

# Social Responsibility Program Handbook

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## **Objectives of Graduate Training in Social Responsibility**

The Social Responsibility Program at St. Cloud State University, collaboratively developed by the Human Relations, Sociology and Women's Studies programs, addresses a citizen's responsibility to others, society and the environment. The objective of the program is to provide students with practical skills for involved citizenship at the local, state, national and global levels within a democratic and culturally diverse context. Constructive approaches to the pressing issues of equality, resource distribution, work, education, health, safety, survival and environmental sustainability are explored at the personal, professional and global levels. The curriculum provides knowledge and skills on the issues of race, gender, class, disability, age, national origin, sexual orientation, species, labor, global human rights, the environment and other issues of social responsibility. Students develop the skills in critical analysis, investigation, research, writing and socially responsible citizenship.

As issues of cultural diversity and global sustainability become more salient features of every society, a broad foundation of academic inquiry has been developing in many traditional fields as well as emerging disciplines which explore theories, paradigms and methodologies of social responsibility. The study of social responsibility is not founded in any one traditional discipline. Rather it is multidisciplinary and interdisciplinary, spanning disciplines in the humanities to social science, education, business, science and technology. This program is broad based in order to develop and enhance professional skills for a wide range of public and private sector positions.

## **Orientation into the Program**

The School of Graduate Studies has developed a virtual orientation for new graduate students. This orientation will answer many questions a new graduate student at St. Cloud State University may have:

<http://www.stcloudstate.edu/graduatestudies/prospective/orientation/default.asp>

New Social Responsibility students are asked to meet with either of the program's graduate coordinators in Sociology or Human Relations. During this meeting, the coordinator will review the student's interests and background, evaluate previous course work, discuss the student's objectives and assist in developing an initial program of study. It is beneficial to the student to prepare questions about the program and prospective classes in order to make the transition into the program as smooth as possible.

The coordinator will also introduce the student to the blue "Proposed Semester Program of Graduate Study" sheet. This form is significant because it maps out a program for the student to follow. See the following section on the Blue Sheet for more information.

Note: When planning a program of study, students are encouraged to take required classes as they are offered because some classes are not offered every semester.

## **Advisers**

New students in the program are assigned an initial adviser (one of the graduate coordinators) upon admission to the program. Students are able to change advisers any time during their program. A change of adviser must be approved by the new adviser, the graduate coordinator, and the Dean of Graduate Studies. A change of adviser form must be submitted to the School of Graduate Studies for the change to be effective. This form is available from faculty members and the School of Graduate Studies and its website [www.stcloudstate.edu/graduatestudies/forms/current.asp](http://www.stcloudstate.edu/graduatestudies/forms/current.asp).

### **Blue Sheet (Proposed Semester Program of Graduate Study)**

The “Blue Sheet” or “Blue Form” refers to the “Proposed Semester Program of Graduate Study,” conventionally printed on blue paper. This form is for keeping track of your fulfilled program requirements and planning your coursework for future semesters. Meet with your adviser to ensure you are meeting your program requirements.

The form should be submitted to the School of Graduate Studies after two semesters of coursework and must be signed by the student, adviser and the Graduate Dean.

### **Course Load**

Course load for graduate students is defined as follows:

- Full-time — a minimum of eight credits per semester.
- 3/4 time to 1/2 time — a minimum of six credits per semester.
- The maximum credit load (undergraduate, graduate, and transfer credits combined) is 16 credits per semester during the regular academic year. The maximum credit limit for summer is 12. Fifteen credits will be allowed during the summer if three credits are taken during the intersession.
- Any exception must be approved by the student's adviser and the Dean of Graduate Studies, by means of a petition. The petition can be found online at [www.stcloudstate.edu/graduatestudies/forms/current.asp](http://www.stcloudstate.edu/graduatestudies/forms/current.asp).
- Any student exceeding the load limit without proper authorization shall lose the credits in excess of the authorized load.

### **501 credit by arrangement**

Under certain circumstances, upper division (300- or 400-level) courses may be applied to master's degree requirements. To obtain approval, the student must submit a petition approved by the adviser to the graduate dean prior to registering for the course if the course has not been approved on the proposed program of study. An arranged/independent study course form approved by the instructor, the department chairperson, and the graduate dean is needed to register for the course. The student also must make arrangements to complete the special graduate requirements of the course.

- Students who receive approval must register for [name of department or program] 501 [title of course].
- A maximum of six credits earned under the 501 course number may be applied to a master's degree program.
- This procedure is open only to students admitted to a graduate degree program.

