

GRADUATE DEGREE PROGRAM IN SOCIOLOGY



University of Missouri-Kansas City

**Student Handbook
Master's Degree Program
Department of Sociology**

September 2013

SOCIOLOGY MASTER'S DEGREE PROGRAM

PROGRAM OVERVIEW

UMKC's Department of Sociology offers a M.A in Sociology. We admit master's students every semester. Students who do not have a B.A. in sociology may be accepted into the program but they are required to take three core sociology courses (theory, methods, and statistics) at the undergraduate level before starting our master's program.

Some students receive funding for working as a teaching assistant or research assistant.

We emphasize the following students learning outcomes.

- Students will have the knowledge and skills necessary to pursue either a Ph.D. in a related field or to engage in enhanced study, research, and/or application of sociological method and theory.
- Students will deepen their professional commitment to community
- Students will be able to critically explore the historical development and contemporary manifestation of social inequalities
- Students will be able to advance sociological research through their own creative engagement with social theories and research methods.

Our Master's program is designed to take two years to complete. The maximum amount of years for students to stay in the program is 5 years. In Year 1, graduate students take required courses in social theory, quantitative and qualitative methods, and statistics. In Year 2, students take two or three elective courses related to their research interests and thesis hours. The program requires 30 credit hours of course work. Core courses (15 credits) are required of all students in the program. In addition to these required courses, students must complete an additional 15 credit hours, generally fulfilled by taking graduate-level courses from the Sociology curriculum.

Students may complete the M.A. requirements in Sociology through either: (a) the thesis option or (b) the comprehensive exam option. We strongly advise students to pursue the thesis option as this provides the greatest flexibility for future study and employment choices.

Recent graduates have used their Master's degrees from our department to teach at community colleges; enroll in Ph.D. programs in sociology and related fields; or enter the corporate, non-profit and government worlds as researchers, policy analysts, consultants, human resource managers and program managers. Some may become program directors in social service agencies.

REQUIRED COURSEWORK & COURSE DESCRIPTION

This program requires 30 credit hours of coursework. The following core courses (15 credits) are required of all students and should be taken early in the program:

Required Courses	Hours
SOCIOL 5501 Social Theory I	3
SOCIOL 5502 Social Theory II	3
SOCIOL 5510 Sociological Research Methods I (Qualitative)	3
SOCIOL 5511 Sociological Research Methods II (Quantitative)	3
SOCIOL 5516 Intermediate Statistics	3

15 hours elective courses beyond the core courses generally consist of up to 6 credit hours of thesis research, up to 3 credit hours of independent/directed studies, and up to 6 credit hours of 400-level or 500-level courses in Sociology or related disciplines (with the approval of the Sociology graduate advisor and the student's committee). In no case can more than 3 one-credit course be part of the program of study.

Students are expected to earn a GPA of 3.0 or above in the core courses and an overall GPA of 3.0. Those who do not meet these requirements will be subject to review by the departmental graduate standards committee. Students who do not perform at a satisfactory level during their time in the program may be reviewed by the graduate standards committee and subsequently can be placed on probation and/or terminated from the program.

Students must complete at least 3 credit hours of graduate work each semester (fall and spring) for the first 2 years of the program and at least 1 credit hour each subsequent semester (fall and spring) to maintain their standing in the program.

By the midpoint of the program, a student should have selected at least 3 faculty members to serve on the master's committee and filed a program of study.

TYPICAL SCHEDULE FOR MASTER'S PROGRAM

Fall Semester 1

Soc. 5501 – Social Theory I
Soc. 5511 – Sociological Research Methods II (Quantitative)

Spring Semester 1

Soc. 5502 – Social Theory II
Soc. 5510 – Sociological Research Methods I (Qualitative)
Soc. 5516 – Intermediate Statistics

Summer 1

Elective course or independent readings (Soc. 5597)

Fall Semester 2

Elective
Elective

Spring Semester 2

Elective

Thesis (3 credits)

THESIS REQUIREMENT & PROCEDURE

For the thesis option, 6 credits of the 30 required hours are used for the completion of the master's thesis. An oral defense of the thesis is required. Students who aspire to further study at the doctoral level or pursue a research position should select the thesis option.

Besides completing the required coursework, students must prepare and defend an M.A. thesis. The purpose of the M.A. thesis is to train students in writing, conceptualizing and researching in sociology.

Defense of the thesis includes a general examination of relevant themes of sociological theory and research related to the student's topic. The student's chosen Adviser is chair of the M.A. thesis committee, which must include a total of three graduate faculty member (two must be sociology faculty). Students must secure an agreement of each faculty member to serve on the committee.

Students must then develop, in consultation with the chair of the committee, an M.A. thesis. Generally, the thesis should take approximately one year to complete. During this time, the student will be working with their M.A. Adviser on deciding upon a sociologically relevant and interesting topic, methods used to perform the study, and literature that pertains to the topic. The student and M.A. Adviser will determine a timeline that will allow for sufficient progress towards completion of the M.A. thesis.

