



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

**Department of Sociology
Major/Minor Undergraduate Student Handbook
AY 2024-2025**

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<https://www.csub.edu/sociology/>

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Table of Contents

- I. Introduction
- II. BA Sociology Program Information
- III. Sociology Major Advising
- IV. Academic Policies and Procedures
- V. Scholarships, Awards, Honors, and Fellowships
- VI. Professionalism

I. INTRODUCTION

The Department of Sociology at California State University, Bakersfield (CSUB) hopes that this student handbook will provide current and prospective majors and minors the information needed to become a successful, well-rounded, and sociologically knowledgeable citizen in a rapidly-paced and ever-changing society.

What is Sociology?

Sociology is the study of social life, social change, and the social causes (influences) of human behavior. It focuses on how people coordinate their activities to achieve both individual and collective goals. Sociology is different from the other social and behavioral sciences in two important ways. First, it places primary importance on the social group within the larger society. Second, it seeks to explain the broad range of human behavior as it is influenced by the social context. Thus, sociology studies the major issues of our times and seeks to understand their complexity and predict their future. It investigates how patterns of social activity originate, what sustains them, why they take one form rather than another, and how they change. Since the focus is on the dynamics of social life, through research methodologies and sociological theory, Sociology covers a range of topics such as the social Self, deviance, race, socioeconomic status (SES), gender, and sexuality to broad social matters such as immigration, education, health, and culture. Sociology provides an excellent program of study to prepare students for either graduate school or employment after graduation.

Sociology at CSUB

CSUB offers a Bachelor of Arts (B. A.) degree program, a fully online Bachelor of Arts (B.A.) program through Extended Education, and a minor in Sociology. The B.A. program in Sociology is offered on both the Bakersfield and Antelope Valley campuses. To find out more about this exciting and rewarding field, contact us at (661) 654- 2368 or visit our website: www.csub.edu/sociology The Department of Sociology main office is located in Dorothy Donahoe Hall (DDH) AA 209.

For students enrolled at the Bakersfield and Antelope Valley (AV) campuses, the Sociology program is NOT a fully online program. Students enrolled at either campus should not expect to complete their degree requirement by only taking fully online classes. During the COVID-19 pandemic, most programs at CSUB were forced to mobilize emergency remote instruction (i.e., fully online courses). However, since Fall 2022, the Sociology B.A. program has operated with a range of course modalities including in-person, hybrid, fully online (asynchronous), instructional television (ITV) and fully online synchronous (Zoom). Moving forward, several of the program's core classes, as well as elective classes, will be offered only in-person and students are expected to register for these courses to complete degree requirements. Online course options will continue to be offered as our program has been a campus leader in online learning for many years.

CSUB Sociology's Mission

As stated on the Sociology Department website, our goal is to advance students' intellectual preparation in macro and micro sociological concepts through rigorous, substantive, theoretical, and methodological coursework. The program provides opportunities for praxis-oriented internships, independent research projects, and on-going and continuous engagement with the program faculty's teaching and research activities. Our graduates will have the personal and scholarly skills needed to face the challenges associated with social change, diversity of persons and ideas, and an evolving global economy. For a list of all Sociology faculty and staff, visit the Sociology webpage: <https://www.csub.edu/sociology/faculty-staff.shtml>

Based on their personal, intellectual, and career interests, undergraduate Sociology majors may choose from one of three pathways: the general/traditional Sociology pathway, the Human Services concentration or the Racial and Ethnic Dynamics concentration. Regardless of the pathway selected, all Sociology students are required to take the same set of lower division (1000-2000 level) and upper division (3000-4000 level) "core" classes. For each concentration, there may be additional required courses specialized for the pathway. The list of all sociology courses and their descriptions can be found via the "Academics" tab on the Sociology Department webpage: https://www.csub.edu/sociology/_files/Sociology_Course_List.pdf

Students who minor in Sociology are required to take SOC 1008: Introduction to Sociology and any three upper division electives. Sociology minors cannot enroll in core, required major courses. The list of minor electives is located on the Sociology Department webpage: https://www.csub.edu/sociology/_files/Minor_in_Sociology.pdf

