



Social Foundations

History | Philosophy | Qualitative Research | Anthropology | Sociology

Social Foundations of Education MASTER'S STUDENT HANDBOOK



School of Educational Foundations,
Leadership & Aviation
College of Education and Human Sciences

OKLAHOMA STATE UNIVERSITY
Updated: 10/2020



Table of Contents

Welcome to Social Foundations	3
Organizational Structure	4
Administration and Office Information	5
Social Foundations Faculty	6
M.A. Degree Program Overview	8
The Admission Process	12
Where to Begin?.....	12
Application Procedures.....	12
Documents Required for Admission Review.....	12
Admission Deadlines.....	13
Admission Decision.....	13
Funding.....	13
Post Admission & Milestones	15
Getting started in the program.....	15
Assignment of temporary advisor.....	15
Continuous enrollment requirements.....	15
Leave of absence provisions.....	16
Annual progress reports and appeal.....	16
Graduate forms.....	17
College graduate students service coordinator.....	17
Advisory committee.....	18
Plan of study.....	18
Comprehensive examinations.....	19
Reporting results of comprehensive examinations and retake.....	20
Master's thesis and defense.....	20
Graduation.....	21
Academic integrity.....	21
Responsible Conduct of Research (RCR).....	21
Institutional Review Board (IRB).....	22
Appendices	
A. Comprehensive Exams Evaluation Rubrics.....	23
B. Thesis Oral Defense Evaluation Rubrics.....	25
C. Resources.....	27



Welcome to Social Foundations!

Social Foundations of Education is an interdisciplinary field concerned with diverse factors that profoundly influence education. We explore how historical, philosophical, socio-cultural, political, economic, and religious elements shape educational processes and experiences and how education, in turn, influences society. As a field, we are ultimately striving for a more equitable, just, peaceful, and democratic society and world. Our graduates are higher education and K-12 educators, community activists, educational leaders and policy analysts. Access the Social Foundations website [here](#)

The Graduate College [website](#) and [OSU Catalog](#) should also be consulted for general requirements of the Graduate College, specific course descriptions, and other useful information (e.g., publications on the Appeals Procedure, Graduate Assistant Handbook). In Stillwater, the Graduate College office is located in 202B Whitehurst, (405)744-6368. In Tulsa, the Graduate Student Services Center is located in North Hall 130, (918)594-8455.

Careful study of this handbook, the University Catalog, and the Graduate College web pages will aid you with long-term planning of your program of study, help you to avoid misunderstanding of requirements and expectations, and increase the likelihood that you will have a highly positive experience as a graduate student in the Social Foundations of Education Program.

Note: Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. The STUDENT is responsible for keeping up to date with all program, college, and university requirements and deadlines. Not doing so can result in substantial financial consequences and delays to a student's graduation timeline.



Organizational Structure

The degree in which you are enrolled is a M.A. in Social Foundations of Education (SCFD). The Social Foundations of Education academic program is in the School of Educational Foundations, Leadership, and Aviation or SEFLA. The School Head is Dr. Chad Depperschmidt (405) 744-6632.

<https://education.okstate.edu/scfd>



Administration and Office Information

Program Coordinator, Social Foundations of Education

Guoping Zhao, Ph.D.

Office: 211 Willard Hall

Phone: (405) 744-9897

zhaog@okstate.edu

School Head, SEFLA

Chad Depperschmidt, Ph.D.

Office: 207 Willard Hall

Phone: (405) 744-6632

chad.depperschmidt@okstate.edu

Kathy Curry, Ph.D.

Associate School Head

Office: 306 Willard Hall

Phone: (918) 520-9217

katherine.curry@okstate.edu

SEFLA Administrative Support Staff

Amber Grim

Office: 204 Willard Hall

Phone: (405) 744-6278

amber.grim@okstate.edu

Pat Karcher

Office: 204 Willard Hall

Phone: (405) 744-6632

patricia.karcher@okstate.edu

Graduate Coordinator, CEH

Kristen Kulling (Contact for graduate student academic matters in our College)

Office: 330A Willard Hall

Phone: (405) 744-6869

Eha.grad.stuies@okstate.edu

Associate Dean for Academic Affairs, CEH

Adrienne Redmond-Sanogo, Ph.D.

Office: 109 Human Sciences

Phone: (405) 744-5056

adrienne.redmond@okstate.edu

Associate Dean of Research, Engagement, and Administrative Support, CEH

Christine Johnson, Ph.D.

Office: 339 Willard Hall

Phone: (405) 744-3373

christine.johnson@okstate.edu



Social Foundations Faculty

Click [here](#) for the link on the OSU website.

Guoping Zhao, Ph.D.

