Answers to FAQs for
New and Current M.A. Students in Sociology
Lehigh University, Fall 2013

http://cas.lehigh.edu/socanthro

The following should answer many of your questions as a new or current graduate student in Sociology at Lehigh University. The topics are in alphabetical order, not in order of importance. Please also consult the Graduate Student Handbook for further detail. http://cas.cas2.lehigh.edu/content/cas-graduate-student-handbook
If you cannot find the answer to your question here or in the Handbook, check with Nancy Dwyer, 610-758-4272, njd2@lehigh.edu.

Banking

Automatic Deposit: Automatic deposit is a function of the office of the controller and payroll. The form needed to sign up for automatic deposit can be found at http://www.lehigh.edu/~inctr/forms_payroll.shtml.

Wells Fargo Bank: For your convenience the University Center also houses Wells Fargo Bank and an Automated Teller Machine (ATM/US Postage Stamp machine).

Career Services

Lehigh University Career Services offers a variety of services for students and alumni. Students interested in using these services should first explore their webpage: http://www.lehigh.edu/careerservices/   There are many stages to the career development process. To schedule an appointment with the Graduate Student Career Counselor, please call Career Services at 610-758-3710.

Department faculty will also be glad to discuss your plans with you. In particular, Professor Heather Johnson will advise students who are considering continuing into Ph.D. programs.

Community Fellows

Some MA students in Sociology are also in the Community Fellows Program. This program is designed to support partnerships between Lehigh University and regional agencies that are active in community and economic development. Community Fellows work for a participating agency for fifteen hours per week for twelve months while also taking classes toward the Master's degree. Fellows receive academic credit for their agency work, recorded as SSP 413, Research Practicum, Fall and Spring semesters. Grades for SSP 413 are based on participation in the CF seminar led by Prof. Kim Carrell-Smith, evaluation by field supervisor, and papers written for the placement. For the spring semester, students will receive a grade of incomplete, which will be changed to a regular grade once the placement is finished in August.

In the sociology department, Community Fellows, like all Sociology students, must take all the required courses and the comprehensive exam. Because of the shorter time span, students are required to take two additional courses during the summer semester.
More information: http://cas.lehigh.edu/casweb/default.aspx?id=959

Comprehensive Exam

Following the end of a student's first year, there is a comprehensive exam based on the material covered in the two research courses and SSP 401. Part-time students are expected to take the comprehensive after they have completed these three courses.

A separate handout will be available to describe the details of how the comprehensive exam will be administered.

Computer Services

Before connecting to Lehigh's computer services, make sure you have your Lehigh account set up and ready. Everyone at Lehigh University is assigned a unique username that provides access to computer resources on campus. The username comprises the initial six characters of the default email address. For example, in the email address abc123@lehigh.edu, abc123 would be the username. (Older accounts have 4 characters) This single username provides access to the majority of Lehigh's computer resources, including:

• The Campus Web Portal • E-mail
• Server Storage Space (H-Drive) • Wireless LAN access
• Access to public site computers • Access to high-performance computing

Those who have yet to activate their computer account may do so at: www.lehigh.edu/open2. You'll need your LIN and PIN (See under "Registration" below).

Passwords: The password for one's Lehigh username is not to be shared with anyone. It's the ticket to being "virtually you" at Lehigh. Be aware that everyone using the Lehigh network is required to change his or her password every **6 months**. You'll be prompted at login or via email to do so. Important websites for managing your password are:
 www.lehigh.edu/change -- allows you to change your password.
 www.lehigh.edu/forgot -- allows you to re-set it, if you forget it completely.

Wireless Network: To connect to Lehigh's Wireless network, follow the instructions at
http://www.lehigh.edu/wireless.
Lehigh VPN: Accessing on-campus resources from off campus is easy to do. Whether you want to get to files on the local area network, secure campus servers, or library resources, setting up a VPN connection is a first step. As of February 1, 2011, Lehigh upgraded our VPN to a multi-platform device that supports Windows, Mac, and Linux, as well as some mobile devices. For those who are curious about what a VPN is and does, and why you'd want to use one at Lehigh, there is a VPN info guide.
For more information: http://www.lehigh.edu/computing/docs/vpn/

Computer issues: Students can get computer assistance online at: http://www.lehigh.edu/computing/
If students cannot access the internet, they can receive in-person assistance at Lehigh's Fairchild Martindale library computer help desk or call 610-758-4357 (HELP) from off-campus or 84357 from a campus telephone.

