

GRADUATE STUDENT HANDBOOK

MASTER OF ARTS DEGREE

IN

SOCIAL & CULTURAL PEDAGOGY

2017-2018



*Arizona State University vigorously pursues
Affirmative Action and Equal Opportunity
in its employment, activities, and programs.*

<https://sst.clas.asu.edu/content/social-and-cultural-pedagogy-ma>
<https://graduate.asu.edu/>

Dr. Daniel Schugurensky
Social and Cultural Pedagogy Graduate Director
dschugur@asu.edu
480-965-6704

Brianna Casillas
Graduate Programs Student Services Support Coordinator
Brianna.Casillas@asu.edu
486-965-7682

Please consult with the Graduate Coordinator, Graduate Director and/or the Graduate College to ensure accurate application of these policies and procedures. Revised June 28, 2017.

TABLE OF CONTENTS

INTRODUCTION.....	4
Academic Integrity.....	4
Graduate Student Responsibilities.....	4
Graduate Degree Program.....	4
Enrollment and tuition.....	5
THE MASTER OF ARTS (M.A.) DEGREE PROGRAM	5
Prerequisites and transfer credit	5
The M.A. Curriculum.....	5
Core Courses.....	6
Self-Selected Electives Courses.....	6
Sample M.A. Course Schedule	7
Faculty Advisors	7
Interactive Plan of Study (iPOS)	7
Continuous Enrollment.....	8
Completing the M.A. Degree	8
Graduation.....	10
ADDITIONAL INFORMATION FOR GRADUATE STUDENTS	10
Academic Standards	10
Graded and Ungraded Graduate Courses.....	10
Academic (Grade) Grievances.....	11
Incompletes	11
FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS	11
FAFSA (Free Application for Federal Student Aid)	11
Graders	11
Research Assistantships.....	11
External Sources of Financial Assistance	11
Professional Travel	11
APPENDICES	13
SCP M.A. Curricula Check Sheet	13

INTRODUCTION

This handbook provides an overview of the Master of Arts (M.A.) in Social and Cultural Pedagogy. However, it is not an official document or contract of Arizona State University and does not replace the policies and procedures established by the Graduate College. Please consult your faculty advisors, Social and Cultural Pedagogy Graduate Director, Graduate Coordinator, and/or the official Graduate College policies and procedures.

Academic Integrity

The highest standards of academic integrity and compliance with the university's Student Code of Conduct are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

<https://provost.asu.edu/academic-integrity>
<https://eoss.asu.edu/dos/srr/codeofconduct>

Graduate Student Responsibilities

Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. Each student should also communicate directly with their academic unit to be clear on its expectations for degree completion. Students should check in with their academic advisor at least once a semester to make sure they are on track for successful completion of their degree.

Information is provided to students via [my.ASU](#). Students should frequently check their [My.ASU](#) account for the most up-to-date information regarding their status, holds, items to attend to and other important information. As most information will be sent to student's ASU email account, please ensure that those emails are being received effectively, or that they are being forwarded to an email address that is regularly checked.

The Graduate College Policies and Procedures found here:

<https://graduate.asu.edu/policies-procedures>

Graduate Degree Program

The M.A. degree program in Social and Cultural Pedagogy is designed for students who have completed an undergraduate degree and who seek further study in research, theory, and practice related to non-formal education throughout the lifespan. This innovative program focuses on change-oriented processes and foregrounding anthropological and sociological perspectives. It includes core courses in current and historical social pedagogy, lifelong and experiential learning, and sociocultural approaches to education. The M.A. provides advanced

training to prepare students for careers in a range of programs, organizations, and fields where social and cultural pedagogy is applied to non-formal education environments for individuals across the lifespan.

The program is geared to those working in education-related settings, primarily in the independent and nonprofit sector. This degree is relevant for individuals interested in areas such as childhood studies, youth and adult education, museum education, community education, workplace learning, sports and recreation education, popular and digital cultures, refugee and immigrant education, social movement learning, environmental education, prison education, peace education, citizenship education, media education, indigenous education, and education for social transformation.