Professor and
Program Coordinator
211 Willard Hall
405-744-9897
zhaog@okstate.edu



Dr. Zhao is an internationally recognized scholar in the fields of philosophy of education, comparative philosophy, and comparative education. Her work covers a broad range of topics, including theories of subjectivity, ethics, spirituality, democracy, and dialogue between the Western and Chinese philosophies. She is the author of a recent book, *Subjectivity and Infinity: Time and Existence* (2020, Palgrave MacMillan), and the editor of several other books. She teaches Theoretical Foundations of Inquiry, Educational Philosophy, Diversity and Equity Issues of Education, among others. She is affiliate faculty with the School of Global Studies and Partnerships.

Lucy E. Bailey, Ph. D.

Associate Professor
215 Willard Hall
405-744-9194
lucy.bailey@okstate.edu

Dr. Bailey's expertise includes the theoretical foundations of inquiry and a range of (non) positivist qualitative research approaches, particularly those that work "with rather than on people" (Lather, 1997). She



teaches courses in feminist, narrative, auto/biography, historical, critical and poststructuralist theories and methodologies. Her scholarship draws from theoretical approaches in gender, race, and sexuality studies, cultural studies and anthropology to examine both current and historical diversity issues. She is the Director of Gender and Women's Studies at OSU and a strong voice in the OSU's effort to retain more women and people of color in the STEM fields.

Benjamin Bindewald, Ph. D.

Assistant Professor
213 Willard Hall
405-744-3461

ben.bindewald@okstate.edu



Dr. Bindewald's primary line of research addresses the role of religion in public education within the context of pluralist, democratic societies. He takes an interdisciplinary approach to scholarship that employs qualitative research methods and philosophical and historical inquiry to analyze educational policy and practice. His teaching interests include qualitative research methods, theoretical foundations of inquiry, religion and public education, teacher preparation, and philosophy and history of education. A former secondary social studies teacher, he is deeply committed to the project of public education and, particularly, to equality of educational opportunity and fair treatment of students and teachers.

Denise Blum, Ph.D.

Associate Professor
206 Willard Hall
405-744-9192

d.blum@okstate.edu

Dr. Blum's research focuses on the role of markets, governments and political economy in structuring education, socializing cultural identity(ies) and affecting equity issues in societies. She conducts ethnographic fieldwork in Mexico and Cuba and with immigrant groups in the United States. She specializes in critical ethnography and emancipatory methodological approaches. As a former school teacher in the US and abroad, her teaching interests include transformative



pedagogies, service-learning, popular culture, urban education and comparative education. She is the faculty advisor for OSU Cineculture, film screenings with discussion to raise awareness, and is affiliate faculty with the School of Global Studies and Partnerships.



M.A. Degree Program Overview

The M.A. in Social Foundations of Education is designed for those who are interested in increasing their knowledge base in history, philosophy, sociology, and anthropology of education and their research skills and critical and creative thinking skills. The degree will enhance current practitioners' and leaders' marketability and their capacity to earn professional development credits and pay raises. It will also prepare those who wish to continue on to earn a Ph.D. or another terminal degree in education and related fields. The curriculum is geared toward providing students with a strong foundation in theory and research, bridging together community service and outreach.

The curriculum for the M.A. degree is broken down into five areas described as follows:

- 1. Social Foundations Core:** This aspect of the degree will provide all students in the program with a knowledge base in four core areas of social foundations: history of education, philosophy of education, sociology of education, and anthropology of education.
- 2. Research and Inquiry:** This aspect of the degree is to provide students with basic knowledge and a set of skills in research and inquiry. This will be accomplished by providing core exposure to foundations of research design and methodology and opportunities to interpret and conduct research.
- 3. Social Foundations Electives:** This component of the program is designed to provide students with the opportunity to choose coursework in Social Foundations and related fields that help meet their unique interests, needs and future career goals.
- 4. Community Engagement and Advocacy:** Students who take advantage of this opportunity may work with existing college of education programs or consider creating projects that involve teacher activism, school-community partnerships, curriculum development, and grants to serve art, STEM, or literacy initiatives.
- 5. Master's Thesis:** The thesis demonstrates the culminating effort of student's Master of Arts degree. It is either a written report of a research-based original study or an essay presenting original ideas on a topic relevant to SCFD.

