The University of Texas at San Antonio
Masters of Science in Sociology

Department of Sociology
Phone: 210-458-4620
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HTTP://Colfa.UTSA.Edu/Sociology
University of Texas at San Antonio
Masters of Science in Sociology

**Graduate Advisor (GAR):**
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MS 4.03.28

**Department Chair:**
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MS 4.02.66
Master of Science Degree in Sociology

The Master of Science degree in Sociology is designed to prepare graduates with the skills necessary to enter the professional workforce as sociologists or to pursue further study at the doctoral level. Students have the opportunity to acquire a knowledge base in sociological methods (both quantitative and qualitative); theory; and in areas of growing community concern, including religion, gender issues, sociology of education, medical sociology, border studies, criminology, social movements, Mexican-American studies, and race/ethnic relations. They will have the necessary research skills to define social issues and problems, select data collection techniques, establish appropriate analysis methods, develop statistical reports, and undertake policy analyses for businesses, governmental agencies, and nonprofit organizations.

Program Admission Requirements. To qualify for unconditional admission, applicants must satisfy University-wide and College-wide graduate admission requirements, and be recommended for admission by the Graduate Program Committee. Applicants must have completed 18 semester credit hours of undergraduate courses, 12 of which must be at the upper-division level in sociology or related areas, including a course in research methods or statistics. Applicants who do not meet these requirements will be considered for conditional admission. Conditional applicants must submit indicators of preparation for graduate study, such as completion of additional undergraduate coursework to remove deficiencies, completion of 9 or more semester credit hours of graduate courses, and the achievement of a 3.0 grade point average (on a 4.0 scale). An applicant not eligible for either unconditional or conditional admission may be recommended for admission as a special graduate student. This does not guarantee subsequent admission as a degree-seeking graduate student; such students must reapply for degree-seeking status.

Degree Requirements. The minimum number of semester credit hours required for the degree, exclusive of coursework or other study required to remove deficiencies, is 36.

Degree candidates must complete the following requirements:

A. 9 semester credit hours of core courses:

   SOC 5003 Sociological Theory
   SOC 5063 Research Design

   SOC 5073 Quantitative Research Methods
   or
   SOC 5033 Qualitative Research Methods
B. **18 semester credit hours of prescribed electives from the following:**

- SOC 5033 Qualitative Research Methods (if not taken under section A above)
- SOC 5043 Evaluation Research
- SOC 5053 Professionalization Seminar
- SOC 5073 Quantitative Research Methods (if not taken under section A above)
- SOC 5083 Advanced Quantitative Research Methods
- SOC 5103 Complex Organizations
- SOC 5123 Family Contexts and Social Change
- SOC 5133 Sociology of Health and Health Care
- SOC 5143 Demography and Community Trends
- SOC 5173 Religion, Health, and Mortality
- SOC 5203 Social Stratification
- SOC 5213 Race and Ethnic Relations
- SOC 5223 Mexican Americans: Community, Culture, and Class
- SOC 5233 Gender and Society
- SOC 5253 Border Studies
- SOC 5263 Cultural Studies
- SOC 5323 Sociology of Childhood
- SOC 5333 Language and Society
- SOC 5343 Education and Reproduction of Inequality
- SOC 5353 Crime and Delinquency
- SOC 5363 Theory Building and Methods
- SOC 5403 Social Movements
- SOC 5423 Social Psychology
- SOC 6043 Immigration and Society
- SOC 6053 Political Sociology
- SOC 6063 Health and Health Disparities
- SOC 6143 Sociology of Religion
- SOC 6903 Topics in Advanced Sociology
- SOC 6973 Special Problems

C. **6 semester credit hours of additional electives in sociology or other approved discipline(s).***

*Non-sociology courses must be approved by the department if they are to count toward your program.
D. **6 semester credit hours of Internship or Thesis.**

**Internship option.** Students may participate in an internship (the non-thesis option) after completion of 18 semester credit hours. Internships offer work-oriented experiences in local organizational settings where the principles, theories, concepts, and methods of the discipline can be applied. A research paper under the supervision of assigned faculty is required.

**Thesis option.** Students may select the thesis option after they have completed 24 semester credit hours.

E. **Comprehensive examination.** Degree candidates are required to pass written comprehensive examinations. Examinations are scheduled once during the Fall semester and once during the Spring semester. Students who have successfully completed Sociological Theory (SOC 5003) and Research Design (for new students) – Quantitative or Qualitative Methods (for current students) – will be allowed to take the comprehensive exams.

