

**A GUIDE FOR GRADUATE DEGREE PROGRAMS**  
**SOCIOLOGY, ANTHROPOLOGY AND**  
**EMERGENCY MANAGEMENT**

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**INTRODUCTION**

Students pursuing a Master of Science degree in the Sociology, a Master of Science in the Social and Behavioral Sciences degree with an emphasis in Anthropology, or a Master of Science degree or Doctoral degree in Emergency Management may elect to take concentrated work in Sociology, Anthropology or Emergency Management, as appropriate. The Master of Science in Sociology offers courses in several specialty areas that prepare students for numerous career alternatives. These areas include Medical Sociology, Gerontology, Community/Rural Sociology, and General Sociology. Students completing this masters degree or the Masters of Science in the Social and Behavioral Sciences with an Anthropology emphasis will find that they have an appropriate background for continued graduate work at the Ph.D. level. The masters and doctoral degrees in Emergency Management provide advanced course work in the field along with a strong, sociological foundation. All of these graduate degrees provide opportunities for specialized training relevant to many occupations which require a Masters degree in Sociology, Anthropology or Emergency Management.

**OBJECTIVES**

The focus of graduate education in Sociology, Anthropology, and Emergency Management at North Dakota State University is directed toward research and the application of research skills. Emphasis is placed on providing masters and Ph.D. degree candidates with the opportunity to expand their theoretical and methodological perspectives and to cultivate their interest in substantive areas. Graduate students are encouraged to augment their educational training by engaging in professional activities (i.e., attending professional meetings, participating in research, engaging in public service, and teaching).

This manual provides a basic outline of the procedures and requirements of the graduate programs in the Department of Sociology-Anthropology. It is intended as a guide to facilitate students' professional development and as a tool to be used in understanding various aspects and requirements of the graduate program. This manual should be consulted in addition to the current *Graduate Bulletin* found on line at <http://www.ndsu.edu/gradschool/>. At the time his *Handbook* was revised, Department standards were either consistent with or higher than those stated in the *Graduate Bulletin*. However, should Graduate School standards change and exceed those stated in this *Handbook*, the higher Graduate School standards would apply.

**ADMISSION**

Application Forms

Prospective students should obtain an application form from the office of the Dean of the Graduate School. All application material is available on the web at [www.ndsu.edu/gradschool/](http://www.ndsu.edu/gradschool/) or write, call or e-mail: Dean of the Graduate School, North Dakota State University, Fargo, ND 58105, (701) 231-7033, [ndsu.grad.school@ndsu.edu](mailto:ndsu.grad.school@ndsu.edu). Beginning Fall 2004, application for Graduate School programs will be administered online.

## Application Deadlines

Every effort should be made to submit applications to the Graduate School at least three months prior to registration. (The *Graduate Bulletin* specifies that international students should apply at least 120 days prior to initial registration.) Applications first go to the Graduate School. The Graduate School waits to send the application package to the Department until all transcripts and reference letters have been received. Once these materials have been received, the Graduate School sends the application to our Department Chair, who requests that the Department's Graduate Committee and then the entire Department review it. Finally, the application is sent back to the Graduate School with the Department's recommendations regarding admission. Completing this process is especially difficult during the summer. Thus, it is strongly recommended that students applying for the fall semester apply by *April 1* and students applying for the spring semester apply by *September 1*. Applications that arrive after these dates may not be approved in time to begin the subsequent semester. These deadlines must be met to receive full consideration for assistantships. However, as of Fall 2004, all applications are processed online.

## Admission Status

Applicants admitted into the department graduate programs are either admitted in *full standing* or are admitted *conditionally*. Conditional admission reflects an evaluation by the Department that the student has the potential to do graduate work but needs to complete specified undergraduate courses (e.g., courses in theory, methods, and/or statistics) before taking more advanced courses in these areas. Notification of conditional admission will include a listing of the requirements the student must fulfill to be converted to full standing.

All Department decisions concerning admission are advisory to the Graduate School. The Graduate School makes the final decision on admission status and, if need be, on the conversion of conditional admission to admission with full standing. Applicants will be notified of the admission decision by the Graduate School.

## Admission Requirements for Full Standing

### **Sociology**

To be considered for full standing, applicants must at minimum 1) hold a baccalaureate degree from an educational institution of recognized standing; 2) have an overall undergraduate grade point average of 3.0 or better on a 4.0 scale and a grade point average of 3.2 or higher in sociology; 3) provide three supportive letters of recommendation; and 4) have sufficient undergraduate preparation in sociology to support successful graduate work. To be sufficiently prepared in sociology, it is desirable that the applicant have at least 15-18 credit hours in sociology. Full admission requires evidence that the student has successfully completed one course each in sociological theory, statistics, and research methods. Credits from courses in sociological theory and social research methods, but not statistics, may count towards the 15-18 credits of preparation required in sociology.

### **Anthropology**

To be considered for full standing, applicants must at minimum 1) hold a baccalaureate degree from an educational institution of recognized standing; 2) have an overall undergraduate grade point average of 3.0 or better on a 4.0 scale and a grade point average of 3.2 or higher in anthropology; 3) provide three supportive letters of recommendation; and 4) have sufficient undergraduate preparation in anthropology to support successful graduate work. To be sufficiently prepared in anthropology, it is desirable that the applicant have at least 15-18 credit hours in anthropology, which should include an introductory course and at least two sub-disciplinary courses. Full admission requires evidence that the student has also successfully completed courses in anthropological methods or theory, one domain course, and one area-focused course. Credits from these courses may count toward the 15-18 credits of preparation required in anthropology.