Students must complete an application for approval through the UMKC Institutional Review Board (IRB) before they begin data collection for their thesis. The student should work with their M.A. Adviser on the IRB application. Information can be found here:
[http://ors.umkc.edu/research-compliance-\(iacuc-ibc-irb-rsc\)/institutional-review-board-\(irb\)](http://ors.umkc.edu/research-compliance-(iacuc-ibc-irb-rsc)/institutional-review-board-(irb))

Once your M.A. Adviser provides permission to disseminate your thesis to the other committee members, they will provide you feedback on your thesis. When the committee decides that the thesis is ready to defend, you may then schedule your thesis defense and submit your manuscript to the Graduate School for formatting review. No student can attempt a thesis defense more than twice.

After the thesis has been approved by the M.A. committee and the defense has been successfully completed, students must make the required revision changes to their manuscript, as directed by their M.A. Adviser. After the final revision changes are made to the manuscript, students should submit their final thesis to the Graduate School for approval by the Graduate Dean. Format changes may be required at this point. All students will be required to submit the final copies of their theses or dissertations electronically in Portable Document Format (PDF) after the initial paper draft of the thesis has been approved by the School of Graduate Studies. Completion of

these requirements leads to the M.A. degree, which normally allows the student to proceed to doctoral study if desired.

Information concerning Thesis Guidelines and relevant forms may be found at:
<http://sgs.umkc.edu/guidelin/index.asp>

Thesis/Dissertation Completion Timeline

<http://sgs.umkc.edu/guidelin/T-DGuidelines/T-D-Timeline.pdf>

Thesis/Dissertation Completion Timeline Task	Suggested Completion Date	Notes
Complete Thesis/Dissertation Manuscript; Copies to Thesis Committee	10-12 Weeks Before Graduation	Typically requires revisions; work with Advisor & Committee
Submit Manuscript to Graduate School for formatting review (accompanied by a Preliminary Approval form signed by the committee chair)	At least 6 Weeks Before Graduation	DEADLINE IS SIX WEEKS BEFORE GRADUATION. Graduate School may require format revisions
Committee members will complete the Pre-Oral Defense Form and submit it to the committee chair indicating that the thesis/dissertation is ready to defend	At least 4 Weeks Before Graduation	The committee chair will retain the Pre-Oral Defense forms and schedule of the defense
Schedule Thesis/Dissertation Defense; Chair announces Defense with 2 weeks notice	At least 4 Weeks Before Graduation	
Thesis/Dissertation Defense Committee members will complete Final Evaluation Forms and submit them to the committee chair for his review and signature	At least 2 weeks Before Graduation	The committee chair will ensure that all committee members' comments and corrections are incorporated into the final thesis / dissertation
Submit final thesis/dissertation to Graduate School along with the Final Evaluation Forms for approval by Graduate Dean	2 Weeks Before Graduation	DEADLINE IS TWO WEEKS BEFORE GRADUATION;
Make required format changes and re-submit to Graduate School if necessary	1-2 Weeks Before Graduation	
Upload a PDF copy of the thesis or dissertation to UMI.	Before Graduation	Graduation requirements will not be complete until copies are transmitted to UMI AND that transmission is approved by the SGS

COMPREHENSIVE EXAM OPTION

This option requires 30 hours of graduate coursework. Near completion of all coursework, students choosing this option must pass a comprehensive exam comprised of 3 parts: (1) sociological theory; (2) research methods and statistics; and (3) a substantive area of the student's choice in consultation with the principal graduate adviser or the student's committee chair. If a student is unable to pass any component of the comprehensive exam on a second try, the graduate standards committee will evaluate the situation and decide if circumstances warrant a third attempt. Under no circumstances, will a student be given more than three attempts at passing the comprehensive exam.

INDEPENDENT STUDY GUIDELINES

MA students may take up to 3 credit hours of independent study, supervised by a faculty member. This is typically completed in the summer after the first year of study or in the second year.

The purpose of an independent study is to prepare the student for researching and writing his or her thesis by providing additional training in a subject area or methodological approach not offered by a traditional course at UMKC.

Procedures

To be approved for enrollment in an independent study, the graduate student must contact the faculty member they wish to supervise their course of study at least one month before the proposed start date of the course. The student will be expected to draft a syllabus for the course in consultation with this faculty member, to be completed before the start date of the course. The student and faculty supervisor will need to arrange regular assignments and meeting times to keep track of the student's progress and comprehension of the materials. Independent study courses will receive a grade based on the faculty supervisor's assessment of student progress.

Guidelines for a successful independent study

- Independent study courses should have a cohesive goal, both in content and product. This means that the readings and activities should support a narrow topic of interest, akin to a graduate seminar. In addition, the culmination of work should produce something (e.g. a literature, thesis proposal, methodological demonstration, etc.) that will contribute to the student's readiness to complete a MA thesis.
- Reading material should be equivalent to assigned readings in a graduate-level course. Students should also ensure that they can access the assigned readings before starting the course.
- Periodic assignments (reading responses, homework activities) are encouraged. This will allow the student to check his or her comprehension and the faculty member to monitor student progress.