### **Drop Policy**

A student may change registration for course work prior to the start of classes. These courses will not be recorded on the student's record. To determine the last date on which students may drop and add, the student should check the appropriate regular or summer class schedule.

### **Graduate Only Course Work (½ course work at 600 level requirement)**

At least one-half the course work (credits) leading to the master of science degree in Social Responsibility must be met through courses, seminars, and other learning experiences offered only to graduate students (600 level courses).

### **Independent Study**

Each department offers independent study opportunities for advanced students wishing to pursue a special problem in the major area of concentration. These courses carry the designation: [name of department or program] 600, Special Problems. A maximum of three credits of Special Problems is permitted on a graduate degree program.

### **Length of Social Responsibility Program**

- Part-time student: five to six semesters taking six credits per semester.
- Full-time student: three semesters taking 12 credits per semester.
- Full-time student: four semesters taking nine credits per semester.
- The program has been designed to accommodate both part-time and full-time students.
- Depending on course scheduling and student's course selections, it may be possible to complete the program by taking evening courses only.

### **Registration**

At St. Cloud State University enrollment requests may be processed by accessing the Online Services System. This web based system may be used to:

- Confirm an assigned registration time
- Add and/or drop classes
- Search for open classes
- View a class schedule
- Change a local, permanent or billing address
- Check for grades and holds
- Enter a Registration Access Code

### **Standard of Scholarship**

Candidates for a master's degree must maintain a 3.00 or higher grade point average in the total program and all graduate course work taken at St. Cloud State University.

### **Time limit for completing degree**

All credits (including transfer credits) used in meeting requirements for a master's degree must be earned within seven years prior to the awarding of the degree.

### **Tuition and Fees**

Graduate tuition at St. Cloud State University is among the most affordable throughout the state of Minnesota and the nation. Current employment trends indicate that a master's degree gives graduates a decided edge in their careers. Often, a master's degree is the difference between having a job and having a career.

In addition to affordable tuition, reciprocity agreements allow students of select states to receive the in-state tuition rate. SCSU is also a member of the Midwest Student Exchange Program, which provides a discounted tuition rate to residents of member states. *Graduate assistantships provide a resident tuition rate to any student regardless of their state or country of residence.* Students can access their tuition balance, monitor financial aid, and pay tuition online at [www.stcloudstate.edu/registrar](http://www.stcloudstate.edu/registrar).

### **Current Tuition and Fees (2005-2006)**

Minnesota residents pay a total of \$242.35 per graduate credit for tuition for on-campus courses. Student fees are \$23.41 per credit. Most full-time students will enroll in eight to twelve graduate credits for fall semester and eight to twelve credits for spring semester. Eight credits per semester costs \$2126.08 for tuition and fees. Many students elect to also enroll for the summer sessions.

Reciprocity students must apply for reciprocity. Reciprocal tuition agreements are available for students from North Dakota, South Dakota, Wisconsin, and Manitoba. Residents of those states and province are eligible to pay home-resident tuition rates when attending SCSU. To be eligible, students are responsible for completing a reciprocity application approved by their home state or province. This process should be done well in advance of registration.

### **International Student Tuition and Fees (2005-2006)**

International students pay a total of \$379.00 per credit for tuition. Most full-time students will enroll in eight graduate credits for fall semester and eight credits for spring semester. Student fees are \$23.41 per credit. Many international students will remain on campus during the summer sessions and enroll for additional credits. Eight credits per semester costs \$3219.28 in tuition and fees. Many international students are offered the Minnesota resident tuition rate through the International Academic and Cultural Sharing Scholarship and graduate assistantships.

### **Graduate Assistantships**

Graduate assistantships (GA) are academically related employment appointments reserved for students who hold a bachelor's degree and have been formally admitted to a graduate program. Graduate Assistants may be appointed as program support assistants, research assistants, or teaching assistants.

Graduate assistantships are available during the regular academic year with a limited number available during the summer term.

The SCSU School of Graduate Studies *Graduate Assistant Handbook* can be viewed and downloaded at <http://www.stcloudstate.edu/graduatestudies/pdf/gahandbook.pdf>

The *Graduate Assistantship Application* can be viewed and downloaded at <http://www.stcloudstate.edu/graduatestudies/forms/pdf/gradassistant.pdf>

Both the *Graduate Assistantship Application* and the *Graduate Assistant Handbook* contain information on eligibility, application process, appointment policies and obligations, GA benefits (tuition waiver, stipend), and graduate assistantship employment opportunities. Both documents are also available in paper form from the School of Graduate Studies office located in the Administration Building.