II. BA SOCIOLOGY PROGRAM INFORMATION

There are three (3) pathways for the Sociology major: Traditional/General, the Human Services Concentration, and the Racial-Ethnic Dynamics Concentration. Each pathway has its own set of elective courses that vary by catalog year, so be sure you know which pathway you have selected and familiarize yourself with its specific academic outline. (See Appendix titled "...") Regardless of pathway, **all** sociology majors are required to take the following core courses:

- SOC 1008: Introduction to Sociology
- SOC 2018: Self and Society
- SOC 2208: Introduction to Statistics in the Social Sciences (or equivalent)
- SOC 2300: Race & Ethnicity **or** SOC 2400: Sex & Gender
- SOC 3000: Introduction to Research Methods
- SOC 3100: Classic Sociological Theory
- SOC 3110: Contemporary Sociological Theory
- SOC 3208: Diversity and Research Ethics

SOC 4000: Social Stratification

ONE 4000-level methods: SOC 4200, SOC 4210, SOC 4230, or SOC 4250

SOC 4988: Senior Seminar (includes 1-unit General Education capstone)

Earning a minimum grade of C- is required for the following core courses: SOC 3000, SOC 3100, SOC 3110, the 4000-level methods course, and SOC 4988.

General Education (GE) Requirements

In addition to completing lower-division GE courses, juniors and seniors must take upper division GE courses in order to graduate. Refer to the General Education course list from the GE website for all courses eligible for lower-division and upper-division GE requirements: <https://www.csub.edu/ge/students.shtml>

Required Upper-Division GE Courses:

- Two Thematic Courses: one (1) course from Upper Division B (UDB), Physical/Life Science AND one (1) course from Upper Division C (UDC), Arts and Humanities.
NOTE: Sociology majors do not need to take a course from Upper Division D (UDD), Social and Behavioral Science.
- Graduate Writing Assessment Requirement (GWAR): one (1) of the designated courses that satisfies the GWAR requirement; use this link to check courses offered each semester: <https://www.csub.edu/ge/students.shtml>
- Junior Year Diversity & Reflection (JYDR): one (1) course from the designated courses. **SOC 3208 fulfills the JYDR requirement** and a core, major requirement.
- Capstone: the 1-unit Capstone requirement is fulfilled by taking SOC 4988: Senior Seminar typically during the last semester of your senior year. You do not need to register for a separate capstone course.

III. SOCIOLOGY MAJOR ADVISING

Freshman and sophomore majors are advised by a professional advisor in the SSE Advising Center. First semester transfer students initially meet with a professional advisor and then are assigned to a Sociology faculty advisor. Contact the SSE Advising Center for an appointment: <https://www.csub.edu/sseadvisingcenter/>

Once a sociology major has reached junior status (60 units), they are assigned to a sociology faculty advisor. Sociology faculty advisors assist majors with 1) planning their coursework (major and General Education courses) to complete the degree and 2) providing counsel for career planning or graduate school. It is important to meet with your faculty advisor during the advising periods set by the University, typically in early October

during the fall semester and in early March during the spring semester. To find out who is your major advisor, check myCSUB:

Advisor

Program Advisor

Rhonda Dugan

Details

Your faculty advisor may choose to advise you by one of the following modes: in-person, via Zoom, or through a Canvas “advising course.” Your faculty advisor will contact you via **your CSUB email account** to explain how to set up an advising appointment. It is important to check your CSUB email often to make sure you do not miss important information related to advising. Faculty advisors do not contact you through your non-CSUB email account. If you do not hear from your faculty advisor, then contact them about making an advising appointment.

Know your catalog year and its requirements for both Sociology major courses and General Education (GE) courses since each catalog likely has small differences for requirements. While your faculty advisor will work with you on selecting courses, it is your responsibility to know the requirements for your pathway for a given catalog year. Often, your advisor will ask you to prepare for an advising appointment by creating a tentative schedule. If you are unsure of your catalog year and/or which major option you are in, log in to myCSUB and search under “Academic Requirements” to find out your catalog. You will see the following graphic:

Current Academic Objective		
Career:	Undergraduate	Fall 2023
Program:	UGRD - Baccalaureate	Fall 2023
Plan:	Sociology - BA	Fall 2023
Sub-Plan:	Human Services	Fall 2023
Expected Grad Term:		
Graduation Status:	Eligible to Apply for Graduation	

This sociology major’s catalog year is Fall 2023; their pathway (“sub-plan”) is the Human Services concentration and they would follow the specific requirements listed for that pathway.