STUDENT SUPPORT

The Sociology Department at UMKC is committed to supporting graduate students during their graduate coursework and thesis writing.

Graduate Assistantship

The department can fund up to 1 Graduate Research Assistants (GRAs) and 4 Graduate Teaching Assistants (GTAs) each semester. These positions are meant to financially support graduate students while providing them with marketable skills in research and teaching. Students are expected to devote 20 hours to their GRA or GTA work each week during the semester.

The stipend total amount for each semester is \$4,000. In addition to the monetary stipend, GRAs/GTAs will receive six credit hours of fee remission for their course work.

It will be necessary for GRAs/GTAs to pay all incidental fees per semester. If they enroll for more than six credit hours per semester, they will need to pay any tuition costs and fees for those additional credits. The GRA/GTA positions are part-time scholastic positions not eligible for university benefits.

Continuation of the appointment for further semesters will be contingent upon available funding and satisfactory performance in meeting their assigned duties, as well as maintaining adequate progress and adequate performance in the Sociology M.A. program. GRAs/GTAs must comply with university and Arts & Sciences rules regarding appropriate conduct and classroom procedure for faculty and students.

If it is necessary for GRA/ GTAs to resign or vacate their position during either semester, they will be billed for educational fees (and if applicable, non-resident fees) on a pro-rated basis from the date they resign or their GRA/GTA position is vacated. Their monthly stipend will be terminated as of the date they resign or their position is vacated.

GRAs will typically support 1 to 3 faculty members in their research. This might entail collecting or analyzing data, conducting support for research activities (e.g. interviewing or field observations), finding or summarizing literature, or other research-related activities that the faculty members request. GTAs will typically support two professors. Their duties will relate to the classes of the professors to whom they are assigned.

The department chair will organize student work to be divided equitably between the faculty members requesting GRA support. Assignments will be made prior to the beginning of the semester. Once students are told of their faculty assignments, they are responsible for contacting the faculty member or members they will be working with to arrange a time to meet.

Graduate Student Conference

Each March, the sociology department holds the Graduate Student Conference. This is an opportunity for graduate students to present their research and receive feedback from the faculty. Second year students are **required** to present their MA thesis research at this conference. To prepare, students should begin talking to their faculty advisor about this presentation in early January. Presentations will be 20 minutes in length. Students are advised to practice their talks several times before the conference.

Students may also wish to present their research at the Midwestern Sociological Society (MSS) annual conference. This is particularly important for students who wish to pursue a Ph.D. after completing their Master's degree. The deadline for paper submissions is typically in October for the spring MSS conference. For more information: <http://www.themss.org/>

Additional resources for academic presentations:

<http://getalifephd.blogspot.com/2011/04/how-to-give-fabulous-academic.html>

<http://people.ucsc.edu/~pullum/goldenrules.html>

Graduate Travel Grant

The Dean of the School of Graduate Studies will consider applications for funds to help pay travel costs for the purpose of presenting original research papers at reputable professional conferences. Such presentations may be volunteered or invited, and may be podium or poster presentations. The maximum award to any student under this policy is \$400. Please note the limit of only one award per paper/poster presentation. Costs which can be considered in granting a Graduate Student Travel Award are limited to transportation, registration fee, one day's lodging, and one day's meals. Only requests with the required matching funds will be processed. The matching fund from the department of Sociology is up to \$200 per each presenter (See Appendix for the grant application form).

Annual Assessment

The graduate standards committee assesses each first and second year graduate student in the spring semester. At the completion of these assessments, the committee will meet with/provide a letter to each student to furnish them with feedback. In advance of these meetings, students are **required** to complete assessment forms, provided in Appendix. Students will be evaluated based on the following:

First-year students: First-year students will solicit written feedback from each professor of required core classes in which they were enrolled during the first year of study. Faculty members will complete these forms and return them to the Graduate Standards Committee for compilation and summary.

Second-year students: Evaluation of second-year students' progress will be based on four elements: 1) Their presentation in the Graduate Student Conference, 2) Their completed program

of study form, 3) Recommendation for Appointment of Advisor, 4) Their thesis proposal, and 5) Their faculty advisor's assessment.

Graduate Advisor

Students must have a graduate advisor who will supervise their Master's thesis and generally provide guidance throughout their course of study. Students should select their graduate advisor no later than the end of their first year. This selection should be based on the student's research interests. Students are responsible for cultivating a working relationship with their advisor. They should be in regular contact with their advisor, meeting periodically throughout each semester.

