

**SOCIOLOGY/ANTHROPOLOGY PROGRAM**

**STUDENT HANDBOOK**

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**Academic Year 2008-2009**

# Introduction

Welcome to the Sociology/Anthropology Program! Your decision to major in Sociology/Anthropology (SOA) or to minor in either Sociology (SOC) or Anthropology (ANT) is the first step toward an intellectually stimulating and challenging study of human societies and cultures. This handbook, written by the SOA faculty, is designed to supplement the UIS catalog in providing SOA majors and minors with the basic information they need about the program and its curriculum and about the University of Illinois at Springfield.

**Please read the first six pages carefully. They include information that you will need when scheduling your classes and to complete your major without wasting time or having to duplicate courses.** The remainder of the handbook includes information on issues that may come up during your career at UIS. We suggest that you skim those sections now so that you will know what is there if you need more information later.

## Program Philosophy

The Sociology/Anthropology major provides an in-depth examination of human cultures and societies, and the theories and methods available for their study. By the time students begin at UIS they have completed 30 to 60 semester hours of college course work focusing on general education. By this point students should have developed college-level skills in reading critically, writing and speaking effectively, applying mathematical concepts, and using personal computers; skills that will prepare them for an intellectually demanding curriculum like the SOA major. Most SOA courses require students to read original works by scholars, to write extensively, and to demonstrate their knowledge in essay examinations. By holding high expectations for the quality of students' work and by presenting challenging assignments, the faculty hope to encourage students to work at their highest potential and to help them obtain the best education possible.

## Admission

The SOA program has no course or GPA requirements for admission (beyond those for admission to the university) because lower-division grades - especially grades in classes taken several years ago - are often not good predictors of how well a student will do. We want any student who wishes to be able to choose Sociology/Anthropology as a major.

At the same time, we **recommend** that entering students have the following:

one or more lower division courses in sociology
one or more lower division courses in anthropology
a course in biology
a college mathematics course including basic statistics
basic personal computer skills
a GPA of 3.0 or better in recent lower division courses

Students without some of these recommended qualifications may succeed in the major,

but SOA courses are designed for students with qualifications at this level.

## Requirements for graduation

To graduate with a SOA major, you must complete 120 semester hours (including lower-division work taken elsewhere), requirements for the SOA major, and UIS requirements. To graduate with a SOC or ANT minor, you must complete 120 semester hours (including lower-division work taken elsewhere), any UIS major, the requirements for the SOC or ANT minor, and UIS requirements. Note that at least 48 of the 120 semester hours must be *upper-division* credits (300- or 400-level courses), and that 30 of the total hours must be earned at UIS to satisfy the residency requirement. Students must also complete a graduation contract during their senior year. (These are discussed in more detail below.)

**1. Requirements for the SOA major.** The SOA major includes six required courses (22 semester hours) and at least two other SOA courses of your choice for a total of at least 30 semester hours in Sociology/Anthropology.

The table below shows the required courses and when they are offered.

Courses	Prerequisites	When Offered
SOA 302 Understanding Other Cultures	None	Fall semesters, day time in even numbered years/evenings in odd years.
SOA 304 Human Evolution: Biological and Cultural	None	Spring semesters, day time in odd years/5:00-6:40 PM two evenings a week in even years.
SOA 405: Sociocultural Theories	At least one upper division sociology and one upper division anthropology course, or permission of instructor	Fall semester, day time in odd years and evenings in even years.
SOA 410 Senior Seminar	SOA 302, 304, 405, 411, and 461, and permission of instructor	Spring Semester, evenings
SOA 411 Social Research Methods	None	Fall semesters, day time in odd years and evenings in even years
SOA 461 Social Psychology: Sociological Perspectives	None	Spring semesters, day time in even numbered years/evening in odd years.