M.A. in Social Foundations of Education

Minimum of thirty-six (36) semester hours beyond bachelor's degree to include:

Social Foundations Core (12 credit hours)

SCFD 5123	History of Education
SCFD 5713	Educational Philosophy
SCFD 5873	Culture, Society, and Education
SCFD 5883	Educational Sociology

Research and Inquiry (9 credit hours, to be selected in consultation with advisor)

CIED 5073	Pedagogical Research
HIST 5023	Historical Methods
REMS 5013	Research Design and Methodology
REMS 5953	Statistical Methods in Education
SCFD 5913	Introduction to Qualitative Inquiry
SOC 5243	Social Research Design
SOC 5263	Quantitative Analysis of Social Research
SOC 5273	Qualitative Research Methods
SOC 5283	Advanced Qualitative Sociological Research
STAT 5043	Sample Survey Designs

Electives (9 credit hours; at least 3 within SCFD and remaining courses to be selected in consultation with advisor and primary program emphasis):

SCFD 5223	Role of the Teacher in American Schools
SCFD 5923	Popular Culture and Education
SCFD 5990	Problems and Issues in Social Foundations (e.g., Religion and Education, Child Sex Trafficking & the School)
SCFD 5993	Urban Education
SCFD 6853	Anthropology of Education
CIED 5623	Multicultural and Diversity Issues in Curriculum
CIED 5723	Gender and Curriculum
EDLE 5813	Leadership Theory and Ethical Decision-Making
EDLE 5953	Developing Educational Organizations
GWST 5300	Gender and Sexuality
HIST 5120	Readings Seminar in American History
HIST 5220	Research Seminar in American History
HIST 5140	Readings Seminar in European and World History
HIST 5240	Research Seminar in European and World History
SOC 5063	Seminar in Social Inequality and Stratification
SOC 5643	Seminar in Sociology of Gender

SOC 5663 American Pluralism, Race and Ethnicity in American Life
SOC 5493 Seminar in Environmental Justice
SCFD 5720* Education Workshop (Community Engagement and Advocacy)

Master's Thesis (6 credit hours)

SCFD 5000 Master's Thesis

* Or equivalent, based on advocacy focus



The Admission Process

Where to Begin?

Complete the online application found on the OSU Graduate College [website](#). You will be asked to upload official transcripts, a current resume, and a goals statement with your application and to identify individuals to provide a letter of recommendation. You will also be required to pay the application fee before your materials will be released for review.

Application Procedures

Those wishing to apply for the MA in Social Foundations of Education degree should submit all application materials through the online application portal <https://gradcollege.okstate.edu/apply>. Please check that all materials are complete and accurate (the Graduate College is unable to upload any supplemental materials for you). Letters of recommendation must be uploaded directly by the individual providing the recommendation. They will receive instructions how to do so through email, so please make sure all email addresses are accurate.

Documents Required for Admission Review

1. Official transcripts from all institutions of higher education indicating completion of a bachelor's degree. (Note: a minimum GPA of 3.0 is required.)
2. Two professional recommendations from faculty members familiar with the applicant's academic career or from professionals capable of providing information related to past academic ability, potential for graduate study, and writing ability.
3. Current and complete resume/curriculum vita that includes your educational background, professional experience, professional awards and honors, publications (if any), professional service, and references.
4. A statement of professional goals and objectives including how a MA in Social Foundations supports your goals/interests (approximately 500 words).
5. (optional) A sample of academic writing (e.g. term paper)
6. A personal (or virtual) interview may be required as part of the admissions process.

7. International applications must also submit TOEFL scores if English is a second language. <https://gradcollege.okstate.edu/prospective-students/english-proficiency.html>

Admission Deadlines

Rolling admission until July 1 for Fall admission. Rolling admission until December 1 for Spring admission. For international applicants, see the Graduate College requirement at:

<https://gradcollege.okstate.edu/prospective-students/application-process.html>

NOTE: Incomplete applications will not be reviewed.

Admission Decisions

SCFD program will review admission materials once a month, make admission recommendations, and assign a temporary advisor to students admitted into the program. The review process may take from 2-6 weeks during the fall and spring semesters or longer during the summer session.

Funding

OSU Financial Aid & Scholarships

For information and application help, contact the OSU Scholarships & Financial Aid Office, 119 Student Union, 405/744-6604. For information about EHA Scholarships, call 405/744-3355 or visit <http://education.okstate.edu/students/scholarships>.

College of Education and Human Sciences

- Scholarships: <https://education.okstate.edu/scholarships>
- Technology provides equipment checkout, a fully equipped computer lab, presentation poster printing and other services: <https://education.okstate.edu/tech>

School of Educational Foundations, Leadership, & Aviation (SEFLA) Graduate Student Travel Grant

The SEFLA Grant is offered as a means of reimbursement for SEFLA graduate students with costs associated with presentation of research at a state, regional, national, or international conference. Applicants may receive one grant award per academic year, up to the amount of \$500 dollars. Review of applications is by a faculty committee representing all SEFLA programs. Application requires confirmation or acknowledgment of conference research presentation, copy of the conference registration document to include registration cost, lodging, and travel expenses. (Receipts are not needed for the purpose of this application.) Travel

arrangements are the responsibility of the student. Grants will be awarded based on demonstration of need and available funding.