UNIVERSITY GUIDELINES

General Graduate Academic Regulations

<http://catalog.umkc.edu/~Catalog/ViewCatalog.aspx?htmlink=true&pageid=viewcatalog&catalogid=99&topicgroupid=57084>

Leave of Absence Policy

<http://www.umkc.edu/provost/Policy-Library/documents/LeaveofAbsencePolicy.pdf>

APPENDIX

1. Application for Graduate Research and Teaching Assistant
2. Application for Graduate Travel Grant
3. Assessment
 - The First Year Assessment Form
 - The Second Year Assessment Form
 - Master's Degree Program of Study
 - Recommendation for Appointment of Advisor or Supervisory/Examination Committee
4. Thesis Related Forms
 - Preliminary Approval of Thesis or Dissertation
 - Master's Thesis Pre-Oral Defense Form
 - Master's Thesis Report
 - Report of Results of Examination for Master's Degree Students
5. Application for Graduation

UNIVERSITY OF MISSOURI-KANSAS CITY
Department of Sociology M.A. Program

**Application for Graduate Teaching and Research Assistantships
DUE February 15!**

Name _____

Address _____

Phone (____) _____ Email _____

Note: Those students awarded assistantships generally enroll for a minimum of six (6) credit hours per semester.

Please list the colleges or universities you have attended, with dates of attendance, degrees received (with dates conferred), and your major (and minor, if appropriate) areas of study.

Institution	Dates Attended	Degree(s)	Conferment date	Major/Minor

.....
*If interested in a **Graduate Teaching Assistantship**, please indicate if you have had teaching experience or training.*

_____ I have not had teaching experience or training.

_____ I have had teaching experience or training. *Describe courses/training taken, classes for which you have had full responsibility, classes for which you served as assistant or aide, and your responsibilities as assistant or aide. Use another sheet of paper if needed.*

1. Course Name & Number: _____	Role:	<input type="checkbox"/> Full Responsibility <input type="checkbox"/> Assistant/Aide <input type="checkbox"/> Training
Responsibilities:		
2. Course Name & Number: _____	Role:	<input type="checkbox"/> Full Responsibility <input type="checkbox"/> Assistant/Aide <input type="checkbox"/> Training
Responsibilities:		
3. Course Name & Number: _____	Role:	<input type="checkbox"/> Full Responsibility <input type="checkbox"/> Assistant/Aide <input type="checkbox"/> Training
Responsibilities:		

If interested in a **Graduate Research Assistantship**, please answer the following questions.

Please indicate the number of credit hours you have completed in the following areas:

	Course level	
	Undergraduate	Graduate
Quantitative Research Methods	_____	_____
Qualitative Research Methods	_____	_____
Elementary Statistics	_____	_____
Intermediate Statistics	_____	_____
Other relevant courses		
(specify: _____)	_____	_____
(specify: _____)	_____	_____

Please indicate which of the following software packages you have had experience in using.

_____ Microsoft Word	_____ SPSS
_____ Excel	_____ SAS
_____ Publisher	_____ Arc View
_____ PowerPoint software	_____ Sharepoint Designer or other web design
_____ Access	_____ Others (specify) _____

Please indicate if you have had research experience.

_____ I have not had research experience.

_____ I have had research experience. Please describe any research experience including roles and responsibilities. Use another sheet of paper if needed.

Supervisor/Advisor (Dates)	Experience and Responsibilities

REQUEST FOR UMKC GRADUATE STUDENT TRAVEL GRANT

GUIDELINES

GENERAL: The Dean of the School of Graduate Studies will consider applications for funds to help defray travel costs for the purpose of: (a) presenting original research papers at reputable professional meetings; and (b) equivalent activities in the creative arts. Such presentations may be volunteered or invited, and may be podium or poster presentations. **The maximum award to any student under this policy is \$400. Please note the limit of only one award per paper/poster presentation (e.g. only the presenter is eligible for the award).**

MATCHING FUND REQUIREMENT: Costs which can be considered in granting a Graduate Student Travel Award are limited to: Transportation, registration fee (if required), one day's lodging, and one day's meals. Only requests with the required matching funds will be processed. **To receive the maximum award of \$400, matching funds of at least \$400 are required, and the total allowable expenses must be equal to or greater than \$800.**

EVALUATION: *During review of requests for graduate student travel funds, the following considerations will apply & must be included:*

1. Type of meeting. Priority will be given to national meetings, with regional and local meetings being less likely to be funded.
2. The importance of the professional meeting to the work being presented and the research goals of the applicant (justification).
3. Evidence of acceptance of the paper for presentation or appropriate equivalent activities in the creative arts.

NON-FUNDABLE REQUESTS: Applications for travel funds cannot be accepted for such purposes as participation as a discussant, section chairman, officer or attendant at professional meetings, participation in workshops, job placement interviews, visitation at other institutions, and conducting research. Appeals for non-funded requests will be forwarded to the UMKC Graduate Student Fellowship and Awards Committee, who will in turn make a recommendation to the Dean of the School of Graduate Studies. Only one request from a student per academic year will be considered.