Email: Mail forwarding allows you to have your Lehigh mail forwarded to another account.   Go to the Account page at http://www.lehigh.edu/account/ and follow the directions to forward your email or display away messages.

Software: Lehigh University will provide software to any student currently enrolled. Go to:
http://www.lehigh.edu/computing/software/MSCampus.html for more information.

Conference Funding

Graduate students can receive financial aid to attend and present at conferences. There is a limited amount of funds for graduate students in the College of Arts and Science. Students should apply early to receive funding. In addition the department has funds dedicated to aiding students but prefers to give help only after the student has applied for funding through the college. Begin by filling out the travel prediction form and after obtaining signatures, bring down to Maginnes Hall to Philip Clauser. For information on Travel Grants from the **Graduate Life Office, go to these web sites:** http://www.lehigh.edu/~ingrador/; http://www.lehigh.edu/gss/forms.html

Department Events

The best way to stay informed about department events is to follow the Lehigh University Department of Sociology and Anthropology Facebook page http://www.facebook.com/groups/75652087486/   On the Facebook Page, the Department Chair and students, post upcoming events and announcements for the department. The department website http://cas.lehigh.edu/socanthro is also a good source of information about upcoming events as well. In addition, the department posts announcements and schedules of upcoming events that can help keep students updated.

The Department regularly sponsors lectures by distinguished scholars. **M.A. STUDENTS ARE EXPECTED TO ATTEND THESE LECTURES!**

Financial Aid

http://www.lehigh.edu/~infao/graduate/contact/index.html
The Office of Financial Aid (OFA) is responsible for the awarding and disbursement of institutional, federal, state and private scholarships, loans and student employment.
For detailed information regarding the services provided by this office, please see the College of Arts and Sciences Graduate Student Handbook or the Office of Financial Aid webpages:
http://www.lehigh.edu/~cas.lehigh.edu/casweb/default.aspx?id=56

Teaching Assistantship or Graduate Assistantship: To be considered for a Teaching Assistantship students must apply to Lehigh Graduate School of Arts and Science before January 15th. The application to become a TA is attached to the program application. More general information about teaching and graduate assistants at Lehigh University can be found at http://cas.lehigh.edu/casweb/default.aspx?id=144.

Each teaching assistant will be evaluated following the first year; however, students will not need to reapply for a position.

Graduation

Requirements: A great resource for graduate students is the Graduate Office Graduation Management tool: http://cas.lehigh.edu/CASWeb/default.aspx?id=1454. This tool provides all the needed material to prepare students to graduate. Here you will find links to all of the required forms a student needs to submit to the College of Arts and Science and the Registrar.

Do not forget to submit the Program for Master's Degree to the program coordinator after earning 15 credits. See "Master's Degree Program Requirements" below. An Application for Degree must be submitted in order to graduate: http://cas.lehigh.edu/casweb/default.aspx?id=366

Community fellows, who are receiving their degree in a single year, can walk at graduation in the spring. See the Graduate Office Graduation Management tool for the needed materials: http://cas.lehigh.edu/CASWeb/default.aspx?id=1454.

Post-Graduation Resources:

Lehigh Libraries: As alumni, students still have access to many library services. A full list of these services can be found on the Library site http://library.lehigh.edu/content/alumni_services.

Health Insurance

(**Health Services** - http://www.lehigh.edu/health/; **Graduate Life Office** - http://www.lehigh.edu/~ingrador/)

Access to good insurance is essential for the health of our students. To this end, the University established a subsidy program to help eligible graduate students pay for sickness and injury insurance and a payroll deduction option to help students who wish to avoid one large payment (see below for deadlines). For 2011-2012, the annual premium for **student only** coverage will be $1,520.00. To help eligible students (see criteria below) afford individual coverage, the University will provide a subsidy of $755 for the 2011-2012 year. The out-of-pocket cost for their individual coverage will be $765. Eligible students will receive a subsidy payment of $377.50, minus the appropriate taxes for each semester during which they qualify. The subsidy will be paid at the end of each semester (with the December 15th and May 15th paychecks). NOTE: If your paychecks stop before these dates, you will not be able to receive the subsidy. The subsidy program is an integral part of the University's commitment to providing our graduate students with a quality insurance program. Due to the drastic changes that have been occurring in the insurance industry and in an attempt to provide affordable insurance coverage to our graduate students, the University no longer offers coverage for dependents. In order to help those students that require dependent coverage explore the dependent coverage available, University Health Plans, the University's insurance broker, will maintain a website that will list insurance companies that may provide coverage for dependents.

