Sociology
Department

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Graduate Social Research
Student Handbook

Current as of:
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Table of Contents

Getting Started at Hunter College

Student ID Cards

Student ID cards are necessary to gain access to the library, computing labs, gymnasium, etc. All incoming students will receive an ID card upon registering for classes at the OASIS (Room 217 Hunter North). Students who have paid their bills will receive a validation sticker that is valid until August 2007. However, if a student has not paid his/her tuition bill, he/she will receive a new ID card without a validation sticker. Newly admitted students receive their first ID free of charge during their first semester; replacement ids will require a payment of $5. Note: Students must present another form of photo ID for verification purposes prior to having an ID picture taken.

Student E-Mail Accounts

All registered students will have an e-mail address created automatically. You can look-up your e-mail at http://www.hunter.cuny.edu/e-maillook.

Accessing e-mail from the web:
Students can use a standard web browser to access their Hunter account at http://SMail.hunter.cuny.edu.

Forwarding e-mail to another account:
Forwarding your Hunter e-mail is a very simple step. Students should go to http://snet.hunter.cuny.edu/e-mail_page/. Add the personal e-mail address where you would like your e-mail forwarded. Login to Hunter Webmail, click the "Options" icon on the Inbox navigation bar, then click "Forwarding e-mails" in the "Mail Management" menu. Follow the instructions to have e-mail sent on to a non-Hunter e-mail account.

Some hints and tips: To to get a copy of e-mail you send via SMail onto your home or office computer, cc: or bcc: it to yourself or another account you own, and use a POP client like Eudora or Outlook to download e-mail from your Hunter account. There is a quota for total storage of incoming or outgoing e-mail on the Smail server. That quota is currently 20MB. Delete any unneeded messages regularly to prevent going over quota, otherwise the SMail server will refuse to download new messages.

Logout and close the browser window when finished with web access to email.

Assistance:
The Help Desk is located in Room 109, Hunter North.
Phone: (212) 650-3624
Email: snet@hunter.cuny.edu
Hours of Operation:
  Walk-Ins
    Monday – Friday   9am - 8pm
    Saturday   9am - 5pm
    Sunday   12 - 5pm
  Email & Phone

Daily	9am - 8pm

Note: You will need to bring your Hunter ID to receive assistance at the Help Desk.

The CUNY Portal

The CUNY Portal is a clearinghouse for information about CUNY and the gateway to several important sites including Blackboard, eSIMS, ePermit, and CUNY's Online Center for Financial Aid. A tutorial about how to create a CUNY Portal Account can be found at http://www.hunter.cuny.edu/icit/trc/assets/CreatingPortalAccountStudents.pdf. Note: To register with the CUNY PORTAL, you must be using Internet Explorer 5.X or higher (using AOL will cause problems).

Course Registration

The first step in the registration process is to consult the "GSR Program" entry in the 2003-2006 Hunter College Graduate Course Catalogue online at http://registrar.hunter.cuny.edu/pdf_folders/graduatecata2003_2006bysections/sociology.pdf to determine the program requirements and typical course sequence (see also the Fact Sheet on the same). The next step is to determine which courses are offered in the semester of interest by consulting the searchable schedule of classes, found at http://registrar.hunter.cuny.edu/subpages/searchclass.shtml. Note: In this system, one must select "Graduate Social Research Program" (rather than "Sociology", which refers strictly to undergraduate courses) from the Department drop-down menu. With each course offering, the corresponding 4-digit "course code" and the 3-digit "course number" are listed. After determining the courses and corresponding course codes for which one wants to register, all students (that is, both current and incoming) require permission from the Graduate Advisor, to register. In his or her absence, please contact the acting program director during the summer months.

Fall 2007 - This can be obtained by contacting Professor Oh directly at goh@hunter.cuny.edu or (212) 772-5643. In a call or email message to him, simply indicate the courses that you intend to take, including the course name and course code, and your student identification number (a.k.a social security number) and Prof. Oh will "lift" the block in the computer-based registration system. Shortly thereafter, you should be able to register on-line at http://esims.cuny.edu/. In this system, your ID is your social security number and your PIN is your 6-digit birth date (MM/DD/YY).

