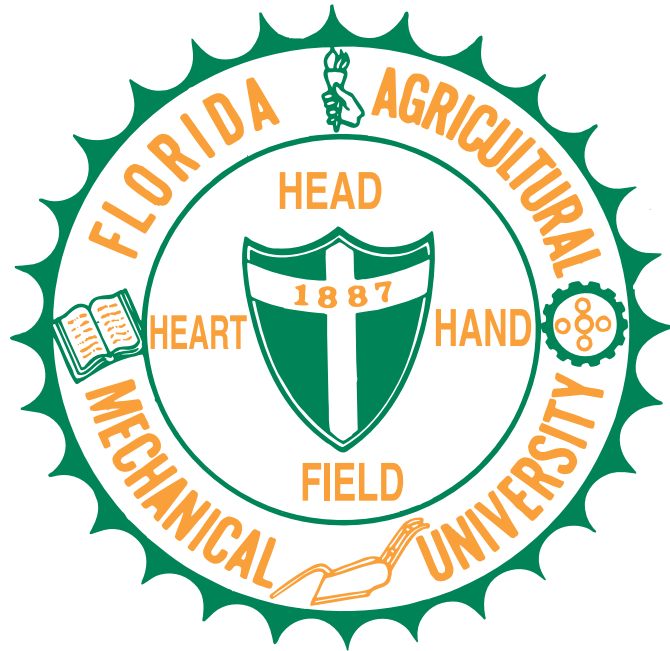


Florida A&M University

Department of History & Political Science



Masters of Applied Social Sciences Student Handbook 2018-2019

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Revised, Spring 2019

Disclaimer

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and the Florida A & M University Masters of Applied Social Sciences Program.

While the provisions of this handbook will ordinarily be applied as stated, the MASS Program reserves the right to change any provision listed, including but not limited to academic requirements for admission and graduation, without actual notice to individual students. Every effort will be made to keep students advised of any changes. However, it is especially important that each student note that it is his/her responsibility to keep himself/herself apprised of current graduation requirements by regular consultation with his/her advisor.

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Introduction

History of the Program

The Masters of Applied Social Sciences Program at Florida A&M University has a long and distinguished tradition. It was created in January 1975 within the Division of Social and Behavioral Sciences. The initial areas of concentration were: Economics, History, Geography and Afro-American Studies, Political Sciences and Public Administration, Psychology, Sociology, Anthropology and Human Services. The major thrust of the program according to the university catalogue was that of, “producing graduates at the master's level capable of establishing effective careers in human service delivery systems.” Another important component was to provide students, “a solid academic base on which they can build further graduate study.” Over the years the program has evolved to keep up with the changes in the academic disciplines and society. One of the more important changes in the program in the early 2000s was the institution of the 18 hour discipline requirement. This has assisted our students both with preparing for entry into Ph.D. programs as well as employment. An exciting addition on the horizon is moving the program online. The Masters of Applied Social Sciences continues to be a vibrant and exciting program for students looking to further their education.

Program Description and Goals

The following Departments in the College of Social Sciences, Arts and Humanities (CSSAH) participate in the interdisciplinary degree, Masters of Applied Social Sciences (MASS):

- History
- Public Administration
- Global Security and International Affairs
- Criminal Justice

Courses are available in the MASS Program from the disciplines of History, Public Administration, Global Security and International Affairs, and Criminal Justice.

The unique feature of this applied, interdisciplinary program is its flexibility. Building upon a required core of three courses (9 semester hours), the student, in consultation with an advisor, may design the remainder of the program to address his/her own particular interests.

The degree is designed for those who wish to pursue further graduate work in the social sciences and for those who wish to work immediately following completion of the MASS Degree.

For the full-time student, the course of study will likely span two semesters plus one summer, totaling 33 hours. Some students may be required to take prerequisite classes before commencing their particular program. The following is an outline of the degree program:

Core Courses Required of All Students (9 Semester Hours)

- ISS 5930 – Interdisciplinary Social Science Seminar
- ISS 6305 – Social Science Research
- PAD 5701 – Statistics for Public Managers (for students in the Public Administration or Global Security concentrations)

OR

- ISS 5316 – Statistics for the Social Sciences (for students in the History or Criminal Justice concentrations)

All core courses must be completed with a grade of “B” or higher.

