



UNDERGRADUATE HANDBOOK

Sociology

The College of Arts & Sciences University of
Cincinnati
2021-2022

This handbook is designed as a guide for UC Sociology majors and minors

Department: 513-556-4700

Fax number: 513-556-0057

For departmental **ADVISING** call 513-556-4700

socugpd@ucmail.u.edu

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INFORMATION SPECIFIC TO SOCIOLOGY

1. INTRODUCTION:

At the University of Cincinnati, the Department of Sociology is home to approximately 70 undergraduate majors, 120 undergraduate minors, 30-40 graduate students, and 12 full time and adjunct professors. The Department offers a B.A., M.A., and a Ph.D. in Sociology. The Sociology Department is located in Crosley Tower a 16-story building that sits on Martin L. King Drive and overlooks the West Uptown Campus (near Langsam Library). Our main office is located on the tenth floor but we keep offices and a conference room on the 16th floor. Together with our students we manage to create a friendly and intellectually stimulating environment.

The department is supportive of all undergraduate and graduate students. If you experience any problems where you think the department could be of service please contact the Director of Undergraduate Studies as early as possible. They can be reached at 513-556-4713 or by email at socugpd@ucmail.uc.edu.

2. WHAT IS SOCIOLOGY?

Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Since human behavior is shaped by social factors, the subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious cults; from the divisions of race, gender, and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of sports. In fact, few disciplines have such a broad scope and relevance for research, theory, and application of knowledge.

While the humanities and the arts also frequently examine and reflect on the social world, sociology is distinct because it is a *social science*. Sociology uses theoretical frameworks and scientific methods of research to investigate the social world. Sociological methods include survey research and statistical analyses, focus groups, in-depth interviews, ethnography and content analysis of both written and visual documents. Sociological theories and methods can be applied to virtually any aspect of social life: street crime and delinquency, corporate downsizing, how people express emotions, welfare or education reform, how families differ and flourish, or problems of peace and war. Because sociology addresses the most challenging issues of our time, it is a rapidly expanding field whose potential is increasingly tapped by those who craft policies and create programs. Sociologists understand social inequality, patterns of behavior, how social change happens, where resistance comes from, and how social systems work. See <http://www.asanet.org/>.

3. THE UNDERGRADUATE PROGRAM IN SOCIOLOGY

3.1. PROGRAM LEARNING OUTCOMES:

Upon completion of the sociology program, you will be able to:

- analyze and explain social issues using sociological theories, perspectives, and concepts;

- examine and describe causal relationships at the societal, group, and individual levels of analysis;
- evaluate the impact of social structure and social status on social interaction and life outcomes;
- support explanations of social phenomena with empirical evidence;
- analyze social data, both qualitative and quantitative;
- articulate knowledge of sociology, and eventually your own empirical analysis, using oral, written, and other technologically driven media;
- assess and critically evaluate sources of sociological scholarship and secondary data.

3.2. PROGRAM REQUIREMENTS:

3.2.1 MAJOR REQUIREMENTS:

You are required to complete **SOC1001**, *Introduction to Sociology*, but it is not part of the 34 credit hours necessary to fulfill the sociology concentration. Early in your academic career at UC, and after completion of SOC1001, you are encouraged to take a few sociology electives (2000-5000 level). In the Fall Semester (FS) of your junior year, you are encouraged to take **SOC3019C**, statistics, and **SOC3022**, methods, so that you are well positioned to compete for academic awards at the end of your junior year. The Capstone SOC5000 should be taken in the Spring Semester of your junior or senior year – but *only AFTER* you have taken SOC3019C and SOC3022.

The major concentration consists of a minimum of 34 semester credit hours. To graduate, you must achieve a minimum C- in each of the five foundational courses.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
SOC3005	Survey of Sociological Theory	3
SOC3019C	Statistics for Sociology	4
SOC3022	Methods in Social Research	3
SOC4084	Social Inequality	3
2000-level to 4000-level	SOC Electives	18
SOC50xx	Sociology Capstone – Research Emphasis	3

SOC5000, Capstone, is intended to be a research course and will count for 3 credit hours of ‘experiential learning’ in the college list of requirements. There is no need to take another ‘experiential’ course.

The College of Arts and Sciences prepares students to be ethical, critical, socially responsible, and engaged global citizens. The college requires that a student take a minimum of 120 semester hours for a bachelor’s degree. Some of those credits are ‘free’ electives and this provides an opportunity to complete a minor or even to work on a double major. And it may be an opportunity to take additional courses in sociology above and beyond the 34 hours required for the concentration. The college offers a few certificate programs which may help **better** position you for employment following the completion of your degree.

Today, adding a certificate, a minor, or a second major is a good idea since it makes you more competitive when seeking employment. A list of Minors and Certificates can be found at <http://www.artsci.uc.edu/programs-degrees/minors.html>

3.2.2. MINOR REQUIREMENTS:

Students at UC who wish to minor in sociology must complete 18 hours of course work **in sociology**. Below, please find the minimum requirements **for the minor**:

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
SOC1001	Introduction to Sociology	3
SOC3005	Sociological Theory	3
SOC Electives	At 2000-4000 Level	12

3.3. REQUIRED COURSES FOR THE MAJOR & Course Descriptions:

If you are a Major, you must take five required courses and six electives. It is highly recommended that you spread these courses out over a minimum two-year period. The following required courses are foundational for a degree in sociology. There are no substitutes for these courses:

- SOC3005 – **Sociological Theory** – 3 hrs. – *A presentation of the major classical and contemporary theories in sociology.*
- SOC3019C – **Statistics in Sociology** – 4 hrs. – *An introductory course in descriptive and inferential statistics for sociologists and other social scientists. The course introduces basic statistical concepts and procedures used by sociologists when conducting research. Students will learn SPSS statistical software for data management and analysis, and to interpret SPSS output.*
- SOC3022 – **Research Methods** – 3 hrs. – *This course introduces the logic and process of research design, the ethics of research, and a range of basic research methods used by sociologists, with a focus on elements of the research process and the strategies used by sociologists to undertake valid social research.*
- SOC4084 – **Social Inequality** – 3 hrs. – *The course examines the causes and consequences of inequality, especially class inequality and global inequality, in current societies. The course will also analyze how social systems or race, class, gender and sexuality and their intersections structure individual lives and society.*
- Capstone (it is required that you take one of the following):

SOC50xx – “Generic” Capstone – 3 hrs. – This course is research focused and will satisfy the experiential learning requirement.