*Registration for SOC 6961 Comprehensive Examination is only required if the student is not registered for any other course in the semester he or she is taking the comprehensive examination.*
5003 Sociological Theory (3-0) 3 hours credit.
The nature of sociological theory, the major varieties of theory, the theorists who
developed them, and the social and historical contexts of theory development and
construction. Issues concerning the relation of theory and research are also
explored.

5033 Qualitative Research Methods (3-0) 3 hours credit.
Qualitative strategies and techniques used in social science research, including
field methods such as participant observation, in-depth interviews, and the
collection of documents. Emphasis is on understanding the ways people interpret
their experiences and construct and share their reality.

5043 Evaluation Research (3-0) 3 hours credit.
Theory and practice of evaluation of public policy and social service programs.
Evaluation theories, models, and key evaluation studies are reviewed. Practical and
political issues involved in the design and implementation of evaluations are
addressed. Evaluation of a social agency or program may be included.

5053 Professionalization Seminar (3-0) 3 hours credit.
This course assists students in navigating key benchmarks in the master’s program,
including the comprehensive examination, master’s thesis, and internship. Issues of
pedagogy (teaching), writing, and scholarship are also addressed, along with
prospects students often consider upon completion of the master’s degree (e.g.,
doctoral program admission, community college instruction, and the application of
sociological skills in workplace settings).

5063 Research Design (3-0) 3 hours credit.
Prerequisite: 3 semester credit hours of undergraduate research methods.
Graduate-level methods of sociological inquiry. Topics may include the ethics of
social inquiry, deductive and inductive reasoning, conceptualization and
operationalization, sampling, experimental and quasi-experimental design, survey
research, field research, unobtrusive research, and basic qualitative and
quantitative data analysis.

5073 Quantitative Research Methods (3-0) 3 hours credit.
Prerequisite: SOC 5063.
Graduate-level social statistics. Topics may include analysis of contingency tables,
analysis of variance, correlation, multiple linear and logistic regressions, and index
construction and scaling with use of computer programs such as SPSS to analyze
social data. (Formerly SOC 5013. Credit cannot be earned for both SOC 5013 and
SOC 5073.)
5083 Advanced Quantitative Research Methods (3-0) 3 hours credit. 
Prerequisite: SOC 5073. 
Advanced social statistics. Topics may include categorical data analysis, event history analysis, structural equation modeling (LISREL), multi-level modeling or longitudinal data analysis with use of computer programs such as SPSS, STATA, SAS, Amos, or HLM to analyze social data. (Formerly SOC 5023. Credit cannot be earned for both SOC 5023 and SOC 5083.)

5123 Family Contexts and Social Change (3-0) 3 hours credit.
Family system organization and process within the broader context of community and society. Emphasis is on the changing historical roles of families, as well as cross-cultural, socioeconomic, race and ethnic, and gender variability in the family. The impact of education, the economy, and politics is also considered.

5133 Sociology of Health and Health Care (3-0) 3 hours credit.
The relation of social behavior to health status, epidemiology, and the social organization of medicine in the United States and cross-culturally. Emphasis is on the development of the health care industry and problems associated with the delivery of health care services.

5143 Demography and Community Trends (3-0) 3 hours credit.
Basic demographic perspectives and data; methods of analysis of population size, distribution, and composition; determinants and consequences of population trends. Applications of computer programs for demographic analysis may be included.

5173 Religion, Health, and Mortality (3-0) 3 hours credit.
Explores the complex relationships between religion and mental health, physical health, and mortality risk. Attention will also be given to religious influences on factors that may affect health, including health behaviors, social ties and support systems, psychological resources, coping practices, and character strengths that may foster resilience. The distinction between religiousness and spirituality will be discussed.

5203 Social Stratification (3-0) 3 hours credit.
Theory and research pertaining to structures of social inequality, their causes, forms, and consequences. Emphasis is on the distribution of power, prestige, and economic privilege, and patterns of social mobility in the United States.

5213 Race and Ethnic Relations (3-0) 3 hours credit.
Dominant-subordinate relations between various racial and ethnic groups from cross-cultural theoretical perspectives. Models of assimilation, cultural pluralism, and colonialism are investigated, as are their implications for minority and majority group members.
5223 Mexican Americans: Community, Culture, and Class (3-0) 3 hours credit. Sociological focus on the Mexican American population. Emphasis is on the theories used to interpret the experiences of this group, particularly those oriented to issues of stratification and social mobility.

5233 Gender and Society (3-0) 3 hours credit.
Interdisciplinary survey of theory and current research on gender and gender-related issues. Gender-based theories are examined and compared to explanations for other forms of social stratification. Implications for family dynamics, the labor force, and the economy are explored.