The E-Permit Process

The City University of New York has put in place an e-Permit system designed to help students find, get approval for, and register for courses at other CUNY colleges. Students interested in taking courses at CUNY colleges other than Hunter can apply for an e-permit. To be eligible to take a course on permit at another CUNY college, graduate students must:

- be matriculated and currently in attendance at the home college.
- have a GPA of at least 3.00
- have no stops on their record
- have all required immunizations required by the home college.

There may be limits placed by the Home College on the number of credits that students may take on permit, so students should check their Home College catalogue for that information.

The first step in applying for an e-permit is to determine the courses for which you intend to register from the searchable schedule of classes, found on-line at http://student.cuny.edu/cgi-bin/SectionMeeting/SectMeetColleges.pl, which enables students to easily determine whether a selected course is being offered in that semester, fits into the student's schedule, and the availability of seats.

The next step is to seek the approval of a request to take a course on permit at another CUNY college from your faculty advisor. Once approval has been granted, the next step is to log in to the CUNY portal (See Fact Sheet regarding the CUNY Portal for additional information) and follow the link to the CUNY e-permit link, prominently displayed on the lower left portion of the main screen. The on-line application found there is accompanied by detailed instructions.

E-permits are approved at the departmental level, from which they are forwarded to Admissions for approval in that office. Though the time period will vary, the whole process should take approximately 1½ weeks from start to finish. Students are kept informed of the progress of their permit request throughout the approval process. If a request is rejected, a student will be notified electronically of the reason(s) for the disapproval.

Students pay for an approved permit course at another CUNY college when they pay for other courses at their Home College. Grades for courses taken on permit at another CUNY college are posted to a student's record and are counted in the computation of a student's GPA.

It's important to note that Hunter students are only permitted to register for e-permits 1 ½ -2 weeks after students at the "home" college, so a course for which an e-permit has been secured is often found to be closed to Hunter students, regardless of their e-permit status. Furthermore, each of the non-Hunter colleges in the CUNY system only permits a fixed number of e-permitted students on a semester-basis.

Blackboard

Blackboard is a comprehensive and flexible course management system developed for educators to enhance their teaching and learning environment through the use of the Web. Thanks to Blackboard's user-friendly architecture, it is easy to post a syllabus, provide a Web page with pedagogically relevant links, provide access to handouts and reserve journal articles, as well as integrate multimedia technologies, such as audio and video, into courses. Using Blackboard, students can reach faculty, interact with classmates, and access learning materials anytime, anywhere. With Blackboard, instructors create an interactive community of learners.

Blackboard offers a full assortment of features, including:

- A fully integrated course management system that eases the creation and management of learning materials such as course information, course documents (syllabus, lecture handouts, multimedia materials), assignments, and staff information;

- A communications center for the instructor and students that includes e-mail, a discussion board for asynchronous communication, group pages (for such activities as study groups, group projects, and work on specialized topics), a student drop box (through which students send their assignments), a virtual classroom for synchronous communications (real-time chat), and a student roster with e-mail addresses;

- An integrated assessment tool that a) enables the instructor to create password-protected and timed quizzes and exams (which can include audio and video files, graphics, and attached documents) that are graded instantly for immediate feedback, b) provides an electronic grade book to which student grades are posted and which can be checked by individual students, and c) generates dynamic statistical reports on student performance;

- A section for supplemental course resources such as links to dictionaries, journal articles, electronic texts, video and sound files, and image banks;

Previously, most courses were supplemented by Blackboard 5. Starting in summer 2005, most Hunter courses will make use of Blackboard 6. Any class used in conjunction with Blackboard, and for which you are registered, will appear on your welcome screen after login. Different sections may use different Blackboard courses. Some classes may use other systems at Hunter, or none at all. Check with the instructor or professor for details.