NOTE₁: Before you are approved for graduation, each of the above courses must be completed.

Only one of the foundational courses, SOC3005 Theory, is occasionally offered online. None is offered as an independent study option. The classes must be taken at the times they are offered (see below).

NOTE₂:

- SOC3005 – Theory - is offered **both Fall Semester and Spring Semester**
- SOC3019C – Statistics – is offered **ONLY** in **Fall Semester**
- SOC3022 – Methods – is offered **ONLY** in **Fall Semester**
- SOC4084 – Inequality - is offered **ONLY** in **Spring Semester**
- SOC 50xx – Capstone – is offered **ONLY** in **Spring Semester** (*You must have completed both SOC3019C and SOC3022 prior to taking the capstone.*)

There are no exceptions to how or when these courses are offered, although the department reserves the right to offer additional (or fewer) sections of courses to accommodate a growing (or shrinking) number of majors! For the foreseeable future it is unlikely that the above schedule will change. Please stay in close touch with your Major Adviser.

3.4. CLASS TIMES [see “SPECIAL NOTE” above for semester designation]:

Most courses are three credit hour courses and meet on Monday, Wednesday and Friday for approximately 3 hours each week – 55-minute periods; or on Tuesday and Thursdays for approximately 3 hours each week – 80-minute periods. A few three-credit hour classes meet one day a week for approximately 160 minutes.

Statistics is an exception in that Statistics is a four-credit hour course, part of which is a laboratory, and meets for approximately four hours each week.

Typically, classes are offered in a classroom on the Uptown Campus but a few elective classes are offered from time to time as online classes. Such courses do not abide by a typical date/time schedule.

The department attempts to offer one or two elective classes during the evening hours each semester but it is impossible to complete the major concentration by taking only evening classes.

The department has approximately 50 different courses. Some courses are offered more than one time each year; others are offered one time each year; and still others are offered every two or three years. To ensure that you are making timely progress toward graduation, communicate with the undergraduate program director.

3.5.ADMISSION TO THE PROGRAM:

Applying to UC: Both first-time college students and transfer students applying to UC should go to the following Undergraduate Admissions web page: <http://admissions.uc.edu/.html> Check the appropriate tag on the left side of the page and proceed. On the application, be sure to check SOCIOLOGY as your choice of major/minor.

Transferring to the College of Arts and Sciences from another UC College: If you are a student in another UC college, please submit your request online:

<https://www.artsci.uc.edu/information/undergrad/forms/change-college.html>

Designating Sociology as Your Major

If you are a student in the College of Arts & Sciences, but not yet a Sociology Major, you should fill out the form for declaring majors and minors at:

<https://www.artsci.uc.edu/information/undergrad/forms/declare-major.html>

3.6. ASSISTANCE WITH REGISTRATION:

In the College of Arts & Sciences, you will have two advisers: a college adviser who assists with everything EXCEPT the major, and a department adviser who helps with ONLY the minor and major.

The Director of Undergraduate Studies (DUS) is your adviser for your major area of concentration (only). For the academic year, 2020-2021, David Maume is the DUS and his office is located in 1007 Crosley Tower. To schedule an appointment, call 513-556-4700 (answered in the department office); or email him at socugpd@ucmail.uc.edu; or link to his calendly meeting page at:

<http://www.calendly.com/maumedj>. (Dr. Maume's webex address is <http://www.ucincinnatiwebex.com/meet/maumedj>) **Whenever you contact Dr. Maume, or another college adviser, please include your name and UC ID number**

For help with other issues in the college, it is typically best to contact your A&S adviser in French Hall.

3.7. DEPARTMENT GPA REQUIREMENTS:

The Sociology Department requires a minimum 2.0 cumulative GPA in your sociology courses in order to graduate. As noted above, you must achieve at least a C- in each of the five foundational courses. If your GPA is low, you can either take additional sociology courses to bring up your GPA, or you can repeat as many as five courses where you have received a low grade. Caution: GPA's are slow to change once you have earned a large number of credits.

<https://www.artsci.uc.edu/information/undergrad/academic-policies/satisfactory-academic-progress-policy.html>

3.8. ACADEMIC DISHONESTY

Academic dishonesty includes (a) cheating (e.g., stealing answers from someone on an exam); (b) plagiarism (see Appendix C); (c) assisting or encouraging someone else to engage in academic dishonesty. In the case of academic dishonesty, a professor may lower a grade for an assignment, assign a failing grade for the course, or take the case to a college or university official for disciplinary action. Please do not irritate your faculty! We like happy faculty and nothing makes them unhappier than when they observe a student being academically dishonest!