Graduate Assistantship Position Openings are listed on the School of Graduate Studies website ([www.stcloudstate.edu/graduatestudies](http://www.stcloudstate.edu/graduatestudies)).

## **Degree Plans Offered**

Master of Science in Social Responsibility: Plan A (Thesis) at 32 credits

Master of Science in Social Responsibility: Plan B (Starred Paper) at 32 credits

Master of Science in Social Responsibility: Plan C (Professional Portfolio) at 36 credits

1. **Core Courses:** 12 Cr.

HURL 682. Advanced Theory and Issues in Human Relations, 3 Cr.

SOC 679. Research Methods, 3 Cr.

SOC 684. Sociology for Social Responsibility, 3 Cr.

SOC 685. Sociological Theory, 3 Cr.

2. **Focus and Context Courses:** Plan A, 5 Cr.; Plans B and C, 8 Cr.

Students should balance their elective choices between courses that foreground a particular issue in social responsibility (focus topics) and courses providing theoretical and/or historical contexts for understanding multiple issues (context topics). All students must take at least one course (min. 2 cr.) from each category. This list is updated periodically and students may substitute other courses with their adviser's consent.

### **Focus Courses**

HURL 507. Indians and Contemporary Human Rights Issues, 2 Cr.

HURL 509. Ageism, 2 Cr.

HURL 510. Xenophobia, 2 Cr.

HURL 511. Heterosexism, 2 Cr.

HURL 512. Disability Rights, 2 Cr.

HURL 514. Gender Issues in Education, 2 Cr.

HURL 517. Global Issues in Gender, 2 Cr.

ETHS 505. Women of Color, 3 Cr.

SSCI 576. Black and American: Issues in Afro-American Studies, 3 Cr.

SOC 568. Minorities in the Capitalist World-Systems, 3 Cr.

SOC 573. Family Relationships in Later Life, 3 Cr.

SOC 574/ANTH 574. Culture and Family, 3 Cr.

SOC 650. Sociology of Aging and the Life Course, 3 Cr.

SOC/WS/HURL 630. Topics in Social Responsibility, 1-3 Cr. with adviser permission.

### **Context Courses**

- HURL 502. Current Issues in Human Relations, 1-3 Cr.
- HURL 508. Global Human Relations, 2 Cr.
- HURL 513. Diversity in the Workplace, 2 Cr.
- HURL 515. Human Relations of Science, 2 Cr.
- HURL 516. Critical Analysis of Media, 3 Cr.
- SOC/WS 630. Topics in Social Responsibility, 1-3 Cr. with adviser permission.
- SOC 512. Self and Society, 3 Cr.
- SOC 515. Sociology of Science
- SOC 562. Seminar, topic approved with adviser's permission, 3 Cr.
- SOC 575. Sociology of Health and Illness, 3 Cr.
- SOC 581. Social Stratification, 3 Cr.
- SOC 689. Advanced Analysis of Deviance in Society, 3 Cr.
- WS 515. Feminist Theory, 3 Cr.
- WS 645. Feminist Scholarship and the Construction of Knowledge, 3 Cr.

### **3. Professional Development: Plans A, B, and C, 6 Cr.**

Professional development courses give students the opportunity to develop skills relevant to the practice of social responsibility in a variety of practice settings. (Students taking Plan C may count up to 3 cr. of internship experience as professional development credits.)

- ANTH 502. Ethnographic Research Methods, 3 Cr.
- ANTH 592. Field Research in Anthropology, 1-6 Cr.
- HURL 591. Change Agent Skills, 3 Cr.
- HURL 592. Practicum in Social Change, 1-3 Cr.
- HURL 620. Research Methods in HURL, 2 Cr.
- HURL 622. Professional Writing and Reporting in HURL, 2 Cr.
- HURL 680. Internship in Human Relations, 2-8 Cr.
- HURL 681. Teaching Controversial Issues, 3 Cr.
- SOC 556. Complex Organizations, 3 Cr.
- SOC 578. Advanced Statistics, 1-3 Cr.
- SOC 644. Internship, 3-6 Cr.
- SOC 680. Sociological Practice, 3 Cr.
- WS/HURL 506. Sexual Assault Advocacy Training, 3 Cr.
- WS 545. Women and Computers, 3 Cr.

### **4. Elective Courses: Plan A, 3 Cr., Plan B, 6 Cr.; Plan C, 10 Cr.**

Choose from any of the courses listed above or others with adviser's consent. Students are encouraged to use their elective credits in an internship.