5253 Border Studies (3-0) 3 hours credit.
An examination of borders in an era of globalization, with emphasis on the United States–Mexico border. Themes may include a theoretical criticism of American mainstream border studies and its more important representatives.

5263 Cultural Studies (3-0) 3 hours credit.
A study of the significance of culture in society, including the relationship between culture, consciousness, the economy, identity, and history. The development of the field and crucial debates in the literature will be examined. The relationship of Cultural Studies with Critical Theory, feminist theory, multicultural theory, and media studies will be explored.

5323 Sociology of Childhood (3-0) 3 hours credit.
Explores concepts, theories, and empirical research focusing on childhood and children. Topics may include social structure and its consequences for children’s lives, and how circumstances, meanings, and representations of childhood differ across cultures.

5333 Language and Society (3-0) 3 hours credit.
An examination of the work of important scholars in the study of language and social behaviors.

5343 Education and Reproduction of Inequality (3-0) 3 hours credit.
Examines the relation between types of societies and systems of education, the connection between schooling and societal stratification, and how schooling contributes both to social mobility and to the reproduction of the prevailing social order.

5353 Crime and Delinquency (3-0) 3 hours credit.
Analyzes the role of crime and delinquency in society. A consideration of the relationship among data, theory, and policy as integral components of crime and delinquency forms a central theme of this course. Independent empirical work is required.
5363 Theory Building and Methods  (3-0) 3 hours credit.
Explores the role of theory building and methodology in sociology. The philosophy of science and sociology of knowledge and of science are used to understand the scientific dynamics of sociology. Theory building, methodology, and research design are explored.

5403 Social Movements  (3-0) 3 hours credit.
Involves evaluation of dominant theoretical perspectives and research strategies in social movements and organized protests. Contrasts classic theoretical models with more recent scholarship emphasizing the cultural dimensions of social movement dynamics. Case studies may include the American Civil Rights Movement, Labor Unionization, the Feminist and Environmental Movements.

5423 Social Psychology  (3-0) 3 hours credit.
Provides the student with foundation in the theoretical background of sociology social psychology as well as exposure to contemporary empirical examination of the theories and concepts utilized in this perspective. Topics for study may include socialization, social roles, aggression, pro-social behavior, interpersonal attraction, group dynamics, and collective behavior.

6043 Immigration and Society  (3-0) 3 hours credit.
Analyzes theoretical explanations and social, economic, cultural, and ideological features of migration. May include topics such as border dynamics, transnationalism, incorporation of immigrants, remittances, and the impact on sending and receiving countries.

6063 Health and Health Disparities  (3-0) 3 hours credit.
Explores issues related to disparities in population health. Health care based on racial, ethnic, and socioeconomic backgrounds in the United States and other nations will be analyzed. Discussions may include differences in health and health care at the local, national or international level.

6143 Sociology of Religion  (3-0) 3 hours credit.
A seminar to provide a theoretical and methodological appraisal of contemporary research in the sociology of religion. Classic texts will be considered with emphasis on current trends in the field. May include topics such as religion and health, religion and globalization, new religious movements, religion and politics, religion and family and the immigrant religious experience. Theoretical debates from the secularization thesis to rational choice approaches will be considered.
6903 Topics in Advanced Sociology  (3-0) 3 hours credit.
A seminar offering the opportunity for specialized study not usually available as part of the regular course offerings. Topics may include social gerontology, deviance, social psychology, religion, mass communications, and research applications. May be repeated for credit when topics vary.

6943 Prerequisite Directed Study  3 hour course—does not count as degree credit. Restricted to students who have been conditionally admitted. Directed study under the supervision of a faculty member designated by the Graduate Advisor of Record to supplement deficiencies in a student’s background for graduate work. May require the student to audit undergraduate courses. Requires written work under the faculty member’s supervision. May be repeated. [Student cannot enroll online for these courses. See your advisor for enrollment information.]

6951-3 Independent Study  1 to 3 hours credit.
Prerequisites: Graduate standing and permission in writing (form available) of the instructor and the Sociology Graduate Advisor of Record. Independent reading, research, discussion, and/or writing under the direction of a faculty member. For students needing specialized work not usually available as part of the regular course offerings. May be repeated for credit, but not more than 6 hours, regardless of discipline, will apply to the Master’s degree. [Student cannot enroll online for this course. See advisor for form and enrollment information.]

