

# **Criminal Justice, Political Science & Sociology**

## **Undergraduate Handbook 2009-2010**

Welcome to the Department of Government & Sociology. We are glad you have chosen to join us in this department, and we are confident that you will conclude that your choice of major within this department was a wise one. The purpose of this Handbook is to provide information to you that should help you navigate through your academic career here. We encourage you to read it, to consult it when questions arise, and to follow its guidelines. Please understand that if you have academic problems with your courses or your major, you can consult your advisor and/or the staff in the department office (2-03 A&S).

### **MISSION**

The fundamental mission of the Department of Government and Sociology is to promote critical reflection and the advancement of knowledge by its faculty and students. The faculty are dedicated to the integrative character of the liberal arts and to the primary role played by the social science disciplines within the liberal arts. The various programs of the department share a focus on challenging students to analyze their roles as active citizens and prospective public servants in a democratic society and the international community. The faculty strive to teach students to think critically, to understand the philosophical and scientific foundations of the social science disciplines, to be able to communicate their understandings, and to be prepared for life and work in a rapidly changing world.

### **DEGREES OFFERED**

The Bachelor of Arts with a major in Criminal Justice  
The Bachelor of Arts with a major in Political Science  
The Bachelor of Arts with a major in Sociology

### **MINORS OFFERED**

Minor in Criminal Justice  
Minor in Political Science  
Minor in Sociology  
Minor in Anthropology

## **DECLARING OR CHANGING A MAJOR**

A major may be declared or changed by contacting the department of the proposed major. A second major or minor may be declared by following the same procedure. The administrative assistants in the department office (2-03 A&S) can handle all of the details of declaring your major or minor in this department. After the major declaration process is completed, you will be assigned an advisor in the department. No advisor is assigned for minors; however, the minor department chair must verify completion of minor during the graduation application process.

## **ADVISORS**

Every student is assigned an advisor in their major field. This professor will be able to answer questions you might have pertaining to classes and career information in your degree area. You will need to make an appointment with your advisor prior to registration each semester. Advisors keep office hours posted outside of their office doors, and most are usually accessible by email. Information on both the major and the advisor is available on-line on the student's GCSU tranguide at the myCats website at <http://mycats.gcsu.edu/>. If you cannot reach your advisor by phone or email, don't hesitate to contact the Government and Sociology office at (478) 445-4562, Arts & Sciences, RM 2-03, for further assistance.

## **GOVERNMENT & SOCIOLOGY OFFICE**

The Department office is located in Arts & Sciences, RM 2-03. The phone number is (478) 445-4562, and fax number is (478) 445-5273. It is normally open during fall and spring terms from 8:00 a.m. until 5:00 p.m., Monday-Friday. Summer hours may vary. The Department Chair, Professor Jan Mabie, is also located in 2-03 A&S. The department administrative staff will be glad to help with problems concerning registration, closed classes, add/drop, and any other concerns or questions you might have that are relevant to your academic development.

Professor Jan Mabie, Chair ([jan.mabie@gcsu.edu](mailto:jan.mabie@gcsu.edu))

Kim Ireland, Administrative Assistant and Office Manager ([kim.ireland@gcsu.edu](mailto:kim.ireland@gcsu.edu))

Michele Williams, Senior Secretary ([michele.williams@gcsu.edu](mailto:michele.williams@gcsu.edu))