## **Emergency Management**

To be considered for full standing to work towards a graduate degree, applicants must at minimum 1) hold a baccalaureate degree from an educational institution of recognized standing; 2) have an overall undergraduate grade point average of 3.0 or better on a 4.0 scale and a grade point average of 3.2 or higher in their major, or a 3.0 or better in a masters degree; 3) provide three supportive letters of recommendation; 4) demonstrate educational and/or experiential preparation related to emergency management to support successful graduate work; and 5) complete the GRE exam. If a student has completed a masters degree, the GRE exam is not required. Once admitted in full standing, students will be required to take one course each in undergraduate social theory, research methods, and statistics, if they have not already taken these courses as an undergraduate.

### Admission Requirements for Conditional Status

Conditional admission may be recommended for promising students who lack some portion of the above requirements for admission in full standing. For example, students may be required to take 6-10 graduate credit hours and achieve a cumulative GPA of 3.0.

Generally, the conditional status must be removed before a student is eligible to apply for a graduate student assistantship. However, conditional admission is not viewed by the Department as a deficit, but as a signal to the student that additional preparation is needed to insure success in the program.

The vast majority of students conditionally admitted quickly convert to full standing, but students not satisfying these requirements in a timely manner (i.e., within the first two semesters of enrollment) will have their graduate student status re-evaluated by the Department and the Graduate Committee as to whether the student should be allowed to continue in the program.

### Admission Requirements for International Students

International students should check the *Graduate Bulletin* to make sure they address the Graduate School's requirements for language proficiency, financial resources, medical insurance, and application deadlines.

## **MASTERS DEGREES: A PROGRAM OVERVIEW**

Two options are available for masters graduate students in Sociology and Anthropology. The first is designated as the Thesis Option. Students selecting this option are required to complete a masters thesis. The second option is the Comprehensive Study Option. Students selecting this option are required to complete an internship or an analytical/research project and a paper. Course work and other requirements associated with each option are discussed in more detail below.

### General Degree Requirements for Sociology, Anthropology, and Emergency Management

#### **Thesis Option**

**Masters Degree in Sociology and Social Science (Anthropology).** Students pursuing a masters degree program with the thesis option must complete a minimum of 30 semester credits including a master's thesis. At least 16 of the 30 credits must be taken in didactic courses (e.g., these would include NDSU courses numbered 601-689 or 700-789, but graduate didactic course taken at other universities may have different numbers). Didactic courses do not include independent study, field experience, thesis credits, or seminars. Allowable credits for working on the masters thesis (i.e., credits taken as SOC or ANTH 798) can range from 6 to 10 with no more than 8 of these credits applicable toward the minimum required total of 30 credits. Specific requirements associated with completing a masters thesis are described below.

**Masters Degree in Emergency Management.** Students pursuing an emergency management masters degree program with the thesis option must complete a minimum of 36 semester credits including a research-based masters thesis. At least 16 of the 36 credits must be taken in didactic courses (e.g., these would include NDSU courses numbered 601-689 or 700-789, but graduate didactic course taken at other universities may have different numbers). Didactic courses do not include independent study, field experience, thesis credits, or seminars. Allowable credits for working on the masters thesis (i.e., credits taken as SOC or ANTH 798) can range from 6 to 10 with no more than 6 of these credits applicable toward the minimum required total of 36 credits.

Students pursuing a doctorate in emergency management must first complete a masters degree in emergency management or a related field. It is strongly recommended that these students select the thesis option. Students who have not completed a thesis for their masters degree may be asked to complete an alternative empirical project.

#### **Comprehensive Study Option**

The masters degree with the thesis option is recommended for students who are considering doctoral work in sociology, anthropology, or related field. However, an alternative to the thesis option is the Comprehensive Study Option. For the Comprehensive Study Option, masters degree students must complete a minimum of 36 credits and a paper. As is true in the Thesis Option, 21 of the 36 or 40 credits for the Comprehensive Study Option must be taken in didactic courses. Allowable research credits (SOC, ANTH, or EMGT 797) must total at least 2 and no more than 4 of the credits applicable toward the minimum required total. Specific requirements associated with completing these research credits are described later.

The Comprehensive Study Option (see Appendix D) typically has an applied focus. Students following a Comprehensive Study Option must successfully complete an internship or supervised research/analytical program and a Comprehensive Study Option paper. A paper is a written composition in which the student addresses a research topic in detail. The paper may be developed in a variety of ways depending upon the method selected. Most papers involve evaluations of community programs (e.g., halfway houses, community health programs). The paper should represent an original contribution by the student. In that regard, it should reflect an insightful and convincing discussion logically developed and

coherently written. The structure and content of the paper is to be developed in consultation with the student's advisor and supervisory committee and in compliance with the guidelines set by the Graduate School.

#### Degree Requirements Specific to Sociology

Specific course requirements for a masters degree with an emphasis in sociology include:

Soc. 723: Social Theory  
Soc. 700: Qualitative Methods  
Soc. 701: Quantitative Methods

#### Degree Requirements Specific to Anthropology

Specific course requirements for a masters degree with an emphasis in anthropology include:

Graduate level methods based course  
Graduate level theory based course

#### Degree Requirements Specific to Emergency Management

Specific course requirements for a master's degree in emergency management include:

Core: 9 credits  
Soc. 700: Qualitative Methods or Soc. 701: Quantitative Methods  
Soc. 723: Social Theory  
Soc. 620: Sociology of Disaster  
Disaster Stages: 9 credits  
(See Appendix D for lists of courses on preparedness, mitigation, response, and recovery):  
Select one course each from three of the four clusters of disaster stage courses. (One of the selected courses must be at the 700 level.)  
Disaster Area Studies—Social and Behavioral Sciences: 6 credits  
(See Appendix D for lists of courses.)  
Select two courses.  
Disaster Area Studies—The Emergency Manager: 3 credits  
Emgt 653: Emergency Management Law and Ethics  
Disaster Area Studies—The Public and Private Sectors: 3 credits  
(See Appendix D for lists of courses.)  
Select one course.  
Required Co-requisites: 3 undergraduate credits  
Emgt 201: Introduction to Emergency Management

## **PH.D. DEGREE: A PROGRAM OVERVIEW**

Students pursuing the emergency management Ph.D. must complete a minimum of 90 credits or 60 credits beyond the masters degree, and a dissertation. The Ph.D. is awarded in recognition of significant depth of understanding and scholarly achievement in emergency management. The recipient must complete all of the required course work (see Ph.D. requirements below); pass both written and oral comprehensive exams; complete a significant research project for the dissertation; and successfully defend this research in an oral examination. The student's progress will be evaluated by a supervisory committee that is responsible for reviewing the student's plan of study, written and oral comprehensive examinations, dissertation proposal, and dissertation defense.