6961 Comprehensive Examination  1 hour credit.
Prerequisite: Approval of the Sociology Graduate Program Committee to take the Comprehensive Examination. Independent study course for the purpose of taking the Comprehensive Examination. May be repeated as many times as approved by the Sociology Graduate Program Committee. Enrollment is required each term in which the Comprehensive Examination is taken if no other courses are being taken that term. The grade report for the course is either “CR” (satisfactory performance on the Comprehensive Examination) or “NC” (unsatisfactory performance on the Comprehensive Examination). [Student cannot enroll online for this course; see Kevin in the Sociology office for form and enrollment information.]

6963,6 Internship  3 or 6 hours credit.
Prerequisites: Consent of instructor and 18 semester credit hours of graduate work. Work-oriented experience within a local organizational setting where the principles, theories, concepts, and methods of the discipline can be applied. 3 credit hours requires 150 work hours at internship site; 6 credit hours require 300 work hours at internship site. A research paper under the supervision of assigned faculty is also required. [Student cannot enroll online for this course. See Kevin for enrollment information.]
6973 Special Problems  (3-0) 3 hours credit.
Prerequisite: Consent of instructor.
An organized course offering the opportunity for specialized study not usually available as part of the regular course offerings. Special Problems courses may be repeated for credit when topics vary, but not more than 6 hours, regardless of discipline, will apply to the Master’s degree.

6983,6 Master’s Thesis  3 or 6 hours credit.
Prerequisites: Permission of the Graduate Advisor of Record and thesis director, and 24 semester credit hours of graduate work. Thesis research and preparation. May be repeated for credit, but not more than 6 hours will apply to the Master’s degree. Credit will be awarded upon completion of the thesis. Enrollment is required each term in which the thesis is in progress. [Students cannot enroll online for this course. See Kevin in the Sociology office for forms and enrollment information.]
Graduate Workshops are Offered During the Year
Some of the Descriptions are as follows:

**Ethics in Conduct of Research:** The UTSA Research Integrity and Compliance Office discusses ethical standards and compliance while conducting research for essays, papers, thesis and dissertations.

**Financial Aid for Grad Students:** UTSA Financial Aid Representatives offer current and prospective graduate students tools and tips for success to secure FREE funding for Graduate School.

**Financial Considerations for Graduate School:** The Graduate School provides financial insight from a graduate student alumni point of view with a focus on consideration of funding opportunities, responsible borrowing and debt/money management (for prospective students, but current students are welcome).

**Writing I & II:** These workshops are "in development" by The Writing Center. Topics will include Expectations of Grad Writing, APA Citation, the Art of Proofreading, along with other topics TBD.

**Presentation Proficiency:** The Tomas Rivera Center Graduate Student Learning Assistance will assist students with development of effective presentations and presentation skills.

**Effective Grant Writing:** A representative from the Office of Sponsored Programs provides practical tips towards grant writing to secure funding proposals.

**Resume, CV and Cover Letter Development (Career I):** The Career Center discusses these topics in depth.

**Interview Preparation (Career II):** The Career Center covers topics and provides insights to prepare students for professional interviewing and the resources available to search for positions in their field.

**To register for any of these workshops, please visit**
http://events.embark.com/Event/UTSA/workshops and click on the date of the event twice. Contact 210.458.4111 with any questions or email john.shaffer@utsa.edu.
Standards of Successful Graduate Student Conduct

Courses are conducted in a seminar format. To receive credit for class, students arrive on time and remain until the class is dismissed by the professor. Regular attendance and participation in discussion (that is respectful of the points of view of other students and the professor) are expected. Only students registered in the course may attend class unless permission is granted ahead of time by the professor. Classrooms are wireless; students often can bring laptops for use in class (depending on the stipulations of the professor) as long as the student is focusing on the course (i.e. personal emails and other distractions are not acceptable.) Please turn off cell phones, blackberries, and pagers while in the class. Students are expected to come to class prepared with readings and assignments completed by designated deadlines.

If you need to set up a meeting with a professor, please contact him/her using his/her preferred method of communication (this can vary by professor – some prefer email while others do not use email). You can consult with staff or use multiple methods of contact. Please also realize that your professor is busy and it will take time to respond to your request. If you do not hear back form your professor after a couple of days, feel free to follow up with another message. Let your professor know exactly what you need in your correspondence, and be prepared with necessary materials when you meet. Send a reminder of your meeting and arrive to your meeting on time. Let your professor know in advance if something comes up and you must cancel a meeting (at least 24 hours in advance is recommended).