- If your catalog date is **after** Fall 2016, selecting a minor is **optional** for majors in the Traditional option. If your catalog is dated **before** Fall 2016, then you are required to select a minor in order to graduate.
- Lower-division courses are numbered 1000-2000; upper-division courses are numbered as 3000-4000

If you need a copy of the academic outline for your selected pathway, visit the “Resources” page on the Sociology website: <https://www.csub.edu/sociology/resources.shtml>

Take the time to prepare for your appointment with your assigned faculty advisor so that you can maximize time. If, after your appointment you still have questions, contact the Department Chair for help. Do not contact multiple faculty advisors since they have their own list of advisees. Furthermore, be sure to follow the suggested schedule that you build with your faculty advisor each semester. Should you choose not to follow the suggested schedule, you risk not making academic progress and delaying graduation.

Registration, Holds, & Enrollment Date

Each student is given an enrollment appointment to register for classes—check myCSUB for your day and time by clicking on “Details”:

Enrollment Appointment

Shopping Cart Appointment
Your Shopping Cart for the Fall 2024 Regular Academic Session session is available for use beginning February 22, 2024.

Enrollment Appointment
You may begin enrolling for the Fall 2024 Regular Academic Session on April 8, 2024.

Details

To be a full-time student and qualify for financial aid, you must register for a minimum of 12 units. Typically, students take 12-15 units per fall or spring semester. Contact your financial aid counselor for assistance: <https://www.csub.edu/financial-aid/>

For information on how to register for classes on myCSUB and/or the waitlist process, and other registration-related questions, go to this link: <https://www.csub.edu/admissionsandaid/Registrar/classes/index.html>

Check on myCSUB to make sure that you do not have any holds on your account that prevent you from registering for classes on your enrollment date. There are number of different holds that can be placed on your account: Advising, Judicial Affairs, Financial, or Immunization.

Holds

No Holds.

While your sociology faculty advisor can lift your advising hold after an appointment, if you have another type of hold, you will need to contact the appropriate unit/department to lift the hold so that you can register for classes.

<https://www.csub.edu/admissionsandaid/Registrar/classes/holds/index.html> Note that for some holds, it may take 24 hours for myCSUB to clear a hold, so take care of any/all holds ASAP so that you do not miss your enrollment date!

Waitlisted Courses

If a course you wish to take is fully enrolled, then you can add yourself to the waitlist. Each faculty member has their own procedure for adding students from the waitlist, including the option of not adding students beyond the enrollment total for the course. In other words, professors are not obligated to add waitlisted students if their course has reached the enrollment limit—this includes fully online courses.

How to Search, Add, and Drop Courses on myCSUB

If you need help with searching, adding, or dropping courses, go to the Student Resources Page via the SSE Advising Webpage: <https://www.csub.edu/sseadvisingcenter/sse-student-resources.shtml>

Through myCSUB, you can search for course offerings from all campus departments in order to build your course schedule. For specific instructions on how to enroll in courses, go to this link: <https://www.csub.edu/admissionsandaid/Registrar/classes/index.html>

Look for the “Search” tab in myCSUB and enter specific search criteria. Make sure to select “Undergraduate” for “Course Career”--otherwise the search will not show any courses. Furthermore, do not check “Show Open Classes Only” so that you can always see all courses offered, even if a course is waitlisted or closed once registration begins. After you have entered search criteria, click on the “Search” button.

Institution Cal State Univ., Bakersfield ▾

Term Fall 2024 ▾

Select at least 2 search criteria. Select Search to view your search results.