Core: 15 credits

- Soc. 700: Qualitative Methods
- Soc. 701: Quantitative Methods
- Soc. 723: Social Theory
- Soc. 620: Sociology of Disaster
- Stat. 725: Applied Statistics

Disaster Stages: 18 credits

(See Appendix F for lists of courses on preparedness, mitigation, response, and recovery.)

Select two courses from any two of four stages and one course in each of the two remaining stages. (One of the selected courses must be at the 700 level.)

Disaster Area Studies: 12 credits

(See Appendix F for courses in Social and Behavioral Sciences and in the Public and Private Sectors lists.)

Disaster Area Studies—The Emergency Manager: 3 credits

Emgt 653: Emergency Management Law and Ethics

Cognates: 24 credits (at least 12 credits beyond other requirements)

Sociology Cognate: 12 credits (at least 6 credits beyond other requirements)

The sociology cognate requires 12 graduate level sociology credits. Six of the 12 credits can include sociology courses taken to fulfill the Disaster Stages and/or Disaster Area Studies requirements but the 12 credits cannot include sociology courses taken to fulfill core requirements.

Second Cognate: 12 credits (at least 6 credits beyond other requirements)

The second cognate must be in an area selected with the approval of the student's supervisory committee. This cognate also requires 12 graduate level credits and can include 6 credits already selected to fulfill the Disaster Stages and/or Disaster Area Studies requirements.

Electives: 3 – 15 credits, depending on the number of new courses taken in the Sociology and/or second cognates. These elective credits may include didactic courses, seminars, independent study, and/or field research.

Dissertation: 15 credits

TOTAL: 90 credits

Required Co-requisites : 3 undergraduate credits.

Emgt 201: Introduction to Emergency Management

### Minor in Another Department

Sociology-Anthropology and Emergency Management graduate students opting to minor in another discipline are required to meet the guidelines established by the respective department(s) in consultation with members of the student's Graduate Committee. Courses taken to meet these requirements may be counted toward the graduate degree. Students selecting this option are advised to check to see if the chosen minor will appear on the student's transcript. Comparatively few graduate minors have been approved to do so.

## **GENERAL GRADUATE PROGRAM REQUIREMENTS: MASTERS AND DOCTORATE DEGREES**

### Plans of Study

The Plan of Study forms for the masters degree and for the doctoral degree are simple but critical documents (see Appendix A). They are obtainable from the Graduate School online at <http://www.ndsu.edu/graduateschool/>. The forms request a listing of all courses the student has taken, is taking, and plans to take to complete degree requirements. At the bottom of the form, there is a place for the student's advisor and supervisory committee members to sign. More will be said below about these individuals, but their signatures formally identify who the student has selected for these roles. No other form is required to specify planned courses, advisor or supervisory committee members. Finally, the forms require the signature of the Department Chair, the Dean of our College, and the Dean of the Graduate School.

The Plan of Study forms provide the backbone for the student's entire program. Often students delay completing these forms for fear that changes may need to be made later. However, changes are easy with the appropriate form from the Graduate School. It is better to complete a Plan of Study form, get it on record and make changes later, than it is to delay its completion altogether.

*Masters Degree Plan of Study.* The Masters degree Plan of Study requests that the student identify the type of masters degree (i.e., M.S. not M.A. for our programs) and the degree option (thesis or comprehensive study) that he or she is pursuing. This Plan of Study form should be completed by the end of the first year of study (see Appendix B for overall timetable).

*Doctoral Degree Plan of Study.* The Doctoral degree Plan of Study follows the same general structure and serves the same purpose as the Masters degree Plan of Study. Students entering the emergency management graduate program, who plan to complete the emergency management masters degree first, should submit the Masters Degree Plan of Study as described above and shortly thereafter, also complete the Doctoral Degree Plan of Study so that the two plans can be coordinated. Students entering with a masters degree in a related field who wish to pursue the doctorate directly should complete the Doctoral degree Plan of Study by the end of their second semester.

### Graduate Advisors

New graduate students in either the masters degree or the doctoral program are assigned a temporary advisor by the Chair of the Department's Graduate Committee with the approval of that advisor. The Chair will try to match the interest areas of the student and advisor. Prior to the end of the first semester, a more permanent advisor should be selected by each student based on the student's research interests and with the full consent of the faculty member. This faculty member will serve as the student's thesis, comprehensive study option or dissertation advisor and as chair of the student's supervisory committee. An advisor must be a faculty member of the Sociology-Anthropology Department. Formal identification of a student's advisor is made by submitting a Masters degree or Doctoral degree Plan of Study signed by the advisor.

It is the responsibility of the student to replace an advisor if it becomes necessary (e.g., leaves of absence, retirement). Also, a student may opt to change advisors at any time by securing the consent of the new advisor, informing the old advisor, and completing a change of advisor form from the Graduate School.

### Supervisory Committees

The supervisory committees for masters degree and doctoral degree programs should be selected no later than the end of the student's first year in their respective degree program. These committees should be comprised of at least four members. One member is the student's advisor. The advisor and student select two more members, one from the department faculty and a second either from the faculty or an off-campus expert. (Selection of an off-campus expert requires the approval of the Graduate School. See the *Graduate Bulletin*.) A fourth member is appointed by the Dean of the Graduate School. The committee must include one faculty member outside of the College of Arts, Humanities, and Social Sciences.