## Department Faculty

Cook, Carrie	<a href="mailto:carrie.cook@gcsu.edu"><u>(carrie.cook@gcsu.edu)</u></a>	Assistant Professor of Criminal Justice
Doude, Sara	<a href="mailto:sara.doude@gcsu.edu"><u>(sara.doude@gcsu.edu)</u></a>	Assistant Professor of Criminal Justice
Fisher, Gerald	<a href="mailto:gerald.fisher@gcsu.edu"><u>(gerald.fisher@gcsu.edu)</u></a>	Associate Professor of Criminal Justice, CRJU Coordinator
Fontenot, Funke	<a href="mailto:funke.fontenot@gcsu.edu"><u>(funke.fontenot@gcsu.edu)</u></a>	Prof. of Criminal Justice, Assoc. Dean of Liberal Arts & Sciences
Lana McDowell	<a href="mailto:lane.mcdowell@gcsu.edu"><u>(lane.mcdowell@gcsu.edu)</u></a>	Assistant Professor of Criminal Justice
Ubah, Charles	<a href="mailto:charles.ubah@gcsu.edu"><u>(charles.ubah@gcsu.edu)</u></a>	Associate Professor of Criminal Justice
Carter, Ruth	<a href="mailto:ruth.carter@gcsu.edu"><u>(ruth.carter@gcsu.edu)</u></a>	Professor of Political Science
Coate, Roger	<a href="mailto:roger.coate@gcsu.edu"><u>(roger.coate@gcsu.edu)</u></a>	Coverdell Endowed Professor of Policy Studies
Edmondson, Hank	<a href="mailto:hank.edmondson@gcsu.edu"><u>(hank.edmondson@gcsu.edu)</u></a>	Professor of Political Science
Elowitz, Larry	<a href="mailto:larry.elowitz@gcsu.edu"><u>(larry.elowitz@gcsu.edu)</u></a>	Carl Vinson Professor of Political Science
Elliot-Gower, Steven	<a href="mailto:steven.elliott-gower@gcsu.edu"><u>(steven.elliott-gower@gcsu.edu)</u></a>	Associate Professor of Political Science, Honors Program Coordinator
Hammack, Jennifer	<a href="mailto:jennifer.hammack@gcsu.edu"><u>(jennifer.hammack@gcsu.edu)</u></a>	Associate Professor of Criminal Justice & Political Science
Herbel, Jerry	<a href="mailto:jerry.herbel@gcsu.edu"><u>(jerry.herbel@gcsu.edu)</u></a>	Assistant Professor of Political Science, MPA Coordinator
Kennedy, Brandy	<a href="mailto:brandy.kennedy@gcsu.edu"><u>(brandy.kennedy@gcsu.edu)</u></a>	Assistant Professor of Political Science
Mabie, Jan	<a href="mailto:jan.mabie@gcsu.edu"><u>(jan.mabie@gcsu.edu)</u></a>	Professor of Political Science, Chair of Gov't & Soc, Pre-Law Advisor
Manian, Sunita	<a href="mailto:sunita.manian@gcsu.edu"><u>(sunita.manian@gcsu.edu)</u></a>	Associate Professor of Political Science, IDST Coordinator
Martin, Kathleen	<a href="mailto:k.martin@gcsu.edu"><u>(k.martin@gcsu.edu)</u></a>	Lecturer of Political Science
Rich, Jason	<a href="mailto:jason.rich@gcsu.edu"><u>(jason.rich@gcsu.edu)</u></a>	Assistant Professor of Political Science
Sanders, Claire	<a href="mailto:claire.sanders@gcsu.edu"><u>(claire.sanders@gcsu.edu)</u></a>	Instructor of Political Science
Wilkinson, Jr., Clifton	<a href="mailto:wc.wilkinson@gcsu.edu"><u>(wc.wilkinson@gcsu.edu)</u></a>	Lecturer of Political Science, Intern Coordinator POLS
Womack, Veronica	<a href="mailto:veronica.womack@gcsu.edu"><u>(veronica.womack@gcsu.edu)</u></a>	Associate Professor of Political Science
Brown, Victoria	<a href="mailto:victoria.brown@gcsu.edu"><u>(victoria.brown@gcsu.edu)</u></a>	Lecturer of Sociology
Godwin, Sandra	<a href="mailto:sandra.godwin@gcsu.edu"><u>(sandra.godwin@gcsu.edu)</u></a>	Associate Professor of Sociology, Intern Coordinator of SOCI
Harris, Robin	<a href="mailto:robin.harris@gcsu.edu"><u>(robin.harris@gcsu.edu)</u></a>	Associate Professor of Sociology
Koch, Bradley	<a href="mailto:bradley.koch@gcsu.edu"><u>(bradley.koch@gcsu.edu)</u></a>	Assistant Professor of Sociology
McClure, Stephanie	<a href="mailto:stephanie.mcclure@gcsu.edu"><u>(stephanie.mcclure@gcsu.edu)</u></a>	Assistant Professor of Sociology
Blick, Jeffrey	<a href="mailto:jeff.blick@gcsu.edu"><u>(jeff.blick@gcsu.edu)</u></a>	Professor of Anthropology

## GENERAL DEGREE REQUIREMENTS

You will be able to graduate when you have:

- Satisfied all major requirements, with grades of C or above in all major courses
- Earned at least 120 semester hours of credit, with an academic GPA of at least 2.0
- Passed at least 39 semester hours in upper division courses (3000-4000 level)
- Passed the Regent's reading exam
- Passed the Regent's writing exam
- Satisfied state legislative requirements for US/GA History and US/GA Constitution (Constitution requirement satisfied by passing grade in POLS 1150. History requirement satisfied by passing HIST 2111 or 2112 or 4415 or passing a special test administered by the GCSU Testing Center.)
- Applied for graduation and been approved by the department and the Records Office
- Taken the senior exit exam in the subject of the major

## COURSE LOADS

The normal course load is 15 semester hours each regular semester; the maximum course load is 18 hours. A student who has completed at least 15 semester hours with a cumulative grade point average of 3.0 or higher may schedule more than 18 hours in a semester with permission of the college dean. To have full-time student status one must be enrolled in a minimum of 12 semester hours of GCSU academic or institutional resident credit. (Full-time status is very important for housing, insurance, and taxation purposes.) Students normally take only one regular class during Maymester, but can petition the department chair for permission to take a second course. During a short summer session, the normal load is 6 semester hours per session. A minimum of 30 semester hours per year is needed to graduate within four years. The year includes Fall and Spring semesters, Maymester, and Summer terms.

## REGISTRATION PROCEDURES

Currently enrolled students without holds may register for the upcoming term online at <http://mycats.gcsu.edu/>. Online registration instructions, including information on viewing holds, are available myCats page; click on Student Tab and Scroll down to PAWS links. The university calendar (found at myCats,) has the designated registration dates. Even if you don't have a hold, it is still a good idea to meet with your advisor to make sure the planned schedule is appropriate and to check for graduation progress.

Students with **advisor holds** may register for the upcoming term after meeting with their advisor during the designated *Schedule Planning and Registration* period each term. All advisors will post a list of available times on or near their office doors. Students are expected to keep these appointments.

It is possible that students may have other holds on their registration. Common examples are: Regents exams, parking fines, library fines, immunizations, etc. Registration will not be able to proceed until the student has taken care of such holds.