Access to Blackboard 6

To access Blackboard 6, you must have a CUNY Portal ID. After logging in to the portal, you will be brought to a page from which you can access Blackboard. If the portal is down (a fairly frequent occurrence), you can access Blackboard directly at the following link: https://blackboard-doorway.cuny.edu/Doorway. A tutorial about how to access Blackboard at either location can be found at http://www.hunter.cuny.edu/icit/trc/assets/AccessBlackboardStudents.pdf
Technical assistance for using Blackboard is found at http://www.hunter.cuny.edu/icit/trc/gaweek/bbStudentHelp.shtml.
For questions about your Blackboard account, one may also contact the Blackboard Administrator at bb6@hunter.cuny.edu.

Financial Aid

Financial Aid for students comes in many forms, including scholarships, grants, loans and work-study options. A few of these options are described in some detail below; additional detail about these and other options are available at http://www.hunter.cuny.edu/finaid/graduate.html.

Financial Aid at Hunter

To receive financial aid as a Hunter student, you must complete two forms: the Free Application for Federal Student Aid (FAFSA) and, if you are a New York State resident, the New York State Tuition Assistance Program (TAP) application. Both forms can be completed on-line. The FAFSA is available at www.fafsa.ed.gov. You will be directed to the TAP application after completing the on-line FAFSA.

The FAFSA and TAP applications are used to determine the amount and type(s) of financial aid for which you may be eligible. It is possible that you will be granted more than one type of assistance. Funds from the different major aid programs can be combined to create your individual financial aid package. The final package is based on your eligibility for particular kinds of aid and the funds available.

Steps to Apply for Financial Aid

Hunter's Office of Financial Aid provides a checklist for students applying for financial aid. The following list is slightly modified from the original, found at
http://www.hunter.cuny.edu/finaid/Checklist/checklist.html

1. Obtain your PIN (personal identification number) at www.fafsa.ed.gov

2. File the 05-06 FAFSA at www.fafsa.ed.gov as soon as possible. If you are a NY resident, complete the TAP application at the link that is provided with the FAFSA application at the FAFSA web site. It is best to complete the TAP application at the same time that you complete the FAFSA. (Computers are available at the Hunter College Financial Aid Office).

3. View your Student Aid Report at www.fafsa.ed.gov and respond to messages that may appear there.

4. View your application status at the "Student Award and Application Info" page at the Hunter College Financial Aid Office's web site www.hunter.cuny.edu/finaid, and respond to messages from the Financial Aid Office.

5. Complete a Hunter College Scholarship Application at the following web page www.hunter.cuny.edu/finaid/scholarships.html as soon as possible.

6. If you wish to apply for a Federal Direct Loan, in addition to steps 1 through 4 above, complete the "on-line request form," at the following web page www.hunter.cuny.edu/finaid/dirloan2.html and register for at least six credits. If this

is the first time that you've requested a Federal Direct Loan at Hunter, also complete the promissory note and entrance counseling available at the same web page.

7. Check your bill at eSIMS to confirm that financial aid is properly credited. See http://registrar.hunter.cuny.edu/subpages/esimsinstruction.shtml

8. If you have questions, visit the Financial Aid Office web site at www.hunter.cuny.edu/finaid, see a Financial Aid Counselor, or write to faohc@hunter.cuny.edu.

9. Sign up for Direct Deposit with the "2006-2007" Direct Deposit Form" printable at the "Printable Forms" page of the Hunter College Financial Aid Office web site www.hunter.cuny.edu/finaid . Make address changes at the OASIS. Also make address changes to your FAFSA at www.fafsa.ed.gov . As a precaution, have your mail forwarded with the Post Office.

Loans

Federal Perkins Loan

The Federal Perkins Loan program allows both full- and part-time (6 credits per semester) students in degree programs to borrow money at 5 percent simple interest. This is a federal low-interest loan that students must begin paying back nine months after graduating or leaving college. Students have up to ten years to repay their loans. Eligible students must show financial need and be either citizens or permanent residents of the United States. Graduate students at CUNY may borrow up to $6,000 per year. However, a total of no more than $40,000 may be borrowed during a student's enrollment. The Free Application for Federal Student Aid (FAFSA) is used to determine your eligibility for the Federal Perkins Loan.