Once the student and the advisor have identified potential committee members, these individuals should be contacted for their approval. These selections become formalized when the student submits his or her masters degree or doctoral degree Plan of Study form. The student will submit the Plan of Study form to the Graduate School without a name for the fourth committee member to be selected by the Graduate School. However, the Graduate School will review recommendations from the student and his or her advisor for the selection of this fourth member. The *Graduate Bulletin* specifies the criteria for the selection of this member. Recommendations may be specified in an informal note attached to the Plan of Study form at the time of its submission.

### Comprehensive Examinations

*Masters Degree.* Completion of the masters degree does not require students to take comprehensive examinations.

*Doctorate Degree.* Doctoral students will be required to pass three written exams. A theory/sociology cognate (see Ph.D. Program Overview) exam will cover material associated with sociological theory and the course work that the student has completed toward the sociology cognate. A methods/statistics exam will cover skills necessary to complete independent and original research and to interpret the research of others. Finally, an emergency management/second cognate exam will challenge the student to integrate course work in emergency management and in the student's second cognate. The student needs to progress through these exams at roughly the schedule provided below. The student's supervisory committee will review the courses taken prior to each exam, determine if sufficient course work has been taken to pass the exam, and create the student's exam.

For full-time students entering the program with a baccalaureate degree, the theory/sociology cognate and methods preliminary exams should be taken by the end of the second year in the program or as the student earns equivalent credits. For students entering with a master's degree (e.g., a master's in sociology or emergency management), two preliminary examinations should be completed by the end of their first year in the doctorate program. The emergency management/second cognate exam should be taken no more than a year after the first two. Successful completion of these exams will be followed by an oral proposal hearing (see below). The proposal hearing will focus on the student's plans for his or her dissertation project. After successful completion of the written and oral exams, the student will be formally admitted to candidacy for the Doctor of Philosophy degree.

### Theses and Dissertations

Copies of previous theses are available for review in the office of the Department Chair or in the library. Guidelines for the preparation of theses and dissertations (i.e., disquisitions) are available online at <http://www.ndsu.edu/gradschool/>.

*Masters Degree.* Students selecting the Thesis Option (see Appendix C.) are required to complete an independent research thesis. The purpose of the thesis is to provide students with the opportunity to develop and to test theoretical propositions. In so doing, a student may: 1) replicate an existing study; 2) analyze an existing pool of data; or 3) develop an original study. (The student may use data collected as

part of a faculty member's research agenda, but the research must be distinctly the student's.) A wide variety of research designs may be employed including survey, field, experimental, and/or historical research methods. A student also may choose to do a theoretical critique, but this must involve extensive documentation of theoretical sources as well as a thorough critical analysis of those sources, and it must make a clear contribution to an understanding of the issues being addressed. In other words, the theoretical critique must extend far beyond a mere literature review and must be of thesis quality in all respects. The thesis topic and design will be selected with the approval of and conducted under the guidance of the student's major advisor and supervisory committee.

*Doctorate Degree.* The purpose of the dissertation for the student is to produce original, independent research. The student may: 1) analyze an existing pool of data; or 2) develop an original study. (The student may use data collected as part of a faculty member's research agenda, but the research must be distinctly the student's.) A wide variety of research designs may be employed including survey, field, experimental, and/or historical research methods. The dissertation topic and design will be selected with the approval of and conducted under the guidance of the student's major advisor and supervisory committee.

### Thesis and Dissertation Proposals

A defensible *thesis or dissertation proposal* will be presented to the student's supervisory committee preferably by the beginning of the second year (master's degree) or fourth year (doctorate degree). The student will then have a *proposal hearing*. The hearing affords the student an opportunity to present his/her research ideas and helps clarify the focus of the research. The proposal should be distributed to committee members preferably two weeks, and no less than one week, before the scheduled hearing. After the proposal is approved, the student will carry out the intended research under the direction of the thesis advisor and upon completion will submit the manuscript to the student's supervisory committee for evaluation.

### Thesis or Dissertation Defense

The thesis or dissertation manuscript must be in the hands of the examining committee no later than two weeks before the scheduled oral defense as specified by the Graduate School.

The student must obtain all of the necessary forms for this defense from the Graduate School, and this must be done several weeks before the planned defense date. These forms include a form identifying when the hearing will take place and a separate form for the advisor and committee members to sign following a successful completion of the defense.

The final form to be signed is the approval page of the disquisition itself. Depending on the wishes of the committee members, this form may be signed at the time of the defense or later following successful completion of requested revisions in the disquisition.

## **ASSISTANTSHIPS**

Graduate Assistantships are awarded with the specific intent to assist faculty members with the responsibilities of course instruction and research.

Teaching-related responsibilities may include, but are not limited to:

- (1) assisting in assembly of lecture materials,
- (2) preparing and delivering a lecture when feasible
- (3) assisting in exam construction and proctoring
- (4) assisting in meeting student needs (e.g., answering questions and helping students understand course materials)
- (5) grading short assignments and recording grades
- (6) setting up instructional media equipment

Research-related responsibilities may include, but are not limited to:

- (1) conducting a literature review
- (2) assisting with research design (e.g., sampling, instrument construction)
- (3) data collection
- (4) coding of data
- (5) data analysis via computer analysis

Students on an assistantship are expected to learn as much as possible about the nature of the professional activity to which they have been assigned (teaching or research) and the nature of Sociology-Anthropology as a practiced discipline.

Members of the Graduate Committee, annually appointed by the Department Chair, will be charged with initially evaluating student applications and recommending assistantships for qualified students. Their recommendations are then carried to the faculty for a departmental vote. Students who are not admitted in full standing are typically not eligible for funding. Evaluation criteria for graduate assistantships include graduate credits earned (if the applicant is already in the program), academic performance (graduate and/or undergraduate GPA), letters of recommendation and/or faculty input, and past performance as a graduate assistant (if applicable).