Academic Probation or Dismissal

Probation
- GPA dropping below a 3.0
- Receiving a “C” or “D” in any course
- Students who do not meet their conditions
- Reinstated students following academic dismissal

Dismissal
- GPA dropping below a 2.0
- Receiving a “F” in any course

Readmission
Students who have not been in attendance for two full years are considered inactive and must reapply for admission.
Transferring Graduate Classes from Other Universities
The catalog says, “transfer credit of usually not more then 6 semester credit hours may be allowed for graduate coursework.” It also says “upon petition from the student, recommendation of the graduate program committee, and approval by the Dean of the Graduate School, that a max of 12 hours can be transferred.” Please see your advisor for more information.

Incompletes
Incompletes for graduate level courses do not turn into “Fs” after one academic year. If the work is not complete after one academic year has passed, the student must reenroll in the course. This does not apply to internships and masters theses. Incompletes cannot be removed in these classes after graduation. Students writing a thesis must enroll every semester for thesis hours while they are completing the work.
UTSA Tenured/Tenure Track Faculty in the Department of Sociology:

Gabriel Acevedo  
Degree, Institution and Field: Ph.D., Yale University (2005) Sociology  
Rank and Date of Appointment: Associate Professor, September, 2005  

John P. Bartkowski  
Degree, Institution and Field: Ph.D., University of Texas at Austin (1997) Sociology  
Rank and Date of Appointment: Professor, September, 2008  
Teaching/Research: Culture, Family, Gender, Program Evaluation, Qualitative Methodology, Religion, Social Inequality, Social Welfare and Social Policy.

Melinda Lundquist Denton  
Rank and Date of Appointment: Associate Professor, August 2013.  
Teaching/Research: Marriage and Family, Religion, Research Methods, Stratification, and Inequality.

Christopher P. Ellison  
Degree, Institution and Field: Ph.D., Duke University (1991) Sociology  
Rank and Date of Appointment: Dean’s Distinguished Professor, September 2010  
Teaching/Research: Religion, Race and Ethnic Relations, Family, the South, Psychology of Health/Illness

Jeffrey A. Halley  
Degree, Institution and Field: Ph.D. Graduate School of the City University of New York (1978) Sociology.  
Rank and Date of Appointment: Professor, September 1996.  
Teaching/Research: Sociological Theory, Cultural Studies, Sociology of Art, Mass Media/Communications.

Richard Lewis, Jr.  
Rank and Date of Appointment: Professor, September 1996.  
Raquel R. Marquez  
Degree, Institution and Field: Ph.D. University of Texas at Austin (1998) Sociology.  
Rank and Date of Appointment: Professor, September 2005.  
Teaching/Research: Race Relations, Border Studies, Immigration, Transnationalism, and Qualitative Methods.

Michael V. Miller  
Rank and Date of Appointment: Associate Professor, September 1988.  
Teaching/Research: Job Termination and Unemployment, Social Stratification and Poverty.

Aida I. Ramos-Wada  
Degree, Institution and Field: Ph.D. University of Texas at Austin (2013) Sociology.  
Rank and Date of Appointment: Assistant Professor, August 2013.  
Teaching/Research: Sociological Theory, Latino/a Studies, Religion, Race and Ethnicity, Qualitative Methods, and Mixed Methods.

Harriett D. Romo  
Rank and Date of Appointment: Professor, September 2008.  
Teaching/Research: Transnationalism, Bilingual Education, Racial & Ethnic Relations, and Bicultural & Bilingual Studies, and Qualitative Methods.

Thankam Sunil  
Rank and Date of Appointment: Associate Professor, September 2002  

Xiaohe Xu  
Rank and Date of Appointment: Professor, September 2009  
Terri Earnest

Sam Park (Post-Doc Fellowship)
Useful Links

College of Liberal and Fine Arts
http://colfa.utsa.edu/colfa/

The Graduate School
http://www.utsa.edu/graduate/

Department of Sociology
http://colfa.utsa.edu/Sociology/
Forms:

1. Graduate Advising Cover Sheet
2. Add Form
3. Independent Study Course Form
4. Audit Course Form
5. Withdrawal Form
6. Petition for Waiver of University Wide Requirements
7. Intent to Write a Thesis
8. Comprehensive Examination Request/Approval
9. Pre Intent for Graduate Internship
10. Graduate Internship Course Form
11. Student Intern Time Record
12. Graduate Intern – Job Performance Appraisal
13. Request for Assignment or Change of Graduate Faculty Advisor
# Graduate Advising Cover Sheet

**Advisor:** ___________________________  **Date:** ______________________________

**Student Name:** ___________________________  **Email:** ___________________________

**Phone:** ___________________________  **Cell:** ___________________________

**Undergraduate University:** ___________________________  **Degree:** ___________________________  **GPA:** ___________

**Admission Status:** ___________________________

**Conditions/Notes:** ____________________________________________________________

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**Catalog:** ___________  **Admit Term:** ___________  **Last semester attended:** ___________

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### Required Courses: (6 hrs.)