### **5. Final Project: Plan A, 6 Cr.; Plan B or C, 0 Cr.**

- Plan A: Thesis (HURL, SOC, or WS 699), 6 Cr.
- Plan B: Starred Paper
- Plan C: Project/Portfolio

## **Internships**

An internship in Social Responsibility offers students the opportunity to earn experiential credit for new learning gained through pre-arranged and structured work experience in public, non-profit, advocacy and community organization, government offices and business settings. For international students, this is referred to as Curricular Practical Training (CPT). This experiential learning program is designed to provide the following opportunities:

- to apply academic knowledge in an occupational setting;
- to develop specialized knowledge and professional skills;
- to explore career opportunities; and,
- to facilitate personal development and self-assessment.

An internship in the Social Responsibility program can be completed in a wide variety of settings, ranging from private business, government organizations, advocacy, non-profit agencies, educational institutions, and research groups. Final selection of the internship site depends on the learning goals of the student, appropriateness of the site for meeting both the student and Social Responsibility program goals, and the field supervision available at the work site.

Detailed information regarding internships, including contacts for internship opportunities, can be found in the *Social Responsibility Internship Handbook*.

## **Graduation**

A candidate for a master's degree in Social Responsibility should file an application for graduation accompanied by a \$20 non-refundable fee. This application is submitted to the School of Graduate Studies at the beginning of the semester in which the work for the degree is anticipated to be completed. Deadline dates can be found in the academic calendar of the *Graduate Bulletin*.

If a student does not complete all of the requirements for graduation in a given semester the student must re-apply for graduation at the beginning of the semester in which the remaining requirements are completed.

### **Requirements**

1. Application for graduation accompanied by a \$20 non-refundable fee must have been submitted at the beginning of the semester in which the degree is to be granted.
2. The student must have satisfactorily completed all courses required for the approved program. All changes must be substantiated by an approved petition.
3. The student must have maintained a 3.0 (B) grade point average in the total program and in all graduate courses taken at St. Cloud State University.
4. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit. The honor point deficiency created by such marks must be made up by marks of A in other courses.
5. The student must have satisfactorily completed the required final examination(s), written, oral, or both.

6. A student completing a thesis, or starred paper must have submitted three approved copies to the School of Graduate Studies for binding, together with the required binding fee. Two additional abstracts must have been submitted by those completing a thesis.

### **Commencement**

There are two graduate hooding commencement ceremonies each year. Spring commencement is held at the end of the spring semester, typically in mid-May. Fall commencement is held at the end of the fall semester, typically in mid-December. A graduate hooding ceremony for summer session graduates is not available. A student may choose to participate in commencement in the spring or fall ceremony.

The graduate hooding and commencement ceremony involves graduate students only and is held in Ritsche Auditorium for the December ceremony and in Halenbeck Hall for the May ceremony. The ceremony generally concludes in 90 to 110 minutes. While attendance is not compulsory, students are urged to participate. Graduates report the ceremony is meaningful to them and those in their lives and the ceremony confirms their achievement.

Graduates will receive instructions from the School of Graduate Studies regarding commencement exercises. Invitations are available for purchase through the Husky Bookstore. Cap, gown, tassel and hood (academic regalia) may be purchased for a minimal fee from the Husky Bookstore and are required.

### **Diplomas**

Diplomas for a master's degree in Social Responsibility will be mailed by the Office of Records and Registration approximately **eight weeks** after the close of the semester. A transcript with the degree posted upon it should be available through the Office of Records and Registration approximately three weeks after the end of the semester in which the student graduated.

At the request of the student, the graduate dean will send a letter verifying graduation to appropriate officials as soon as all requirements are met.

### **Program Newsletter**

The Social Responsibility Program Graduate Assistants issue the program newsletter, *A Better World*, each spring and fall semester. Social Responsibility students or faculty interested in writing an article should contact the GAs in Stewart Hall 367-1 (phone: 308-1045).