**New, returning, and currently enrolled students** who do not take advantage of the *Schedule Planning and Registration* period will register for classes during late registration, the day before classes begin. It is likely that many classes will be closed at that time.

The department office keeps updated checksheets for each major. Your advisor should have one in your advisement file, and you should keep a copy of your checksheet for your personal use. It can be used to plan your schedule and to keep track of your graduation progress.

## ADDING AND DROPPING A CLASS AFTER REGISTRATION

Students may add and drop courses for a period of three class days after late registration during Fall and Spring semesters, for a period of two days after late registration during the Summer term, and for a period of one day after late registration during Maymester. **Students without holds** may add and drop classes via the web or by submitting a **Course Change Card** to the Student Records Office in Parks Hall. **Students with advisor holds** must obtain approval from their faculty advisor to add a class. Classes can be added by your advisor via the web or by submitting a signed Course Change Card to the Student Records Office.

**Adding courses after the add period** is only possible under extraordinary circumstances. It requires submitting to the Student Records Office a Course Change Card that has been approved by the department chair, advisor, and the instructor.

No credit will be awarded in any course for which a student is not properly registered.

Students attending classes that do not meet until after the published drop/add dates are allowed 24 hours following their first class meeting to adjust their course loads.

**After the add/drop period** students may drop courses by submitting the **Course Change Card** to the Student Records Office (unless previously assigned an 'F' by the instructor for excessive absences). Approval of the instructor and faculty advisor are required. The *last day to drop without academic penalty* is typically at the midterm point. A 'W' (withdrew) will appear on your transcript for every course dropped during this time period.

A student who drops a course after the *last day to drop a course without academic penalty* (unless previously assigned an 'F' by the professor for absences), will receive a grade of 'WF' (Withdrew Failing). The student may petition the school dean for a 'W' (Withdrew) if the drop is due to nonacademic extenuating circumstances and if the student is passing at the time of withdrawal. Supporting documentation is required, as is the approval of the class instructor. It should be understood that getting a 'W' after the last drop date is not a normal occurrence and will not be possible unless there are significant extenuating and documented circumstances.

The timing of dropping a course in order to avoid academic penalty is the responsibility of the student. Deadlines are published in the university calendar ([info.gcsu.edu](http://info.gcsu.edu)).

## **INCOMPLETE GRADES**

Incomplete grades are used only when the student is not able, due to non-academic circumstances beyond his/her control, to complete the requirements for the course. The incomplete grade has no effect on grade averages. An 'I' grade must be removed during the next semester of enrollment, or the 'I' will be changed to an 'F' (which will count in the grade average). You should check with the instructor to make sure you understand the requirements for completing the course. The instructor, for example, may set a completion date earlier than the end of the next semester. Once the course work has been completed, the instructor will submit a change of grade card to the Record's Office to record the appropriate grade.

## **APPLICATION FOR GRADUATION**

Each applicant for a baccalaureate degree from Georgia College & State University must make a formal application for graduation by the **deadline** printed in the official university calendar. The deadline is usually **two semesters prior to the semester of completion**. If you apply late, it is possible that you may not be able to graduate at your preferred time.

**Graduation applications** are found in the GCSU Student Records Office in Parks Hall. After paying the application fee at the Business Office (also in Parks Hall), the applicant should meet with his/her advisor to complete the application. The signatures of both the advisor and department chair are required. Before taking the graduation application to your advisor, you should complete your major checksheet to make sure you have satisfied (or will satisfy) the core, the Area F, and all major requirements. The application form has spaces for your current courses and for future courses needed to satisfy degree requirements. The graduation application must be returned to the Student Records Office for processing. The Student Records Office will evaluate the application for core and other graduation requirements. Any student unable to complete all requirements for graduation, even after formally applying for a degree, will be unable to graduate. Students will be notified if graduation requirements are not completed, and the student will be required to resubmit an application for graduation for a future semester.

The DegreeWorks program, available on MyCats, is an excellent way for students to track their degree progress and the completion of degree requirements.

## **PETITIONS**

Any student or former student of Georgia College & State University has the right of timely petition. Petitions are available from the college dean and are to be used by the student, in consultation with the faculty advisor, to remedy undue hardships and specific inequities that may adversely affect the student's ability to fulfill the academic requirements of the university. Petitions also must be used to secure approval of special agreements between faculty and students on academic matters and to provide for emergency situations caused by unforeseen complications in fulfilling academic requirements. To be effective, petitions must be approved and signed by the advisor, department chair, school dean, and other appropriate university officials. You should understand that simply filing a petition is no guarantee that it will be approved. You should state your case clearly on the petition to increase your chances of approval.

## **PROCEDURES FOR ACADEMIC GRIEVANCE OR APPEAL**

(GCSU Undergraduate Catalog)

**Following are the proper procedures for resolving academic grievances or appeals:**

1. The student shall petition in writing the appropriate academic or administrative official responsible for the action which forms the basis of the grievance or appeal. The petition shall contain a clear and concise statement of the grievance or appeal, the remedies sought, and a request for a meeting with the involved person or persons.
2. The respondent shall schedule a meeting with the student within ten class days of receipt of the written grievance or appeal to discuss the matter.
3. If the student is not satisfied with the results of the discussion and wants the grievance or appeal to be considered further, the student shall appeal in writing to the respondent's supervisor to seek a resolution. This consultation must begin within ten class days after the conclusion of the discussion with the respondent.
4. If the student is not satisfied after seeking consultation at the supervisor's level and wants the grievance or appeal to be considered further, the student shall appeal in writing to the secondary supervisor to seek a resolution. This consultation must begin within ten class days after the supervisor has completed consideration of the grievance or appeal.