Discipline Courses (18 Semester Hours)

Students are required to take six courses (18 hours) in their subject area concentration. Courses may be selected from one the following disciplines: (1) History; (2) Public Administration; (3) Global Security; or (4) Criminal Justice.

Internship or Thesis (6 Semester Hours)

Students are required to enroll in six (6) hours of either ISS 6942 – Internship or ISS 6971 – Thesis. The majority of students should choose the Internship option. The Thesis option is reserved for students interested in pursuing a Ph.D. program. See below for additional information.

Internship vs. Thesis

All students must complete an approved internship or a thesis to qualify for graduation.

Internships will be with a government agency – local, state, or federal – or with a private concern. Internships should be related as nearly as possible to the student’s major area and must have the prior approval of the Coordinator and the professor supervising the internships.

The internship should be a new, professional experience for the student. If a proposed internship does not violate internship criteria, a student may intern in another department of the agency where he/she is employed. The internship must not be simply a continuation of regular duties.

The appropriateness of all internships will be determined on an individual basis by the Chair of the University department of the student’s major and the Coordinator of the MASS Program.

A student wishing to write a thesis must select a committee of at least three faculty members. The committee chair must be from the student’s major emphasis; the second member must be from the area of the concentration; and the third member may be from outside the student’s area of concentration.

Be aware that a thesis may take more than a semester to complete. If you are interested in this option you should contact the MASS coordinator as early as possible in your program. Generally, the thesis option is reserved for students wishing to continue in a Ph.D. program.

Note: For additional information and requirements pertaining to internship please refer to the internship packet available online at: <http://www.famu.edu/index.cfm?mass&Forms>.

Admission Requirements for the MASS Program

The MASS Program seeks diligent, serious, and hardworking students with a broad range of experiences, strong commitment to academic excellence and commitment to public service. Selection for admission is based on a thorough evaluation of all factors in the applicant's file. These factors include:

- A "B" average in the last 60 semester hours of course work
- GRE Score
- A baccalaureate degree from an accredited institution
- Academic honors and personal achievements
- Work experience
- Extra-curricular activities
- Letters of recommendation
- Personal Statement
- Evidence of applicant's motivation, character and fitness for the program

The MASS Program reserves the right to admit or deny students based on the holistic assessment of each applicant.

Non-Degree Seeking Students

Non-Degree Seeking students who do not meet the qualifications listed above are **NOT** permitted to take more than twelve (12) semester hours until they have been admitted to regular status. Non-Degree Seeking students are not eligible for any financial assistance. Further information regarding Non-Degree Seeking status can be found:

<https://www.famu.edu/index.cfm?graduatestudies&Non-DegreeSeekingApplicants>

10% Exception Rule

Under the 10% exception rule one student may be admitted to regular status for every ten (10) fully qualified students entering the program.

Students admitted to the program may receive credit for up to six (6) graduate semester hours of transferred courses from another institution. The Coordinator of the MASS Program will determine all approved transferred credit hours.

Note: A cumulative GPA of 3.0 must be maintained regardless of course/credit hour load. A student may not earn more than two (2) C's; otherwise the student will be dropped from the program. All students must take the GRE before they will be able to enroll in classes.

Prerequisite Classes

Those students whose undergraduate degrees are in areas outside their chosen area of concentration may be required to take designated undergraduate courses to prepare them for entrance into the MASS program. The chair of the department of the major area and the coordinator of the program shall make such determinations. Prerequisites for Political Science/Public Administration, Criminal Justice, and History are as follows:

Political Science / Public Administration

- PAD 3003 – Public Administration
- POS 2041 – American National Government

Criminal Justice

- CCJ 3117 – Theories of Criminal Justice
- CCJ 4700 – Research Methods in Criminal Justice

History

- HIS 3104 – Historiography
- AFA 4936 – Senior Seminar in African-American Studies

Admission Procedures

The application process begins with the School of Graduate Studies and Research. All applications are now online. Please go to the FAMU website www.famu.edu under Academic then Graduate Programs and click “Apply Now”. Once you have submitted your application it will be forwarded to the coordinator of the MASS program for review. After an admission decision has been reached, you will be contacted by the Graduate School via email.