### **Contact Information**

Social Responsibility GA Office  
367-1 Stewart Hall (correspondence sent to SH 262)  
308-1045

Social Responsibility GA Office  
A-139 Education Building (correspondence sent to B-118 Education Building)  
308-6132

## **Final Project Options**

Students in the Social Responsibility Program have three options for their final project. You should choose a topic that addresses issues that are of importance to you and ideally one that leads to future work in a particular field. You should discuss your goals and future plans with your final project adviser as you develop your project. [Your final project adviser may or may not be the same person as your program adviser.] The final project is a culmination of graduate program work and should reflect what you have learned and ideally demonstrate some expertise that you can take into the workplace. Consider choosing a project that might be continued in future graduate work. It is expected that projects will reflect the goals of the Social Responsibility program and will address and support justice, peace, environmental integrity, diversity, etc. issues. It is also expected that students will develop applied, practical or activist outcomes or implications in their projects. Students should discuss their final project topic with faculty members to help determine whether their project would be best as a thesis, a starred paper, or a portfolio.

Copies of all theses and starred papers completed at St. Cloud State University are located in the Miller Center and available for students to read. Copies of theses and starred papers from the Social Responsibility program are also located in the HURL and SOC offices.

Students should contact the Husky bookstore to purchase “A Manual for the Preparation of Field Studies and Theses.” This affordable manual provides detailed information and instructions on the form and style used by St. Cloud State University. A copy of the manual along with additional requirements for the culminating project is also available for download from the School of Graduate Studies website at [www.stcloudstate.edu/graduatestudies/current/project.asp](http://www.stcloudstate.edu/graduatestudies/current/project.asp).

Students will prepare a proposal for their project and will schedule a preliminary conference with their committee at least one semester prior to the final conference. The final conference is normally held during the last semester of the student’s program. The final project adviser, one other graduate faculty member from the SOC, HURL, or WS department, and one graduate faculty member from a related field (outside reader) comprise the faculty committee. The School of Graduate Studies website includes a list of graduate faculty members who have volunteered to serve as outside readers. Once the preliminary conference has been held and the student’s project approved, the paper will be prepared under the supervision of the final project adviser, in consultation with the faculty committee members. Students are able to take up to 6 credits of thesis; these credits can be divided across different semesters.

In keeping with University policy and federal regulations, some graduate research involving human subjects requires review by the SCSU Institutional Review Board for the Protection of Human Subjects (IRB). Students who plan to involve human participants or their data in their theses should consult with their final project adviser to determine whether the activities are exempt from review. Definitions, guidelines, and application forms are available on the Sponsored Programs Web site at <http://www.stcloudstate.edu/osp> or in the Office of Sponsored Programs, 210 Administrative Services Building.

For assistance with the final formatting, students are encouraged to go to the Writing Center located in Riverview on campus. Contact information and services offered can be found on their website at <http://www.stcloudstate.edu/writeplace/>.

*The preliminary and final conference meetings cannot be held during the same semester.*

## **Plan A: Thesis**

A thesis is a focused study of a research question or problem. A thesis may be explanatory and test hypotheses, or it may be descriptive, exploratory, or evaluatory. A thesis may involve original research (student gathers and analyzes data), action research, or a secondary analysis of an existing data set. A thesis may also use qualitative methods such as participant observation, qualitative content analysis, oral history, historical or comparative analysis, critical research, case studies, etc.

Each thesis adviser may have different style preferences. You should work closely with your final project adviser in determining topic, formatting, style, organization, etc. Your preliminary meeting with your committee should be a discussion of your project based on a draft of the first three chapters of your thesis.

The following is a generic version of the form/contents of a thesis (what to include and what order to place the material). Individual advisers may have specific and different expectations:

### **Abstract**

A paragraph or two summarizing the important points of the thesis. This is written last but placed before the body of the thesis.

### **Chapter 1: Introduction**

1. Introduction: inform the reader about the general problem to be studied, stimulate reader's interest, logically lead to the purpose for project.
2. Problem statement: 1-3 sentences may be sufficient to state your problem; be brief and to the point.
3. Rationale for study: "So what?" Why spend your time doing this research? What is the importance, value of this work? To whom? How does this work relate to the field? How is your issue related to social responsibility, social justice, diversity, etc.? Does your project help to facilitate the understanding of different cultural, historical and social contexts? This section should be a continuation of the introduction or background for the study. Contradictory findings in previous research, gaps in knowledge, difficulties in measuring aspects of the concepts, need to test existing theories, and practical applications may be reasons for doing this research.
4. Hypotheses (if appropriate): what do you expect to find? Identify your independent, dependent and control variables if appropriate.
5. Definition of terms: define terms used in thesis.

### **Chapter 2: Literature Review**

(10-20 pages may be sufficient) A literature review is a review of research that is relevant to your project and helps you to shape your project. Include summaries of previous research, theories, and findings; when possible include summaries of classical works, landmark works, and most current research on this topic. The literature review should be focused, include disputes, and a clear theoretical framework. The purpose of the literature review is to show the need for your project and your knowledge of what others have done. Use this information to develop your project. The readings from your literature review can help you to select the appropriate method and techniques, to identify reliable and valid measurement tools, to analyze your data and to identify ways to present your findings.