Application form:

https://migrate-education-v2.okstate.edu/site-files/docs/sefla_travelgrantprocedures_2020-2021.pdf

Paid receipts are required when reimbursement requests are submitted after travel has been completed. Reimbursement requests are submitted to the SEFLA administrative offices in 204 Willard Hall.



Getting started in the program

You will be informed of your admission via e-mail. Upon acceptance, you will be assigned a temporary advisor. Contact your temporary advisor for an initial conversation about enrollment, formation of an advisory committee, and your degree plan. Newly admitted students have an automatic “advising hold” that needs to be lifted before you can register for your first semester of courses, and your temporary advisor will lift the hold after your initial meeting or phone conversation.

While your advisor will provide assistance, there is much you can do to inform yourself of the requirements for your degree and program. SCFD program has course choices and descriptions on its website. Consult the OSU web site, <http://go.okstate.edu> for course schedules. Visit the Graduate College website (<http://gradcollege.okstate.edu>) for the most up-to-date information applicable to all graduate programs.

Assignment of temporary advisor

Your temporary advisor may or may not eventually become your permanent advisor. As you progress through your coursework and interact with faculty, you will discover more about your own research interests and which faculty members can best support you in your program. The faculty understands that your temporary advisor may or may not be the best match for you in the end. You should feel free to discuss the composition of your committee, including your choice for advisor and committee chair, with your temporary advisor. If you have filed a Plan of Study and wish to change your committee, you will need to initiate a committee change form.

Continuous enrollment requirements

The Graduate College requires that graduate students maintain continuous enrollment throughout the degree program. The specific requirements for continuous enrollment and progress to degree can be found on the Graduate College website at <https://gradcollege.okstate.edu/prospective-students/enrollment-guide.html>.

Leave of absence provisions

If you are unable to maintain continuous enrollment, you should consider requesting a Leave of Absence. The Graduate College policies on Leave of Absence can be found at <https://gradcollege.okstate.edu/resources/leave-of-absence-policy.html>. Approval of a student Leave of Absence from the SCFD is contingent upon good academic standing as defined by the Graduate College. In order to be reinstated at the end of the Leave of Absence, you must meet the admissions criteria in place at the time of your initial admission to the program. In addition, you must meet the conditions set forth by your graduate advisory committee (or academic advisor in the case that the committee has not yet been formed) as indicated in the letter from the committee/advisor that must be attached to the Leave of Absence Request Form. Students whose military orders call for deployment are automatically approved for a leave of absence for the duration of the deployment. Students with military orders that prevent them from continuous enrollment do not need Leave of Absence approval but do need to notify their academic advisor/advisory committee members. Their Leave of Absence will not be counted toward the time-to-degree limits.

Annual progress reports and appeal

The Graduate College Policy requires each program to assess a learner's progress towards degree completion at least once annually. Annual review of students is an important part of the Social Foundations of Education program. The annual review serves to provide feedback regarding your progress in the program as well as steps that can be taken to maintain that progress and/or meet personal and career goals. In order to provide feedback regarding your progress, students need to follow a two-step process.

Step One: complete a survey with a series of questions about your academic progress and accomplishments during Spring semester each year.

Step Two: send materials to your advisor. The survey link and details regarding specific materials will be sent during Spring Semester.

If it is determined that the student is not making adequate progress, then a plan to address and correct any inadequacies will be prepared in a written document provided to the student and the Dean of the Graduate College no later than **June 30 of each year**. Failure to correct these inadequacies may result in termination from the graduate program and/or Graduate College.

Appeal Process: In the event that inadequate progress toward degree completion remains unresolved after the deadline for the remediation plan has passed, the program will proceed with dismissal. You will be notified in writing and given 14 calendar days to request an appeal with the Coordinator of the Social Foundations of Education program. S/he will notify you of a

decision for this request within 14 calendar days. If the decision is made to uphold the move to dismiss, you will be given an additional 14 days to request and appeal with the Head of the School of Educational Foundations, Leadership, and Aviation. The School Head will notify you of a decision for this request within 14 calendar days. Once the appeal process has been exhausted at the school-level, you may appeal to the Dean of the Graduate College.

In addition to program dismissal, this policy also applies to situations such as program requirements, plans of study, and procedural issues pertaining to qualifying exam and dissertation defenses. Click [here](#) to see the Graduate School's Appeals Policy for more general guidelines regarding crafting an appeal as well as specific information about time frames, documentation, etc.

