

**ADVISEMENT HANDBOOK
FOR SOCIOLOGY
MAJORS**

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INTRODUCTION

The *Advisement Handbook for Sociology Majors* provides information for students that will assist in a timely and successful completion of the major. Included here is material on requirements, advisors and advisement, some general information about the department, about being a successful student in both the department and the university, and career possibilities in Sociology. **You are encouraged to read this Advisement Handbook carefully -- and to use it.**

Since the *Advisement Handbook* is for students, we welcome all input, in the way of suggestions for additions or changes, to make it as relevant as possible.

Melanie Bush, Assistant Professor, Ext. 3255, Blodgett 102, specializes in Race and Ethnicity, Social Justice, Education, Theory.

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Jessie Klein, Assistant Professor, Ext. 4942, Blodgett 105, Specializes in Criminal Justice, School Violence, Gender, Theory.

Stephanie Lake (Joint Appointment in University College Criminal Justice Program). Ext 4941; Blodgett 105. Specializes in Criminal Justice.

Deborah Little Associate Professor, Ext 4113, Blodgett 102, Specializes in Social of Law, Inequality and the Law, Caring.

Sal Primeggia, Professor, Ext. 4939, Blodgett 105. Specializes in Italian-American studies, Community studies, Development of Social Thought.

Sally Ridgeway, Associate Professor & Director Women's Studies. Ext. 4938, Blodgett 102. Specializes in Gender, Violence in Society, Media and Art.

The Sociology Department is part of a larger unit, **Sociology-Anthropology**. We share office space and some requirements and electives. The Anthropology faculty welcomes questions about courses or programs, and is available to assist Sociology majors.

ANTHROPOLOGY FACULTY

Anagnostis Agelarakis, Associate Professor, Ext 4112 Physical Anthropology and Forensics

Laraine Fletcher Associate Professor, Ext 4114, Central and Meso-America, Pre-historical to contemporary. Cultural Anthropology

John Vetter (Chairperson), Ext 4111; Archeology, Historic Preservation, Environmental Anthropology.

Janice Smith, Administrative Assistant, Sociology-Anthropology Ext 4110

MAJORING IN SOCIOLOGY

Becoming a Major:

Students become a Sociology Major in three ways: as a Freshman, as a Transfer, and by changing majors while at Adelphi, from another Adelphi major or from Undeclared.

Freshmen: No specific requirements for acceptance to the major. Any High School courses in Sociology, with a C or better are generally credited towards fulfillment of the major.

Transfers: No specific requirements for acceptance to the major. Courses taken in Sociology at another institution with a C or better, if accepted by Admissions, are credited towards fulfillment of the major, as required courses or electives. For those coming in with an Associate Degree, generally Math Statistics is credited as meeting the Social Statistics requirement of Sociology.

Changing Major to Sociology: For those changing their Adelphi major to Sociology, a university G.P.A. of 2.0 is required. Any previously completed Sociology courses, either as transferred in from another institution or from Sociology-Anthropology are credited towards the major.

To change one's major, a Change of Major form must be signed by the Sociology Chair and submitted to the Registrar. (The form is obtained from either from the Sociology-Anthropology office or the Registrar)

Requirements for Fulfilling Major (38 credits)

Required Courses (Total 17 credits):

SOC 100	Introduction to Sociology
SOC 200	Quantitative Research Methods
SOC 201	Qualitative Research Methods
SOC 202	Development of Sociological Thought
SOC 203	Contemporary Sociological Thought

Elective courses (Total 21 credits):

Five (5) courses in sociology and two (2) in anthropology, selected from general offerings in consultation with advisor.

Recommended Course Sequence

While taking the requirements will depend on time of entry into the major, the appropriate sequence should be followed as much as possible. *SOC 100-Introduction to Sociology* is a prerequisite for all courses so majors must take this course first. During their sophomore (or junior) year, majors take *SOC 200-Quantitative Research Methods* and *SOC 202-Development of Sociological Thought* followed by *SOC 201-Qualitative Research Methods* and *SOC 203-Contemporary Theories* in the next semester. Step students (School of Education) may seek an exemption from SOC 200. (See below).

Students are strongly encouraged to take the required courses in sociology before taking electives in the field, in order to understand better the theoretical and methodological approaches found in all areas in sociology.

Education and Sociology: Many of the Sociology Majors are **Step** students in Education. This means balancing two different sets of courses and requirements. We make every effort to assist our majors in meeting their Step requirements along with the Sociology requirements. To do this, Step students may substitute *SOC 200 Quantitative Sociology* with a Sociology elective in consultation with their advisor. If you are having other difficulties coordinating the two programs, speak to your advisor. The requirements for meeting Education are in the Undergraduate Bulletin and in ***Academic Adelpi***. Copies of both are in the Sociology-Anthropology Department Office for reference purposes.