## 2. University requirements

ALL UIS undergraduate students must complete a minimum of 13 hours of Engaged

Citizenship Common Experience courses (ECCE Requirements) at the 200-400 level:

- U.S. Communities (1 course, 3 hours)
- Global Awareness (1 course, 3 hours)
- Engagement Experience (3 hours)
- ECCE Elective (3 hours)
- ECCE Speaker Series (1-2 hours)

We suggest that you use ECCE courses to expand your educational experiences and do not take ECCE courses from Sociology/Anthropology faculty. You'll see enough of us as it is.

**3. Requirements for the Anthropology minor (ANT).** The Anthropology minor includes two required courses (8 semester hours) and at least two other SOA courses with anthropology content, choice for a total of at least 16 semester hours in Anthropology.

The table below shows the required courses and when they are offered.

Courses	Prerequisites	When Offered
SOA 302 Understanding Other Cultures	None	Fall semesters, day time in even numbered years/evenings in odd years.
SOA 304 Human Evolution: Biological and Cultural	None	Spring semesters, day time in odd years/5:00-6:40 PM two evenings a week in even years.
8 hours Anthropology electives	** Professors Heather Dell, Lynn Fisher, Sharon Graf, Jennifer Manthei, Hinda Seif, and Terry Martin offer Anthropology electives. Consult with your advisor before registering to be sure that your choices will count towards the minor.	

**4. Requirements for the Sociology minor (SOC).** The Sociology minor includes two required courses (8 semester hours) and at least two other SOA courses with sociology content, choice for a total of at least 16 semester hours in Sociology.

The table below shows the required courses and when they are offered.

Courses	Prerequisites	When Offered
SOA 405: Sociocultural Theories	At least one upper division sociology and one upper division anthropology course, or permission of instructor.	Fall semester, day time in odd years and evenings in even years.
SOA 411 Social Research Methods	None	Spring Semester, day time in odd years and evenings in even years

8 hours Sociology electives	** Professors Jonathan Isler, Heather Dell, Julia Zhang, and Ryan Williams offer Sociology electives. Consult with your advisor before registering to be sure that your choices will count towards the minor.
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## Recommended Sequence of Courses for SOA Majors

### **Advising for CAP HONORS /Sociology-Anthropology Major**

CAP Honors students planning to major in Sociology/Anthropology should complete the following required and recommended courses.

CAP requirements	29 Hrs.
Foreign Language	4 to 16 Hrs.
Prerequisites recommended for major	6 Hrs.
SOA Major	30 Hrs.
UIS Requirements (ECCE)	13 Hrs.
Electives	26-38 Hrs.
<b>Total</b>	<b>120 Hrs.</b>

The SOA Program recommends that students planning to major in Sociology/Anthropology take one 100 and one 200-level SOA course during their first two years.

### **Capital Scholars Honors Program Sample Schedule**

*UIS is in the process of modifying the Capital Scholars Honors Curriculum. Students should check with program administrators regarding current requirements for graduation with the distinction of Capital Scholars Honors.*

Fall, Year 1	15 Hrs.	Spring, Year 1	16 Hrs.
CAP 111 Writing for Cultural Literacy	3 Hrs.	CAP 115 Interdisciplinary Writing	3 Hrs.
CAP 122 Who Am I?	3 Hrs.	CAP 121 How Do You Know?	3 Hrs.
Foreign Language	4 Hrs.	Foreign Language	4 Hrs.
Visual Creative Performing Arts Requirement*	3 Hrs.	CAP 252 Global Issues	3 Hrs.
Math Requirement*	3-4 Hrs.	COM 112 Oral Communication	3 Hrs.

Fall, Year 2	14-16 hr	Spring, Year 2	17-18 hr
CAP What is Good?	3 Hrs.	CAP 226 What is Power?	3 Hrs.
CAP 141 Environmental Biology & Chemistry 1	4 Hrs.	CAP 142 Environmental Biology & Chemistry 2	4 Hrs.
SOA 100 level Elective (recommended)	3-4 Hrs.	200-level SOA course (recommended)	3 Hrs.
Math Requirement	3 Hrs.	SOA 302, 304 or 305	4 Hrs.
Foreign Language or elective	3-4 Hrs.	Foreign Language or elective	3-4 Hrs.