http://www.uc.edu/conduct/Academic_Integrity.html

3.9. APPEALING A GRADE:

If you disagree with a grade that a faculty member assigned, first discuss the grade with your instructor. Most professors are reasonable and will listen to your complaint. Sometimes it is a simple error. Please be sure to approach your instructor in a professional, mature and respectful manner. If that doesn't work, and you wish to pursue the matter, you should approach the Director of Undergraduate Studies and discuss your situation with them. They will attempt to advise you and/or act as a mediator between you and the faculty member. If they are unable to help you resolve the issue, the matter will be referred to the Department Head. Anywhere along the

line, you can seek counsel from the Ombuds Office in 607 Swift Hall. The final appeal is to the Dean of the college or someone on his or her staff:

<https://www.artsci.uc.edu/about/dean.html>

3.10. INDIVIDUAL WORK IN SOCIOLOGY:

Individual work in sociology provides a student with an opportunity to develop a special project in consultation with a faculty member. Such projects must have the permission of a full-time faculty member in the department. Each project should be developed and proposed in writing and must receive the permission of the sponsoring faculty member prior to registering for the course. Individual work cannot be used as a substitute for any required course in the program major or minor. Again, it is the student's responsibility to gain the support of a faculty person prior to beginning work on the project.

3.11. INTERNSHIP IN SOCIOLOGY:

With a faculty member's approval, a student can conduct supervised research or engage in extensive service learning in a community organization. Students who wish to discuss doing an internship should consult with the Director of Undergraduate Studies. Internship options are being developed; consult your DUS to discover your options.

3.12. CO-OP TRACK IN SOCIOLOGY:

The Sociology Co-op Track is an optional program for students pursuing a Bachelor of Arts in Sociology from the University of Cincinnati's College of Arts & Sciences. Students accepted into the track will participate in mandatory professional development coursework offered by the Division of Experience-Based Learning & Career Education and complete two semesters of paid, full-time cooperative education work in the Sociology field before graduation. The Sociology Capstone experience counts as the third co-op rotation. See Appendix F for more information on completing the co-op track and contact the Sociology Director of Undergraduate Studies (SOCUGPD@ucmail.uc.edu) if you are interest in taking the co-op track within the Sociology major.

3.13. COURSES TAKEN OUTSIDE THE DEPARTMENT:

Occasionally courses offered by other departments will apply toward the sociology concentration as there are sociologists working in other departments (e.g., Criminal Justice, Planning, and/or Africana Studies). You should seek the approval of the department ***PRIOR*** to taking the course to determine whether or not a course will count. There are a few courses that share a common name with some of the sociology courses. Please **do not expect** that such courses will automatically substitute for our sociology courses, as MOST will not. Check with the Director of Undergraduate Studies prior to taking a course out of another department or college if you wish to have it applied as a sociology course.

3.14 REQUEST AN EXCEPTION TO DEPARTMENT POLICY:

When there are extenuating circumstances, it is sometimes possible to obtain an exception to a policy or practice by petitioning to the department.

The Director of Undergraduate Studies in the Sociology Department works with a small group of faculty members to review student petitions. Ordinarily, the committee meets once each month, so expect that the decision will take from one to five weeks. You are advised to file a petition early in advance of when you need a decision.

The typical appeal pertains to how a course(s) is applied in either the major or minor program, or it may be a petition asking for a course substitution. The petition process does not consider grade changes or matters that relate to particular faculty members.

If you file a petition, here is what we need: 1) your name, date of submission of appeal, UC ID number, phone number, and working email address; 2) exact nature of your request; 3) extenuating circumstances – basis for your appeal; and 4) any other pertinent information (e.g., syllabi, course number(s), faculty names, and dates).

Deliver the petition to David Maume or send it to socugpd@ucmail.uc.edu. The committee will review your petition and make a decision. That decision will be communicated to you at the earliest opportunity.

3.15. AWARDS & DEPARTMENT RECOGNITION:

The following are awarded at the Sociology Department's End-of-Year Celebration in April of each year:

- The **Horace J. Wolf Prize in Sociology** was founded in 1966 by the widow of Rabbi Horace Joseph Wolf. The purpose of the prize is to honor each year UC's outstanding senior major in Sociology. Horace J. Wolf graduated from the University of Cincinnati about 1905. He played varsity football at UC. He later graduated from Hebrew Union College, and he died in 1927. Candidates for the Wolf prize are nominated by the faculty from a list of graduating seniors. The prize winner is selected by a faculty committee based on overall academic achievement, academic excellence in sociology, and a personal statement. A small financial award is given as part of the recognition.
- The **Taft Research Center's Undergraduate Research Fellow Award** recognizes superior undergraduate student achievement in the completion of a substantial independent research project that culminates in the writing of a thesis or expository work and its presentation in an academic setting. The broad purpose of the award is to increase the incentive for undergraduates to engage in substantial and creative independent research, so that their intellectual engagement with their discipline is significant. In the ideal, the award creates a specific research opportunity that will position the Fellow for post-baccalaureate education and/or a research or creative writing career. Through promotion of this Undergraduate Senior Research Fellow experience, the Taft Research Center seeks to meet directly its objective of encouraging the promotion of the next generation of thinkers dedicated to Taft

disciplines. Upon completion, each Fellow's work will be housed at the Taft Research Center's library. The award in 2021-2022 is \$2000. For more information about this fellowship go to:

<http://multisite.uc.edu/taft/research-grants/student-awards-requirements>

Also, contact the director of undergraduate studies to learn more about how to apply.