Graduate assistantships will be awarded contingent upon funds availability. Returning students will be evaluated based upon their performance in the department. Funded students who repeatedly fail to meet their assistantship obligations or who fail to make reasonable progress through the program risk having their assistantship revoked. Each semester, faculty supervising graduate assistants will be asked to complete an evaluation form (see Appendix E.) and give copies of the form to the Department Chair and to the graduate assistant.

Students awarded assistantships in the Department receive a stipend (typically, 10 hours a week for masters students, plus a tuition waiver). Assistantships are part-time employment and thus do not include fringe benefits (i.e., health coverage). A student receiving an assistantship must take at least four credits of graduate course work each semester although a student completing the last semester of an assistantship may take fewer than four credits (but at least one credit) if that is all the student has left to do. Generally, assistantships do not extend beyond for semesters of support.

## **GRADUATE INTERNSHIPS**

Practicum experience is available in selected areas (e.g., emergency management, human services, medical sociology, community) depending upon agency need and requirements. The faculty attempts to place those students who desire practical experience in appropriate cooperating agencies (e.g., local social service agencies, local hospitals). A faculty member selected to supervise a practicum works closely with agency staff members and the graduate student in monitoring student performance, learning environment, and overall application. An evaluation conducted by the faculty supervisor in cooperation with the agency staff is completed after the practicum. Concurrently, the student is required to submit a written report, the contents to be defined prior to the beginning of the practicum by the faculty supervisor. Monetary reimbursement to the student(s) for participation in the practicum is contingent upon funds and the policies of the sponsoring agency. Graduate credit is given for internships on a Pass-Fail basis. Some of these credits may be applied toward degree requirements.

**APPENDIX A**  
**PLAN OF STUDY FORMS**

These can be found at <http://www.ndsu.edu/gradschool/forms/index.shtml>



## APPENDIX B

### MASTERS DEGREE PROGRAM SEQUENCE: SOCIOLOGY, ANTHROPOLOGY, AND EMERGENCY MANAGEMENT (Assumes full-time status)

#### First Year

- Semester One
- 1) Select faculty member to serve as major professor/advisor.
  - 2) Consult with advisor regarding selection of members for Supervisory Committee.
  - 3) Consult with advisor about thesis topic.
- Semester Two
- 1) Begin to develop Thesis or Comprehensive Study proposal.
  - 2) Complete and file Plan of Study with the Graduate School Office.
  - 3) Satisfy any conditional status requirements.

#### Second Year

- Semester One
- 1) Present Thesis or Comprehensive Study proposal to Supervisory Committee.
  - 2) Complete proposal hearing and **obtain Institutional Review Board (IRB) approval for your research project.**
- Semester Two
- 1) Complete Thesis or Comprehensive Study paper in written form.
  - 2) Defend Thesis or Comprehensive Study paper at final oral examination.
  - 3) Revise final Thesis or Comprehensive Study paper in accordance with recommendations from supervisory committee.
  - 4) Make final arrangements with the Graduate School regarding fees and finalization of manuscript.

**PH.D. PROGRAM SEQUENCE:  
EMERGENCY MANAGEMENT**

**Entering Program with Baccalaureate Degree**

First Year

- 1) Select faculty member to serve as major professor/advisor.
- 2) Consult with advisor regarding selection of members for Supervisory Committee.
- 3) Complete and file Plan of Study for Masters Degree with the Graduate School Office.
- 4) Satisfy any deficiencies/conditional requirements.

Second Year

- 1) Take Theory/Sociology Cognate and Methods/Statistics preliminary exams.
- 2) Present Thesis to supervisory committee.
- 3) Complete proposal hearing and **obtain Institutional Review Board (IRB) approval for your research project.**
- 4) Complete Thesis paper in written form.
- 5) Defend Thesis paper at final oral examination.
- 6) Revise final Thesis paper in accordance with recommendations from supervisory committee.
- 7) Make final arrangements with the Graduate School regarding fees and finalization of manuscript.

Third Year

- 1) Consult with advisor about dissertation topic.
- 2) Begin to develop prospectus.
- 3) Take Emergency Management preliminary exam.

Fourth Year

- 1) Complete course work.
- 2) Complete proposal hearing and **obtain Institutional Review Board (IRB) approval for dissertation research project.**

Fifth Year

- 1) Complete draft of dissertation for dissertation defense.
- 2) Defend dissertation at final oral examination.
- 3) Revise dissertation in accordance with recommendations from supervisory committee.
- 4) Make final arrangements with the Graduate School regarding fees and finalization of manuscript.

## Entering Program with Master's Degree

### First Year

- 1) Select faculty member to serve as major professor/advisor.
- 2) Consult with advisor regarding selection of members for Supervisory Committee.
- 3) Complete and file Plan of Study with the Graduate School Office.
- 4) Satisfy any deficiencies/conditional requirements.
- 5) Take Theory/Sociology Cognate and Methods/Statistics preliminary exams.

### Second Year

- 1) Consult with advisor about dissertation topic.
- 2) Begin to develop proposal.
- 3) Take Emergency Management preliminary exam.

### Third Year

- 1) Complete course work.
- 2) Complete proposal hearing and **obtain Institutional Review Board (IRB) approval for your research project.**

### Fourth Year

- 1) Complete draft of dissertation for dissertation defense.
- 2) Defend dissertation at final oral examination.
- 3) Revise dissertation in accordance with recommendations from Supervisory Committee.
- 4) Make final arrangements with the Graduate School regarding fees and finalization of manuscript.