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<td>Soc 5013 Advanced Concepts/Measures</td>
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<td>or Soc 5033 Qualitative Research Meths</td>
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### Electives: (18 hrs.)

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### Additional electives in Sociology or other approved disciplines: (6 hrs.) (form required)

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<th>Semester Advised</th>
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### Comprehensive Exam Scheduled for:

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### Internship or Thesis (6 hrs.)

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**Note:** Any undergraduate courses taken to fulfill a condition do not count towards your graduate degree.
The University of Texas at San Antonio
Office of the Registrar
Add Form

Add transactions should usually be done by the student using ASAP. This form is used for exceptional circumstances. Through Census Date, approval of the student’s current Academic Advisor is required. Instructor and Department Chair approvals for the course are also required. It is the responsibility of the student to pay for this class promptly at the Fiscal Services Office.

Completed and approved form should be taken immediately to Enrollment Services Center for processing. Student must present valid photo ID at time of processing. Effective date of this request is the date it is processed at Enrollment Services. Enrollment and classroom capacity will be verified prior to registration.

Term: ☐ Fall ☐ Spring ☐ Summer

UTSA ID: @______________________

Year: _______________

Student’s First Name: ___________________ Middle: __________ Last: ________________

Telephone Number: ___________________ UTSA E-Mail Address: ____________________

CRN: ______ Subject: __________ Course #: __________ Section #: __________

Student Signature: ___________________ Date: _______________

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 65.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

APPROVAL SIGNATURES:

Current Advisor (signature) ___________________ print name ___________________ Date: _______________

Instructor (signature) ___________________ print name ___________________ Date: _______________

Department Chair (signature) ___________________ print name ___________________ Date: _______________

* Approval does not guarantee registration, as room capacity cannot be exceeded. ESC verified __________

After Census Date Appeal

After Census Date, the approvals of the Dean of the College in which the course is offered and the Dean of Undergraduate Studies or Dean of The Graduate School are also required. A justification memo is required for this appeal. After obtaining the signatures below, you must pay for the class and submit a paid receipt with this completed form.

APPROVAL SIGNATURES:

Dean (signature) ___________________ print name ___________________ Date: _______________

Dean of Undergraduate Studies (signature) ___________________ print name ___________________ Date: _______________

Dean of The Graduate School

Original to Registrar after processing at ESC

This form is accessible at utsa.edu/registrar/forms.htm (Rev.016410)
The University of Texas at San Antonio
Office of the Registrar

AUDIT COURSE FORM

Completed and approved form should be taken to Enrollment Services Center for processing. Student must present valid photo ID at Enrollment Services at time of processing. Effective date of this request is the date it is processed at Enrollment Services.

Individuals wishing to audit a course may do so with the approval of the Instructor of the course and the Department Chair. In which the course is offered, on a space available basis. After all students registering for credit have been accommodated. Students not enrolled in courses at the University are not allowed to audit courses which require the use of the university computing system. Due to the format of studio/laboratory use, auditors will not be approved for ART courses. Participation of an auditor in class will be at the discretion of the Instructor. Permission to audit may be obtained and fees paid beginning the first day of class through census date. A separate form must be filed for each course to be audited. No official records are made of audit enrollments.

Auditors who are not registered UTSA students pay a nonrefundable auditing fee of $50.00 per course at Fiscal Services. A nonrefundable fee of $25.00 per course is charged to auditors who are registered students at UTSA. Persons 65 years of age or older may audit, subject to permission and availability of space, without paying an auditing fee. After obtaining the required approvals and Fiscal Services validation, submit this form to the Enrollment Services Center.

Non-student auditors who wish library privileges may receive them by filling out a Friends of the UTSA Library application at the Circulation Desk in the UTSA Library (John Peace Library Building, second floor) and paying a nonrefundable donation. There are limits on the services offered to Friends of the UTSA Library cardholders; further details are available from the Circulation Desk.

All auditing students are required to purchase a UTSA student parking permit.

Students who register for a course and later want to change that course to an audit, must first drop the course in question prior to submitting the Audit Course Form.