5. If the student is not satisfied and wants the grievance or appeal to be considered further, the student shall appeal in writing to the associate vice president for academic services. This grievance or appeal must be filed within ten class days after the secondary supervisor has completed consideration of the grievance or appeal. The decision of the associate vice president for academic services will become the final decision of the academic grievance or appeal at the institution. A clear statement of the reasons for the decision shall accompany the decision as to the resolution of the grievance or appeal. The student and appropriate university officials shall be notified in writing of the decision within ten class days after consideration of the grievance or appeal.

## **INDEPENDENT STUDY COURSES**

**Independent research courses** (POLS 4940, CRJU 4940, and SOCI 4940) provide the student with the opportunity to explore a subject in detail that is not normally covered in a regular course. Students who wish to take an independent study course should first discuss the idea with a full-time faculty member of the Department of Government & Sociology. The student must have at least 60 semester hours of credit, satisfactory grades in major courses, and the approval from the faculty member who will be supervising the study. General requirements for independent studies are summarized below. Individual faculty members may establish their own more specific requirements.

By the second week of the term, the student will be required to submit a prospectus, usually one page, summarizing the subject to be researched, the significance of the subject, the methodology to be used, and a brief list of works consulted. Some professors may expect the prospectus to be submitted prior to registration. The supervising faculty member must approve the prospectus before the student can continue with the research. The student will report on the progress of the research to the supervising faculty member at regular intervals.

Usually, a detailed bibliography will be required at or around mid-term. The final paper is due the last week of the term, typically on the first day of final exams. The paper should be typed in accordance with standard typing rules (i.e. double-spaced, one inch margins, fully annotated, exhibits such as tables and diagrams on separate pages, title page, sub-headings, separate bibliography, etc.) Consult a standard Public Administration, Political Science, Criminal Justice, or Sociology journal for annotation details (e.g., the style used in the Public Administration Review, Journal of Politics, American Political Science Review, Justice Quarterly, or American Sociological Review). The paper should be a finished product, ranging from 20 to 40 pages of text (not counting title page, bibliography, and exhibits).

An independent study course should not be considered as an easy way of earning three hours of credit. Requirements are stringent, and grading is rigorous. Students should spend at least as much time on independent research courses as on regular courses. Think of how much time you spend on a regular course; if you are not prepared to spend at least as much time on the independent research, then you should reconsider your enrollment in it.

## INTERNSHIPS

The department recommends that students consider internships in their **junior or senior years**. Internships provide an opportunity for career testing, serve as entry into certain work areas, and provide an opportunity for students to experience the real world of work and to develop realistic attitudes toward work and toward a career.

Internships earn variable credit, usually 3-9 hours, depending on the hours worked and the merits of the position.

Students desiring an internship should discuss their goals with the department coordinators and the Director of the University Career Center. Arrangements should be made in advance of the advising and registration period. Internships are available during all terms of the academic year. To be eligible, students must have at least a 2.5 academic grade point average. Internships are available in a variety of settings, such as the prestigious Washington Center in the nation's capital, the U.S. Congress, the Georgia state legislature, the Georgia Bureau of Investigation, many other state agencies, local governments, and law firms.

### Answers to Frequently Asked Questions About Internships

1. **What is an internship?** An internship is an opportunity for "experiential learning"--i.e., learning by doing. Usually the student intern will be employed for one semester in a professional position outside of the college. Recent examples of employers include: Regional Development Commissions; city Planning and Zoning Commissions; county probation offices; district attorney offices; various state agencies in Milledgeville, Macon, Atlanta, and other cities; the Georgia General Assembly; and the offices of U.S. Representatives and Senators; the U.S. Marshals Service; and the U.S. State Department. The internship can be a great opportunity for learning, for getting acquainted with professional work and personnel, for establishing contacts, and for gaining work experience to help in seeking permanent employment. It is not a semester off from college.
2. **Will I get academic credit for the internship?** Yes, upon successful completion of the duties assigned by the employer and by the academic advisor (usually the department's Internship Coordinator). The exact amount of academic credit will be established prior to the beginning of the internship and will be based on the duties and amount of working time required by the position. Most interns receive nine hours of credit, but other numbers of hours are possible. A three credit internship entails an 8-hour per week working position. A six credit internship would require 16 hours of work each week while a nine credit internship would require 24 hours per week of work. The student must end the semester with the total number of hours per week times fourteen weeks. On a nine semester hour internship, that would equal 336 hours. This permits the student to arrange the schedule in a variety of ways. The student may select to work more hours in one week and less in the next, or the student may work forty hours per week eight weeks and sixteen hours in the ninth week. All of this, of course, depends on the agency with whom the student interns.
3. **How will I be graded?** The only grades to be assigned for internships are: Satisfactory (S), Unsatisfactory (U), and Incomplete (I). To receive academic credit, the student must receive a Satisfactory. In general, S grades will be awarded if the intern performs his on-the-job duties in an adequate manner and turns in to the academic advisor the required assignments. Although the performance evaluations provided by the employer are taken into account, the advisor alone is responsible for establishing the grade. To receive a satisfactory grade, the intern must turn in to the advisor, in an acceptable form, whatever