- The **Sociology Department Undergraduate Research Award**. This award is similar in purpose to the Taft UG Research Award. Students are invited to submit proposals to the Taft Center and to the Department. A worthy proposal that is not accepted by Taft may receive support from the Department. Upon completing the project and graduating, the award winner receives a \$1000 award.
- The **T. H. Jenkins Cross-Boundary Student Research and Study Award**. This is a more modest monetary award given to an undergraduate or graduate student whose completed research has served to transcend normal boundaries. Interdisciplinary work might be an example of something that would be worthy of this award. See the Director of Undergraduate Studies for more information on what might qualify.
- Sociology majors may also be eligible for a **Taft Undergraduate Enrichment Award**. Sociology is one of 12 A&S departments eligible for support from the Charles Phelps Taft Memorial Fund. Taft Undergraduate Enrichment Awards provide support for students in Taft departments to "undertake projects that will enhance their educational experiences in their major field" (e.g., travel to a library or conference; organized field trips; research project expenses). Maximum awards are \$2,000.
- Sociology majors graduating with a 3.33 GPA or better in their sociology course work will graduate with **Departmental Honors**. Those with a 3.66 GPA or better in their sociology course work will graduate with **High Departmental Honors**.

3.16. SOCIOLOGICAL ORGANIZATIONS – Memberships:

3.16.1. SOS MEMBERSHIP (THE SOCIOLOGY CLUB):

Yes! As a Sociology Major (or minor), you are encouraged to get involved with the **Sociology Organization for Students (S.O.S.)**. You will find the organization listed at the following web site

(<http://www.artsci.uc.edu/departments/sociology/undergrad/studentgroups/sos.html>) and you are encouraged to participate! Participation, at any level, can be mentioned on a resume. Watch your email for meeting times and dates.

3.16.2 SOCIOLOGY ORGANIZATIONS and ASA MEMBERSHIPS:

Again, the answer is YES! Full-time sociology majors are encouraged to join the North

Central Sociological Association (**NCSA**) by visiting <http://www.ncsanet.org/> Particularly if you are have an interest in graduate school, your participation in NCSA is important. Many of our undergraduate students have traveled to the annual meeting and some have even made presentations. Take advantage of this opportunity! Likewise, you may want to join the American Sociological Association (**ASA**) at <http://www.asanet.org/> . This is the premier professional organization for sociologists.

3.16.3. AKD MEMBERSHIP:

We have an active Chapter of **ALPHA KAPPA DELTA (AKD)** - the International Sociology Honor Society - here at UC. For information about membership, including benefits, please go to <https://alphakappadelta.org/about/> and/or see the Director of Undergraduate Studies.

If you meet the eligibility requirements, you will be asked about your interest in becoming a member in the Spring Semester of your junior year. AKD membership has many benefits, see: <https://alphakappadelta.org/membership/benefits/>

3.17. GRADUATE SCHOOL:

Graduate school is for the truly serious student! Graduate school is more rigorous than the undergraduate experience – it is more difficult, requires much more of your time and energy, but opens many more doors. To be considered for admission to a graduate program, one needs to have a high undergraduate GPA (3.3-3.5 or higher is recommended although some programs accept students with slightly less than a 3.3 GPA, and individual circumstances can be taken into consideration).

Typically, graduate schools offer Master’s degrees and sometimes Doctoral degrees. For example, our department offers both a M.A. in Sociology and a Ph.D. If you are interested in doing academic work in sociology beyond the Bachelor’s Degree, you might want to check out our graduate program website at:
<http://www.artsci.uc.edu/departments/sociology/grad.html>

Students with a M.A. degree in sociology often find research or applied positions with corporations, industry or the government. Some teach in community colleges. Students with a Ph.D. in sociology typically go into college level teaching and research.

If you are considering applying to graduate school, you are encouraged to find a school that best fits your interests. It is always wise to contact the Director of Graduate Studies in the department/college you are interested in, and where possible schedule an appointment to talk about the college and the program.

Generally, in the application process for a graduate program you will need to do the following:

Submit a transcript of your undergraduate work; 2) Submit three or more letters of recommendations (usually from undergraduate professors); 3) Write and submit a statement of purpose; and 4) Submit scores for the Graduate Record Examination http://www.ets.org/gre/revised_general/about.

If you are interested in a graduate program in sociology, visit the ASA's page at:
<https://www.asanet.org/teaching-learning/graduate-student-resources>

With an undergraduate degree in sociology, it is possible to go into any of a number of directions including law school, business, divinity school, public health, and more.

3.18. SELECTED WEBSITES OF SOCIOLOGICAL INTEREST:

There are many websites that should be bookmarked:

- Our Sociology Department: <http://www.artsci.uc.edu/departments/sociology.html>
- American Sociological Association (ASA): <http://www.asanet.org/>
- Quick Tips for ASA Style – PDF file: http://www.asanet.org/documents/teaching/pdfs/Quick_Tips_for_ASA_Style.pdf
- North Central Sociological Association (NCSA): <http://www.ncsanet.org/>
- SocioWeb (Your Independent Guide to Sociological Resources on the Internet): <http://www.socioweb.com/>
- Top 20 Sociology (Websites): <http://top20sociology.com/>
- Sociology Central (Sociological Sites on the Internet): <http://www.sociology.org.uk/>
- Sociology Sites (Name speaks for itself !): <http://www.davidcoon.com/soc.htm>
- All in One Directory (Sociology Sites on Web): <http://mitrobizz.blogspot.com/2009/04/sociology-websites.html>
- U.S. Census Bureau: <http://www.census.gov/>
- FedStats (Government Sites _ Data): <https://fedstats.sites.usa.gov/resources-standards/>
- Top Sociology Programs & Schools (U.S. News): <https://www.usnews.com/education>
- UC Department of Sociology – Graduate Programs: <http://www.artsci.uc.edu/departments/sociology/grad.html>
- Langsam Library at UC: <http://libraries.uc.edu/>

GENERAL INFORMATION

4. ADDRESSING STUDENT NEEDS:

4.1. SPECIAL ACCOMODATIONS FOR A CLASS:

The Accessibility Resources Office is dedicated to empowering students with disabilities through the delivery of reasonable accommodations and support services while educating the UC community to see beyond disabilities to the richness of inclusion.