^ **Class Search**

Subject Sociology ▾

Course Number is exactly ▾

Course Career Undergraduate ▾

Show Open Classes Only Open Entry/Exit Classes Only

The list of course offerings—“Search Results”—should appear on your screen. Scroll through the entire list of courses offered; note the color-coded symbols to reference whether a course is open, closed, or on a wait list. The following graphic is the start of the list of all course sections offered (71) in Sociology for Fall 2024.

Cal State Univ., Bakersfield | Fall 2024

The following classes match your search criteria Course Subject: **Sociology**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

Class Status Legend

OPEN
 CLOSED
 WAIT LIST

Instruction Mode Legend

FTF (Face to Face) Class meetings Face-to-Face on campus at scheduled times	A1 (Fully Online) Online course (24/7) via Canvas with no scheduled meeting times	S1 (Zoom) Class meetings via Zoom at scheduled times	S2 (Hybrid) Class meetings Face-to-Face at scheduled times and online (via Zoom or Canvas)
ITV (Instructional Television) Class meetings Face-to-Face at Main Campus with televised instruction for AV Campus at scheduled times			

71 class section(s) found


^ SOC 1008 - Introduction to Socioloav


Each course listed in the search results provides general information about the course for quick review, including the class number (CRN).


^ SOC 4210 - Qualitative Research Methods

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS	INSTRUCTION MODE	VIEW BOOKS
81287	01-LEC Regular	TuTh 4:00PM - 5:15PM	Business Development Ctr 163B	Rhonda Dugan	08/26/2024 - 12/16/2024	<input checked="" type="checkbox"/>	FTF (Face to Face)	View Books
Class note: Students in this class will meet in person at CSUB at the time and place listed. Students will be expected to attend all class sessions in person in a classroom at the university.								

However, for specific course details, click on the course CRN (in the example above for SOC 4210, the CRN is 81287) to review class details (prerequisites, number of units, class size, course description, instruction mode, waitlist information and General Education requirements (if applicable))

 > Search for Classes > Class Detail > Cal State Univ., Bakersfield > SOC 4210 - 01 Qualitative Research Methods

 Rhonda Dugan

Class Details	
Status	 Open
Class Number	81287
Session	Regular Academic Session
Units	3 units
Instruction Mode	Face to Face
Course Components	Lecture Required
Career	Undergraduate
Dates	8/26/2024 - 12/16/2024
Grading	Normal Grade Course
Location	CSU Bakersfield Main Campus
Campus	CSUB Main Campus

In addition to the Bakersfield campus, there are sociology courses offered at CSUB-Antelope Valley (AV), so pay attention to the “Location” and “Campus” information. Some courses are for CSUB-AV students **only** while other courses are offered for students at both Bakersfield and AV campuses. In the following graphic, this section of SOC 4210, Qualitative Research Methods, is **only** offered to Bakersfield students (i.e., “Main Campus”, as indicated in “Enrollment Requirements.”)

Meeting Information			
DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
TuTh 4:00PM - 5:15PM	Business Development Ctr 163B	Rhonda Dugan	08/26/2024 - 12/16/2024

Enrollment Information	
Enrollment Requirements	Main Campus Prerequisite: SOC 3000 or equivalent course (passing grade of C- or higher required); must be a Sociology major.
Class Attributes	Face to Face

Class Availability	
Class Capacity	25
Wait List Capacity	0
Enrollment Total	23
Wait List Total	0
Available Seats	2

Notes

Class Notes
Students in this class will meet in person at CSUB at the time and place listed. Students will be expected to attend all class sessions in person in a classroom at the university.

Description

This course is an introduction to the basic elements of qualitative research. The qualitative methods that we cover include, but are not limited to, participant observation and interviewing techniques. The topics covered in this course include: the process, purposes, and goals of qualitative research; how to select a research project, validity in qualitative research; the code of ethics for sociological research; taking, coding, and analyzing field notes; conducting, coding, and transcribing interviews; writing and representation; and coping with research results or topics that present challenges to the researcher. Students gain experience with qualitative research methods through practical field exercises. Prerequisite: SOC 3000 or equivalent course (passing grade of C- or higher required); must be a Sociology major. A grade of C- or higher is required for graduation. Students who do not achieve the minimum grade will have to re-take the course and get a grade of C- or higher to graduate.

