitting the final draft to the Graduate School.

E. Graduation

Graduate students who have completed all degree requirements for July graduation may walk in the December ceremony and their names will be listed in the December commencement program; graduate students who have completed all degree requirements for December graduation may walk in the December ceremony and their names will be listed in the December commencement program; graduate students who have completed all degree requirements for May graduation may walk during the May ceremony and their names will be listed in the May commencement program. A graduate student may walk only in the graduation ceremony in the term in which they graduate.

Graduate students who have not completed their internship/thesis may not participate in commencement ceremonies. Completion requires successful oral defense of the internship paper/thesis and a final signed copy submitted to the Graduate School by the required deadline (thesis deadlines for each semester are available on the Graduate School website).

IV. Facilities and Resources

A. Graduate Student Office and Computer Lab

Room 201D in Bear Hall is designated as the graduate student office for all students enrolled in the program. Students will be granted UNCW One Card access to the locked office upon initial registration. The primary purpose of this area is as a study area and computer workspace. Cooperation in keeping noise to a minimal level is greatly appreciated. Teaching assistants doing course-related work should also use this space for meeting with students.

The computers and laser printers in these rooms should only be used for work related to the graduate program, and are available for use by graduate students and faculty only. File storage on the UNCW network is strongly encouraged (see: uncw.edu/ITSD/learning/TimmyFileStorage.html). Students should familiarize themselves with university policy on appropriate use of university-owned computers.

B. E-mail, Mail and Telephone

The university electronic mail account that is assigned to each active student is the primary official means for communicating with individual or groups of students. Official university communications include, but are not limited to, enrollment information, grade information, financial information and policy, and announcements, as well as individualized notices. This system affords an efficient method for official messages to be disseminated to both on-and off-campus students. It is the responsibility of each student to frequently access their UNCW electronic mail account as it may contain an

official communication from the department or the university.

'grad_soccrm@lists.uncw.edu' is the official listserv for the MA program. All incoming students are subscribed to this listserv, which is also subscribed to by current students and graduate faculty. The purpose of this listserv is to provide faculty and graduate students with information about upcoming events, professional opportunities, and general information related to the graduate program. The listserv serves as the primary vehicle for communicating important information related to the graduate program. The listserv is not intended as a forum for casual online conversation or informal chatter.

Students may also receive letters, journals and books using this address: [Your name], Dept. of Sociology & Criminology, UNC Wilmington, 601 S. College Rd., Wilmington, NC 28403-5978.

A telephone is available to students in the graduate student office for campus and local calls only. Graduate students should not use the telephones in the department office for any reason.

C. Building Security

You are expected to assist the department faculty and staff in maintaining building security. We want to maintain a safe and secure campus for ourselves, our students and our research subjects. Your UNCW One card allows you access to the building 24 hours a day, but you must be extremely careful about letting others into the building. If you are the last person to leave a room, it is your responsibility to ensure that the room is secure and that all equipment is shut off. No doors should be propped open if they are supposed to be locked. If you see one propped open, please close it and notify campus security if someone gives you trouble about this. If there is any trouble, please call Campus Security immediately. The non-emergency number is 962-222.

Many times graduate students work late at night in the building. Please try to maintain knowledge of who else is there and be careful about leaving the building alone after dark. If you are leaving late and alone, campus police will give you an escort if you are at all uneasy.

D. Library

The William Madison Randall Library constitutes a vital instructional and research resource of the University. With seating provided for about 1,000 people, the library holds nearly 2 million items in various formats, of which 800,000 are books, bound journals, and printed government documents; 920,000 are microform pieces; and more than 22,000 are multimedia items. In addition, the library offers extensive indexes and full-text resources. These resources—including NC LIVE databases, LexisNexis, Science Direct, and JSTOR—provide access to indexing and full text for thousands of journals and books. An online catalog and circulation system provides easy, efficient access to most of the library's collections. In addition, there are in a quiet study room and a computer lab for graduate students located on the 2nd floor of Randall Library. Both are accessible using your UNCW One Card.

V. Important Contacts

<i>All Campus Locations</i>	96x-xxxx
<i>Campus Operator</i>	2-3000
<i>Campus Emergency Number</i>	2-4911
<i>Career Services</i> Fisher Student Center, 2 nd Floor.....	2-3174
<i>Cashier</i> Warwick Center.....	2-3164, 2-3165
<i>Computer-based Testing (GRE)</i> DePaolo Hall	2-7444
<i>Technology Assistance Center (TAC, or the “Help Desk”)</i> Randall Library, 1 st Floor	2-HELP
<i>Counseling Center</i> DePaolo Hall, 2 nd Floor.....	2-3746
<i>Financial Aid/Veterans Services</i>	2-3177
<i>Graduate School</i> James Hall, 2 nd Floor.....	2-4117
<i>Randall Library Schedule</i>	2-7306
<i>Parking/Student IDs</i>	2-3537
<i>Campus Police</i>	2-3184
<i>Registrar/Records</i>	2-3125
<i>Student Health Center</i> DePaolo Hall, 2 nd Floor.....	2-3280
<i>Seahawk Perch (Off-campus Housing)</i>	2-7371
<i>LGBTQIA Resource Office</i>	2-2114
Fisher Student Center, 2 nd Floor	
<i>Upperman African American Center</i>	2-7087
Fisher Student Center, 2 nd Floor	
<i>Centro Hispano</i>	2-2551
Fisher Student Center, 2 nd Floor	

VI. Alpha Kappa Delta (AKD) and Alpha Phi Sigma (APS) Induction Ceremony

Every spring the Department of Sociology and Criminology holds a ceremony in which graduate and undergraduate students are inducted in to Alpha Kappa Delta (AKD) and Alpha Phi Sigma (APS). The induction ceremony is preceded by a talk given by a visiting scholar.