Student’s First Name: ___________________ Middle: ___________ Last: _____________________
Street Address: __________________________ Apt #: __________________________
City: __________________ State: _______ Zip: ___________

UTSA ID: @ __________________________
Telephone Number: ___________________ UTSA E-Mail Address: _____________________

Are you currently enrolled at UTSA?  ○ Yes   ○ No
Have you previously attended UTSA?  ○ Yes   ○ No   If yes, dates: ____________________
For which term do you wish to audit?  ○ Fall   ○ Spring   ○ Summer   Year: ___________

What course do you wish to audit?  CRN: _______ Subject: _______ Course #: _______ Section #: _______

With a few exceptions, you are entitled as a request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 552.024 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

Student Signature _______________ Print Name __________________________ Date: __________

Instructor Signature _______________ Print Name __________________________ Date: __________

Department Chair Signature _______________ Print Name __________________________ Date: __________

1. Fiscal Services: __________________________ For Office Use Only 2. Enrollment Services Center:

This form is accessible at utsa.edu/registrar/forms.html

(Rev.016410)
WITHDRAWAL FORM

This form is to be completed by students who withdraw from the University during a specific term. Withdrawal is equivalent to dropping ALL courses (or the LAST class of a term) in which the student is registered. Students who withdraw from all classes are subject to the academic standing regulations indicated in the current UTSA Information Bulletin. Students should refer to the online Registration or Academic Calendar each semester for all deadlines.

Completed and approved form should be taken to Enrollment Services Center for processing. Student must present valid photo ID at Enrollment Services at time of processing. Effective date of this request is the date it is processed at Enrollment Services.

Student's First Name: ___________________________ Middle: ___________________________ Last: ___________________________

UTSA ID: ___________________________

Select the term and year from which you wish to be withdrawn from all classes:

☐ M term ☐ T term ☐ F term ☐ S term ☐ Other ___________________________

☐ Undergraduate ☐ Graduate

Optional: You do not have to give a reason why you are withdrawing from UTSA. However, we would like to know why you are withdrawing to identify areas where we can improve student services for you.

Please select one of the following reasons:

☐ Personal Reasons ☐ Academic Issues ☐ Transfer to another school
☐ Relocation ☐ Financial ☐ Health ☐ Work Conflicts
☐ Military (choose one): ☐ Deployment ☐ Change of Station ☐ TDY

This is to request that I be withdrawn from UTSA for the above term subject to all regulations pertinent to withdrawal and refunds. I understand that subsequent registration or readmission must be in accordance with UTSA’s regulations in effect at that time.

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.022 of the Texas Government Code, you are entitled to receive and review this information. Under Section 519.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

Signature: ___________________________ Date: ___________________________

Telephone Number: ___________________________ UTSA E-Mail Address: ___________________________

Undergraduate students, other than those classified as special undergraduate/non-degree-seeking, must obtain the approval of the college in which the student is enrolled, or the Tomás Rivera Center if the student is an undecided or provisional major.

Approval: Advisor’s Signature: ___________________________ Date: ___________________________

Print: ___________________________ Advising Center/College: ___________________________

International students, undergraduate or graduate, must also have the approval of the Office of International Programs.

International Programs Approval: ___________________________ Date: ___________________________

Classes to be withdrawn:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course #</th>
<th>Section #</th>
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</table>

This form is accessible at utsa.edu/registrar/forms.html

(Rev.016410)
PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS

College of Liberal and Fine Arts

Student ________________________________ # @__________________

Degree Master of Science Major Sociology Concentration ____________
******************************************************************************

Petition for early reinstatement due to the following circumstances:

Approve Disapprove

_________________________ Graduate Advisor of Record ________________ Date

_________________________ Department Chair __________________________ Date

_________________________ Dean ________________ Date
******************************************************************************

I approve the recommendation.

I disapprove the recommendation.

_________________________ Dean of The Graduate School ________________ Date
COLLEGE OF LIBERAL AND FINE ARTS

INTENT TO WRITE A THESIS

This form must be completed and on file in the Dean’s Office before enrollment in Master’s Thesis, designed as 6983 in the Graduate Catalog for each program.