Textbook/Other Materials

Enrollment Status
Click on the "View Books" icon on the previous screen to see required course materials/textbook data.

Lastly, you can do an “Advanced Search” by clicking on “Additional Search Criteria” when looking for courses by selecting criteria such as mode of instruction (fully online, hybrid, in-person), specific days of the week, campus location for a course (Bakersfield, Antelope Valley), and General Education for a given semester to narrow your search results and save time.

^ Additional Search Criteria

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

IV. ACADEMIC POLICIES AND PROCEDURES

As a Sociology major at CSUB, there are a variety of academic policies at both the department and University level that are important to know as you work toward earning your BA degree.

Department Policies and Procedures

Using CSUB Email

For department and University business, students are expected to use their CSUB email account. Sociology faculty advisors communicate with students via CSUB email, so it is important for you to check your CSUB email account often.

Curriculum—Minimum Course Grade for Core, Required Courses (Approved 9-20-2024)

Students must earn at least a C- in the following core, required courses in order to graduate:

- SOC 3000
- SOC 3100
- SOC 3110
- SOC 4200, 4210, 4230 or 4260
- SOC 4988

If a student does not earn the minimum grade the course, then they must retake the course to earn the C-grade. Furthermore, if a student is enrolled in SOC 3110, a 4000-level methods course or SOC 4988 and does not earn the minimum grade for a course that serves as a prerequisite, then the student will be notified of their removal from the course via their CSUB email account.

Curriculum--Course Sequencing (Approved 9-20-2024)

There are certain required core courses that must be taken in a sequential order based on the sociology curriculum structure since some of the courses are prerequisites for other core courses.

Theory Sequence: SOC 3100, SOC 3110

Methods Sequence: SOC 3000, 4000-level course (SOC 4200, 4210, 4230 or 4260)

In addition, to take SOC 4988, a student must have completed both the theory and methods sequenced courses OR **can take SOC 3110 OR a 4000-level methods course concurrently with SOC 4988**. Majors cannot take SOC 3110, a 4000-level methods course and SOC 4988 in the same semester. There are no exceptions to this policy.

Sociology Upper Division Elective Course Transfer (Approved 9-20-2024)

For Sociology majors who transfer to CSUB from another college/university, the department will not accept core, upper division major courses (i.e., theory, methods, Social Stratification, Senior Seminar) to count toward the Sociology degree. However, the department will accept upper division Sociology elective coursework from another college/university depending upon the student's catalog year **and** if the department offers a similar/same course in the catalog:

- For transfer students whose CSUB catalog is dated AY2016-2021 and is on the Traditional major pathway, the department will accept no more than **six (6) units (or two [3] courses)** of upper division Sociology electives
- For transfer students whose CSUB catalog is dated AY2022 or later and is on the Traditional major pathway, the department will accept no more than **nine (9) units (or three courses)** of upper division Sociology electives
- For transfer students, regardless of CSUB catalog year, who are either in the Human Services concentration or the Racial-Ethnic Dynamics concentration, the department will accept no more than **nine (9) units (or three [3] courses)** of upper division Sociology electives

The transfer courses must have a grade and earned units to be considered for approval. Students who wish to transfer Sociology upper division elective coursework from another college/university must submit a Major-Minor Course Substitution Form to the Sociology department chair for approval: <https://www.csub.edu/registrar/records.shtml>

Course Recertification Policy (approved by department vote on 9/17/2021)

According to the CSUB catalog, students must have taken courses for the major and minor, including pre-requisites, within 10 years of the date of the degree. Exceptions to the policy may be granted if a student can demonstrate currency in the relevant course or courses to the satisfaction of the faculty in the department or program offering the major and minor. The Sociology Department has instituted the following policy governing the recertification of courses for the major. The courses available for recertification are those courses currently required by the Department and offered on a regular basis. To complete course recertification, review the following information:

- Students who wish to recertify a course in Sociology should contact the Department Chair, who maintains a list of faculty who are responsible for recertification of specific courses. Students are required to notify the Department Chair of their request for recertification by the Census Date of each semester.
- A student must take the recertification exam with the assigned faculty member. A syllabus for the course will be provided. The exam will be comprehensive with objective questions similar to a comprehensive final exam. Once the faculty member has been contacted and a syllabus has been provided, **the exam must be**

completed within two months. If the exam is not passed, a second attempt is available and must be taken within two weeks of receiving an exam grade. Note: “Senior Seminar” must be retaken and cannot be recertified by exam.