Your literature review should include:

1. Introduction, which gives the purpose of the review and the organization of the review.
2. Review of research, which should be organized around topics/themes, a timeline or some other logic.
3. Review of theoretical framework used in research.
4. Summary that identifies the important implications of the literature review for your study and demonstrates the need for your study.

The theoretical framework used to address the problem should be presented in this chapter.

### **Chapter 3: Methodology**

This chapter is a detailed discussion of how you gathered your information and analyzed it.

1. state your research questions
2. type of analysis
3. assumptions
4. sample: how selected, why selected, where, cooperation rate and problems, issue of privacy, etc.
5. operational definitions of variables
6. data collection procedures (steps, data recording process, timing, problems, special instructions to participants, etc.)
7. limitations
8. ethical issues

### **Chapter 4: Findings**

This chapter presents your findings or results. Detailed descriptions of what you learned in a survey, interviews, etc. are organized to address your research question or test your hypotheses.

Findings are usually presented first. Another section of this chapter includes an interpretation and discussion of the results. Compare your results to what other researchers have found and what you discussed in the literature review. Compare your results to the literature reviewed earlier and to your theoretical framework. What are the implications for social responsibility and social justice? What recommendations can you make for socially responsible change? Include a discussion of limitations of your research along with suggestions for further research.

### **Chapter 5: Summary and Conclusions**

Brief summary of your project

Major findings

Implications of your work

Recommendations for implementation, social justice, etc.

### **References (use ASA style guide)**

**Appendices: survey, cover letter, etc.**

## **Plan B: Starred Paper**

A Plan B paper can have a wide variety of formats, purposes, and outcomes. It is expected that the paper will include a research component but it will be less extensive than a thesis. The Plan B paper is significantly greater in quality and quantity than a standard graduate term paper and may use secondary research sources. Students are expected to include an applied, practical or activist component.

This paper might be a legislative policy paper, published paper resulting from a group research project, a practice paper done for an organization, a curriculum project, a grant proposal, proposed recommendations developed after exploring the need for a socially responsible change, a paper written for publication, etc. A literature review as well as a conceptual or theoretical framework is required. Literature in the SR program may include alternative, independent and nonprofit sources of information. A review of the literature may include information or practices from various nonprofit or activist organizations. It is expected that a starred paper will result in an outcome such as a new program proposal, revision of an existing program, recommendations for socially responsible change, etc. A Plan B project may also involve the development of a grant proposal or some other applied project.

After exploring some ideas for your project with your final project advisor you can expect to write a review of relevant literature to assess the viability of this project and develop an 8-10 page proposal (not including references) for submission to your committee. Your preliminary meeting with your committee should be a discussion of your project based on a literature review establishing the need for this project and a detailed discussion of what you will be doing and what your expected outcome is.

Each starred paper adviser may have different style preferences and you should work closely with your adviser in determining topic, formatting, style, organization, etc.

## **Plan C: Portfolio**

Plan C portfolios require a significant professional project or a portfolio of projects, which may or may not be, prepared in conjunction with the student's coursework. A portfolio final paper should include a mission statement, goals of project, a plan of action, the documentation of action, and analysis and evaluation of the action. The mission statement and goals should be based on a review of the literature, theoretical or conceptual framework, and individual student learning goals.

After exploring some ideas for your project with your final project advisor you can expect to write a review of relevant literature to assess the need and viability of this project and develop at least an 8-10 page proposal (not including references) for submission to your committee. The proposal should be a deliberate plan that is consistent with the student's future career goals. Your preliminary meeting with your committee should be a discussion of your project based on a literature review establishing the need for this project and a detailed discussion of what you will be doing and expected outcomes.

The final paper will describe the project, how it was implemented, outcomes, and will also evaluate the project and process. The conclusion should evaluate the impact of the project(s), describe what was learned by the student in the process, and how this project contributed to social justice.

Each portfolio adviser may have different style preferences and you should work closely with your adviser in determining topic, formatting, style, organization, etc.

The final portfolio paper might include the following sections:

1. Introduction: mission statement; goals of project; who will benefit; learning objectives for student
2. Literature review
3. Description of project(s): implementation, who, what, where, when, how, etc.
4. Evaluation of project: implementation, were project goals met?
5. Student learning