\*See General Education Requirements for List of Approved Courses

**[CAP Honors sample schedule continued]**

Fall, Year 3	16 Hrs.	Spring, Year 3	16 Hrs.
SOA Requirements/ Electives/ ECCE requirements	16 Hrs.	SOA Requirements/ Electives/ ECCE requirements	16 Hrs.

Fall, Year 4	12-16 Hrs.	Spring, Year 4	16 Hrs.
SOA Requirements/Electives/ ECCE	12-16 Hrs	CAP Senior Leadership Seminar	4 Hrs.
		SOA Requirements/Electives/ SOA 410 Senior Seminar ECCE	12 Hrs.

**Advising for Four Year UIS Sociology-Anthropology Major**

UIS Students planning to major in Sociology/Anthropology should complete the following required and recommended courses.

General Education requirements	36 Hrs.
First Year ECCE Comparative Societies (2 courses)	6 Hrs.
Prerequisites recommended for major	6 Hrs.
SOA Major	30 Hrs.
ECCE Requirements	13 Hrs.
Electives	29 Hrs.
<b>Total</b>	<b>120 Hrs.</b>

The SOA Program recommends that students planning to major in Sociology/Anthropology take one 100 and one 200-level SOA course during their first two years.

**UIS Four Year Student  
Sample Schedule**

*\*See General Education Requirements for List of Approved Courses*

Fall, Year 1	14-17 Hr	Spring, Year 1	14-17 Hrs.
ENG 101 –Composition 1	3 Hrs.	ENG 102 – Composition II	3 Hrs.
COM 112 Oral Communication	3 Hrs.	Humanities: General *	3 Hrs.
Math or Science Requirement*	3-4 Hrs.	Math or Science Requirement*	3-4 Hrs.
ECCE: Comparative Societies*	3 Hrs.	ECCE Comparative Societies*	3 Hrs.
Foreign Language or Elective	1-4 Hrs.	Foreign Language or Elective	1-4 Hrs.

**[Four Year sample schedule continued]**

Fall, Year 2	12-15	Spring, Year 2	14-18
Humanities: Arts*	3 Hrs.	Math or Science Requirement*	3-4 Hrs.
Social Sciences Requirement* (SOA 101 or 106 recommended)	3-4 Hrs.	Social Sciences Requirement* (SOA 221 recommended)	3-4 Hrs.
Math or Science Requirement*	3-4 Hrs.	ECCE: GA or US or EXP	3
Foreign Language or elective	3-4 Hrs.	Foreign Language or elective	1-4 Hrs.

Fall, Year 3	16 Hrs.	Spring, Year 3	16 Hrs.
SOA Requirements/ Electives/ ECCE: US or EXP	16 Hrs.	SOA Requirements/ Electives/ ECCE: EXP or ELEC	16 Hrs.

Fall, Year 4	12-16 hr	Spring, Year 4	15-16 hr
SOA Requirements/Electives/ ECCE	12-16 Hrs	SOA 410 Senior Seminar	2-3 Hrs.
ECCE: GA or US or EXP		SOA Requirements/Electives/ ECCE: Speaker Series	13 Hrs.

**Full-time transfer students:**

Since students must complete all other required SOA courses before taking the Senior Seminar, full-time students should complete all required SOA courses in their first two or three semesters. The chart below suggests a schedule of courses for full-time students entering in Fall or Spring semesters:

**Schedule for full-time transfer students entering in Fall**

First Fall Semester	First Spring Semester
SOA 302 Understanding Other Cultures	SOA 304 Human Evolution
+ 12 hours other courses	SOA 461 Social Psychology
	+ 8 hours other courses

**[Full time Fall-entering Transfer schedule continued]**

Second Fall Semester	Second Spring Semester
SOA 405 Sociocultural Theories SOA 411 Social Research Methods + 8 hours other courses	SOA 410 Senior Seminar  + 12-14 hours other courses