- Recertification requires a grade of “C-” (70%) or better on the exam.
- If a student fails to pass the recertification exam on the second attempt, **the student will be required to retake the course.**

University Policies

Academic Notice

An undergraduate student whose GPA (CSUB or Overall) falls below 2.0 will be placed on “Academic Notice” (previously called “Academic Probation”) by the University and a hold will appear on their myCSUB account. Students who receive Academic Notice are required to complete a workshop in order to remove the hold. Faculty advisors cannot remove the registration hold. For questions about Academic Notice, go to:

<https://www.csub.edu/aarc/what-is-academic-notice.shtml>

Final Grade Appeal Process

For information about the student complaint and grievance process, click on this link:

https://www.csub.edu/deanofstudents/_files/grievance-procedures-university-handbook.pdf

Student Code of Conduct

For CSUB policies related to student conduct, review information by clicking on this link:

<https://www.csub.edu/deanofstudents/policies.shtml>

V. SCHOLARSHIPS, AWARDS, HONORS, AND FELLOWSHIPS

Within the department and across campus, there are opportunities for sociology majors to be recognized for their high academic standing, community involvement, or participate in funded independent research activity. Additionally, CSUB offers a number of scholarships that are externally funded by individual donors, as well as non-profit and corporate organizations. For more information, go to: <https://www.csub.edu/financial-aid/types/scholarships.shtml>

Department/School

The Gonzalo Santos Public Sociology Scholarship

This scholarship is named after Dr. Gonzalo Santos, Professor Emeritus of Sociology, was a faculty member in the Department of Sociology for 29 years (1992-2021). He was an activist for many social movements, including the antiwar movement against the Vietnam War and the Chicano Movement. In the summer of 2013, at the age of 63, he walked a 280-mile pilgrimage for immigrants' rights down the Central Valley from Sacramento to

Bakersfield. Dr. Gonzalo Santos continues to be an advocate for immigrants' rights in the community and lives by the maxim, "You study to practice, and practice to study." To apply, students must meet the following scholarship requirements:

- Sociology Major with a minimum GPA of 2.75
- Be a Junior or Senior for a full academic year
- Actively involved in the application of sociology through community engagement (community service, volunteerism, and activism), providing services to vulnerable populations, raising funds for social causes, volunteering for community-based and social service organizations, and/or organizing, advocating, and/or engaging in activism for social change.
- Submit a 500-word statement answering the following questions:
In which ways are you involved in the application of sociology through community engagement (including, but not limited to the following: community service, volunteerism, and activism)?
Using sociological reflection, how have you made a social impact through your community engagement?

Two (2) students will be awarded \$1,000; the funds will be paid through installments of one-half (1/2) each semester of an academic year. For questions about the scholarship, contact Dr. Katt Bongar Hoban: kbongar-hoban@csu.edu

Outstanding Undergraduate Student in Sociology

A senior sociology major can be nominated for this honor. To be eligible for this honor, a student must have completed all graduation requirements at the end of a given academic year and be nominated by a sociology professor. Eligible seniors are reviewed by the following criteria:

- GPA
- Exemplary research achievement
- Exemplary service to the department/university/community
- Triumph over adversity
- Post baccalaureate career plans/graduate school

After careful consideration of student nominees by department faculty, the faculty vote on the student who best exemplifies the outstanding student designation. The student's name is forwarded to the SSE Dean's Office and the "Outstanding Student Review Committee" to be considered for the SSE Outstanding Undergraduate Student honor for the School.