Alpha Kappa Delta (AKD), the international sociology honor society, seeks to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition. To be eligible to join, graduate students must be officially admitted to a program of graduate study at the host institution, have completed one half year of graduate study in sociology, maintain a GPA of 3.0 or above, and be moving toward matriculation from the program. After joining, students become life-long members. Contact Jean Anne Sutherland (sutherlandj@uncw.edu) if you are interested in joining.

Alpha Phi Sigma (APS) National Honor Society in Criminal Justice is a nationally recognized honor society for students in the criminology and criminal justice field. The society recognizes academic excellence by undergraduate and graduate students of criminology and criminal justice as well as students in law school. To be eligible to join, graduate students must be enrolled in a graduate program in criminal justice or a related field, have completed four courses, have a minimum GPA of 3.4 or rank in the top 25% of their class. After joining, students become life-long members. Contact Carrie Buist (buistc@uncw.edu) if you are interested in joining.

VII. Graduate Faculty and Staff

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APPENDIX: FORMS

*University of North Carolina Wilmington
Sociology and Criminology MA Program*

Graduate Advisory Committee Appointment

Last revised: 7/14

Date: _____

To: Internship / Thesis Committee (circle one)

_____, Chair

_____, Member

_____, Member

_____, Member (optional)

This is to inform you that you have been chosen to serve as a member of the Graduate Advisory Committee for:

Last Name: _____ First Name: _____

Thank you in advance for agreeing to serve on this committee.

Graduate Coordinator
Sociology and Criminology MA Program

Cc: Graduate student, graduate student file, each committee member

Graduate Assistant Performance Evaluation Guidelines

Graduate assistantships allow students to enhance their talents and develop their skills through the following types of assignments:

- Assisting undergraduate students with course material
- Assisting professors in their research and/or teaching

To qualify for assistantship support, a graduate student must

- Be enrolled in a degree program
- Register for a minimum of nine on-campus credit hours each semester during the tenure of the assistantship

Graduate Assistant Responsibilities. Each graduate assistant has a unique opportunity to interact with scholars, other advanced students in the disciplines, and an unparalleled support staff. Because graduate assistants are a reflection of the Department of Sociology and Criminology—to undergraduate students and their parents as well as to other departments on campus—they are expected to uphold the department's high standards of professionalism and quality work ethic. Graduate assistants are expected to maintain good academic standing, to perform satisfactorily the duties of the positions to which they are assigned, and to uphold professional standards in their work environment.

Supervising Faculty Member Responsibilities. Faculty supervising graduate assistants should clearly define assistants' responsibilities at the beginning of the assistantship and highlight those responsibilities when completing evaluations. Faculty are expected to train their assigned graduate assistants to ensure effective productivity and excellent performance.

Evaluations. The Department requires supervising faculty members to review and evaluate their graduate assistants' work performance in writing each semester. This evaluation defines performance standards, clarifies job duties, identifies problem issues, and reinforces departmental expectations. The evaluation also includes a section for the evaluator's and graduate assistant's comments and signatures. Students that receive "unsatisfactory" or "needs improvement" evaluations must demonstrate "satisfactory" (or higher) evaluations for the same component the following semester or risk losing their assistantship.

Performance Evaluation Criteria

The following criteria should be used to evaluate the graduate assistant's performance.

OUTSTANDING

Performance is far and above the defined job expectations. The graduate assistant consistently does outstanding work, regularly exceeding job expectations. Performance that exceeds expectations is due to the effort and skills of the employee. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

VERY GOOD

Performance meets the defined job expectations and in many instances exceeds job expectations. The graduate assistant is, overall, doing a very good job. Performance that exceeds expectations is due to the effort and skills of the graduate assistant.

SATISFACTORY

Performance meets the defined job expectations. The graduate assistant generally performs according to the expectations by doing a good job. The graduate assistant is doing the job at the level expected for graduate assistants in this position. The good performance is due to the graduate assistant's own effort and skills.

NEEDS IMPROVEMENT

Performance meets most of the job expectations but only partially meets the remainder. The graduate assistant generally is doing the job at a minimal level, and improvement is needed to fully meet expectations. Lapses in performance are due to the graduate assistant's lack of skills or effort. Students that receive this evaluation must demonstrate "satisfactory" (or higher) evaluations for the same component the following semester or risk losing their assistantship.

UNSATISFACTORY

Performance consistently fails to meet the defined expectations or requires frequent, close supervision and/or the redoing of work. The employee is not doing the job at the level expected for graduate assistants in this position. Unsuccessful job performance is due to the graduate assistant's own lack of effort or skills. Students that receive this evaluation must demonstrate "satisfactory" (or higher) evaluations for the same component the following semester or risk losing their assistantship.

NA

Not applicable/not observed.

Graduate Assistant Performance Evaluation Form

Semester: _____

1 = Unsatisfactory; 2 = Needs Improvement; 3 = Satisfactory; 4 = Very Good; 5 = Outstanding; NA = Not applicable/not observed

	1	2	3	4	5	NA
Follows instructions						
Completes assigned work in a timely fashion						
Collaborates effectively						
Attends expected meetings regularly and punctually						
Informs supervisor in advance of planned absences						
Maintains regular communication with supervisor						
Responds appropriately to constructive criticism						
Has a constructive and professional attitude						

In the space below, please explain any unsatisfactory marks you have given.

In the space below, please provide any additional comments regarding your graduate assistant's performance.

Faculty Supervisor

Graduate Assistant

Graduate Director

Cc: graduate student, graduate student file