Criteria for Sickness/Injury Insurance Subsidy Program: The subsidy program is offered to students who meet **all** criteria listed below on the payment subsidy date: 1. Full time or certified full time graduate student 2. Receiving assistantship or fellowship payments through the university payroll system 3. Have paid their Lehigh injury and sickness insurance premium in full or are signed up for payroll deduction of premiums. Enroll in the insurance program by submitting to the Bursar (1) a completed application for the insurance plan AND (2) payment (check, cash, MasterCard, VISA, AMEX, proof of an approved pending loan, or payroll deduction form) before September 9, 2011 (annual 2011/2012 coverage or coverage only for fall 2011 semester) and January 27, 2012 (coverage only for spring 2012 semester). Subsidy payments are automatically paid to all eligible students each semester and require no application forms. All relevant forms are available at the Bursar's Office. Enrollment applications can also be found at www.universityhealthplans.com then click on the Lehigh University link. The enrollment form is also in the Injury and Sickness Insurance Brochure. Payroll deduction forms may be found on the Lehigh University Controller's Office website http://www.lehigh.edu/~inctr/forms_payroll.shtml under Payroll forms

Lehigh ID (http://www.lehigh.edu/~inluid)

A student's ID card identifies them as a member of the Lehigh University community. The University has developed a "one-card" system with the goal of improving access and services for the safety and convenience of the University community. To get a Lehigh ID badge simply go to the ID Card Office in Ulrich Student center.

Your Lehigh ID is your personal identification and should be with you at all times. The following university-related benefits may be incorporated into your patron account, dependent upon each individual:

    Academic and/or residence hall access
    Athletic events and/or ticket purchases
    Discount to Zoellner events and/or Lehigh Bookstore purchases
    GoldPLUS http://www.lehigh.edu/~ingold/ This card can be used to purchase goods and services in
        hundreds of locations on and off campus.
    Gym access
    Library privileges
    Meal Plan
    Parking Facilities access

Master's Degree Program Requirements

In meeting the requirements for the degree, the student complies with the following regulations:

1) Each candidate for the Master's degree must complete the form "Program for Master's Degree," setting forth the courses proposed to satisfy the degree requirements. This program must have the approval of the chairperson of the student's major department. Submission should be as soon as possible after fifteen credit hours toward the degree have been completed.

2) The "minimum" program for the Master's degree includes:
   • not less than 30 credit hours of graduate work; audit credits may not be used toward the degree; research or thesis registration counts as part of the 400-level coursework requirement
   • not less than 24 credit hours of 300- and 400-level coursework of which at least 18 hours is at the 400-level
   • not less than 18 credit hours in the major field
   • not less than 15 credit hours of 400-level coursework in the major field

3) The 18 credit hours required in the major field are ordinarily taken in the Sociology and Anthropology department. The remaining twelve hours of a "minimum" program, or any part of them, may also be taken in the major department, or they may be taken in any other field in which courses for graduate credit are offered, as the needs or interests of the student may indicate, subject to the approval of the chairperson of the major department.

4) A graduate student may include in his or her program courses numbered 200 or higher outside the major field and courses numbered 300 or higher in the major field. A graduate student registered in 200 or 300 courses may be assigned additional work at the discretion of the instructors.

5) The Master's degree is not granted unless the candidate has earned the grades of
"B-" or better in at least eighteen hours of the work on his or her program and in all 300 courses in the major field. No course in which the grade earned is less than "C-" is credited toward the degree.

6) All work that is to be credited toward a Master's degree must be done in actual and regular attendance at Lehigh University. A student who receives more than four grades below "B-" in courses numbered 200 or higher becomes ineligible to qualify for the Master's degree or to register for any other 400-level courses.