**Schedule for full-time transfer students entering in Spring**

First Spring Semester	First Fall Semester
SOA 304 Human Evolution  + 12 hours other courses	SOA 302 Understanding Other Cultures SOA 405 Socio-Cultural Theory SOA 411 Social Research Methods + 4 hours other courses

Second Spring Semester	Second Fall Semester
SOA 410 Senior Seminar	
SOA 461 Social Psychology + 8 hours other courses	16 hours other courses

**Part-Time Students:**

Course scheduling can be difficult for part-time students, especially if you can take courses only in the evening hours. Students entering in Fall should take SOA 302: Understanding Other Cultures their first semester, since it includes important instruction on research papers, which may be needed in other classes. If at all possible, part-time students entering in Spring semester should take SOA 304: Human Evolution the first semester since it includes an important component on writing essays which will be helpful for other courses. Part-time students should work closely with their advisors to develop a long-term plan for completing their degrees.

SOA students planning a semester abroad, should plan to be away spring semester of their junior year, and should work with their SOA advisor to make sure that all required courses can be scheduled around the semester abroad

## **Writing in the SOA Program**

SOA requires its students to write well, and provides them with many opportunities for practice. The faculty will take your writing seriously and they will often make extensive comments on your papers and write back to you about your ideas and the way you express them. While each class may have additional guidelines, the following apply throughout the curriculum:

- A. Papers must be typed (or printed on a computer printer) using standard 10-12 point (or pitch) type, double spaced (about 20 - 22 lines per page of 8.5 x 11" paper), and have one inch margins.
- B. Papers must be written at college level. Papers with many errors in grammar, spelling, punctuation, sentence structure, etc., will not be accepted for credit. Be sure to proofread and correct each paper before you hand it in.
- C. Papers must be your own work. They may not copy or closely paraphrase a previously written book or article, except for brief quotations enclosed in quotation marks and appropriately attributed to the original author with a citation.

### **Plagiarism**

To plagiarize is to present as one's own a thought, writing or invention belonging to another. It usually takes one of the following three forms and is done without proper acknowledgment: the inclusion of another person's writing in one's own essay, paraphrasing of another person's work, or presentation of another person's original theories, views, etc.

If an allegation of plagiarism is made, disciplinary proceedings may be initiated and carried out within the academic program of the teaching faculty in which the alleged offense occurred. In the case that a student is alleged to have committed plagiarism, an instructor may refuse to grade the assignment and record it as no credit. Penalties may include no credit (i.e., failure) in the course as well as recommendation for disciplinary probation, suspension, or dismissal from the class, program, or UIS.

## **Sociology/Anthropology Faculty**

### **Lynn E. Fisher, Associate Professor of Anthropology**

Ph.D., University of Michigan

Interests: human evolution, ecological anthropology, European prehistory, prehistoric technology, hunting and gathering societies, origins of farming.

Office Location: UHB 3042

Telephone: 217-206-7938

Email address: fisher.lynn@uis.edu

### **Sharon Graf, Associate Professor of Ethnomusicology**

Ph.D. Ethnomusicology, Michigan State University

Interests: American folk and ethnic music, festival theory, music and identity, tourism

Office Location: UHB 3040

Telephone: 217-206-6570

Email address: graf.sharon@uis.edu

### **Jonathan Isler, Assistant Professor of Sociology**

Ph.D., University of California, Davis

Interests: Work, occupations and inequality

Office Location: UHB 3044

Telephone: 217-206-7582

E-mail address: jisle2@uis.edu

### **Jennifer Manthei, Assistant Professor of Anthropology**

Ph.D., University of Arizona

Interests: cultural anthropology, medical anthropology, race and racism, adolescence, Brazil, Latin America.