Alpha Kappa Delta (AKD)—International Sociology Honor Society

Alpha Kappa Delta, the Sociology Honor Society was founded in 1920 in the Sociology Department of the University of Southern California by Dr. E.S. Bogardus. The name, Alpha

Kappa Delta, represents the first three letters of three Greek words: anthropon (mankind), katamanthanein (to investigate thoroughly or to conduct research), and diakonesein (for the purpose of service). The name, freely interpreted, signifies social research for the purpose of service. There are more than 500 chapters of the Society. (The Alpha Xi chapter for Bakersfield started in 2005.) Membership is limited to undergraduate and graduate students with high academic achievement. Your class rank and grade point average qualify you for membership.

Any student who is interested in being a member of the chapter needs to meet or exceed the following requirements:

- The applicant must be a sociology major and demonstrate a serious interest in the discipline.
- The applicant must be at least a junior.
- The applicant must have an overall rank in the top 35% of their class or an overall GPA of 3.3.
- The applicant must have completed at least 4 classes in sociology.

For more information, contact Dr. Jonathan Basilio: jbasilio@csub.edu

University-Wide

Helen Louise Hawk Honors Program

CSUB students of any major can participate in the Honors Program. Eligible students (first year students, transfer students) are invited to apply to the Honors Program. For more information, contact Honors Program office: <https://www.csub.edu/honors/>

Alpha Chi Honor Society

Alpha Chi is an academic honor society that recognizes students who demonstrate academic excellence. Eligible students (top 3% of student body) are invited to apply. For questions, review information here:

<https://www.csub.edu/alphachi/Criteria%20for%20Membership/index.html>

Student Research Scholars (SRS)

Sociology students have the opportunity to apply for financial support by becoming a part of the campus's Student Research Scholars (SRS) Program. As part of a student-faculty team, a student can receive \$2,000 award to carry out their research. For more information: <https://www.csub.edu/grasp/student-research-scholars-program-srs.shtml>

Kegley Institute of Ethics Fellowships (KIE)

The KIE provides fellowship opportunities for students of any major who are interested in developing an ethics-based project, event, or activity:

<https://www.cs.csubak.edu/~kie/kie-valley-strong-student-fellowships/>

VI. PROFESSIONALISM

While students are focused on completing academic requirements for graduation, there are expectations, i.e., “soft skills” that are also important to develop as you head into graduate school or the workforce.

Professional Correspondence with Faculty

When contacting a professor through email or phone, it should be conducted in a professional manner by addressing them as “Dr.” or “Professor” depending upon their professional title at CSUB. You are interacting with professors as part of a professional exchange. Remember that a response to your voicemail or email message may take longer if the correspondence is delivered unprofessionally.

Remember that professors develop course policies and procedures to ensure fairness to all students in a given class. There are ways to talk with a professor about your situation without attacking them verbally or in written form.

Additionally, while professors appreciate students’ efforts on coursework, they can only grade *the actual coursework that has been submitted*. Arguing for better grade with a professor because you worked hard on an assignment may not be a valid reason for the grade you earned on an assignment. The best course of action is to meet with your professor to talk about your grade and have a conversation with them to learn how to improve on subsequent coursework in the class.

Asking a Professor for a Letter of Recommendation or Professional/Academic Reference

Prior to listing a professor as your reference for a scholarship, a job opportunity, or application for graduate school, **be sure to ask them for permission**.

- Identify a professor who you feel knows your academic background, particularly a faculty member who has had you in at least one of their classes or has worked with you on your independent research project or you have worked with a professor as a teaching assistant (TA) or research assistant (RA).
- Once you have identified a professor, compose a formal request to send by email and/or make an appointment with the professor to meet with them to discuss having them write a letter of recommendation.
- Make your “ask” as early as possible, *at least a month in advance of the submission deadline*. Faculty do recognize that an opportunity may come up suddenly and you will not have a month’s notice—even in such cases, ask them ASAP!

- When asking a professor to complete a letter for you, be sure to provide as much detail as possible. Also, provide your professor with a letter of intent or statement of interest that you will submit as part of your application. Even though your professor knows you, having information about your plan helps them write a strong recommendation letter.
- Consider sending a reminder to your professor about the letter of reference deadline. Professors can get busy and can unintentionally forget they have agreed to write a reference letter for you.