Federal Direct Subsidized Stafford Loan

The Direct Stafford Loan program allows full- and part-time students to borrow money directly from the federal government through Hunter at a variable interest rate not to exceed 8.25 percent. The loans must be paid back beginning six months after graduation or when a student attends less than half-time; students have a maximum of ten years to repay the borrowed funds. Students must file the FAFSA to apply.

Federal Direct Unsubsidized Stafford Loan

The provisions of this loan are similar to the Federal Direct Subsidized Stafford Loan except:

1. Interest accrues while the student attends school. This interest may be paid or added to the loan.
2. This program allows independent students to borrow additional money at a variable interest rate not to exceed 8.25 percent.

You should be aware that once you begin receiving federal and/or state assistance, you must maintain good academic standing and must make satisfactory academic progress toward the completion of your degree in order to continue receiving aid.

Grants
Tuition Assistance Program (TAP)

TAP helps eligible New York residents attending in-state post secondary institutions on a full time basis pay for tuition. TAP awards for graduate students at Hunter College range from $75 to $550. Because TAP is a grant, it does not have to be paid back.

Scholarships

An online scholarship application is now available to students who wish to be considered for awards from **scholarship funds administered through Hunter College**. By submitting one Hunter College Scholarship Application, a student will be screened for eligibility and considered for many awards from a wide array of sources, eliminating the need to file individual applications for each Hunter-based scholarship a student is seeking. To be considered for these funds, students must complete an on-line application found at http://saturn.hunter.cuny.edu:7777/pls/stars/sch_application_pkg.create_app.

Other Financing Options
Federal Work-Study Program

Work-study offers students the opportunity to earn money on a CUNY campus or at a public or private non-profit organization. This money may be used to help pay for educational expenses. To be eligible, students must demonstrate financial need, must be attending CUNY at least half-time (6 credits per semester), must be enrolled in degree-granting programs, and must be either a citizen or permanent resident of the United States. Students use the FAFSA as the application form to determine eligibility for the Federal Work-Study program.

Pre-Payment Plan

In order to ease the burden of paying tuition in one lump-sum each semester, CUNY has arranged for Academic Management Services (AMS) to provide a way for students to pay their tuition in installments on an interest free monthly plan. The CUNY Tuition Pre-Payment Program is available to students at all CUNY Colleges. There is a separate plan for each fall and spring semester, each plan consisting of 5 monthly payments and a $30 plan fee. Tip: Avoid paying by phone with a credit card, as there is a fee not incurred when paying by check.
How to enroll with AMS
- on the web at http://www.tuitionpay.com
- over the phone at 1-866-AMS-CUNY
- through the mail by completing the enrollment application
- in person with AMS representatives on campus

For more information, you may call the AMS Service Desk, 1-800-635-0120 or visit the AMS website.

Part-Time Employment

Opportunities for part-time employment are made available to students at the Career Counseling and Placement Offices at the colleges. Students can also find job information at www.cuny.edu/studentjobs.

GSR Program Requirements

Completion of the Graduate Program in Social Research requires a minimum of 45 credits, which include:

Required Courses
GSR 708   Statistics I
GSR 709   Statistics II
GSR 710   Research Methods I
GSR 711   Research Methods II
GSR 702   Contemporary Sociological Theory
GSR 716   Workshop in Using Information Technology for Research
GSR 717   Seminar in Applied and Evaluation Research
GSR 718   Research Internship* (*6 credits*)
GSR 719   Applied Research Seminar

*Degree candidates must work as research interns in public or private organizations for a minimum of three (full-time) or six (part-time) months. See the Fact Sheet regarding the Research Internship and Report Guidelines for additional information.

Electives
Fifteen credits are taken in courses in the candidate's area of specialization. With permission of the graduate adviser, students may take some courses in related graduate programs at the City University of New York or other institutions.