More specific to the Master's Degree in Sociology. There are five required courses and five electives to receive a Master's Degree in Sociology at Lehigh University. A student's first semester will be filled with three of the required courses: Classical Social Theory, Advanced Research Methods I and Statistics. The second semester

students will take Advanced Research Methods II. The schedule of these courses for the first year is designed to offer students with the preparation needed to pass their comprehensive exam at the end of the first year. In addition to the previously described courses, students must take a Research Practicum and five additional electives. If students choose to complete a thesis project they will only need to take three additional electives.

Statistics Requirement: The statistics requirement for an MA in Sociology cannot currently be waived.

Independent Study: An independent study is an opportunity for graduate students to focus their interest on one or more inter-related topics. To enroll into an independent study a student first must find a faculty member with similar interests and ask to work with him or her. For students considering a thesis, an independent study can be a great opportunity to work on the research proposal.

Courses outside of the department: Students can choose to take courses outside of the department; however, it is recommended that the student discuss the course choice with their advisor. See limitations above.

300 level courses: A graduate student may include in his or her program courses numbered 200 or higher outside the major field and courses numbered 300 or higher in the major field. For many courses where professors allow graduate students there is a corresponding 400 level course number. See limitations above.

Advisors: For students, choosing an advisor is necessary only if they are planning to write a thesis. Therefore the advisor should be someone with expertise in the thesis topic who is willing to work with the student. Check out this very thoughtful and interesting blog post on choosing an advisor: http://gradstudies.wordpress.com/2008/01/20/choosing-your-graduate-advisor/

Parking Permit Guidelines (http://www.lehigh.edu/~inubs/parking/)

Some people consider parking the greatest challenge at Lehigh! You must start with obtaining a permit. Students may either appear in person at the Parking Services office or follow the instructions on the registration form mailed to their home address during the summer to request an annual permit. There are various permit options available for undergrad and graduate students. http://www.lehigh.edu/~inubs/parking/gradpermits.shtml

Please bring:

- Lehigh ID Card
- State-issued motor vehicle registration
- Payment –cash, checks, Visa, MasterCard and Discover
    1. To obtain a RGT permit you will also need to bring proof of residence
    2. Your driver's license and
    3. Your current lease or
    4. Current utility bill

Students may not park motor vehicles on the lower campus during the restricted hours between **6:00 a.m. to 4:00 p.m**., weekdays. During these hours, students may only park on the lower campus at the green, short-term parking meters or the gold meters in the campus square garage by paying the meter rate, or in the Zoellner Arts Center parking garage by paying the entry fee. Students are prohibited from parking at the brown parking meters during restricted hours. Lower campus is defined as the northern part of the campus bounded by University Avenue, Taylor Street, Brodhead Avenue, and Morton Street.

Students may park in Faculty/Staff areas, Monday through Thursday during non-restricted hours, 4:00 p.m. to 6:00 a.m. and Friday, 4:00 p.m. through Monday 6:00 a.m., with a valid Lehigh University permit. Students,

faculty, staff and visitors may only park at blue meters if they are displaying a state issued Handicapped Plate or hangtag or a Lehigh issued hangtag. The meter rates must be paid - $.50 per hour. Illegal use of a permit (e.g. using another student's permit or duplicating or altering a Lehigh University permit in any way, etc.), carries a fine of $150.00.

Printing Services (http://www.lehigh.edu/print/)

Following discussions with the Student Senate, Green Action Committee, and the Lehigh Environmental Advisory Group (LEAG), LTS has implemented a print quota for public site printing. Users will be given a free starting quota of $75 for the year, at no cost to them. The central goal in implementing print quotas is to reduce waste.

Printing from public site computers will require no change from the user's end. A quota balance will be visible on the desktop at each login. The quota amount will "count down" with each page printed. The cost per page at most public site printers is .05 cents, although some specialized sites and printers may have varying rates. To find out the rate for a site printer, see the Printing Rates page.

Anyone who wishes to print from a personal laptop or other non-public site computer to a public site printer will need to be connected to the new PaperCut print server in order to both print as well as install printers. Even if you have previously installed a public site printer, you will need to reinstall it using the new procedures. For instructions on these new procedures, please visit the Printing Services web page on Installing Public Site Printers.