APPLICATION PROCEDURES: Request forms are completed by the applicant and submitted with appropriate supportive documents to the Department Chair and/or Dean for endorsement and authorization of matching contribution commitment, and forwarded to the School of Graduate Studies (340 Administrative Center). **The completed application form should be submitted to the Graduate School no later than one month prior to the applicant's anticipated departure date.**

1. **Student's Name:** _____ **ID#:** _____

Mailing Address (including zip): _____

Home/Cell Phone: (_____) _____ *UMKC E-mail:* _____

2. **Department/School:** _____ *Campus Phone:* X _____

Degree sought: _____ *Major:* _____

3. **Purpose of travel** (Supply **full** details below for Sections 3 through 8).

Participation in a professional meeting [**attach copy of the program or other evidence of acceptance on the program**].

Title of meeting: _____

Title of paper: _____

Type of participation: (check the categories that apply)

Invited [], Volunteered [], Present a paper [], Poster [], Panel member [],
Other [] (please identify role: _____)

4. **Justification** (Provide information on your project and on the importance of the professional meeting or equivalent activity in the creative arts. Be sure to include all data pertinent for a proper evaluation.)

5. **Travel plans:** Destination: _____

Dates of Travel: _____

6. **Estimated Allowable Travel Costs:**

Transportation (Method of travel: _____) \$ _____

One night's lodging: \$ _____

One day's meals (subject to current UMKC maximum): \$ _____

Registration Fee \$ _____

Total allowable expenses \$ _____

7. **Amount of Graduate Student Travel Grant requested:** \$ _____

8. **Matching funds contributed (MUST include MoCODE)**

By department - Fund/MoCode: _____ \$ _____

By dean's office - Fund/MoCode: _____ \$ _____

9. **Applicant's signature:** _____ Date: _____

10. **Administrative approvals, commitment of matching funds and supportive statements:**

Comments:

Student's Adviser signature: _____ Date: _____

Print Adviser's name: _____

Comments:

Department Chair signature (if applicable) _____ Date: _____

Print Department Chair's name: _____

After all appropriate information & signatures are obtained, the form should be promptly forwarded to the School of Graduate Studies, Administrative Center 340.

11. **Final Action of Graduate Student Travel Grant Requested:**

Approved for \$ _____ Denied Funds not available
 Non-fundable purpose
 Prior request approved this year

_____ Date: _____

School of Graduate Studies

FIRST YEAR GRADUATE ASSESSMENT FORM

In consultation with the graduate coordinator, the student should initiate filling out this form which will serve as a tool for assessing the student's progress in the Master's program. The student should fill out Part A of the form and get feedback from the student's core course instructors for Part B of the form. Finally submit it to the advisor no later than the final week of the student's first year. Not submitting a completed form by the end of the first year will result in a reconsideration of the student's status in the program. The advisor should collect information for Part B of the form. The Graduate Standard Committee will convene and review the feedback provided on this form and provide recommendations regarding the student's progress.

PART A

STUDENT NAME

STUDENT ID NUMBER

YEAR ENTERED THE PROGRAM

NUMBER	CORE COURSES	TERM/YEAR	INSTRUCTOR	GRADE
5501	Social Theory I			
5502	Social Theory II			
5510	Social Research Methods I (Qualitative)			
5511	Social Research Methods II (Quantitative)			
5516	Intermediate Statistics			

THESIS TOPIC:

APPROVALS

ADVISOR:

DATE:

STUDENT'S SIGNATURE:

DATE:

PART B

STUDENT NAME

INSTRUCTOR NAME

Please collect answers for the following questions from core course instructors.

1. Rank this student: top 5%, top 10%, bottom 5%, bottom 10% in the class.
2. What are the strengths of this student?
3. What are the weaknesses of this student?
4. Would you consider this student academically capable to write and complete a thesis? Please explain.

SECOND YEAR GRADUATE ASSESSMENT-STUDENT FORM

The Department of Sociology, UMKC

Second year graduate students are required to 1) present a paper in the annual Sociology Department graduate student conference, 2) submit the Program of Study form and the Recommendation for Appointment of Advisor form, and 3) submit a draft of their thesis proposal. The Graduate Standard Committee will meet with the students and provide them with feedback by the final week of the student's second year.

1. **Mandatory participation in the annual graduate student conference:** The student presents a term paper, a working paper, or a thesis proposal draft at the conference in March. The submission guidelines will be provided by the conference organizer.
2. **Program of Study:** The student selects a thesis committee chair and forms a thesis committee that consists of three faculty members (including the chair). The student fills out and submits the Program of Study form to the department by the end of the first week after Spring Break.¹ The form is available on the department website.
3. **Thesis proposal:** The student submits a thesis proposal along with the proposal evaluation form to the thesis advisor by the end of the first week after Spring Break.

A thesis proposal should include three components: 1) thesis statement, 2) elaboration of the relationship between theory, methodology, and social context, and 3) theoretical/historical background. The first section states a research topic, problem, and question(s). The second section discusses a methodology in relation to theory and social context. The third section provides a review of literature that will be a theoretical background of the thesis. The proposal should not exceed 15 pages (double-spaced, 1 inch margins, regular font size and style).

¹Part-time students submit the Program of Study form and a thesis proposal with the proposal evaluation form upon completion of course work.