Students with disabilities who need academic accommodations or other specialized services while attending UC will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. The university is strongly committed to maintaining an environment that guarantees students with disabilities full access to educational programs, activities, and facilities. For more information, go to: <http://www.uc.edu/aess/disability.html>

4.2. COUNSELING and/or PSYCHOLOGICAL SERVICES:

Student life at the University of Cincinnati can be stressful. If you need assistance in dealing with mental health issues, please contact the people at the UHS Mental Health Clinic, 333 Richard Lindner Center, 513-556-2564, or at: <https://med.uc.edu/landing-pages/university-health/emergencysituations/mentalhealth>

You can also seek assistance at Counseling & Psychological Services at 225 Calhoun Street, Suite 200 (513-556-0648) - see: <http://www.uc.edu/counseling.html>

4.3. IMPROVEMENT OF STUDY SKILLS:

To survive and do well in college, you will need certain well-developed skills. The difference between getting a "B" or an "A" in a course is often related to skills one has developed (note taking; time management; test taking; and more). If you are looking for information about ways to improve your study skills go to any of the following sites: <http://www.academictips.org/index.html> or <http://www.collegeatlas.org/college-study-guides.html> or <http://studyingforcollege.com/index.htm>

5. MISCELLANEOUS _ GENERAL INFORMATION

5.1. FALL READING DAYS, FS:

About the eighth week of the semester there are no classes scheduled for Thursday and Friday. These are designated as reading days and there are NO CLASSES. Enjoy your reading!

5.2. FINAL EXAM WEEK:

During Final Exam Week there are no regular class sessions. Instead, exams are scheduled for two hour blocks of time. A MWF class may have their exam on Wednesday from 1:30 – 3:30 p.m., or it may be scheduled for Friday from 8 – 10 a.m. For exams schedules see the "academic calendars" link from <http://www.uc.edu/registrar/calendars/> and other dates (e.g., the date by which you must withdraw from a course in order to get a "W").

5.3. GRADUATION INFORMATION:

For the College of Arts & Sciences, you must satisfy the following general requirements for graduation:

- completed 120 Semester Credit Hours (minimum)
- completed all college and general education distribution requirements
- officially declared a major (e.g., sociology)
- achieved a minimum 2.0 GPA overall, and in your major area of concentration
- completed all requirements for your major (e.g., 34 hours in sociology)
- completed a minimum of 30 semester hours in A&S (12 hours in sociology)
- applied for graduation and paid the graduation fee (\$50 in 2018)
- paid all debts owed to the university (e.g., parking tickets, overdue books, tuition, housing, health insurance, keys, and more)

APPLYING FOR GRADUATION: The Registrar's Office, the Office of Student Accounts, the College Office, and the Department, and more, all need to review your records and each needs to approve your graduation. We need a little time. YOU MUST APPLY FOR GRADUATION months prior to the expected time of graduation. Yes, there is also a fee. See the REGISTRAR'S site for information about applying for graduation http://www.uc.edu/registrar/graduation/application_information.html.

5.4. ONE-STOP CENTER:

One Stop Student Services is the customer service area representing the Offices of the Registrar, Student Records, Student Accounts, Student Financial Aid and Collections. Its web site is a centralized location where you can take care of your registration, billing, financial aid and personal records business: <http://onestop.uc.edu> Here you can register for classes, accept your aid award, pay your bill, check your grades, request a transcript, and much more. This site is designed to complement the One Stop Student Service Center located on the second floor of University Pavilion.

5.5. STUDENT AUDITS:

Once you are admitted to UC, you are allowed to conduct audits of the courses you have completed to see how the courses stack up against requirements in a particular program – usually your major or minor programs. The audit will show what requirements you have completed, and which you still need to complete. If you wish to see how your completed courses would line up with requirements in another program, you can run an audit with any program at UC. The audits are not official but are generally reliable.

You should learn how to conduct your own audit so you can keep apprised of your progress in your academic program. Advisers will typically run the same audit when you seek information from them. See: <http://onestop.uc.edu/classes/GetMyDegreeAudit.html>

5.6. CANOPY/CANVAS:

CANVAS is a course management system that nearly all UC professors rely upon. You must get acquainted with it, and the best way is to go to the website, register (free), and look around. The website is canopy.uc.edu --> "student tools" .

Many professors post announcements, the course syllabus, course documents, sometimes Power Point Slides and other materials on the course CANVAS site. If you have registered for a course, open the site and your course(s) should be there under "My Courses." If you have joined a student organization, you should be able to receive information under "My Organization. ~~There is also a Sociology Undergraduate group on Canvas. Please check in there frequently for updates and announcements.~~

5.7. VOLUNTEERING IN THE COMMUNITY (HELP THE COMMUNITY_ HELPYOURSELF):

It is good for the Community! It is good for the University! It is good for YOU ...to get involved in the community and make a difference! Check out: <http://www.uc.edu/cce.html>

5.8. THE OMBUDS OFFICE:

The Ombud's Office at the University is a **safe and confidential** place for all members of the UC community to talk about university related conflicts, issues or concerns. Their office staff will listen to your concerns and help you identify options for successful resolution. The Office of the University Ombud's, 607 Swift Hall, engages in a variety of informal conflict resolution methods, including: mediation, negotiation, consultation and coaching.

They provide guidance and information regarding any applicable university formal grievance processes and help explain university policies and procedures.