Office Location: UHB 3032

Telephone: 217-206-7584

Email address: jmant2@uis.edu

### **Hinda Seif, Assistant Professor of Anthropology and Women's Studies**

Ph.D., University of California, Davis

Interests: Mexican migration and the U.S.-Mexico border; interactions of gender, race/ethnicity, class, sexuality, religion and nation; critical policy studies; law and society; human rights and citizenship; labor and work; feminist theory; Latina/o Studies; qualitative research methods

Office Location: UHB 3017

Telephone: 217-206- 8413

Email address: hseif2@uis.edu

### **Julia Zhang, Assistant Professor of Sociology**

Ph.D. Candidate, Yale University

Interests: Social and Cultural Theory, Cultural Sociology, Comparative Social Change, Contemporary Chinese Society, Chinese Intellectual History and Visual Culture

Office Location: UHB 3019

Telephone: 217-206- 8414

Email address: jzhan3@uis.edu

## **Associated Faculty**

### **Heather Dell, Associate Professor of Women's Studies**

Ph.D., Cultural Anthropology, Duke University

Interests: feminist theories, postcolonial women's issues, cultural studies,  
social change theories, labor, sex work, and India

Office Location: UHB 3037 Telephone: 217-206-7937

Email address: hdell1@uis.edu

### **Ryan Williams, Assistant Professor, Criminal Justice**

Ph.D., Crime, Law, and Justice, Department of Sociology, Penn State University

Interests: Juvenile delinquency, criminological theory, sport violence

Office Location: PAC 380 Telephone: 217-206-7708

Email: williams.ryan@uis.edu

## **Adjunct Faculty**

### **Terry Martin, Adjunct Professor, Curator of Anthropology, Illinois State Museum**

Ph.D., Anthropology, Michigan State University

Interests: historical archaeology, faunal analysis; Midwest U.S. and Russia

Office Location: Illinois State Museum Telephone: 217-782-6695

Email address: martin@museum.state.il.us

## **Emeriti Faculty**

### **James W. Stuart, Professor of Anthropology**

Ph.D., University of California

Interests: ecological anthropology, nutrition and food habits, traditional agricultural  
systems, American ethnic cultures, immigration, USA and Mexico.

Email address: jws@familyonline.com

### **Proshanta Nandi, Professor of Sociology**

Ph.D., University of Minnesota

Interests: formal/complex organization, social psychology, comparative education, ethnicity,  
quality of life, collective behavior, and non-violence

Email address: nandi.proshanta@uis.edu Telephone: 217-206-8224

Other emeriti faculty: Michael Quam, Rosamond Robbert, Regan G. Smith

## **Program Secretary**

**Erin Kullick, Sociology/Anthropology secretary.** Her office is located in UHB 3010 and her telephone number is 217-206-6790.

## **Faculty offices and appointments**

The offices of the full-time faculty and program secretary are on the third floor of University Hall (UHB). Faculty members have office hours posted on their doors, and are available at other times by appointments. Faculty members keep their own appointment calendars and you should contact them directly if you need to make an appointment. Their telephone and office numbers are listed above.

## **Advising**

An advisor is a faculty member in your major who will advise you and be your mentor at UIS. Your advisor can help you select courses, find an appropriate AST, choose a minor, learn about career opportunities, select a graduate school, improve your study skills, etc. You should meet with your advisor before registering for your first semester, and during each subsequent semester.

Admissions counselors in the Office of Enrollment Services can also help with many administrative matters, but they cannot adequately advise you on academic matters regarding your major. New SOA students select or are assigned a faculty advisor when they choose their major. (Call the Program office if you don't remember who your advisor is.) You may change advisors at any time by sending in a form available from the program office.

## **General Program/University Information**

### **Careers for Sociology/Anthropology Majors**

The SOA major is a liberal arts major designed to provide a general education appropriate to a wide range of careers, not a professional bachelors degree program that leads to a specific occupation. UIS graduates with SOA majors are employed in a wide range of careers in business, government, teaching, public service organizations and research. Most careers in the disciplines of sociology or anthropology require advanced degrees at the M.A. and frequently at the Ph.D. levels. Past SOA majors have gone on to graduate schools all around the nation and have received M.A.s or Ph.D.s in sociology, anthropology, and in a variety of other fields.