Social pedagogy is both an interdisciplinary academic field of inquiry and a field of professional practice. It has a long tradition that can be traced back to 1844, and it is currently experiencing a surge in scholarly and professional interest. There are many master's programs in social pedagogy around the world, especially in Europe and Latin America, but the master's degree in social and cultural pedagogy at ASU is the first of its kind in North America.

Enrollment and Tuition

Graduate students register through MyASU per their enrollment appointment. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide. <https://students.asu.edu/registration-and-tuition-payment-guides>

THE MASTER OF ARTS (M.A.) DEGREE PROGRAM

Prerequisites and Transfer Credit

Students admitted to the M.A. program must complete their undergraduate degree prior to entering the graduate program.

Transfer credit must follow Social and Cultural Pedagogy program requirements, and be approved by the Graduate College. Social and Cultural Pedagogy faculty may approve a maximum of six credit hours of 400-level transfer coursework. Pass/Fail 400 level courses, and any credit hours that were applied toward a previously awarded degree, may not be counted as transfer credit. Graduate courses taken prior to admission to the M.A. that are used as transfer credit must have been completed within three years of the semester and year of admission to the program.

The M.A. Curriculum

The M.A. curriculum includes required core and self-selected elective courses. Core courses help build the theoretical foundations and research toolkit, which enable students to gain expertise in substantive areas of research. Students complete the degree with a culminating experience; either a thesis or an applied project. M.A. students are required to complete a total of 30 credit hours as detailed below. All core courses are offered face-to-face. Students may

choose to take electives courses online (iCourses) if available and relevant to their plan of study.

Type of Courses	Number of Hours
a. Three Core Courses (SST 510, SST 501, JUS 500)	9 hours
b. Five Elective Courses	15 hours
c. Thesis (SST 599) OR Applied Project (SST 593) and Additional Elective	6 hours

Core Courses

M.A. students are required to complete three core courses. Students must earn a grade of B or better in each core course.

SST 510 Social and Cultural Pedagogy (3 credit hours)
Engages students with the academic literature and scholarly debates on social and cultural pedagogy, reviews practical lessons from the field, and provides an overview of different areas of intervention and professional practice. Considers the historical, local, and international dimensions of social and cultural pedagogy, and illustrates with selected case studies. Encourages the study of social and cultural pedagogy using a critical and interdisciplinary perspective.

SST 501 Foundations of Social Transformation (3 credit hours)
Introduces the foundations of social transformation and social change. Looks at social transformation through an interdisciplinary lens and explores the connections between the objective and subjective factors that enable or inhibit social transformation in different contexts.

JUS 500 Research Methods (3 credit hours)
Theories and methods of qualitative and quantitative research.

Requests to substitute an alternative course for a required core course are generally not accepted per ASU’s Graduate College policy.

Self-Selected Electives Courses

M.A. students are required to complete five electives courses (15 credits). Electives courses should be chosen in collaboration with a faculty advisor. A faculty advisor will help directionalize a student’s electives to ensure they focus on a common theme and ultimately help inform the student’s thesis or applied project.

Students can find a list of approved electives on the SST website:
<https://sst.clas.asu.edu/content/social-and-cultural-pedagogy-ma>. To seek approval of an elective not listed, students are required to email a copy of the course syllabus as well as a brief

description as to why they want to take the course, to the Graduate Coordinator, who will obtain faculty approval. Students are advised to submit electives approval requests prior to the semester of anticipated course registration.

Sample M.A. Course Schedule

The M.A. degree is typically completed in two years, or four semesters. All work toward the M.A. must be completed within six consecutive years; the clock begins with the semester and year of admission to the program. Below is a recommended plan of study for an M.A. student:

Year 1	Fall Semester	SST 510 Social and Cultural Pedagogy (3)
		JUS 500 Research Methods (3)
		SCP MA Elective (3)
	Spring Semester	SST 501 Foundations of Social Transformation
		SCP MA Elective (3)
		SCP MA Elective (3)
Year 2	Fall Semester	SCP MA Elective (3)
		SCP MA Elective (3)
	Spring Semester	SST 599 Thesis (6) OR
		SCP MA Elective (3) + SST 593 Applied Project (3)

Faculty Advisors

Upon entrance into the program, students are assigned temporary advisors. The temporary advisor provides guidance on course selection and other relevant matters until the student identifies a thesis advisory committee or applied project chair. The thesis or applied project chair oversees and approves the plan of study (POS); guides and monitors academic progress; and directs the thesis/applied project and its oral defense.