See: <http://www.uc.edu/ombuds.html>

Phone: 513-556-5959

5.9. CRIME ON CAMPUS AND IN THE COMMUNITY:

The University of Cincinnati is a large city and like other major cities it has crime. By law, every university has to report serious crimes that occur on and around the campus (see <https://www.uc.edu/about/publicsafety/clery/annual-security-report.html>). You will receive emails that report such crimes and it may be a bit overwhelming at first. UC's campus is one of the safest places in the larger Cincinnati community, and in the state of Ohio. The incidence of any kind of violent crime on campus is very low. The incidence of violent crimes around UC's Uptown Campus is higher – but not higher than the rate of crime in many other parts of the Cincinnati community. Be aware! If you go off campus, travel in groups and avoid unlighted areas. Report any crimes that you are aware of. UC has a service-oriented law enforcement agency that operates 24/7.

Important Numbers:

Emergency:

911

Non-Emergency:

513-556-1111

513-558-1111

Safety Ambassadors:

513-446-2968

NightRide:

513-556-RIDE

Off-Campus Housing Fire Inspection:

513-357-7585

Public Safety Links:

www.uc.edu/publicsafety.html

6. FINAL THOUGHTS:

There is much more to learn about UC. Here are a few tips (for those new to UC) for surviving and enjoying your UC experience:

- As you progress in your program, we encourage you to engage in **undergraduate research**. Most likely, you will first need to complete SOC3019C and SOC3022, and you should probably contact Dr. Maume, or another faculty member, if you are interested in doing research
- From the start, we encourage you to participate in **student organizations – our SOS Club and others** <https://www.artsci.uc.edu/departments/sociology/undergrad/studentgroups/sos.html>
- If you want to improve **leadership skills**, check out <https://www.uc.edu/campus-life/sald/virtual-activities-programming.html>
- Contact your college or department **adviser** whenever you have questions!
- If you can find the resources, participate in **Study Abroad** <http://financialaid.uc.edu/eligibility/studyabroad.html>
- Do not isolate yourself – jump in and **get involved** in the UC community
- **Attend all your classes – Oh, Yeah!**
- Get to **know your professors**, especially in your major area of concentration

Your sociology faculty wishes you the very best academic experience possible! We want to see you develop intellectually and as a healthy member of society ...and we want to see you thrive here at UC. Grab hold of this opportunity! It is a privilege to be able to do what you are doing right now! Make the most of this opportunity!!

Best wishes for a great year!

SELECTED UC POLICIES

POLICY FOR REPEATING COURSES:

If you earn a low grade in a course, the university does allow you to repeat a course and only the second grade is used to compute your cumulative GPA. The first grade stays visible on your transcript but is not calculated in your GPA. The second course must be the identical course to the first. You must register in the college office in advance of taking the course. There are a limited number of repeats possible.

<http://financialaid.uc.edu/eligibility/enrollment.html>

PASS-FAIL POLICY:

Juniors and seniors can sometimes take a course for a pass-fail grade, but not within their major. The one exception might be if you are taking an independent study from a faculty member. However, generally independent study courses are discouraged unless there is a particularly good reason, and even if an independent study is set up, the faculty member responsible for the course has to agree to the P/F option.

STUDENT CODE OF CONDUCT:

Please see http://www.uc.edu/conduct/Code_of_Conduct.html

Although you are extended many privileges and given considerable freedom here at UC, there are some behaviors that are not tolerated. This is a community that has come together, and the leaders of this community – just like in real life – have arrived at some agreements. You are here because you have been invited. In coming here, it is assumed that you are in agreement with all of the pieces of the Student Code of Conduct. If you violate the law on this campus or flagrantly violate the measures in our Student Code of Conduct, you may be arrested or sent home.

Obviously, as a member of this community, you are expected to obey the laws of the land. You know that – we all know that. There are other things in the Code of Conduct that may surprise you – but, probably not.

In the Code of Conduct, check out in particular the section(s) on **academic integrity**. As a general rule, your professors will monitor your behavior carefully and if there is evidence of some infraction on your part, you will be held accountable. Make sure you know what we expect of you! The Langsam Library has some excellent information about academic integrity at <http://guides.libraries.uc.edu/integrity> .

Our faculty has found that some of our majors do not understand plagiarism, and how to avoid it. Likewise, our students are poorly prepared when it comes to knowing when and how to cite sources of information. **YOU MUST UNDERSTAND THESE THINGS!** Take a few minutes now to review the information at the above sites.

A comprehensive list of UC policies may be found at www.uc.edu/about/policies.html.

SELECTED UC WEBSITES

UC Home Page: <http://www.uc.edu>

Academic Links

UC Current Student Page: <http://www.uc.edu/students.html>

UC Learning Assistance Center (Tutoring): <https://online.uc.edu/student-resources/tutoring/>

UC IT (Software & Hardware): <https://www.uc.edu/about/ucit/services/hardware-software-students/software-students.html>

UC Bookstores: <http://www.bkstr.com/cincinnati/store/home>

CANVAS: <https://www.uc.edu/cetl/canvas/student-resources.html>

Improve Writing Skills: <https://writing-program.uchicago.edu/writing-support/ccwt/>

Check Grades and/or to Order Transcripts: <https://www.uc.edu/about/registrar/grades-and-transcripts.html>

UC Calendars: <https://www.uc.edu/about/registrar/calendars/academic-year-calendars.html>

Learning Commons (for academic writing center, peer tutoring, learning communities, etc.) <https://www.uc.edu/about/registrar/calendars/academic-year-calendars.html>

Study Abroad: <https://www.uc.edu/campus-life/study-abroad.html>

Undergraduate Research: <https://www.artsci.uc.edu/departments/geology/undergraduate-programs/undergraduate-research.html>

Langsam Library <http://libraries.uc.edu/>

Apply for Graduation: http://www.uc.edu/registrar/graduation/application_information.html