SECOND YEAR GRADUATE ASSESSMENT-ADVISOR FORM

STUDENT NAME: _____

The graduate thesis advisor is required to fill out the proposal evaluation form by the end of the first week after Spring Break and submit it to the graduate program coordinator.

1. What is the tentative title of the thesis project?

2. Is the student able to advance sociological research through his or her engagement with social theories and research methods? Does the thesis proposal integrate theory, method, and social context? Address any problems you see with the student achieving this goal.

3. Can the thesis project be completed within a year? Please comment on the project's scope and viability.

4. Did the student fulfill his or her professional commitment to the academic community by presenting a paper at the graduate student conference?

_____ Yes _____ NO

Title of contribution:

5. Did the student submit the program of study form to the department?

_____ Yes _____ NO

ADVISOR NAME: _____ **DATE:** _____

UNIVERSITY OF MISSOURI-KANSAS CITY
COLLEGE OF ARTS AND SCIENCES

RECOMMENDATION FOR APPOINTMENT OF ADVISER
OR SUPERVISORY/EXAMINATION COMMITTEE

To: Graduate Officer, College of Arts and Sciences

SUBJECT: Recommendation for Appointment of Adviser or Supervisory /Examination Committee

Student's Name: _____

Degree sought: _____ Major subject: _____

I wish to recommend that the following be appointed as ____Adviser ____ Supervisory/Examination Committee for the above mentioned student:

_____	_____
Committee Chair	Department
_____	_____
_____	_____
_____	_____
_____	_____

This constitutes:

- ___ The student's initial committee
- ___ Reconstitution of the student's present committee
- ___ An addition to the student's present committee
- ___ Other _____

_____ Date

_____ Date

APPOINTMENTS APPROVED:

_____ Date

Graduate Officer, College of Arts and Sciences

PRELIMINARY APPROVAL OF THESIS OR DISSERTATION
BY DEGREE CANDIDATE'S SUPERVISORY COMMITTEE

TO: Dean, School of Graduate Studies

RE: Candidate's Name: _____

Degree sought: _____

The Supervisory Committee Chair for the degree candidate named above, has reviewed this manuscript and finds it acceptable to submit to the School of Graduate Studies for review of the format.

The bibliographic reference format approved by the committee for this candidate's work is:

___ Turabian - Parenthetical author/date format

___ Turabian - Numbered list format

___ American Psychological Association (APA) [Approved standard for use by: Communication Studies, Psychology, School of Education, Conservatory of Music, and School of Nursing]

___ Association of Computing Machinery (ACM) - [SCE Standard]

___ Journal of the American Medical Association - [Approved standard for School of Dentistry]

___ Handbook for Authors of Papers in American Chemical Society Publications - [Approved standard for Department of Chemistry, School of Biological Sciences, and School of Pharmacy]

___ Council of Biology Editors. CBE Style Manual - [An approved alternative standard for School of Biological Sciences. Also an approved style for some students with a Pharmacology focus in their research.]

___ ASM Style Manual for Journals and Books - American Society of Microbiology - [An approved alternative standard for School of Biological Sciences]

___ Style Manual for Guidance in the Preparation of Papers for Journals Published by the American Institute of Physics, 3d ed. New York: AIP, 1978. [Physics students]

___ Chicago Manual of Style [Approved standard for History]

___ AMSPLAIN Double Spaced [Approved standard for Mathematics]

___ Alternate Style Manual: [List alternate source and attach a copy of the guidelines to this form]

Comments:

Signature of Supervisory Committee Chair: _____

Date signed: _____ Printed name of Chair: _____

[Revised 10/24/08]

Please complete this form and forward it **to the Supervisory Committee Chair** following your review of the Master's Thesis and prior to the oral defense. The Supervisory Committee Chair will use this report in determining if an oral defense should be scheduled.

UNIVERSITY OF MISSOURI - KANSAS CITY

Graduate Studies

MASTER'S THESIS

PRE-ORAL DEFENSE FORM

Author: Final (Thesis) Examination Committee
1.

Academic Field: 2.

Title of Dissertation: 3.

Director of Thesis:
(Chair, Supervisory Committee)

Committee Member Submitting Report:

Recommendation: Do you recommend that an oral defense be scheduled to defend this thesis for the Master's Degree?

Comments:

Date _____

Signature of committee member completing this report

This form is for committee communication only. Do **not** send this form to the Graduate School.

Please complete this form and forward it **to the Supervisory Committee Chair** following your review of the Master's Thesis and prior to the oral defense. The Supervisory Committee Chair will use this report in determining if an oral defense should be scheduled.