LTS will be utilizing PaperCut as its print management solution. You can check your print quota at any time by logging into your PaperCut account. If you have a specific question about your quota, the staff at the Circulation desk in the libraries will be able to assist.

Registration (Registrar - http://www.lehigh.edu/~inrgs/main.shtml)

Lehigh University students are able to register online for their classes through the Lehigh Enterprise-Wide Information System (LEWIS), using any web-enabled browser. The Office of the Registrar suggests, however, that students use Microsoft Internet Explorer 6.0 or higher.

To register online for any course that requires instructor or department approval, first contact the instructor and/or department offering the course to obtain Banner approval. Without prior online approval from the instructor or department, you will be denied enrollment for that course/section.

Prior to your registration date:

   1. Make an appointment to see your advisor to select your semester courses and to find out your Registration (Alternate) PIN. You must have this PIN to register.
   2. Access LEWIS (Secure Login) at https://lewisweb.cc.lehigh.edu or via the Campus Portal.
   3. At the prompt, enter your nine digit Lehigh University ID Number (LID) and your Personal Identification Number (PIN).
   4. Select the following links:
        * Student & Financial Aid
        * Registration
        * Check Registration Status
   5. If you have any holds, you need to contact the appropriate office to clear the hold before registering. You should also note the date and time at which you can register. We have assigned different time slots for students according to class status.

6. If you have not yet activated your LEWIS account, please refer to the Activation Instructions.

Class Schedule: There are three ways to find the class schedule:
   1. The traditional method of newspapers distributed to academic departments. Be aware that these quickly become outdated as changes are made.
   2. Via the web, there is a class schedule, which contains a complete listing of all sections available. This is a complete listing of courses A-Z
   3. Also via the web, students may log on and use the class search screen.

CRN: Each course at Lehigh University is assigned a Course Registration Number (CRN). The CRN is a five digit number and is unique to each course. The CRN is different from the course ID number. Students can find the CRN in the course catalogue and on banner when registering for classes. The CRN is used for online course registration.

Using the Registration and Class Search Form:
   1. Enter the CRN into the worksheet or select class search.
   2. To use the class search screen, you need to select a subject area.
   3. The remainder of the search categories do not need to be completed, except to limit the results to a smaller group.
   4. The results of the search are displayed. The first column on the left gives you the following options:
       * If a blank check box is there, you are eligible to select the CRN for your worksheet.
       * If a "C" is displayed, the section is closed.
       * If the box is blank, it signifies that the CRN is already in the worksheet area.
   5. To register for the course or add it to your worksheet, check the box and either submit change or add to worksheet.
   6. Review your schedule.
   7. Remember to log off and close the browser to assure a secure exit.

Registering Online/In Person:
   1. You will need to know your PIN to access the secure area.
   2. You will need to know your Registration (alternate) PIN. You will need to get this from your academic adviser.
   3. Have the CRN's for the courses for which you are registering.
   4. Make sure that you have selected sections that do not have time conflicts.
   5. Make sure that you have reviewed the closed section list on the Registrar's Office homepage.

You can register using the paper registration forms for both graduate and undergraduates. However, the form must be brought to the Registrar's Office. Do not mail or let your adviser submit it. You need to be present during the registration. Also, you must submit the form during your designated time period. Anyone who comes in prior to his or her designated time period will not be able to register. The Registrar's Office will assist you and register you when you hand in your form.

Departmental Approval/Dean's Permission: Go to the appropriate office prior to your registration period for the department to get approval. The office coordinator or chair person can process the registration override using the Banner system. Or you may fill out a drop/add form or registration card and have the department sign it. Then bring the form to the Registrar's Office for processing. (Remember to still web register for all sections that do not require Dean or Department permission prior to hand delivering the card for the appropriate permission. Otherwise, you will give up your time priority for registration.)

Lehigh Identification Number (LIN): This 9-digit Lehigh identification number replaces the use of Social Security number (SSN) for identity purposes. You use this number to open your computing account, to access

the Banner Self Service (e.g., Web for Employee, Web for Student), and to access library services such as PALCI and ILLIAD. This number does not change.