**APPENDIX C**

**MASTERS DEGREE COURSE WORK CHECKLIST:  
THESIS OPTION  
SOCIOLOGY OR ANTHROPOLOGY**

Core Courses

Sociology

- \_\_\_\_\_ Sociological Theory (Soc. 723)
- \_\_\_\_\_ Qualitative Methods (Soc. 700)
- \_\_\_\_\_ Quantitative Methods (Soc. 701)

9 credits

Anthropology

- \_\_\_\_\_ Theory Oriented Anthropology course
- \_\_\_\_\_ Methods Oriented Anthropology course

6 credits

Additional Courses

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

15 credits

18 credits

Thesis Credits

- \_\_\_\_\_ Soc. 798 or Anth. 798 depending on emphasis

6-8 credits (The norm is 6 credits. No more than 8 can be counted toward the 30 hour minimum and no more than a total of 10 can be taken.)

**30 TOTAL CREDITS**

(16 of the 30 credits must be didactic credits, i.e., courses numbered 601-689 and 700-789.)

## APPENDIX D

### MASTERS DEGREE COURSE WORK CHECKLIST: THESIS OPTION EMERGENCY MANAGEMENT

#### Required Core Courses

- \_\_\_\_\_ SOC 700 Qualitative Methods (3 credits) or SOC 701 Quantitative Methods (3 credits)
- \_\_\_\_\_ SOC 723 Social Theory (3 credits)
- \_\_\_\_\_ SOC 620 Sociology of Disaster (3 credits)

#### Required Disaster Stage Courses

Select one course in each of three of the following four areas. Must include at least one 700 level course.

##### Preparedness

- \_\_\_\_\_ EMTG 611 Community Disaster Preparation (3 credits)
- \_\_\_\_\_ EMTG 613 Building Disaster Resilient Communities (3 credits)
- \_\_\_\_\_ EMTG 615 Rural Society and Emergency Management (3 credits)
- \_\_\_\_\_ EMTG 712 Hazards Risk Assessment Theory and Practice (3 credits)
- \_\_\_\_\_ EMTG 714 Hazards Materials Regulation (3 credits)
- \_\_\_\_\_ CJ 759 Security Management (3 credits)
- \_\_\_\_\_ GEOG 656 Advanced Geographic Information Systems (3 credits)

##### Mitigation

- \_\_\_\_\_ EMTG 621 Hazard Mitigation Theory and Practice (3 credits)

##### Response

- \_\_\_\_\_ COMM 785 Advanced Crisis Communication (3 credits)
- \_\_\_\_\_ EMTG 631 Disaster Response Operations and Leadership (3 credits)
- \_\_\_\_\_ EMTG 732 Disaster Response Theory and Practice (3 credits)

##### Recovery

- \_\_\_\_\_ EMTG 681 Disaster Analysis (3 credits)
- \_\_\_\_\_ EMTG 683 Holistic Disaster Recovery (3 credits)
- \_\_\_\_\_ EMTG 782 Damage Recovery Theory and Practice

#### Required Area Studies Courses

##### Social and Behavioral Sciences

Select two, 3 credit courses from the Social Structure and/or the Disaster Culture subsections.

##### *Social Structure, Social Institutions, and Social Processes*

- \_\_\_\_\_ HIST 634 History of Environmental Science (3 credits)
- \_\_\_\_\_ SOC 605 Community Development (3 credits)
- \_\_\_\_\_ SOC 626 Sociology of Medicine (3 credits)
- \_\_\_\_\_ SOC 639 Social Change (3 credits)
- \_\_\_\_\_ SOC 641 Sociology of Death (3 credits)

##### *Disasters in Social and Cultural Context*

- \_\_\_\_\_ SOC 610 Social Inequality (3 credits)
- \_\_\_\_\_ ANTH 658 Indians of the Great Plains (3 credits)
- \_\_\_\_\_ ANTH 661 Germans from Russia (3 credits)
- \_\_\_\_\_ SOC 645 Special Populations & Disasters (3 credits)
- \_\_\_\_\_ SOC 643 International Disasters (3 credits)

##### The Emergency Manager

The following course is required.

- \_\_\_\_\_ EMTG 653 Emergency Management Law and Ethics (3 credits)

Public and the Private Sector

Select one, 3 credit course.

- \_\_\_\_\_ POLS 622 State and Local Government (3 credits)
- \_\_\_\_\_ BUSN 650 Human Resource Management (3 credits)
- \_\_\_\_\_ COMM /BUSN 683 Organizational Communication I (3 credits)
- \_\_\_\_\_ EMGT 661 Private Sector Crisis Management (3 credits)
- \_\_\_\_\_ EMGT 663 Voluntary Agency Disaster Services (3 credits)

Thesis

- \_\_\_\_\_ Complete a research-based thesis (6 credits) and pass an oral defense of the thesis administered by the student's supervisory committee.

36 TOTAL CREDITS

Co-requisites

- Complete the following courses as co-requisites for the master's degree. (The co-requisite credits are undergraduate credits and do not count toward the 90 credit requirement.)
- \_\_\_\_\_ EMGT 201 Introduction to Emergency Management

**APPENDIX E**

**MASTERS DEGREE COURSE WORK CHECKLIST:  
COMPREHENSIVE STUDY OPTION  
SOCIOLOGY OR ANTHROPOLOGY**

Core Courses

Sociology

- \_\_\_ Sociological Theory (Soc. 723)
- \_\_\_ Qualitative Methods (Soc. 700)
- \_\_\_ Quantitative Methods (Soc. 701)

9 credits

Anthropology

- \_\_\_ Theory Oriented Anthropology course
- \_\_\_ Methods Oriented Anthropological course

6 credits

Additional Courses

___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____

21 credits

24 credits

Field Experience

- \_\_\_ Soc. 695 or Anth. 695 depending on emphasis

4 credits

Paper credits

- \_\_\_ Soc. 797 or Anth. 797 depending on emphasis

2-4 credits

36 TOTAL CREDITS

(21 of the 36 credits must be didactic credits, i.e., courses numbered 601-689 and 700-789.)