Student Services

UC Student Activities/Groups: <https://www.uc.edu/campus-life/sald/student-organizations.html>

UC Ethnic Programs & Services: <http://www.uc.edu/eps.html>

UC Health Services including FLU SHOTS: <https://med.uc.edu/landing-pages/university-health/home>

Professional Counseling: <http://www.uc.edu/counseling.html>

UC Women's Center: <http://www.uc.edu/ucwc.html>

Lesbian, Gay, Bisexual, Transgender and Queer Center: <http://www.uc.edu/lgbtq.html>

Safety and Transportation

UC Police and Public Safety: <http://www.uc.edu/publicsafety.html>

UC Shuttle Bus: <http://www.uc.edu/af/facilities/services/shuttle.html>

Cincinnati Metro Bus: <http://www.uc.edu/af/facilities/services/ucmetro.html>

UC Campus Map: http://www.uc.edu/content/dam/common/docs/maps/campus_map_west_color.pdf

Financial Information

UC Bearcat Card: <http://www.uc.edu/bearcatcard.html>

Financial Aid Assistance: <https://financialaid.uc.edu/>

Search for Scholarships: <https://webapps.uc.edu/FinancialAid/Scholarships/Search.asp>

Fun Stuff!

UC Facts: <http://www.uc.edu/about>

The Queen City – Cincinnati: <http://www.cincinnatiusa.com/>

UC's Outstanding Recreation Center: <http://www.uc.edu/campusrec.html>

PLAGIARISM – IMPORTANT!

Plagiarism is the presentation of someone else's words and ideas without proper acknowledgement of that person's contribution. Although everyone presumably recognizes clear-cut cases of plagiarism – the submission of another's paper as your own – some students do not understand the difference between legitimate and illegitimate assistance. To avoid misunderstanding, the Department of Sociology makes the following statement:

*You should be meticulous in documenting the sources of any work you submit. If you are paraphrasing a passage or argument of any author whatsoever, you must acknowledge your source in parenthetical documentation or a footnote, and you must indicate definitely that you are paraphrasing. If you are quoting a source directly, you must acknowledge this source and enclose the passage in quotation marks. The presence or absence of quotation marks will indicate whether you are quoting directly or paraphrasing. In all written work the Department of Sociology insists that you observe the convention of documentation. Failure to do so has resulted in extreme negative consequences for students –expulsion from the university being one of the options. The best rule is to cite sources in all cases! **[IF YOU PARAPHRASE OR IF YOU QUOTE DIRECTLY, YOU MUST INDICATE YOUR SOURCE – YOU MUST GIVE THEM CREDIT!]***

*Careful habits of note-taking in preparation of papers involving outside reading can lessen the opportunities for unintentional plagiarism – the presentation of the words or ideas of another as your own, without intent to deceive. If you see a passage that you may wish to use, you would do well to copy it word-for-word into your notes, with quotation marks, or to restate and condense the idea into your own words. In both cases, the source for the material as finally presented must be acknowledged. **Complete citation of a source, including the page number from which the material was taken, removes the possibility of unintentional plagiarism.** Every work quoted or paraphrased in the text of your paper must have an entry in the Reference; do not include those works you consulted but did not use. Be sure, however, to keep the full reference for and notes on your readings from all sources. Information that seems irrelevant early in writing your paper may become important later.*

Students must be aware that a paper consisting mainly of the ideas gleaned from difference sources is ordinarily deficient in original thought. Close paraphrasing of another's ideas, whatever your care in documenting your sources, will often have this affect.

Education is both individual and cooperative. Students in need of assistance in the preparation of written work should consult their instructor. If students seek aid from others, they should indicate (in parentheses or in a footnote) the degree and nature of such assistance. Anytime you turn in written work, it presumably is your own. If another person wrote your paper or any part of your paper, you cannot submit it.

When you present the work of another as your own, with intent to deceive, you have forfeited your privilege as a student and can expect to fail the course or exam as a minimum punishment. Conscious plagiarism is the most serious academic offense! Unconscious plagiarism, which can be penalized equally severely, will seldom occur if you consult your instructor for assistance, observe the conventions of documentation, and recognize that your responsibility as writer and student is to clearly show the source of ideas that do not represent your own original, independent thought. For more, see: <http://guides.libraries.uc.edu/integrity>

SOCIOLOGY FACULTY & STAFF

Littisha Bates, Associate Professor (Arizona State University): education, family, demography, statistics. littisha.bates@uc.edu

Danielle Bessett, Associate Professor (New York University): medical, reproduction, gender, sexuality, family, social psychology. danielle.bessett@uc.edu

Steve Carlton-Ford, Department Head, Professor of Sociology (University of Minnesota): war and peace, armed conflict and children, child and adolescent development, social psychology. steve.carlton-ford@uc.edu

Katherine Jones, Assistant Professor Educator (University of Massachusetts-Amherst): gender, culture, sexuality, game design, live action role-playing (LARP), social psychology, evangelical Christianity. katherine.jones@uc.edu

Annulla Linders, Professor of Sociology (State University of New York – Stony Brook): politics and morality, comparative-historical, gender, deviance, social movements, theory. annulla.linders@uc.edu

David J. Maume, Director of Undergraduate Studies; Professor of Sociology (University of North Carolina): work and family, stratification, quantitative methods. david.maume@uc.edu

Chunhui Ren, Visiting Assistant Professor, 2021-2022 (Ohio State University). Urban Sociology, inequality, race (renci@ucmail.uc.edu)

Jeffrey M. Timberlake, Director of Graduate Studies; Professor of Sociology (University of Chicago): urban, race and ethnicity, demography, public opinion. jeffrey.timberlake@uc.edu.