Graduate forms

Each milestone in the graduate program (e.g., Plan of Study & Graduate Clearance Form) requires a specific form to notify the Graduate College of your progress. While these forms must be signed by your advisor and/or advisory committee, you will be the one to begin the process by completing the form and routing it as needed. The OSU Graduate College website contains links to the most current versions of the required forms, including the online Plan of Study form. The online POS application is an interactive web form designed to make the process of completing and submitting a plan of study more transparent and prevent common mistakes. The link to the online POS can be found [here](#). As a master's student, it is your responsibility to initiate and follow through on these processes and assure that these forms are appropriately completed and submitted to the Graduate College in a timely manner.

College graduate student services coordinator

Within the College of Education, Health and Aviation we have a graduate coordinator, Rachel Potts, who is helpful in answering procedural questions specifically about forms, deadlines, and other requirements. Her contact information is as follows and you may reach out to her when you have questions.

Kristen Kulling
Coordinator, Graduate Student
Services OSU CEH
330A Willard Hall
Stillwater, OK, 74078
Phone: (405) 744-6869
Eha.grad.studies@okstate.edu

Advisory Committee

Within the first 12 credit hours of the master's program, the student must form a Masters Advisory Committee that may or may not include the temporary advisor. The duties of the advisory committee consist of (1) advising the student in the selection of course work, (2) assisting the student in preparing a plan of study, (3) administering comprehensive exams and retakes, (4) supervising the writing of and passing of the thesis, and (5) conducting the thesis defense.

The Masters Advisory Committee serves to assist you in planning the most appropriate course work and related program experiences. The committee should be composed of three faculty members (including at least two from SCFD faculty). Your temporary advisor will help you identify the committee chair and committee members, all of whom must be full members of the Graduate Faculty. The committee chair's primary duty is to monitor the progress of the student toward the degree. Other committee members' duties include participating in examinations per Graduate College and program requirements, attending regular meetings of the advisory committee, and interacting regularly with committee members and the student to monitor progress toward the degree. The student and the members of the advisory committee should consult regularly to review the progress of the student's work.

You have the option of changing the membership of your advisory committee at anytime. However, a written request for changing a committee's membership must be signed digitally by all old and new committee members and submitted to the program coordinator (this is now an online process). The request should include a clear rationale for the proposed change (e.g. faculty member retirement, etc.). Pending the Program Coordinator's approval, the appropriate notification will be forwarded to the Graduate College website.

Plan of study

After the advisory committee has agreed to serve, and typically during the second semester (excluding summer sessions) of enrollment in the MA degree, the student will present the committee with a proposed plan of study listing courses to be completed as part of the degree program. This plan will contain a minimum of 36 hours of graduate credit beyond the bachelor's degree. The student will meet with the advisory committee to finalize the plan of study and then will file the appropriate form with the Graduate College. The Plan of Study must be submitted to the Graduate College prior to the completion of the second semester. Fail to do so will result in a hold on the student's future enrollment until a POS is submitted. Once approved online by the committee, the Plan of Study form must be approved by the Masters Advisory Committee and the Dean of the Graduate College.

The following course requirements must be met in the Plan of Study:

1. Thirty-six hours beyond the bachelor's degree. 21 hours of coursework must be taken at the 5000 or above level. Any 4000 level course marked with an asterisk in the graduate catalog may be taken for graduate credit with approval from the student's committee.
2. Twelve hours of Social Foundations core.
3. Nine hours of research.
4. Six to nine hours of electives from approved courses.
5. Three hours of community engagement and advocacy, or elective.
6. Six hours of thesis.

The student must complete a draft of the Plan of Study (POS) online and also convene a Plan of Study meeting with the full committee. The purpose of the meeting is to get the whole committee's input on developing a Plan of Study that includes required and elective courses and other related experiences that best support the student's goals. The student is responsible for initiating and arranging the Plan of Study meeting with the assistance of the advisor.

Comprehensive examinations

The comprehensive examination is designed to measure your proficiency in the field of SCFD. All master's students are required to pass a comprehensive exam before the degree is granted. SCFD Masters students typically take comprehensive exams the last semester of their coursework. You should take the initiative in communicating with your advisor and registering for the comprehensive exam very early in the semester in which you plan to take the exam, and your advisor will set the dates and administer the exam.

Registration for the Exam: You must register for the exam before taking it: <https://okstate.forms-db.com/view.php?id=512595> Your advisor/committee chair will assist you in choosing an appropriate timeline for your exams. Once you decide to take the exam, please contact Kristen Kulling. As the Coordinator of Graduate Student Services, Kristen Kulling is the principal person of contact regarding course actions, curricular actions, plans of study, degree requirements, graduation clearance requirements and other academic services.