BEING SUCCESSFUL IN THE MAJOR

As part of the major, students must meet certain curricular standards to be continued in the major. Failure to maintain status can result in being dropped from the major.

Maintaining Status:

1. Meeting all University requirements (See Section on "Staying Afloat in the University p.10).
2. Maintenance of a **2.5 G.P.A.** Cumulative in Sociology courses.

Graduating from the University as a Sociology major:

1. Fulfillment of all major curricular requirements, including required courses and electives in Sociology-Anthropology.
2. Fulfillment of all Adelpi requirements, including 120 credits, all General Education courses, with a 2.0 minimum G. P. A.

Note: It is your responsibility to know all general University requirements for graduating. Anytime you need clarification of your status, check with your advisor.

MINORING IN SOCIOLOGY

Sociology minor can enhance many different areas of concentration, including Anthropology, Communications, History, Business, etc. Those who minor are encouraged to have a department advisor if they want and to be a part of any and all Department activities. A minor program consists of the following requirements:

Requirements for fulfilling the Minor (22 credits)

- SOC 100 Introduction to Sociology
- SOC 201 Qualitative Research Methods
- SOC 202 Development of Sociological Thought
- SOC 203 Contemporary Sociological Theories
- Three (3) additional elective courses in Sociology.

Those who Minor in Sociology must meet the same curricular requirements as Majors for maintaining status in the Minor. Minors will have an advisor in Sociology, unless an Anthropology Major. In that case, the Anthropology advisor will advise for both.

Some Important Academic Rules and Regulations

Doing well in the major also involves awareness of the “University Academic Rules and Regulations.” You are responsible for knowing all of these, which are given in the *Adelphi Undergraduate Bulletin* (2005-07 pp. 262-279).

1. Deadlines: There are several, all firm: Add/drop dates; Withdrawal date, change Pass/fail options. These dates are always spelled out clearly in the Directory of Classes each semester.
2. Study Off-Campus and Study Abroad: Both of these are opportunities for you, but require filling out forms and meeting certain criteria. For Study Off-Campus, start with Dean McShane and for Study Abroad, see Dean Hudson-Tomlin in the Office of Student Life.

Support Systems:

1. Academic Adelphi. This is a handy guideline for lots of things, including important rules, academic information and advisement material. The Office of Academic Services and Retention produces this for freshmen. If you didn't get one or lost yours, stop by Levermore 303 and get a copy.
2. The Early Warning System: Often a professor will tell you directly that you are in trouble in his/her class. Sometimes you learn about this from an Early Warning Letter. These letters are to give you an indication that you need to change your behavior, and that there is still time to do this. These letters are an opportunity, a signal to you, not a reason to stop trying.
3. The Learning Center and The Writing Center: Situated in Earle, these two student support systems are where you go for help with your writing, course skills, time management and other kinds of academic assistance. You don't have to be in trouble to use many of their programs. But if you are, go there for sure.
4. Getting Help: Doing well also means knowing when and where, and how to seek help. If you run into academic problems with either courses or the rules and regulations or need clarification of anything, start with your advisor or the Department Chair. For additional assistance, you then may also go to the Arts and Sciences, to Dean McShane (Ext 4120) in Science 127 or to the Office of Academic Services and Retention in Levermore 303 (Ext 3150).

ADVISEMENT

Getting an Advisor and Advisement:

1. Each student is either assigned or selects a faculty advisor. We view the relationship between advisor and advisee as a partnership designed to help the student. How often and how effectively each student utilizes his/her advisor is largely up to the student. Students are reminded that it is possible to change advisors, if your interests and/or career goals change, or if you believe you would be more comfortable with another advisor.
2. Advising is not limited to helping students select classes in order to satisfy the graduation requirements of the University and Department. Good advising stresses the interrelatedness of our curriculum and a sound liberal arts education. Our majors have a relatively large number of electives possible, in addition to the major and the General Education requirements. Electives can be used to broaden your perspective, to augment the major, or to obtain some specific skills, such as a language. Discussions with your advisor will help you make the most of electives in ways that will be useful and effective for you.
3. Since your advisor may be the faculty member you know best, you may also look to him/her to help you more generally with university and departmental questions, academic problems and issues; finding remedial help, understanding career possibilities, different areas of graduate work and so on. If your advisor doesn't know the answer to a question, she/he can help you in finding out the right place or person to assist you.