Alternate PIN: In the past, a student needed their adviser's signature to register. On the web, the Registration (Alternate) PIN replaces the signature. The web registration form will ask each student for the Registration (Alternate) PIN. The student can receive this Registration (Alternate) PIN from their adviser as authorization to register.

Remember, the Registration (Alternate) PIN is different each semester and does not take the place of the Personal Identification Number (PIN). For PIN information review the start-up information.

Research Practicum

Every graduate student is required to sign up for at least three credits of Research Practicum (SSP 413), preferably in the second or third semester in the program. The research practicum involves a placement in a community agency to carry out a research project needed by that agency. Placements are worked out individually for each student, in consultation with the graduate advisor, based on the student's interests and project availability. The student will be graded on both the quality of the report and an evaluation by the agency supervisor. Regular consultation with the faculty advisor is an essential component of the practicum.

Students can choose to do their research practicum with a member of the Lehigh Faculty or a local community organization in need of research assistance. The director of graduate studies, Dr. Judith Lasker, has a list of past research projects completed by students.

Thesis

Students choose whether to pursue a thesis for six credits or to take an additional six credits of courses. Those who are most directed toward the Ph.D. are encouraged to pursue a thesis and to work in collaboration with a faculty member in his or her research area. The thesis is expected to be a work of publishable quality, demonstrating an understanding of theory and its application to the chosen research problem, as well as showing ability to use appropriate methodological, measurement, and analytical techniques. The student will present the completed thesis to the department faculty and other students.

Requirements: If you choose to do a thesis, it is recommended that you sign up for "Special Topics" (SSP 471) in the semester preceding the one in which you expect to graduate, in order to do the background reading on your area of study and to write your proposal. You should begin working with your faculty advisor very early in the process. Your proposal should review the literature, identify the purpose of your research, and provide a detailed description of your proposed methodology. A committee of three faculty members, who will also evaluate the completed thesis, must approve this proposal. Your thesis proposal must be submitted to the entire committee by November 1 if you are planning to complete your degree in the spring. Be sure to **check the graduate student handbook for thesis guidelines and deadlines.** Criteria for a good thesis can be found at: http://cas.lehigh.edu/CASWeb/default.aspx?id=1219

IRB Approval: All research and experimental activities in which people participate as subjects must be approved by Lehigh's University Institutional Review Board (IRB) prior to the involvement of the subjects. There are three types of human subjects research review: Exempt, Expedited, and Full committee review. If investigators have any questions about which type of review their proposal is eligible for, they should contact the Executive Secretary of the IRB at the Office of Research and Sponsored Programs.

Each researcher involved in the study who will be interacting with the subjects must complete an online training module on the protection of human subjects. The link to the online tutorial can be found at the ORSP Human

Subjects website: http://www.lehigh.edu/~inors/humansubjects.html. Proposals are submitted through the web-based system IRBNet. Information on IRBNet and a tutorial for getting started are available on the website. The completed Human Subjects Application (available at IRBNet.org), the consent form, any instruments to be used, a copy of the funding proposal or thesis proposal (if applicable), and a copy of the completion certificate from the human subjects protection training module must be included in the IRBNet package. The review process will not begin until the committee has all the required information.

Researchers should submit study applications well in advance of the anticipated start date to allow adequate time for committee review and researcher response to committee questions. Investigators will receive notification of the IRB's actions, comments, and recommendations through IRBNet. A copy of an Informed Consent form and written explanation of the study must be given to each subject. Further details can be obtained at the ORSP website.

Departmental approval: After completing your thesis proposal, students must have their thesis advisor and the members of their thesis committee approve the project. There is, however, no formal defense process.

Submitting a thesis is the final step in the long drawn out process. If you have not already looked at the Graduate Office Graduation Management tool, there may be some helpful information about submitting your thesis: http://cas.lehigh.edu/CASWeb/default.aspx?id=1454. The process of submitting a thesis begins online and will end with the student submitting the signed signature sheet as well as the Thesis Process Fee to the Registrar and Bursar's office.

Every student who has written a thesis will be required to present his or her work at the final department colloquium in the spring. The Department/University will also assist in the cost of presenting students' research at a conference. ESS or ASA are both great opportunities for students to present their work.

HAVE A GREAT YEAR!