- assignments have been made. An incomplete grade will be given if the assignments are not turned in on time. The deadline for assignments will vary, but will usually be the first day of the week before final examinations.
4. **What sort of academic assignments will I have to do?** Academic assignments will vary with the position and with the advisor. Common assignments are the keeping of a log or diary of duties and actions on the job and the completion of a research paper that integrates the internship experiences by placing the position and agency within the larger context of government. The intern and the advisor will determine the nature of the academic assignments prior to the start of the internship.
  5. **Does my work on the job count in my grade?** Yes. The intern should know that the advisor, in assigning a grade, will be greatly concerned about the quality of the intern's performance on the job. If possible, there will be contact between the advisor and the employer relative to the intern's performance. Poor performance on the job can result in the intern's receiving an Unsatisfactory grade, just as can failure to turn in the academic assignments or turning in unacceptable assignments.
  6. **Will I be paid?** Perhaps. Some internship positions have salaries or stipends and others do not. Some of the best internships have little or no pay. Obviously, the purpose of the internship should not be seen as providing a source of income. Generally speaking, the internship positions which provide a salary are awarded on a competitive basis to the most qualified students.
  7. **What do I have to do to get an internship?** If you are interested in competing for an internship, you should contact the Department's Internship Coordinator. Announcements of dates for applying for many internships will be made periodically in POLS/CRJU/SOCI classes. It is very difficult for a student to be placed in an internship position if the application process is not begun at least by advisement week of the semester preceding the desired internship. The process for many internships must begin even earlier. Competition for the Governor's Intern program begins even earlier. Internships with the federal government usually have application procedures that must be started up to a full year before the internship experience.
  8. **Will I be competing for the internship?** Most internships are to some degree competitive. A few (e.g., the Georgia Legislative Internship and the Federal Law Enforcement Training Center) are intensely competitive. However, in recent years there have been more positions available than students wanting internships. If you qualify academically, you will have a good chance of being placed in some internship position.
  9. **How do I know if I'm eligible?** A Grade Point Average of 2.5 is the standard requirement for internship eligibility. The student also must have completed the core curriculum and passed both parts of the Regents exam. Students should take the internship in their senior year, after having completed the required major courses. If you have questions about your eligibility, contact the Department's Internship Coordinator.
  10. **How does the internship affect my degree progress?** The academic credit earned through the internship does not count toward satisfying the hours needed for the major, nor are the hours included in the calculation of grade point averages. The hours do count toward the number needed for graduation.
  11. **What is the difference between an internship and a co-op?** An internship lasts one semester. In a co-op position, there is a longer-term commitment (usually one or two years) between the student and the employing agency. The student will alternate semesters of working full-time and going to school full-time. For example, the student could work in the co-op position full-time fall semester and go to school full-time spring

- semester and summer terms. The student earns 3 hours of academic credit for each semester of full-time work.
12. **What is the advantage of the co-op?** When working full-time, the co-op student is paid a full-time salary. Usually, the student who completes the full co-op (one or two years) will be hired permanently by the same agency upon graduation and frequently in an accelerated promotion program. Even if you choose not to work for the agency permanently after graduation, the working experience from the co-op will be highly valuable in seeking other employment.
  13. **What is the major disadvantage of the co-op?** Since the co-op student will be working full-time every other semester, it will take longer to graduate. If you are interested in a co-op, you should weigh this cost against the benefits listed above.
  14. **How do I apply for a co-op?** Application procedures and dates will be announced periodically in classes and posted on bulletin boards. Usually, selection will be made through a competitive interview process handled by the employing agency. Grades and recommendations are also factors in the agency's selection.
  15. **During what stage of my academic career should I take an internship or co-op position?** It depends. About the only definite answer is that most students do their internships sometime in the senior year. Co-op positions usually call for students in their late sophomore or early junior years. Some faculty and students think that the second semester of the junior year is the best time for an internship. This would allow the student to spend his or her last year in residence at GCSU in order to make sure that all graduation requirements have been met. Moreover, a junior year internship would definitely show up on your transcript when, in your senior year, you begin to submit applications to graduate schools and employers. Other faculty and students think the senior year is the ideal time for an internship. Students at this stage would have more course preparation for the internship. Further, the friends and contacts made during the senior internship would still be fresh when graduation comes and may be of greater use in seeking a full-time job.
  16. **Where should I go if I have other questions about internships and co-ops?** The first person to contact is the major's Internship Coordinator: Criminal Justice, Prof. Jerry Fisher, at [gerald.fisher@gcsu.edu](mailto:gerald.fisher@gcsu.edu) (478) 445-0944, Rm A&S 2-19; Political Science, Prof. Cliff Wilkinson, at [wc.wilkinson@gcsu.edu](mailto:wc.wilkinson@gcsu.edu), (478) 445-0958, Rm A&S 2-22; Sociology, Prof. Sandra Godwin, at [sandra.godwin@gcsu.edu](mailto:sandra.godwin@gcsu.edu), (478) 445-1900, Rm 2-12. The University Career Center located at 232 Lanier Hall is the next stop. You will find that office to be a fountain of information and assistance on this subject, as well as the source of some additional required paperwork to complete. The Career Center's phone number is (478) 445-5384.