## APPENDIX F

### PH.D. DEGREE COURSE WORK CHECKLIST: EMERGENCY MANAGEMENT

#### Required Core Courses

- \_\_\_\_\_ SOC 700 Qualitative Methods (3 credits)
- \_\_\_\_\_ SOC 701 Quantitative Methods (3 credits)
- \_\_\_\_\_ SOC 723 Social Theory (3 credits)
- \_\_\_\_\_ SOC 620 Sociology of Disaster (3 credits)
- \_\_\_\_\_ STAT 725 Applied Statistics (3 credits)

#### Required Disaster Stage Courses

Complete a minimum of 18 credits in Disaster Stage courses including two courses in any two areas and one course in the two remaining areas.

##### Preparedness

- \_\_\_\_\_ EMGT 611 Community Disaster Preparation (3 credits)
- \_\_\_\_\_ EMGT 613 Building Disaster Resilient Communities (3 credits)
- \_\_\_\_\_ EMGT 615 Rural Society and Emergency Management (3 credits)
- \_\_\_\_\_ EMGT 712 Hazards Risk Assessment Theory and Practice (3 credits)
- \_\_\_\_\_ EMGT 714 Hazards Materials Regulation (3 credits)
- \_\_\_\_\_ CJ 759 Security Management (3 credits)
- \_\_\_\_\_ GEOG 656 Advanced Geographic Information Systems (3 credits)

##### Mitigation

- \_\_\_\_\_ EMGT 621 Hazard Mitigation Theory and Practice (3 credits)

##### Response

- \_\_\_\_\_ COMM 785 Advanced Crisis Communication (3 credits)
- \_\_\_\_\_ EMGT 631 Disaster Response Operations and Leadership (3 credits)
- \_\_\_\_\_ EMGT 732 Disaster Response Theory and Practice (3 credits)

##### Recovery

- \_\_\_\_\_ EMGT 681 Disaster Analysis (3 credits)
- \_\_\_\_\_ EMGT 683 Holistic Disaster Recovery (3 credits)
- \_\_\_\_\_ EMGT 782 Damage Recovery Theory and Practice (3 credits)

#### Required Area Studies Courses

##### The Emergency Manager (required)

- \_\_\_\_\_ EMGT 653 Emergency Management Law and Ethics (3 credits)

Complete a minimum of 12 credits from the Social and Behavioral Sciences and/or Public and Private Sector sections.

##### Social and Behavioral Sciences

###### *Social Structure, Social Institutions, and Social Processes*

- \_\_\_\_\_ HIST 634 History of Environmental Science (3 credits)
- \_\_\_\_\_ SOC 605 Community Development (3 credits)
- \_\_\_\_\_ SOC 626 Sociology of Medicine (3 credits)
- \_\_\_\_\_ SOC 639 Social Change (3 credits)
- \_\_\_\_\_ SOC 641 Sociology of Death (3 credits)

###### *Disasters in Social and Cultural Context*

- \_\_\_\_\_ SOC 610 Social Inequality (3 credits)
- \_\_\_\_\_ ANTH 658 Indians of the Great Plains (3 credits)
- \_\_\_\_\_ ANTH 661 Germans from Russia (3 credits)
- \_\_\_\_\_ SOC 645 Special Populations & Disasters (3 credits)
- \_\_\_\_\_ SOC 643 International Disasters (3 credits)

Public and the Private Sector

- \_\_\_\_\_ POLS 622 State and Local Government (3 credits)
- \_\_\_\_\_ BUSN 650 Human Resource Management (3 credits)
- \_\_\_\_\_ COMM /BUSN 683 Organizational Communication I (3 credits)
- \_\_\_\_\_ EMGT 661 Private Sector Crisis Management (3 credits)
- \_\_\_\_\_ EMGT 663 Voluntary Agency Disaster Services (3 credits)

Two Cognates

Sociology Cognate. Complete 12 credits in sociology. Six of the 12 credits can include sociology courses taken to fulfill Disaster Stage and/or Disaster Area Studies requirements, but the 12 credits cannot include sociology courses taken to fulfill core requirements.

- \_\_\_\_\_ 1) \_\_\_\_\_
- \_\_\_\_\_ 2) \_\_\_\_\_
- \_\_\_\_\_ 3) \_\_\_\_\_
- \_\_\_\_\_ 4) \_\_\_\_\_

Second Cognate. The area for the second cognate must be selected with the approval of the student's supervisory committee. Complete 12 credits in the approved area. Six of the 12 credits can include courses in the selected area that were taken to fulfill Disaster Stage and/or Disaster Area Studies requirements.

- \_\_\_\_\_ 1) \_\_\_\_\_
- \_\_\_\_\_ 2) \_\_\_\_\_
- \_\_\_\_\_ 3) \_\_\_\_\_
- \_\_\_\_\_ 4) \_\_\_\_\_

Electives: 3 – 15 credits, depending on the number of new courses taken in the Sociology and/or Second Cognates. These elective credits may include didactic courses, seminars, independent study, and/or field research

- \_\_\_\_\_ 1) \_\_\_\_\_
- \_\_\_\_\_ 2) \_\_\_\_\_
- \_\_\_\_\_ 3) \_\_\_\_\_
- \_\_\_\_\_ 4) \_\_\_\_\_
- \_\_\_\_\_ 5) \_\_\_\_\_

\_\_\_\_\_ Written preliminary exams and dissertation proposal hearing.

\_\_\_\_\_ Dissertation and oral defense: 15 credits

90 TOTAL CREDITS (Credits earned toward a masters degree that fulfill the above requirements would be included in the 90 credit total.)

Co-requisites

Complete the following courses as co-requisites for the doctoral degree. (The co-requisite credits are undergraduate credits and do not count toward the 90 credit requirement.)