REPORT OF RESULTS OF EXAMINATION FOR MASTER'S DEGREE STUDENTS

This is to certify that

NAME (PRINTED) _____

STUDENT IDENTIFICATION NUMBER _____

passed / failed the
(CIRCLE ONE)

- Qualifying Examination
 Final Examination
 Final Thesis Examination

taken on _____

DATE

for the _____

DEGREE SOUGHT

in _____

DEGREE PROGRAM AND EMPHASIS AREA

If this is a Final Thesis Examination, please furnish title of thesis:

Comments:

Evaluation*

Signatures of Examining Committee Members

Member _____

Member _____

Member _____

Member _____

Committee Chairperson _____

* Superior, good, fair, or inferior (failed)

The Chair of the Examining Committee is to *mail* the original copy of this report to the Graduate Records Office of the Registrar, 116 Administrative Center, as soon as the examination has been completed.

The Chair should also *distribute photocopies* of the report to the Department Chair and the Associate Dean, College of Arts and Sciences.

Please complete this form and forward it **to the Supervisory Committee Chair**. This form may be completed before or after the oral defense of the master's thesis. The Supervisory Committee Chair, in turn, will forward the final report forms to the School of Graduate Studies.

UNIVERSITY OF MISSOURI - KANSAS CITY

Graduate Studies MASTER'S THESIS FINAL REPORT FORM

Author: Final (Thesis) Examination Committee
 Academic Field: 1.
 Title of Thesis: 2.
3.

Director of Thesis:
 (Chair, Supervisory Committee)

Committee Member Submitting Report:

Method of Research: Command of the proper method of research or experimentation.

Superior <input type="checkbox"/>	Good <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>	Cannot Judge <input type="checkbox"/>
Cutting edge methodology or novel application of existing method	Incremental advance in application of methodology and careful execution	Conventional use of methodology and adequate execution	Inappropriate use of method; use of method that cannot adequately address research question; poor execution	Outside area of expertise
Comments:				

Use of Existing Literature: Command of the literature on the subject.

Superior <input type="checkbox"/>	Good <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>	Cannot Judge <input type="checkbox"/>
Comprehensive, in depth, appropriate interpretations	Thorough, may be slightly lacking in either comprehensiveness or depth, appropriate interpretations	Adequate breadth and/or depth; minor misinterpretation	Insufficient breadth and/or depth; major misinterpretation	Outside area of expertise
Comments:				

Originality: Originality and insight of the research question and interpretation of literature and findings.

Superior <input type="checkbox"/>	Good <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>	Cannot Judge <input type="checkbox"/>
Ground-breaking study; original research question, approach, and interpretation of	Originality in one or two areas (question, approach, or interpretation)	Contributes to understanding but does not break any new ground	Does not contribute to understanding of problem	Outside area of expertise

findings				
Comments:				

Scope/Comprehensiveness: Adequacy of scope and of substance.

Superior <input type="checkbox"/>	Good <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>	Cannot Judge <input type="checkbox"/>
Scope and substance beyond usual expectations	Either scope or substance beyond usual expectations	Scope and substance within usual expectations for dissertations	Scope or substance deficient	Outside area of expertise
Comments:				

Writing: Clarity, logical organization, appropriate use of English.

Superior <input type="checkbox"/>	Good <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>	Cannot Judge <input type="checkbox"/>
(1)Clear and concise; (2)well-organized; (3)proper spelling and grammar; (4)correct voice and formality; (5) citation style appropriate to discipline	Readable, solid work with few issues in writing	Readable, but some problems with two or more criteria	Issues in writing make it difficult to comprehend substance	Outside area of expertise
Comments:				

Summary

Summary: Estimate of the work as a whole. Please summarize your evaluation of the thesis. Include an appraisal of the significance of the contribution to the discipline.

Superior <input type="checkbox"/>	Good <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>	Cannot Judge <input type="checkbox"/>
Comments:				

The following questions are to be answered by all readers.

Recommendation

1. Do you recommend the acceptance of this thesis for the Master's degree?

Alterations

2. Is the thesis (or parts thereof) publishable? What alterations need to be made?

Date _____

Signature of Committee member completing report

All of the changes to this thesis have been made and I recommend acceptance of the thesis for the degree requirements.

Date _____

Signature of Supervisory Committee chair



Application for Graduation

This form must be submitted to your academic department/unit no later than the deadline published in the Academic Calendar during the semester you wish to graduate. Some departments/units may have earlier deadlines. The academic department must deliver or send the application through campus mail to the Registration and Records Office located in room 115 of the Administrative Center, or fax the application to 816-235-5513.

Name: _____ Student Number: _____

Name as you want it to appear on your diploma (if different): _____

Mail diploma to this address: _____

City, State, Zip: _____

UMKC E-mail Address: _____ Phone: _____

Semester of graduation: Fall Spring Summer Year of Graduation: _____

Undergraduate students only: check here if you will not be enrolled in UMKC coursework during the term you are applying to graduate.