Thesis Option: The advisory committee consists of a chair and two other faculty members. The chair and at least one other member must be faculty of the School of Social Transformation.

Applied Project Option: The advisory committee consists of a chair and one other faculty member, serving as a second reader. The chair must be faculty of the School of Social Transformation.

Interactive Plan of Study (iPOS)

The Interactive Plan of Study (iPOS) functions as a contract between the student, the academic unit, and the ASU Graduate College. The iPOS is an electronic record of a student's completed and anticipated coursework. This online form also officially establishes the thesis or applied project advisory committee. The iPOS is submitted before a student begins their second year of enrollment or before they complete 50% of the minimum required 30 credit hours (i.e. before completing 15 credit hours).

Students should work in consultation with their temporary faculty advisor, thesis or applied project chair, and Graduate Coordinator to determine coursework to include on the iPOS. Use the SCP M.A. Plan of Study Checksheet (see appendix) as a guide. A draft of the iPOS is first approved by the student's thesis or applied project chair. The draft is then reviewed by the Graduate Director and the Graduate Coordinator. Finally, the iPOS is submitted electronically to The Graduate College for approval. The Graduate Coordinator will help ensure proper online entry and submission of the iPOS.

Please note that a student's thesis or applied project chair may approve a maximum of six credit hours of 400-level coursework to be included on the iPOS. Pass/Fail 400 level courses, and any credit hours that were applied toward a previously awarded degree, may not be included. Graduate courses taken prior to admission to the M.A. that are included on the iPOS must have been completed within three years of the semester and year of admission to the program.

Continuous Enrollment

Once admitted to the master's program, students must be enrolled continuously, excluding summer sessions, until all requirements have been fulfilled. Students must be registered for a minimum of one graduate credit hour during all phases of their graduate education to maintain continuous enrollment. If a plan of study needs to be interrupted for one semester, the student must submit the Maintain Continuous Enrollment request through The Graduate College. This request must be submitted and approved before the anticipated semester of non-registration.

There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at: students.asu.edu/drop-add. More information on CLAS policies and procedures for medical and compassionate withdrawals can be found here: <https://clas.asu.edu/resources/medical-withdrawal>. Students should reach out to their Graduate Coordinator for guidance on any type of withdrawal.

Completing the M.A. degree

The Graduate College requires all work towards a master's degree be completed within six consecutive years.

The thesis or applied project constitutes the culmination of a student's degree. It reflects the research area of specialization identified by the student in consultation with the thesis advisory committee or applied project committee. Before any formal work on the thesis or applied project is begun, the advisory committee or applied project committee approves the student's research prospectus. The prospectus is a statement of the topic area, a brief discussion of its significance, the primary research questions to be addressed, and the research design.

Thesis option. The thesis option is recommended for SCP students who intend to pursue a doctoral program or conduct research in the future. It is an academic exercise that could be theoretical or research oriented. The thesis should address questions relating to social pedagogy, and/or social and educational dynamics. To undertake a thesis, the student must form a thesis committee (a chair and two additional committee members) and present a thesis proposal (research prospectus). It is expected that at least one committee member be affiliated directly with the SCP M.A. program. The thesis committee must approve the thesis proposal before the student proceeds to the next step. The length and specifics of the thesis proposal will be determined by the thesis committee. Typically, a proposal includes a literature review to display the student's familiarity with the field of inquiry and gaps in the literature.

The length of a master's thesis for this program is typically around 25,000 words. The 25,000 word count does not include endnotes and references.

When the thesis committee is satisfied with the progress of the thesis, the student presents and defends their thesis in an oral examination. The thesis defense must be scheduled according to Graduate College policy, and the student should contact the Graduation section in the Registrar's office well in advance of the defense. Notice of the student's defense, with an abstract, must be posted for SST faculty and students no later than one week before the date of the defense. Interested parties may attend the defense. After the thesis defense, the committee members and SCP M.A. Graduate Director sign the Report for Master's Thesis Defense. A copy of the defense form and the thesis must be taken to the Graduate College. The chair must also give a copy to the Social and Cultural Pedagogy Graduate Director.