Electives offered by the GSR Program include, but are not limited to, the following:

GSR 722   Consumer Behavior
GSR 723   Non-Profit Social Marketing
GSR 731   TV Programming and Audiences
GSR 732   Motion Pictures
GSR 734   Electronic Media Developing Countries
GSR 741   Social Policy and Planning
GSR 742   Public Policy Analysis
GSR 752   Focus Group Research
GSR 791   Independent Research

Course Sequence
The GSR Program can be completed in on a full- or part- time basis. Course sequence for each approach typically adheres to the schedules noted below:

Full-time study (2 years)
First Year
    Fall Semester
        GSR 708 Statistics
        GSR 710 Research Methods I
        Elective
        Elective
    Spring Semester

GSR 702 Contemporary Sociological
      Theory
GSR 709 Statistics II
GSR 711 Research Methods II
Elective

Second Year
    Fall Semester
        GSR 716 Workshop in Using Informational   Technology for Research*
        GSR 718 Research Internship (6 cr)
        Elective
    Spring Semester
        GSR 717 Seminar in Applied and
            Evaluation Research*
        GSR 719 Applied Research Seminar
        Elective
        Elective

Part-time study (~3 1/2 years)
    First Semester
        GSR 708 Statistics I
        GSR 710 Research Methods I
    Second Semester
        GSR 709 Statistics II
        GSR 711 Research Methods II
    Third Semester
        GSR 716 Workshop in Using Information Technology for   Research*
        Elective
    Fourth Semester
        GSR 702 Contemporary Sociological
            Theory
        GSR 717 Seminar in Applied and
            Evaluation Research*
    Fifth Semester
        GSR 718 Research Internship (6 cr)
        Elective
    Sixth Semester
        GSR 719 Applied Research Seminar
        Elective
    Seventh Semester
        Elective
        Elective

* These courses may be offered in either the fall or spring semesters.

GSR 718, The Research Internship

Description

All matriculating students in the Graduate Social Research Program must complete 6 credit hours of a supervised internship. The internship may take place in an approved private- or public- sector research agency and must entail the execution of a research project applying research methods. The content and scope of an internship should be similar to work performed by an entry-level research assistant and must be supervised by a qualified research specialist.

Students may register for GSR 718 ("Research Internship") during the fall or spring semester for internships accomplished during the fall, spring or summer months. The process of identifying and obtaining approval for an internship should be initiated at least *one semester in advance.*

It is strongly recommended that students who are uncertain about where they might intern should schedule an *Exploratory Meeting* with the Internship Coordinator to explore placement options. When meeting with the Internship Coordinator for this purpose, students should furnish the following:
1. A current resume
2. A completed GSR Internship Assessment Form (attached) which is designed to evaluate the student's academic and professional interests and identify appropriate placement settings

It is not necessary for students who have already identified an internship setting to furnish a resume or GSR Internship Assessment Form. However, *all students* must submit an Internship Proposal, developed in consultation with and signed by the intern's supervisor, and including the following information:

- The learning objectives the student seeks to accomplish
- A brief description of the student's role and responsibilities
- A brief description of any special project to be completed
- The method by which the intern's supervisor will monitor and evaluate the student's work
- Performance targets
- The time commitment (hours per week, total hours)
- The anticipated internship start and completion dates
- Rate of compensation (if any)

The Internship Proposal must be approved by the Internship Coordinator before students can register for GSR 718 and initiate the internship. Furthermore, students should consult with their content area advisors prior to initiating the internship, as those faculty members may have additional requirements.

Requirements

Time commitment: Internships may be conducted on a full-time basis for approximately three months or a part-time basis for approximately six months. In total, a student must commit 450 hours.

Performance evaluation: A student's performance in the internship will be evaluated based upon…

  … the total number of hours worked

  … an evaluation from the student's internship supervisor and, if applicable, faculty supervisor

  … the submission of a Research Internship Report (see "Guidelines for the Research Internship Report")

Credits earned

Students who have successfully completed the internship will receive 6 credits toward the MSSR degree. Students will receive a passing grade ("P") upon approval of the research paper.