Name of Student ___________________    ID# ________________

Graduate Program ________________ Concentration (If applicable) ________________

Date of Comprehensive Exam __________  Expected Graduation Date __________

Preliminary Thesis Title:
______________________________________________________________________
______________________________________________________________________
Brief abstract (100 word maximum)
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

The following approval signatures are required in sequence:

Thesis Chair ___________________________    Date __________

Thesis Committee Member ___________________________    Date __________

Thesis Committee Member ___________________________    Date __________

Department Chair ___________________________    Date __________

Graduate Advisor of Record ___________________________    Date __________

Dean ___________________________    Date __________
COLLEGE OF LIBERAL AND FINE ARTS
COMPREHENSIVE EXAMINATION REQUEST/APPROVAL

Student’s Name ___________________________ # ________________________

Major ______ Sociology ______ Concentration ________________ Catalog ____________

I. The graduate faculty of the Department of __SOCIOLOGY__________________________
   recommend that the following faculty members be named as this student’s Comprehensive
   Examination Committee:

   Chair _____________________________________________

   Member _____________________________________________

   Member _____________________________________________

Recommended: ________________________________
   Graduate Advisor of Record Date

Transmitted: ________________________________
   Department Chair Date

Approved: ________________________________
   Dean Date

II. The examination will be administered during the ___FL 2011______ semester.

   Written Date: ________ Time: ________ Location: ________ ___

   Oral Date: ________ Time: ________ Location: ____________

   ________________________________
   Graduate Advisor of Record

III. This is to certify that _________________________________________

    ____________________________
    Student’s Name

    ______ has successfully passed the Comprehensive Examination for the Master of Science in
    Sociology .

    ______ has failed to pass the Comprehensive Examination for the Master of Arts/Science in
    ____________________________.

    ______ must pursue the following action as pertains to the Master of Science in
    ____________________________.

    Date __________________________

    ____________________________ , Chair ____________________________ , Member

    ____________________________ , Member

Attach a memo stating the detailed results of the exam
Pre Intent for Graduate Internship

Student Name: __________________________________________

Site Name: ____________________________________________

Site Address: __________________________________________

Roles and responsibilities (brief abstract)

Tie internship to their sociological knowledge base

Faculty Advisor’s signature: _____________________________
GAR’s signature: _____________________________
Chair’s signature: _____________________________
Students' Name ______________________________________________________

Banner ID# _______________ @_____________________ Home Phone ______________

Student's Address ____________________________________________________

Mobile phone _________________ E-mail _________________________________

Course  SOC  6963  6966  Call #____________ Credit _____ Term___________

Internship organization or placement ____________________________________

Address _____________________________________________________________

Workplace Supervisor __________________________________________________

Phone #                                                          fax #                                   E-mail address

Have you been employed or interned with this organization before?   Yes ____ No____
If yes, please describe the previous work relationship:

Description of internship duties:

NOTE:  No intern may be placed where he/she might interfere with or affect the result of an election or nomination of a candidate, or to achieve any other political purpose.

====================================================================

APPROVED:______________________________________    Date_______________

Faculty Supervisor

______________________________________    Date ______________

Graduate Advisor

_______________________________________  Date ______________

Department Chair
### STUDENT INTERN TIME RECORD

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
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</tbody>
</table>

Total Hours: ________________

Agency Supervisor: ________________________ (signature)

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### STUDENT INTERN TIME RECORD

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</tbody>
</table>

Total Hours: ________________

Agency Supervisor: ________________________ (signature)
GRADUATE INTERN -- JOB PERFORMANCE APPRAISAL

Intern: __________________ Term: F ___ SP ___ SU
Supervisor: ____________________________________________
Organization: ____________________________________________
Phone: __________________ e-mail: ________________________

Please evaluate this intern's job performance in the areas indicated by marking the scale provided.

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance of assigned responsibilities</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of work accomplished</td>
<td></td>
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<tr>
<td>Completion of assignments on schedule</td>
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<tr>
<td>Initiative in pursuing assignments</td>
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<tr>
<td>Attention to Supervisor's instructions</td>
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<td>Responses to improvement suggestions</td>
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<tr>
<td>Ability to communicate effectively</td>
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<tr>
<td>Demonstration of interpersonal skills</td>
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<tr>
<td>Problem solving abilities</td>
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</table>

OVERALL EVALUATION OF INTERN'S PERFORMANCE


REQUEST FOR ASSIGNMENT OR CHANGE OF GRADUATE FACULTY ADVISOR

TO: Gabriel Acevedo
GRADUATE ADVISOR OF RECORD

DATE:

FROM:

RE: REQUEST FOR ASSIGNMENT OR CHANGE OF GRADUATE FACULTY ADVISOR

I, ____________________________(Name SSN/Banner#)

Request that ____________________________ (Name) be assigned as my Graduate Faculty Advisor and assume all responsibilities of the position with the Masters of Sociology Program.

Approval Signatures:

Student: ________________________________

Graduate Advisor of Record: ________________________________

New Graduate Faculty Advisor: ________________________________

Old Graduate Faculty Advisor (if applicable): ________________________________

Approved/Disapproved as of: ________________________________

Distribution: Student , Advisor(s), GAR, File