### **Foreign Language Study**

We recommend that Sociology/Anthropology majors include study of a foreign language as part of their baccalaureate education. Knowledge of a foreign language is an important part of being a well educated person, and opens a realm of experience-both professional and personal-unavailable to those limited to a single language. Completion of a fourth semester course in a foreign language is required for graduation in many universities and is required for admission to graduate school in many fields.

UIS students can take lower-division foreign language courses offered by LLCC and count up to 12 hours of that course work toward their upper division requirements (see your advisor for details). UIS also offers upper division instruction in a number of foreign languages, depending

on student interest. In the past these have included Japanese, Chinese, Russian, Arabic, and Swahili.

## Grades

You may select either the letter grade or credit/no credit grading option for most SOA courses. In the letter grade option:

- A = excellent
- B = good
- C = fair
- D = marginal, but passing
- U = unsatisfactory
- I = incomplete (given at the faculty member's option when requested by a student)

In the credit/no credit option:

- CR = credit (equivalent to a C or above in the letter grade option)
- NC = no credit (below C)

Students planning to attend graduate school or who want a “traditional” transcript to present to employers should take most courses under the letter grade option; however, if you feel that you learn better under the reduced pressure of credit/no credit grading or want to try out a new subject without risking your GPA, feel free to select the credit/no-credit grading option. You may change your grading option from letter grade to CR/NC or visa versa until eight weeks from the end of the semester.

Withdrawing from classes: **If you are registered for a class but stop attending it, you must formally withdraw from the class, even if the deadline for getting a refund has passed.** If you stop attending but do not formally withdraw from a class you will still get a grade - usually a “U” or a “NC.”

## Graduate Study

Students considering continuing their educations after the B.A. in Sociology/Anthropology should consult with their advisor concerning course selection. In general, students planning to pursue graduate education in the social sciences or related professional fields (social work, public health, public administration, etc.) should complete an undergraduate course in statistics and should choose elective courses that will provide a solid background in their field of graduate study.

## Graduation Contracts

In the semester before you graduate, you must submit a “graduation contract,” a form that shows the courses you have taken to meet requirements for the major, university requirements, and requirements for any minor you have completed. Graduation contract forms are available in

the program office, and must be submitted to your advisor to approve ten weeks before the end of the semester.

### **Petitions, Waivers, Exceptions, etc.**

The academic policies of SOA and UIS are designed to cover most cases, most of the time, but sometimes exceptions are necessary. For such exceptions or waivers of policies, you will need to submit a student petition. After you pick up a petition form in the program office, you should fill it out, being careful that it clearly explains what you want and the reasons that this makes sense. Then, before submitting the petition, call your advisor or, if necessary, make an appointment to explain the circumstances.

Petitions are necessary to:

- waive a course requirement or substitute another course
- take more than 18 semester hours (eight (8) in summer)
- have a course from another college accepted toward your degree
- waive academic suspension, etc.

### **Student Participation in Program Governance**

All matters concerning the SOA curriculum, student requirements, faculty members' promotion and tenure decisions, and allocation of the budget are based on decisions of the SOA Program Committee, composed of the faculty and a student representative. The student representative, elected early in the fall semester of each year, participates with faculty in program decisions.

If you want to run for student representative, you may nominate yourself or be nominated by another student. If you have questions about the program or issues that you would like the Program Committee to deal with, see the student representative or any faculty member.

### **Study Abroad**

UIS students have many opportunities to study abroad for a summer or a semester, and the SOA program strongly encourages you to make use of this opportunity if possible. Financial aid may be available, and your advisor will work with you to make sure that you can complete your UIS requirements and get graduation credit for your study abroad.

### **“WPIs” - With Permission of Instructor forms**

WPIs are required to register for occasional classes. By requiring a WPI we can insure that some places in the course are saved for SOA majors.