Kristen Kulling, Coordinator, Graduate Student Services
Office: 330A Willard Hall
Stillwater, OK, 74078
Phone: (405) 744-6869
Eha.grad.studies@okstate.edu

Description of Qualifying Exams: The exam will be fully take-home in order to allow students time to do the depth of thinking desired in the exam responses. The exam time ranges from 2-4

weeks. The exam consists of two questions related to the degree core and 1 question related to their electives and research.

The entire responsibility for developing the comprehensive examinations resides with your Advisory Committee. The Advisory Committee has the most pertinent information about your program and objectives. Decisions regarding the examination should, therefore, reside with the Committee. Typically, the Advisory Committee chair solicits questions from all committee members and takes responsibility for the evaluation of the examinations.

Reporting results of comprehensive examinations and retake

The chair of the Advisory Committee will gather committee member evaluations and make a summary evaluation that will be reported to the Graduate Coordinator, who will report results to the Graduate Studies Office. The chair of the Advisory Committee may choose to report the evaluation results and feedback directly to you as well. The Graduate Coordinator will send you a letter of evaluation results as soon as possible following the examination.

In the event that you do not pass the comprehensive examination on your first attempt, you will be permitted to retake the examination the following semester. You may be required to retake the entire exam or only a portion of it at the discretion of your advisory committee. You must remain enrolled as a degree candidate for at least two semester hours per semester or six credit hours per year until requirements are completed. You must reapply to take the examination and indicate a second retake on the application form. A third and final retake requires approval from the Graduate Dean.

Master's Thesis and Defense

The thesis demonstrates the culminating effort of your Masters of Arts degree. It is either a written report of a research-based original study or an essay presenting original ideas on a topic relevant to SCFD. A research report generally consists of five chapters: (1) Introduction to the Study, (2) Literature Review, (3) Methodology, (4) Findings (or Results), and (5) Implications of the Study, while the conceptual essay typically consists of (1) Introduction (background and thesis), (2) Literature review, (3) Main body of argument, (4) Conclusion. These formats are only suggestive; the advisory committee will also consider students' ideas for other thesis formats.

In order to facilitate a timely completion of the thesis, it is necessary for the student to work with her/his advisor/committee chair to decide on a topic, format, and requirements for the final product to be defended formally to your entire committee in a public forum.

The thesis must be submitted electronically to the Graduate College at <http://gradcollege.okstate.edu> following the student's successful defense of the thesis to the advisory committee.

Public Notification of Thesis Defense: If you wish to advertise your defense throughout the College of Education and Human Sciences on digital screens in Willard Hall and Human Sciences, please go to the [Dissertation/Thesis Template and Instructions](#) page to create your digital sign. Through the digital sign, your defense will also be posted on the college calendar.

Graduation

A final revised Plan of Study (if needed) and a Graduation Clearance Form must be submitted to the Graduate College (the deadline changes each semester). Once the Graduation Clearance form has been approved by the Graduate College, the student must complete the Application for Graduation through the Office of the Registrar.

The academic calendar with deadlines can be found online at

<https://gradcollege.okstate.edu/graduate-college-academic-calendar>.

Graduation checklist for Master's students: <https://gradcollege.okstate.edu/resources/current-student-resources.html>

Academic integrity

For OSU academic integrity policies, please click the link:

<https://academicintegrity.okstate.edu/>

Accessibility

According to the Americans with Disabilities Act, student with a disability is responsible for notifying the University of your disability and requesting appropriate accommodations. If you have a documented disability and need accommodations, notify all your course instructors so you can work with university resources to facilitate equal access. The Office of Student Disability Services is located in room 315 of the Student Union. Their phone number is 405. 744.7116.

<http://sds.okstate.edu/>

Responsible Conduct of Research (RCR)

All students in SCFD are required to pass training in the Responsible Conduct of Research. Oklahoma State University is making use of the Collaborative Institutional Training Initiative (CITI) as a component of training in the area of Responsible Conduct

of Research (RCR). This online training program consists of a series of tutorial modules focusing on different aspects of RCR and is intended for anyone engaged in research. The training is appropriate for faculty, staff, and student conducting research in the natural sciences, physical sciences, social and behavioral sciences, humanities, and fine arts. Modules include instructional material, case studies, and additional suggested readings. At the end of each module is a short quiz. The results of each quiz are recorded and provided to you and to the Office of University Research Compliance. You must have a cumulative score of 80% to pass/complete the course.

Additional information follows. You can access the training modules from the OSU Graduate College website (<https://research.okstate.edu/compliance/rcr/training.html>). This must be completed before your Plan of Study can be approved. A copy of your successful completion should be e-mailed to your advisor.