Student Signature: *(required)* _____ Date: _____

Indicate the degree(s) you are applying to receive:

Undergraduate Level Degrees

Bachelor of: _____

Plan/Major 1: _____

Sub-Plan/Emphasis 1: _____

Plan/Major 2: _____

Sub-Plan/Emphasis 2: _____

2nd Bachelor (if applicable): _____

Plan/Major: _____

Sub-Plan/Emphasis: _____

Minor: _____

Professional Level Degrees

Doctor of Dental Surgery, DDS

Doctor of Medicine, MD

Juris Doctor, JD

Doctor of Pharmacy, PHARM.D

Graduate Level Degrees (check one box and then indicate your major and emphasis area for that degree)

Certificate Program: _____

Master of: _____

Education Specialist (EdSp)

Plan/Major: _____

Sub-plan/Emphasis: _____

Doctoral Level Degrees

Interdisciplinary PhD

Discipline 1: _____

Discipline 2: _____

(Discipline 3): _____

PhD

DMA

EdD

DNP

Plan/Major: _____

Sub-plan/Emphasis: _____

Department Signature: _____

Date: _____

Commencement information will be sent to applicants for graduation approximately 6 to 8 weeks into the final semester. Summer graduates may participate in commencement ceremonies with Fall semester graduates. Additional commencement information is available at: www.umkc.edu/commencement.

Diplomas may be picked up in the Registration & Records Office 40 days after final exams. Diplomas not picked up will be mailed 55 days after final exams. Call (816) 235-1125 if you have any questions about diplomas.

For Office Use:

Date Received in R&R: _____

Processed in R&R by: _____

Notes:

Instructions for Completing the UMKC Application for Graduation form

Complete this application for graduation with the assistance of your advisor and turn it in to your academic department/unit or student services office (listing below). The deadline to apply each semester is published on the academic calendar on the Registration & Records office Web site: www.umkc.edu/registrar/aca.asp. Applications for graduation that are received AFTER the deadline for applying for any given semester may not be processed until the following semester. Consult the Registration and Enrollment Guide or the UMKC Registration & Records' Web site for filing deadlines.

Degrees are awarded only after all degree requirements are on file in the Registration & Records Office. In the event that all degree requirements are not completed prior to the first day of the next semester, the degree will not be awarded for the semester indicated on the application. **In this case, a new application for graduation is required for the semester in which the student anticipates graduation, signed and dated by the student.** Graduate student degrees will be awarded only if an approved Program of Study and any authorized changes is on file in the Registration & Records Office. You can initiate these in your department or with your principal graduate advisor.

UMKC does not charge a graduation or diploma fee. One diploma will be printed free of charge for all degree recipients. Commencement activities require proper attire which may involve a fee.

If your last name printed on this application does not exactly match the last name on file in your official record, please submit a name change form with proper identification to the Registration & Records Office. Print first name, middle name and last name in that order. If your name includes Jr., III or any other designation, it is your option to include that designation if you want it to appear on your diploma.

Bachelor Of: may be completed from the following list: Arts, Business Administration, Fine Arts, Liberal Arts, Music, Music Education, Science, Science in Dental Hygiene, Science in Nursing, or Science in Pharmacy.

Master Of: may be completed from the following list: Arts, Business Administration, Fine Arts, Laws, Liberal Arts, Music, Music Education, Public Administration, Science, Science in Nursing, or Social Work.

Major, Emphasis Area, and Discipline: consult your advisor or student services representative for a list of approved majors and emphasis areas.

Undergraduate Level Degrees:

- **Double Majors:** (Major 1 and Major 2 fields) all requirements for both majors must be met according to the guidelines set forth in the UMKC General Catalog. Students who seek a double major need only enough total credit hours to satisfy each bachelor's degree if considered separately.
- **Double Degrees:** (2nd Bachelors if applicable field) all requirements for both degrees must be met according to the guidelines set forth in the UMKC General Catalog. Students who seek a double degree need at least 30 credit hours above the minimum total credit hours necessary to satisfy the primary degree program. Consult the catalog and your advisor for details.
- **Minor:** consult your student services representative for a list of approved minors. If your minor is in a different academic department/unit than your major, you need to submit a copy of the Application for Graduation to both offices.

CONTACT THE FOLLOWING OFFICES FOR ASSISTANCE

College of Arts and Sciences

9 Scofield Hall, 816-235-1148

School of Biological Sciences

Undergrad: 13 BSB, 816-235-2580

Grad: 109 BSB, 816-235-1388

Bloch School of Bus. & Public Admin.

115 Bloch, 816-235-2215

School of Computing and Engineering

Electrical and Computer Engineering:

546 Flarsheim Hall, 816-235-1193

Civil and Mechanical Engineering:

352 Flarsheim Hall, 816-235-5550

Conservatory of Music and Dance

Undergrad: 138 Grant Hall, 816-235-2899

Grad: 138 Grant Hall, 816-235-2959

School of Dentistry

420 Dental School, 816-235-2080

School of Education

129 Education, 816-235-2234

Interdisciplinary PhD

Office of Graduate Studies:

300F Administrative Center, 816-235-1301

School of Law

1-200 Law School, 816-235-1644

School of Medicine

MD: 816-235-1900

Grad: 816-235-5249

School of Nursing

1410 Health Sciences Building, 2464

Charlotte, 816-235-1700

School of Pharmacy

1219 Health Sciences Building, 2464

Charlotte, 816-235-1613