Making the most of your advisement:

1. **Make an appointment** with your advisor if the meeting, or its timing, is important. Don't assume your advisor is going to be available to see you if you just drop by unannounced to get something signed or ask a question- even if you have checked his/her regular office hours. Committee meetings, research, university activities, etc., can mean unanticipated absences from the office during office hours.
That said, if you just want to stop by, to chat or to check in, do so any time. We do make every attempt to be in our offices during our advisement hours in this department. And we welcome your visits.
2. **Come prepared:** whatever your reason for coming to see your advisor, bring any information or material you need. If it is something from your file, ask in advance to have it available. For example, If you are coming for pre-reg. come with a list of courses, which either meet requirements

or which interest you or can be alternatives to your preferred courses, in case of closed courses. Your advisor can work better for you, if he/she knows your interests as well as your needs.

If you have a problem, come with any necessary information that helps explain the situation.

3. **Ask questions:** if there are any doubts about curriculum requirements, academic rules and regulations in either the Department or the University, ask about it. If you are having academic problems with a course in any department, see if there is help available. Remember it is better to ask a question and get a situation straightened out early, if a problem does turn out to exist.

4. **Be responsible:** The department encourages each major to actively pursue his/her education. Each student along with his/her advisor keeps track of academic progress towards meeting university and department academic requirements. However, while, the faculty will try to be as helpful as possible, it is ultimately the responsibility of each student to make sure that they are: 1) meeting all the requirements necessary to graduate; and 2) getting everything they can from their University education.

At each advisement session, the advisor will update your Advisement Form (copy of which is included at the end of this Handbook). You may request a copy at any time or use the form from this handbook to keep track of progress towards completion of University and Department graduation requirements.

OTHER OPPORTUNITIES HONORS; INDEPENDENT STUDY, MINORS, STUDY ABROAD

Department Honors:

Alpha Kappa Delta: The National Sociology Honor Society. Students who have a cumulative G.P.A of 3.3 in Sociology will be invited to join in their Senior Year.

Sociology Awards. Each year, the Department gives awards to outstanding graduating seniors. The awards are based on the submission of papers, which are judged by all the department faculty. The awards are as follows:

The Bensman-Vidich Award for Excellence in Academic Research

The Elliot Liebow Award for Excellence in Field Research

The William Spinrad Award for Excellence in Term Papers.

The Paul Lazarsfeld Award in Quantitative Research

Announcements about submission of the papers for these awards are made early in the spring semester and any senior is eligible to compete.

An Awards Banquet is held each spring to which all the honorees and their parents are invited and the awards are presented by the faculty.

Independent Study: Study is engaged in by the student under the close supervision of a faculty supervisor. The exact nature of the Independent Study is to be determined by the student and the faculty supervisor. **Students should make all necessary arrangements for Independent Study by the end of the semester preceding the semester during which the study is to take place.** Timely arrangements are critical because by contract the University limits the number of Independent Studies an individual faculty member may do each year. Copies of Form to be completed are available from Anthropology-Sociology Administrative Assistant.

Minors: Minors are offered in almost every school and department in the University. The Sociology major is enhanced by and fits with most of these. Minors are particularly valuable as part of preparing for a career, by providing diverse capacities. For example, if you are interested in marketing, a minor in English can enhance writing skills, in Communications can promote understanding of public opinion and media, or in Business, knowledge of marketing and management. Minors also promote a systematic depth in an area of personal interest: History, Philosophy, or Art.

For the list of Minor requirements in any area, see *Academic Adelpi* or the *Undergraduate Bulletin*.

Study Abroad: Studying in another country is a wonderful opportunity. If you are interested, go to the Office of Student Life (UC 106) and talk to Dean Hudson-Tomlin about possibilities.

STATEMENT ON PLAGIARISM

Adelphi University takes a very strong position on academic honesty (* see below) and the Sociology Department is in full agreement. Most importantly, meeting standards of academic honesty means that we take plagiarism very seriously.

What is plagiarism? **Plagiarism is taking anyone else's words, ideas or data without giving that person credit. It is intellectual stealing.**

Knowledge comes through building on other people's ideas and analysis, and part of learning is being able to use all kinds of intellectual thought in your own words and analysis – but **always doing this by acknowledging the sources of your ideas.**

Anything that originates from someone else must be attributed to the original source by documentation in a footnote and/or in the bibliography.

Some examples of plagiarism are:

- Taking someone else's paper and handing it in as yours. This can include having your girl friend write your paper, buying a term paper, or taking an article from online (risky now that most faculty have software and techniques for tracing online plagiarism).
- Borrowing words, phrases, sentences, data, statistics, etc from another source without attribution.
- Paraphrasing or summarizing interpretations or passages from anyone else's work or following someone else's organization of ideas or analysis without attribution.