- \_\_\_\_\_ EMGT 201 Introduction to Emergency Management

**APPENDIX G**

**GRADUATE ASSISTANT EVALUATION FORM**

This form is designed to promote and to track communication among graduate assistants, their supervisors, the Department Chair, and the Department's Graduate Committee. Each faculty member who is supervising a graduate assistant should complete this form each semester three weeks prior to final exam week. Faculty members should do this for each graduate assistant he or she has. These completed forms will be given to the graduate assistant and to the Department Chair. The Department Chair will give them to the Graduate Committee.

Information on these forms will be considered in the Committee's recommendations for assistantship renewals from semester to semester. If the graduate assistant wishes to do so, she or he may respond in writing to any comments on this form. These responses should be given to the Department Chair who will forward them to the Graduate Committee.

If the supervisor perceives the performance of the graduate student to be unsatisfactory in some fashion, then the Department Chair should try to arrange a meeting that includes, if at all possible, the Department Chair, the faculty supervisor, and the graduate assistant within a week or two of receiving these forms. (The graduate assistant should receive her or his copy of this form prior to this meeting.) Hopefully, this meeting will provide an opportunity to address any misunderstandings that might have triggered the unsatisfactory evaluation. The Department Chair is encouraged to note the results of this meeting in sending this form on to the Graduate Committee.

Term: \_\_\_\_\_

Supervising Faculty  
Member: \_\_\_\_\_

Graduate Assistant: \_\_\_\_\_

Rating: \_\_\_\_\_ Superior  
          \_\_\_\_\_ Satisfactory  
          \_\_\_\_\_ Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX H

### GRADUATE FACULTY AND AREAS OF SPECIALIZATION IN THE SOCIOLOGY, ANTHROPOLOGY, AND EMERGENCY MANAGEMENT PROGRAMS

- Bill B. Brunton (Ph.D., Washington State, 1974) Cultural Anthropology, Shamanism, Religion, North American Indians, Intergroup Relations; Associate Professor Emeritus
- Jeffrey T. Clark (Ph.D., Illinois-Urbana, 1987) Archaeology, Paleoenvironmental Studies, Method/Theory, Oceania, Southeast Asia, North American Prehistory; Professor
- Gary A. Goreham (Ph.D., South Dakota State, 1985) Rural Sociology, Community, Family, Research Methods, Sociology of Religion; Professor
- Daniel J. Klenow (Ph.D., Notre Dame, 1977) Medical Sociology, Aging/Gerontology, Theory, Research Methods; Professor
- Timothy J. Kloberdanz (Ph.D., Indiana-Bloomington, 1986) Expressive Culture and Folklore, Anthropological Theory, Indians of the Plains, Germans from Russia, Race/Ethnic/Minority Relations; Associate Professor
- H. Elaine Lindgren (Ph.D., Missouri-Columbia, 1970) Social Change, Sex and Gender, Sociology of Work; Professor Emeritus
- Charles M. Musiba (Ph.D., Chicago, 1991) Paleoanthropology, Paleoecology, East Africa; Assistant Professor
- Arthur Oyola-Yemaiel (Ph.D., Florida International, 1999) Emergency Management Response Operations, Building Disaster Resistant and Resilient Communities, Complex Organizations; Assistant Professor
- Joy M. Query (Ph.D., Kentucky, 1960) Medical Sociology, Theory, Mental Health; Professor Emeritus
- Richard W. Rathge (Ph.D., Michigan State, 1981) Demography, Applied Sociology/Evaluation Research, Rural Sociology, Research Methods; Professor
- Thomas J. Riley (Ph.D., Hawaii, 1973) Anthropology/Archaeology, Archaeological Theory, Agricultural Systems, Polynesia, Micronesia, Eastern North America; Professor and Dean of College of Arts, Humanities and Social Sciences
- Kathleen Slobin (Ph.D., California-San Francisco, 1991) Medical Sociology, Sociological Theory, African Studies, Women's Health and Illness; Professor
- Jennifer Wilson (Ph.D., Florida International, 2002) Emergency Management Professionalization, Sociology of Disasters, Social Vulnerability to Disasters; Assistant Professor
- George A. Youngs (Ph.D., Iowa, 1981) Social Psychology, Quantitative Methodology, Medical Sociology; Professor

## TABLE OF CONTENTS

INTRODUCTION .....	1
OBJECTIVES .....	1
ADMISSION .....	1
MASTERS DEGREES: A PROGRAM OVERVIEW .....	4
PH.D. DEGREE: A PROGRAM OVERVIEW .....	5
GENERAL GRADUATE PROGRAM REQUIREMENTS: MASTERS AND DOCTORATE DEGREES .....	7
ASSISTANTSHIPS .....	9
GRADUATE INTERNSHIPS .....	10
APPENDICES	
A. PLAN OF STUDY FORMS .....	11
B. MASTERS DEGREE PROGRAM SEQUENCE: SOCIOLOGY, ANTHROPOLOGY, AND EMERGENCY MANAGEMENT (Assumes full-time status) .....	21
PH.D. PROGRAM SEQUENCE: EMERGENCY MANAGEMENT .....	22
C. MASTERS DEGREE COURSE WORK CHECKLIST: THESIS OPTION SOCIOLOGY OR ANTHROPOLOGY .....	24
D. MASTERS DEGREE COURSE WORK CHECKLIST: THESIS OPTION EMERGENCY MANAGEMENT .....	25
E. MASTERS DEGREE COURSE WORK CHECKLIST: COMPREHENSIVE STUDY OPTION SOCIOLOGY OR ANTHROPOLOGY .....	27
F. PH.D. DEGREE COURSE WORK CHECKLIST: EMERGENCY MANAGEMENT .....	28
G. GRADUATE ASSISTANT EVALUATION FORM .....	30
H. GRADUATE FACULTY AND AREAS OF SPECIALIZATION IN THE SOCIOLOGY, ANTHROPOLOGY, AND EMERGENCY MANAGEMENT PROGRAMS .....	31