## CAREER INFORMATION

The Criminal Justice and Political Science programs are for people interested in careers in government administration and policy making, criminal justice administration and law enforcement, Foreign Service, law, and teaching. Many private sector employers find the knowledge base and analytical skills developed by Political Science and Criminal Justice majors to be valuable. The baccalaureate degrees will also prepare those students who wish to pursue subsequent graduate degrees in criminal justice, political science, public administration, public policy, urban planning, and law.

Students with undergraduate majors in Sociology find employment in a wide variety of areas. Social service agencies especially find a sociology background to be useful. Examples would include family and children services agencies, centers for the mentally and physically disabled, hospitals, nursing homes, probation and correctional systems, vocational rehabilitation facilities, etc. Many private sector employers find the knowledge base and analytical skills developed by sociology majors to be valuable, and persons aspiring to the ministry find a sociology background helpful for their further study. Many sociology majors pursue graduate study, in fields such as sociology, social work, criminal justice, public administration, business, urban planning, law, and others.

The department strongly encourages students to take advantage of the many services offered by the university's Career Center (232 Lanier Hall).

## **GRADUATE/LAW SCHOOL**

Qualified undergraduates in any discipline who wish to continue attending Georgia College & State University can enroll in the department's graduate programs, including the Master of Public Administration (M.P.A., fully accredited by the National Association of Schools of Public Affairs and Administration), and the Master of Science in Criminal Justice program. Students planning to attend graduate school in any social science discipline should take the Graduate Record Examination (GRE) Aptitude Test in the spring of the junior year or the fall of the senior year. Other graduate programs (e.g., business, medicine) may require other aptitude tests.

Students planning to attend law school should consult with the pre-law advisor in the Government and Sociology Department. Students should understand that there is no pre-law major per se. The political science major with a concentration in legal studies is an especially helpful background for further study of the law, as are the criminal justice and sociology majors, but law schools accept students with good grades and high scores on the Law School Admissions Test (LSAT), regardless of major.

For more information concerning pre-law, contact Dr. Jan Mabie at [jan.mabie@gcsu.edu](mailto:jan.mabie@gcsu.edu) or (478) 445-4925. He is located in Arts & Sciences, RM 2-03.

## **DEGREE PROGRESS CHECKSHEETS**

All students should have a copy of the appropriate checksheets for their majors. Checksheets are available from advisors and from the department office (203 A&S). Occasionally degree requirements will change, but the checksheet you get when you first declare your major will remain valid for as long as you are enrolled as a student. You do, however, have the option of choosing to follow a new checksheet if you think the new requirements will benefit you. (For example, the undergraduate degree in this department changed to BA only for students entering the department from Fall 2005 onward. Students who had declared their majors in the department prior to Fall 2005 were not affected by that change, unless they chose to follow the new degree requirements.)

Versions of the checksheets are provided below in this Handbook. It is important to note that all majors in this department have the same core requirements; Area F requirements for each major, while similar, are not identical. Please check with the department office if you were a declared major prior to Fall 2005.



### ***Core Curriculum for all Government & Sociology Majors:***

The core requirements are the same for all undergraduate degrees offered by the department.

#### **AREA A (9 hours)**

ENGL 1101 (C or higher required) \_\_\_\_\_  
 ENGL 1102 \_\_\_\_\_  
 MATH 1101, 1113, 1114, 1261 \_\_\_\_\_  
 (C or higher required)

#### **AREA B (4 hours)**

IDST 2205, 2210, 2215 \_\_\_\_\_  
 ARTS 1105, MUSC 1105, THEA 1105 \_\_\_\_\_

#### **AREA C (6 hours)**

ENGL 2210, IDST 2305 \_\_\_\_\_  
 IDST 2310, 2315, 2115; PHIL 2200 \_\_\_\_\_

#### **AREA D (11 hours)**

**Science (8 hrs): choice of two, plus appropriate labs. A sequence is not required; cannot take a "Principles" course and a lower numbered course in the same discipline)**

ASTR 1000 \_\_\_\_\_  
 BIOL 1100,1107,1120 \_\_\_\_\_  
 CHEM 1151,1152,1211,1212 \_\_\_\_\_  
 ENSC 1000 \_\_\_\_\_  
 GEOL 1121,1122 \_\_\_\_\_  
 IDST 2405 \_\_\_\_\_ science + lab  
 PHYS 1111,1112,2211,2212 \_\_\_\_\_ science + lab

**Math (3 hrs): choice of one of the following:**

MATH 1113, 1114, 1260, 1261, \_\_\_\_\_  
 1262, 2600 \_\_\_\_\_

#### **AREA E (12 hours)**

POLS 1150 \_\_\_\_\_  
 ECON 2100 \_\_\_\_\_

HIST 1131, 1132 \_\_\_\_\_

ANTH 1102; GEOG 1101, 1102; \_\_\_\_\_  
 HIST 1131, 1132, 2111, 2112; \_\_\_\_\_  
 IDST 2505; PSYC 1101; SOCI 1121 \_\_\_\_\_



**CRIMINAL JUSTICE MAJORS—BA program, Effective Fall 2005**  
 (declared majors before Fall 2005 can choose this program or the old programs)