Application deadlines:

- Summer Admission – All concentrations, March 1
- Fall Admission – All concentrations, July 1
- Spring Admission – History & Criminal Justice, November 1

In addition to submitting an application for admission, each student must also submit:

- Three (3) signed letters of recommendation;
- Biographical Sketch (Personal Statement) - 1,000 word minimum;
- Resume;
- GRE scores (required for admission)

Program Curriculum

Public Administration

Summer C (13 Weeks)

ISS 6942 – INTERNSHIP **or** PAD 5971 –
THESIS

Summer B

ISS 5939 – INTERDIS SEM S-SCI I
PAD 6060E - SEM PUBL MGMT

Fall

ISS 5939 – INTERDIS SEM S-SCI I
ISS 6305 – RESEARCH METHODS
PAD 6227 - SEM PUBL FIN ADM
PAD 5417E - PROB PUBL PERSON ADM

Spring

PAD 5701 – STAT PUBLIC MANAGERS
PAD 6035 - SEM ADM POLITICS
PAD 5025 - PUBLIC MANAGEMENT
PAD 5306 - PROB PUBL POLC ANAL

History

Summer C (13 Weeks)

ISS 6942 – INTERNSHIP **or** HIS 6971 –
MASTER'S THESIS

Summer B

ISS 5939 – INTERDIS SEM S-SCI I
HIS 5209 – CONTEMPORARY PROB

Fall

ISS 5939 – INTERDIS SEM S-SCI I
ISS 6305 – RESEARCH METHODS
AMH 5930 - SELECT TOPICS US HIS
AMH 5578 - PROB AFRI-AMER HIS

Spring

ISS 5316 – ADV APPLIED STAT RES
AFS 5151 - LIFE CUL SUB-SAH AFR
AMH 5409 - PROB HIS OF SOUTH
AMH5176 - CIVIL WAR RECONSTRUC

Criminal Justice

Summer C (13 Weeks)

ISS 6942 – INTERNSHIP **or** ISS 6972 –
RESEARCH AND THESIS

Summer B

ISS 5939 – INTERDIS SEM S-SCI I
CJJ 5020 - JUVENILE JUSTICE

Fall

ISS 5939 – INTERDIS SEM S-SCI I
ISS 6305 – RESEARCH METHODS
CCJ 5608 - CRMNOLGY THRY & PRAC
CCJ 5940 - SPEC TOP CRIM JUST I

Spring

ISS 5316 – ADV APPLIED STAT RES
CCJ 5941 - SPEC TOP CRIM JUS II
CCJ 5446 - CORRECTIONAL MGMT
CCJ 5934 - CONT ISSUES CRM JUST

Global Security and International Affairs

Summer C (13 Weeks)

ISS 6942 – INTERNSHIP

Summer B

ISS 5939 – INTERDIS SEM S-SCI I
CPO 6036 – POLITICAL ECONOMY OF
DEVELOPING COUNTRIES

Fall

ISS 5939 – INTERDIS SEM S-SCI I
ISS 6305 – RESEARCH METHODS
INR 5037 – SEMINAR ON DEVELOPING
COUNTRIES
INR 5036 – POLITICS OF GLOBALIZATION

Spring

ISS 5316 – ADV APPLIED STAT RES **or** PAD
5701 – STAT PUBLIC MANAGERS
INR 5105 – AMERICAN FOREIGN POLICY
INR 6365 – SEMINAR IN INTELLIGENCE
INR 5138 – HOMELAND SECURITY

Financial Support and Awards

Requirements for Graduate Assistantships

The MASS program awards a number of Graduate Assistantships every year. To qualify for a Graduate Assistantship, you must maintain over a 3.0 GPA in the program and be enrolled for a minimum of nine (9) hours in the Fall/Spring semesters or six (6) hours in the Summer semester. Only students who enter the program in the Summer or Fall can qualify for an assistantship. Graduate assistantships are based on GPA. The department awards one Graduate Assistant for each of the concentrations, one for the MASS coordinator, and one for the department chair.

Graduate assistants are required to work 20 hours per week assisting the faculty with research, proctoring exams, etc. The Graduate Assistant award is worth around \$10,000 per year. The exact amount varies depending on funding.

Requirements for Fellowships/Waivers

The MASS program has a limited number of Fellowships and waivers available to students. These awards are distributed based on GPA. To qualify, students must maintain over a 3.0 GPA in the program and be enrolled for a minimum of nine (9) hours in the Fall/Spring semesters or six (6) hours in the Summer semester. The amount of the award varies from year to year based on funding and number of students.