Institutional review board (IRB)

Before research begins, all research (including thesis, reports, and creative components) involving human subjects must be approved by the Institutional Review Board (IRB). In order to submit an application, you must first successfully complete the IRB training. Please consult the IRB website for details at <https://irb.okstate.edu/>. If your research involves humans, then you will need to complete an IRB application form and include a summary of your research plan with the application. Your IRB application must be approved and signed by your advisor before it is submitted to the IRB office for approval. Once the IRB begins to review your application, you can expect the process to take about one month (sometime it is less or more). Be sure to include a signed letter of consent from the administrator in charge if your research will take place in a school/institutional setting or will involve research on teachers or students.



Appendices

A. Comprehensive Exams Evaluation Rubric

COMPREHENSIVE EXAM EVALUATION

MA in Social Foundations of Education

Student's Name _____ Date _____

Advisory Committee Chair's Name _____

Faculty Evaluator's Name _____

The format required by the MA program is a take-home written exam. The exam consists of two questions related to the degree core (i.e., anthropology, history, philosophy, and sociology of education) and 1-2 questions related to their elective and research focus. Based on the committee decision and student needs, students will have approximately 2-4 weeks to complete the exam. This format and timeline may be adjusted based on student request and committee decision.

In the table, please **CHECK** or circle the **BOX** (outstanding, acceptable, unacceptable) for each category and write comments as needed. Review the target/criteria in the table for acceptable responses.

TARGET/CRITERIA	COMMENTS	ASSESSMENT
<p>Content Knowledge</p> <p>Exhibits sufficient understanding of the fields of Philosophy of Education, History of Education, Sociology of Education, and Anthropology of Education, including significant figures, ideas, movements, and central concepts, theories, and approaches. Demonstrates clear understanding of how the areas examine and analyze educational processes and systems.</p>		<input type="checkbox"/> outstanding <input type="checkbox"/> acceptable <input type="checkbox"/> unacceptable
<p>Research Skills</p> <p>Identifies appropriate research purpose. Demonstrates knowledge of work on the topic and awareness of relevant theories. Designs appropriate research methodology or inquiry approach to fulfill the project purpose.</p>		<input type="checkbox"/> outstanding <input type="checkbox"/> acceptable <input type="checkbox"/> unacceptable
<p>Written Expression</p> <p>Writing is clear, coherent, thoughtful and well organized; grammar is consistent with academic standards (e.g., APA guidelines).</p>		<input type="checkbox"/> outstanding <input type="checkbox"/> acceptable <input type="checkbox"/> unacceptable
<p>Critical and Creative Thinking</p> <p>Identifies and explains problems, issues, or questions and their relevant contexts. Makes clear arguments supported by reasons and evidence. Understands and thoughtfully engages with multiple perspectives, their embedded assumptions, and supporting arguments and evidence. Synthesizes ideas in an imaginative, innovative way.</p>		<input type="checkbox"/> outstanding <input type="checkbox"/> acceptable <input type="checkbox"/> unacceptable

OVERALL EVALUATION: OUTSTANDING PASS FAIL

Questions that need to be retaken (if unacceptable): _____

Students may pass all or part of their exam. Students who do not pass parts or all of the exam will be permitted to retake the exam (or the parts needed) at its next offering, within the following year. The student must reapply to take the examination. If it is necessary to retake the exam more than twice, the student must seek approval from the Graduate Dean.

B. Thesis Oral Defense Evaluation Rubric

THESIS ORAL DEFENSE EVALUATION

MA in Social Foundations of Education

Student's Name _____

Date _____

Advisory Committee Chair's Name _____

Faculty Evaluator's Name _____

The thesis demonstrates the culminating effort of your Masters of Arts degree. It is either a written report of a research-based original study or an essay presenting original ideas on a topic relevant to SCFD. A research report generally consists of five chapters: (1) Introduction to the Study, (2) Literature Review, (3) Methodology, (4) Findings (or Results), and (5) Implications of the Study, while the conceptual essay typically consists of (1) Introduction (background and thesis), (2) Literature review, (3) Main body of argument, (4) Conclusion. These formats are only suggestive; the advisory committee will also consider students' ideas for other thesis formats.

In the table, please **CHECK** or circle the **BOX** (outstanding, acceptable, unacceptable) for each category and write comments as needed. Review the target/criteria in the table for acceptable responses.