**AREA F (18 hours)**

CRJU 1100 (3 hrs) \_\_\_\_\_

**Foreign Language (0-9 hrs) proficiency through the fourth course**

1002 \_\_\_\_\_

2001 \_\_\_\_\_

2002 \_\_\_\_\_

**(0-6 hrs) Choose from following:**

SOCI 1121, 1160

PHIL 2200, 2250

ANTH 1102

GEOG 1101, 1102

IDST 2210, 2215 \_\_\_\_\_

ECON 2171, 2172 \_\_\_\_\_

ACCT 2101, 2102

HIST 132, 2112

PSYC 1101, 2101

POLS 2201 \_\_\_\_\_

CRJU AT 1000-2000 Level \_\_\_\_\_

**(3-6 hrs) from the following:**

MATH 2600 \_\_\_\_\_

(unless MATH 2600 is used to satisfy core  
 requirement in Area D)

CSCI 1000 \_\_\_\_\_

(or another computer class approved by advisor)

**MAJOR REQUIREMENTS (27 hours)**

*C or higher required in these course*

POLS 4000 OR SOCI 3442 (3hrs) \_\_\_\_\_

CRJU 4101 (3hrs) \_\_\_\_\_

CRJU 4103 (3hrs) \_\_\_\_\_

CRJU 4307 (3hrs) \_\_\_\_\_

CRJU 4424 (3hrs) \_\_\_\_\_

CRJU at 3000-4000 level (9hrs) \_\_\_\_\_

**SENIOR CAPSTONE COURSE (3hrs)**

Choose CRJU 4920, 4999,  
 approved Study Abroad Course,  
 or other approved capstone course \_\_\_\_\_

**OTHER REQUIREMENTS**

6 hrs from POLS, SOCI, PSYC, \_\_\_\_\_

ECON, or ANTH at 3000-4000 level \_\_\_\_\_

FIRST YEAR ACADEMIC SEMINAR (1 hr) \_\_\_\_\_

(Transfer students are exempt from this requirement)

**Must have at least 39 upper-level hours and 120 total hours**

**ELECTIVES (credit hours will vary from 19-36)**

**SOCIOLOGY MAJORS—BA program, Prior to Fall 2008**  
*(Not applicable for majors who begin Fall 2008 or later)*

**AREA F (18 HOURS)**

SOCI 1121 (unless already taken in Area E) \_\_\_\_\_

**Foreign Language (0-9 hrs) proficiency through the fourth course**

1002 \_\_\_\_\_

2001 \_\_\_\_\_

2002 \_\_\_\_\_

**6-12 hrs from the following:**

POLS 2201, 2401 \_\_\_\_\_

CRJU 1100 \_\_\_\_\_

SOCI 1160, 2293 \_\_\_\_\_

PHIL 2200 \_\_\_\_\_

ECON 2171, 2171 \_\_\_\_\_

GEOG 1101, 1102 \_\_\_\_\_

PSYC 1101, 2101 \_\_\_\_\_

ANTH 1102, 1104 \_\_\_\_\_

HIST 2111, 2112, 2410 \_\_\_\_\_

*(BA majors may take MATH 2600 &*

*CSCI 1000 in this category)*

**3-6 hours from the following:**

MATH 2600 \_\_\_\_\_

*(unless MATH 2600 is used to satisfy core  
requirement in Area D)*

CSCI 1000 \_\_\_\_\_

*(or another computer class approved by advisor)*

**MAJOR REQUIREMENTS (27 HOURS)**

*C or higher required in these courses*

SOCI 3442/4442 (3hrs) \_\_\_\_\_

SOCI 3450/4450 (3hrs) \_\_\_\_\_

SOCI 3452/4452 (3hrs) \_\_\_\_\_

Additional courses in SOCI at the  
3000-4000 level (15hrs) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SENIOR CAPSTONE COURSE (3 hrs)

Choose SOCI 4920, 4999,

approved study abroad course, \_\_\_\_\_

or other approved capstone course

**ELECTIVES (credit hours will vary from 19-36)**

**OTHER REQUIREMENTS**

FIRST YEAR ACADEMIC SEMINAR (1 hr) \_\_\_\_\_

*(Transfer students are exempt from this requirement)*

**Must have at least 39 upper-level hours and 120 total hours**

**SOCIOLOGY MAJORS—BA program, Effective Fall 2008***(declared majors before Fall 2008 can choose this program or the old programs)***AREA F (18 HOURS)**

SOCI 1121 (unless already taken in Area E) \_\_\_\_\_

**Foreign Language (0-9 hrs) proficiency through the fourth course**

1002 \_\_\_\_\_

2001 \_\_\_\_\_

2002 \_\_\_\_\_

**6-12 hrs from the following:**

POLS 2201, 2401 \_\_\_\_\_

CRJU 1100 \_\_\_\_\_

SOCI 1160, 2293, 2295, 2900 \_\_\_\_\_

PHIL 2200, 2250 \_\_\_\_\_

ECON 2171, 2172 \_\_\_\_\_

GEOG 1101, 1102, 2102 \_\_\_\_\_

PSYC 1101, 2101 \_\_\_\_\_

ANTH 1102, 1104 \_\_\_\_\_

HIST 2111, 2112, 2410 \_\_\_\_\_

*(BA majors may take MATH 2600 &**CSCI 1000 in this category)***3-6 hours from the following:**