ADJUNCT FACULTY

Amy Cassedy, Research Associate, Center for Epidemiology and Biostatistics, Assistant Adjunct Professor (Ph.D. University of Cincinnati) amy.cassedy@uc.edu

Harold Dawson (University of Cincinnati) dawsonhd@ucmail.uc.edu

James Park (University of Cincinnati) parkcg@mail.uc.edu

Julie Stewart (University of Cincinnati) stewajl@ucmail.uc.edu

Marcus Vines (University of Cincinnati) vinesmc@ucmail.uc.edu

OUR WONDERFUL PROGRAM COORDINATOR

Amanda Hogeland hogelaar@ucmail.uc.edu

AFFILIATED FACULTY – Other Departments at UC

Michael L. Benson, Professor and Director of the CJ Distance Learning Master's Program (University of Illinois). michael.benson@uc.edu

Jan Fritz, Professor – School of Planning. jan.fritz@uc.edu

Amy C. Lind, Mary Ellen Heintz Endowed Chair and Associate Professor of Women's, Gender, and Sexuality Studies (Cornel University). amy.lind@uc.edu

Carolette R. Norwood, Assistant Professor of Africana Studies (University of Nebraska). norwoocr@ucmail.uc.edu

Leila Rodriguez, Assistant Professor of Anthropology (Pennsylvania State University). leila.rodriguez@uc.edu

Olga Sanmiguel-Valderrama, Assistant Professor of Women's, Gender, and Sexuality Studies (York University, Toronto). sanmigo@uc.edu

Appendix E

4-Year Plan for the Major

Fall Semester Year 1

Course Number	Title	Min Grade	Credits
SOC1001	Introduction to Sociology		3-3
ENGL1001	English Composition	C-	3-3
Boks:	FOREIGN LANGUAGE		3-5
	• SCE		
Free Electives	ELECTIVE		3-3
A&S FRESHMAN SEMINAR:			
list provided each semester by advising office			3-3

Spring Semester Year 1

Course Number	Title	Min Grade	Credits
2XXX+ Subjects:	SOCIOLOGY ELECTIVE:		3-3
	• SOC Any SOC2000+ course		
Boks:	FOREIGN LANGUAGE		3-5
	• SCE		
Boks:	MATH or STAT		3-3
	• QR		
Boks:	HUMANITIES or FINE ARTS		3-3
	• FA		
	• HU		
Free Electives	ELECTIVE		3-3
PD1170	Career Readiness For the Liberal Arts		1-1

Fall Semester Year 2

Course Number	Title	Min Grade	Credits
2XXX+ Subjects:	SOCIOLOGY ELECTIVE:		3-3
	• SOC any SOC2000+ level course		
2XXX+ Subjects:	SOCIOLOGY ELECTIVE:		3-3
	• SOC any SOC2000+ level course		
Boks:	QUANTITATIVE REASONING		3-3
	• QR		
	FOREIGN LANGUAGE or ELECTIVE		3-3
PD2070	Professionalism and Purpose		3-3

Spring Semester Year 2

Course Number	Title	Min Grade	Credits
2XXX+ Subjects:	SOCIOLOGY ELECTIVE:		3-3
	• SOC any SOC2000+ level course		
2XXX+ Subjects:	SOCIOLOGY ELECTIVE:		3-3
	• SOC any SOC2000+ level course		
ENGL2089	Intermediate Composition		3-3
Boks:	NATURAL SCIENCE		3-3
	• NS		
	FOREIGN LANGUAGE or ELECTIVE		3-3

Fall Semester Year 3

Course Number	Title	Min Grade	Credits
Boks:	NATURAL SCIENCE		3-3
• NS			
Boks:	CONTEMPORARY TOPICS		3-3
• DEI			
Free Electives	ELECTIVE		3-3
SOC3022	Methods in Social Research	C-	3-3
SOC3019C	Statistics in Sociology	C-	4-4

Spring Semester Year 3

Course Number	Title	Min Grade	Credits
SOC3005	Survey of Sociological Theory		3-3
Boks:	HISTORY (HIST)		3-3
• HP			
Boks:	SOCIAL SCIENCE		3-3
• SS			
Boks:	HUMANITIES		3-3
• HU			
Free Electives	ELECTIVE		3-3

Fall Semester Year 4

Course Number	Title	Min Grade	Credits
Free Electives	ELECTIVE/EXPERIENTIAL LEARNING		3-3
2XXX+ Subjects:	SOCIOLOGY ELECTIVE:		
• SOC	Any SOC2000+ level course		3-3
Boks:	HISTORICAL PERSPECTIVE		3-3
• HP			
Free Electives	ELECTIVE		3-3
Free Electives	ELECTIVE		3-3

Spring Semester Year 4

Course Number	Title	Min Grade	Credits
SOC500x	Capstone: Selected Topics		3-3
SOC4084	Social Inequality		3-3
Free Electives	ELECTIVE		3-3
Free Electives	ELECTIVE		3-3
Free Electives	ELECTIVE		0-2

APPENDIX F – 4-YEAR PLAN FOR CO-OP TRACK WITHIN SOCIOLOGY MAJOR

	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
First year:	Classes (15cr)	Classes (15cr) & PD1170 (1cr)	
Sophomore:	PD 2070 (3cr) & Classes (12cr)	Classes (15cr) JOB SEARCH	COOP 3051 (Job 1)
Junior:	Classes (15cr)	COOP 4051 (Job 2) or classes (15cr)	Classes (15cr) or COOP 4051 (Job2)
Senior:	Classes (15cr)	Soc Capstone (3cr) & Classes (12cr) GRADUATE!!!	

Note: See Appendix E for timing of specific required courses in Sociology. The capstone course in spring year 4 counts as your third co-op job.