TARGET/CRITERIA	COMMENTS	ASSESSMENT
<p>Content Knowledge</p> <p>Exhibits sufficient understanding of the fields of Philosophy of Education, History of Education, Sociology of Education, and Anthropology of Education, including significant figures, ideas, movements, and guiding (or central) concepts, theories, and approaches. Demonstrates clear understanding of how the areas examine and analyze educational processes and systems.</p>		<p><input type="checkbox"/> outstanding</p> <p><input type="checkbox"/> acceptable</p> <p><input type="checkbox"/> unacceptable</p>

<p>Research Skills</p> <p>Identifies appropriate research purpose. Demonstrates knowledge of work on the topic and awareness of relevant theories. Designs research methodology to fulfill the research purpose.</p>		<input type="checkbox"/> outstanding <input type="checkbox"/> acceptable <input type="checkbox"/> unacceptable
<p>Written Expression</p> <p>Writing is clear, coherent, thoughtful and well organized; grammar is consistent with academic standards (e.g., APA guidelines).</p>		<input type="checkbox"/> outstanding <input type="checkbox"/> acceptable <input type="checkbox"/> unacceptable
<p>Critical and Creative Thinking</p> <p>Identifies and explains problems, issues, or questions and their relevant contexts. Makes clear arguments supported by reasons and evidence. Understands and thoughtfully engages with multiple perspectives, their embedded assumptions, and supporting arguments and evidence. Synthesizes ideas in an imaginative, innovative way.</p>		<input type="checkbox"/> outstanding <input type="checkbox"/> acceptable <input type="checkbox"/> unacceptable
<p>Conscientiousness</p> <p>Takes initiative to formulate thoughtful long-range goals. Develops organized plans and works consistently to accomplish them.</p>		<input type="checkbox"/> outstanding <input type="checkbox"/> acceptable <input type="checkbox"/> unacceptable

OVERALL EVALUATION: OUTSTANDING PASS FAIL

C. Resources

Graduate College

- Graduate College: <http://gradcollege.okstate.edu/>
- OSU Catalog: <https://registrar.okstate.edu/University-Catalog>
- Academic Calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>.
- Fall/Spring/Summer Enrollment Guidelines: <https://gradcollege.okstate.edu/prospective-students/enrollment-guide.html>
- Graduate Assistantships: <https://gradcollege.okstate.edu/prospective-students/assistantships.html>
- Graduate College Academic Calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>.
- Graduate Degree/Certificate Programs: <https://gradcollege.okstate.edu/programs/a-to-z-degree-program-listing.html> - A-C
- Graduate Student Appeals Policy: <https://gradcollege.okstate.edu/resources/appeals-policy.pdf>
- Graduate and Professional Student Government Association (GPSGA) (includes application process for professional travel reimbursement): <https://gradcollege.okstate.edu/resources/student-resources.html>
- Graduate College Forms: <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- Graduate Student Appeals: <https://gradcollege.okstate.edu/resources/appeals-policy.pdf>
- Graduation Checklist (Doctoral Degree): <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- Graduation Checklist (Master's Degree): <https://gradcollege.okstate.edu/resources/current-student-resources.html>

- International Teaching Assistant Test: <https://gradcollege.okstate.edu/prospective-students/international-teaching-assistant-test.html>
- Leave of Absence Policy: <https://gradcollege.okstate.edu/prospective-students/enrollment-guide.html>
- OSU Best Practices: Advisory Committees and Defenses: <https://gradcollege.okstate.edu/resources/best-practices-advisory-defenses.pdf>
- Test of English Language Proficiency: <https://gradcollege.okstate.edu/prospective-students/english-proficiency.html>

Oklahoma State University

- Career Services: <http://www.hireosugrads.com/StudentsAlumni/>
- Edmon Low Library: <https://library.okstate.edu>
- Family Resource Center: <https://reslife.okstate.edu/parent-portal/frc>
- Health Insurance (Student): <https://gradcollege.okstate.edu/prospective-students/student-health-insurance-plan.html>
- Information Technology: <http://www.it.okstate.edu/>
- Institute for Teaching and Learning Excellence: <https://itle.okstate.edu/>
- OSU Internal Review Board - <https://irb.okstate.edu/>
- International Student and Scholars Office: <http://iss.okstate.edu/>
- International Students Arrival and Orientation: <http://iss.okstate.edu/arrival-orientation>
- Office of Multicultural Affairs: <https://oma.okstate.edu/>
- OSU Writing Center: <https://osuwritingcenter.okstate.edu/services-1>
- Residential Life: <http://www.reslife.okstate.edu/>
- Responsible Conduct Research Training: <https://research.okstate.edu/compliance/rcr/training.html>

- OSU Research Compliance, Human Subjects Research Design Guidance: <https://research.okstate.edu/compliance/irb/research-design-guidance.html>
- Seretean Wellness Center: <http://wellness.okstate.edu/>
- Services for Students with Disabilities: <http://sds.okstate.edu/>
- Student Affairs: <https://studentaffairs.okstate.edu/>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- The OSU Student Union: <http://union.okstate.edu/>
- University Counseling Services: <http://ucs.okstate.edu/>
- University Health Services: <http://uhs.okstate.edu/>
- University Parking Services: <https://parking.okstate.edu/>