MATH 2600 \_\_\_\_\_

*(unless MATH 2600 is used to satisfy core  
requirement in Area D)*

CSCI 1000 \_\_\_\_\_

*(or another computer class approved by advisor)***MAJOR REQUIREMENTS (27 HOURS)***C or higher required in these courses*

SOCI 3442 (3hrs) \_\_\_\_\_

SOCI 3450 (3hrs) \_\_\_\_\_

Additional courses in SOCI at the

3000-4000 level (15hrs) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SENIOR CAPSTONE COURSE (3 hrs)

Choose SOCI 4920,4960, 4999,

approved study abroad course, \_\_\_\_\_

or other approved capstone course

**ELECTIVES (credit hours will vary from 19-36)****OTHER REQUIREMENTS**

FIRST YEAR ACADEMIC SEMINAR (1 hr) \_\_\_\_\_

*(Transfer students are exempt from this requirement)***Must have at least 39 upper-level hours and 120 total hours**

**POLITICAL SCIENCE MAJORS—BA program, Effective Fall 2005**  
*(declared majors before Fall 2005 can choose this program or the old programs)*

**AREA F (18 HOURS)**

**Foreign Language: (0-9 hrs) proficiency through the fourth course**

1002 \_\_\_\_\_

2001 \_\_\_\_\_

2002 \_\_\_\_\_

**(6-12 hrs) from the following:**

POLS 2101, 2201, 2350, 2401 \_\_\_\_\_

**(3-9 hrs) from the following:**

ANTH 1102, 1104; CRJU 1100; ECON 2171, \_\_\_\_\_

2171; GEOG 1101, 1102; IDST 2205; \_\_\_\_\_

HIST 1131, 1132, 2111, 2112; PHIL 2200, \_\_\_\_\_

2250; PSYC 1101, 2101; SOCI 1121, 1160

**3-6 hours from the following:**

MATH 2600 \_\_\_\_\_

*(Unless MATH 2600 is used to satisfy core  
 requirement in Area D)*

CSCI 1000 \_\_\_\_\_

*(or another computer class approved by advisor)*

**MAJOR REQUIREMENTS (27 HOURS)**

*C or higher required in these courses*

**3 hrs** in systematic analysis, POLS 4000 \_\_\_\_\_

**3 hrs** in American government or public admin \_\_\_\_\_

**3 hrs** in international relations or comparative  
 government \_\_\_\_\_

**3 hrs** in political theory \_\_\_\_\_

**12 hrs**, additional courses in POLS \_\_\_\_\_

at the 3000-4000 level; may choose a 12-hr \_\_\_\_\_

concentration in legal studies, international \_\_\_\_\_

affairs, political theory, or public administration \_\_\_\_\_

**SENIOR CAPSTONE COURSE (3 hrs)**

Choose POLS 4920, 4999, \_\_\_\_\_

or approved study abroad course, \_\_\_\_\_

or other approved capstone course

**ELECTIVES (credit hours will vary from 19-36)**

**OTHER REQUIREMENTS**

FIRST YEAR ACADEMIC SEMINAR (1 hr) \_\_\_\_\_

*(Transfer students are exempt from this requirement)*

**Must have at least 39 upper-level hours and 120 total hours**

## **POLITICAL SCIENCE CONCENTRATIONS**

Majors in Political Science can choose to take a 12-hour concentration in a particular specialty field, thus allowing students to demonstrate proficiencies that could be helpful in career pursuits and graduate school. The concentrations available are Public Administration, Legal Studies, International Affairs, or Political Theory. Courses included in each concentration are listed below. Substitutions may be made with the consent of both the advisor and department chair. Political Science majors are not required to choose a concentration.

### **Public Administration:**

- POLS 3338 Principles of Public Administration (required)
- POLS 3241 Urban Government and Administration
- POLS 4368 Legal Environment of Public Administration
- POLS 4401 Public Policy Making
- POLS 4415 Environmental Policy
- POLS 4444 Labor Relations
- POLS 4471 Urban and Regional Planning
- POLS 4581 Bureaucratic Behavior
- POLS 4940 Independent Study and/or 4950 Special Topics

### **Legal Studies:**

- POLS 3361 Legal Research and Writing (required)
- POLS 3363 Civil Law and Civil Practice
- POLS 3315 The American Judicial System
- POLS 3365 Selected Topics in Legal Studies
- POLS 4306 Constitutional Law I
- POLS 4307 Constitutional Law II
- POLS 4368 Legal Environment of Public Administration

### **International Affairs:**

- POLS 3501 Comparative Politics
- POLS 3635 National Security Policy
- POLS 4503 The Politics of Spain
- POLS 4505 Introduction to the European Union
- POLS 4531 The Politics of the Middle East
- POLS 4541 The Politics of Modern Africa
- POLS 4611 Contemporary International Problems
- POLS 4621 Comparative Foreign Policy
- POLS 4650 Contemporary American Foreign Policy
- POLS 4720 The Vietnam War
- POLS 4509 European Government and Culture Study Abroad
- POLS 4940 Independent Study or 4950 Special Topics (on international relations or comparative government)

### **Political Theory**

- POLS 4110 Political Theory I
- POLS 4111 Political Theory II
- POLS 4120 American Political Thought I
- POLS 4121 American Political Thought II
- POLS 4940 Independent Study or 4950 Special Topics (on political theory topic)