In addition, there are other unacceptable behaviors that can be considered a form of cheating. For example, in any paper you cannot make up facts, interviews with people, or supporting data for an idea.

Different courses require different kinds of papers and written assignments. If you have any question as to the expectations of the professor about use of original sources or secondary material, **just ask.**

**And for more extensive information, see the Adelphi University statement on policies and procedures from the Committee for Academic Honesty.*

CAREER PREPARATION

Deciding on a career is not always simple. However, preparing for one is a task that all majors need to begin early. There are a variety of sources for career information, including: the student advisor and department faculty as well as The Center for Career Development (Post Hall). **Also we have many booklets on careers in Sociology. Just ask to see these.** These may help you make up your mind about a direction to go.

It should be emphasized that the time to start thinking about creating an impressive resume is not at the end of your senior year when you are looking for a job or graduate school, but from the start of your first year, as a freshman, even if you don't know what direction you are heading towards. You start by getting a good G.P.A. and in addition, select a minor, engage in an independent research project, join student organizations, find volunteer work or internships and appropriate summer jobs. While you are organizing your academic life, keep a file with descriptive matter on what you do. You will find you can forget important details later, when you need them (See "Career development Timetable on the next page). Present a summary of your notes to the faculty you ask for letters of recommendation. It will help them as well to know your accomplishments so they can write you strong letters. Remember, the more there are unique aspects to your student career, the better your resume will be! **AND DON'T DO THINGS TO IMPRESS THE FACULTY, BUT DO THINGS THAT WILL IMPRESS THEM.**

Internships: Today, many employees are interested in work experiences of students prior to graduation. The more the work experience reflects a thoughtful approach to career choices, the more impressed a potential employer is likely to be. Therefore, students are encouraged to seek out relevant volunteer or internship possibilities, or see the Center for Career Development about available positions in different places.

Graduate School: What about graduate work before starting a career? Certainly in many areas this is necessary - or to put it another way, it is hard to imagine any career for which no graduate training is preferable to some. But how much and what sort is necessary? **In Sociology:** There are two basic graduate degrees available in sociology, the "doctorate" and the "masters" degrees. There are many jobs and careers for which a Masters alone is adequate. A sociology MA or MS is sufficient for professional work within public agencies and private business. However, for teaching at the secondary level or higher education or for high-level employment with good promotion prospects in non-academic research institutes, private industry, and government agencies, the PhD is generally preferable to Master's degree.

In other fields: Going into Social Work, Education and Business after completing your B.A. often means getting a Master's for any work beyond entry level. The B.A. in Sociology is considered a sound foundation in any of these areas

Career Development Timetable

Suggested activities for Enhancing Career Development

The following is developed to start with your Freshman Year. If you join the major later or are a transfer student, to all activities prior to your current academic level as soon as possible.

Freshman Year

- *Make an appointment to meet with your advisor and share goals or concerns.
- *Visit Career Development to read about hundreds of occupations, career trends, etc.
- *Attend lectures, events offered on campus. These can often spark interest that lead to satisfying careers.
- *Read the Adelphi Student Handbook to learn about clubs and organizations. Join a few. You'll develop new skills, make friends, and have a chance to gain a better understanding of your talents and interests.

Sophomore Year

- *Review your goals and strategies with your advisor. If he/she doesn't seem to provide what you need, seek out someone who can.
- *Identify occupations related to your major, and learn the academic requirements, skills and aptitudes for entry into the field.
- *Watch campus bulletin boards and the Delphian for programs and events related to your major and interests.
- *Schedule an appointment with a career counselor to discuss your career development. Start to build a plan for getting where you want to be.
- *Go to any event in which alumni or professionals visit campus to talk about careers or graduate school. Keep an open mind.
- *If you plan to work while going to school, look for jobs that will expose you to the types of environments you will work in after graduation.

Junior Year

- *Assess the employment outlook in your field and research starting, average, and salaries in your occupation of choice.
- *Ask your advisor and professors in your major for suggestions for activities related to your major or career goal. Look for ways to involve yourself in projects, groups, and events that relate to your career goals.
- *Consider doing an internship to develop some marketable skills.
- *Look at the job vacancy announcements related to your major to learn the kinds of opportunities available to recent college graduates. Read about your future occupation in the career library.

Senior Year

- *Go to Career Services early in your senior year to establish your credentials file, learn how to register for and use job placement services, and how to locate and land good jobs.
- *Attend a "Resume Writing" workshop, pick up a do-it-yourself resume booklet.
- *Consider doing an internship if you didn't do one in your Junior year.
- *Identify and research potential employers in the employer directories and company files.