Internship Report Guidelines

Upon completion of an internship, every student is required to submit an Intern Report in addition to any other materials specified by their internship supervisor(s). The Report is intended to provide a systematic and concise evaluation of the internship from the intern's point of view and should include a discussion of the following items:

1. Discussion of the agency/institution within which the internship took place including
   a. lines of reporting (who is responsible to whom and for what)
   b. decision making processes insofar as the student's assignments were concerned
   c. description of work/services carried out/provided by agency/institution
2. The learning objectives the student outlined at the outset of the internship and how well those were achieved
3. A description of the student's role and responsibilities including job title, if any
4. A description of any special project that was completed
5. The method by which the intern's supervisor monitored and evaluated the student's work
6. The internship start and completion dates
7. The time commitment (hours per week, total hours)
8. Rate of compensation (if any)
9. Extent to which prior research training at Hunter proved sufficient with respect to the internship. Students are encouraged to identify the courses offered in the Graduate Social Research Program which proved most helpful for the internship.
10. Working relation between intern and agency supervisor.
11. Problems the intern might have encountered in the internship, including the extent and quality of supervision
12. Extent to which the internship is thought to be helpful for future work with respect to (a) knowledge acquired, (b) contacts established, (c) work experience gained.
13. Suggestions regarding the internship process and/or setting for the Internship Coordinator.

The Intern Report is a critical component of the internship experience. The Report is complemented by an evaluation of the student's performance by the professional that supervised the student's work.

Note: Internship credits will only be granted if the required Intern Report as well as the evaluation of the student's performance by the internship supervisor has been received by the Internship Coordinator and/or the faculty member responsible for the student.

Graduation Audit

The first and most important point is that graduation is NOT AUTOMATIC. Assuming all program requirements have been met, the degree audit is the final step before graduation. A degree audit is a series of administrative procedures that determine if a student has met degree requirements. The official audit is conducted by the Registrar's Office, Degree Audit Division, and supersedes all other indications that the student has completed degree requirements.

Candidates for graduation should file a Degree Audit Application during THE FIRST TWO WEEKS of their final semester.

The graduation audit form is available at the Registrar's Office, OASIS, 2nd floor of Hunter North Bldg. You must present a valid idea to obtain the form; only one form is distributed per student. After you have completed the form, the Graduate Advisor, Prof. Joong-Hwan Oh, must sign it <u>before</u> you file it with the Registrar's Office.

Important Details

All students must be registered in the semester in which they graduate.
If you are not taking courses in the semester in which you hope to graduate, you must file for "Maintenance of Matriculation". The fee for Maintenance of Matriculation is $630 for in-state graduate students or $1070 for out-of-state graduate students. This fee is non-refundable and will not be waived.

Use of non-matriculated and transferred credits
➤ Non-matriculated courses at Hunter College with an earned grade of C or less may not be applied to the degree.*
➤ A maximum of 12 credits transferred from another institution may be used toward the degree; all courses being used to meet a requirement must have a Hunter equivalent

*This rule may be waived. At the time when a non-matriculated student applies for and is accepted into the program, the Graduate Advisor should complete a form called the Graduate Approval for Transfer of Credit Form. This form is used for multiple purposes, including permission to have courses taken as a non-matriculated student considered towards the degree as a matriculated student. Otherwise stated, it's used to 'move courses over' whenever a student changes his/her status. Once signed by the Graduate Advisor, this form is then forwarded for approval to the Dean who, upon approval, then forwards it to the Registrar.

Residency requirement must be complete
Generally, you should avoid taking courses on permit during your final semester. However, it can be done with permission of the Graduate Advisor and Dean.

Minimum GPA
Graduate students must have a minimum cumulative GPA of 3.0.

Cancellation of Degree Application
Students who cancel their application or are cancelled by the Office of the Registrar, Graduation Audit Division, must reapply for graduation in order to be considered for a subsequent semester.

Relevant Q&A

Q. I missed the deadline for submitting my degree audit forms. Can I still graduate?
   A. Yes. However, to service students efficiently and fairly, applications are processed in the order in which they are received by the Office of the Registrar.

Q. I am submitting my degree audit forms late. Can I still attend commencement?
   A. Yes. Your name will be called during the Commencement Ceremony; however, depending upon when you submitted the form, your name may not appear in the Commencement Program.

All Degree Audit Application Forms (DAAF) are now available on the web at http://registrar.hunter.cuny.edu. The form for the MS in Social Research can be found at http://registrar.hunter.cuny.edu/forms/Degreeaudt/Arts%20PDF/MS%20in%20Social%20Research.pdf.