Applied Project option. The applied project typically consists of a study (often a participatory action research project) with applied results that can contribute to the improvement of social pedagogy practice. The applied project could assist the needs of an existing organization, but it could also be a response to solve a problem identified by the student, without necessarily being connected to a specific organization. The applied project should identify the problem to be addressed, and include a brief literature review on the topic, an analysis of the situation, and conclude with recommendations. The output of the applied project could be a report, but it could also be a video, a curriculum proposal, an evaluation, a website, or other formats. For written reports, the estimated length of the applied project is around 7,500-10,000 words.

When the chair is satisfied with the progress of the applied project, the student should contact the Graduation section in the Registrar's office. This should be done well in advance of the defense. The student will then present and defend the applied project in an oral examination, attended by the chair and committee member(s). The defense is not publicized and The Graduate College does not require format approval nor does the student need to submit any form to the Graduate College. After the defense, the committee members and the SCP M.A. Graduate Director will sign the internal form

(Social and Cultural Pedagogy Report of Final Master's Applied Project). The chair will then give the form to the Graduate Coordinator and approve the posting of a letter grade for the applied project. Students must earn a grade of "B" or higher to pass the Applied Project requirement.

Graduation

After all coursework has been completed, the requirements for The Graduate College have been met, and the thesis or applied project has been approved, the student is eligible for graduation. It is a student's responsibility to check The Graduate College's webpage for information related to deadlines and procedures. The student must be enrolled during the semester or summer session in which the student defends the thesis or applied project.

ADDITIONAL INFORMATION FOR GRADUATE STUDENTS

Academic Standards

The M.A. program in Social and Cultural Pedagogy, and the ASU Graduate College, expects its graduate students to maintain high academic standards. Specifically, graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA)

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits)
2. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.

In addition, students must earn a grade of "B" or higher in each of the required core courses, as well as applied project courses. A student who earns a grade below "B" (3.00) in a required core course/applied project course must retake that course and earn a grade of "B" (3.00) or higher.

A student whose GPA falls below 3.00 will be notified in writing that they will be placed on probationary status. While on probationary status, the student must take no fewer than nine credit hours within two consecutive semesters immediately following placement on probationary status. The nine credit hours will be determined after consulting with the Graduate Director and obtaining approval from the student's faculty chair. If the student does not attain a 3.0 GPA minimum after taking nine credit hours, the student will be notified in writing that the program will recommend their dismissal to the Graduate College.

Graded and Ungraded Graduate Courses

Courses which involve classroom instruction may be taken for a letter grade (A,B,C,D,E) or for a grade of “Y” (pass). Courses such as internships, reading and conference hours, and research hours, are generally recorded as a grade of “Y” for “pass.” Theses/Dissertation hours are also recorded as a grade of “Y” for “pass.”

Academic (Grade) Grievance

Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. Full procedure can be found here:

<https://clas.asu.edu/resources/academic-grievance>

Incompletes

Incompletes for courses are discouraged. However, if a student should receive an incomplete, the work for that course must be completed within one calendar year. It is a student’s responsibility to ensure that the grade is updated before that deadline is enforced. Check the Graduate College policies and procedures for additional information.

FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS

FAFSA – Free Application for Federal Student Aid

Each student should have a current FAFSA on file in order to meet the eligibility requirements for scholarships, grants, and other funding opportunities.

Graders

When funds are available, student worker grader positions are awarded competitively on a semester basis, typically to master’s students. Graders work with assigned SST faculty, including those teaching undergraduate courses in Justice Studies, Gender Studies, African and African American Studies, and Asian and Pacific American Studies.

Research Assistantships

Graduate students may be hired as Research Assistants by School of Social Transformation faculty (or faculty across the university) with funds derived from a grant or other sources.

External Sources of Financial Assistance

Check with The Graduate College for internal and external fellowships and awards for master’s students to help finance graduate studies.

Professional Travel

Students are encouraged to participate in professional academic conferences as a part of their intellectual and academic growth. Based on available funds, and according to guidelines outlined in the application form, Social and Cultural Pedagogy provides limited support for travel. Funds also may be available from the Graduate and Professional Students Association

(GPSA), and other internal or external resources. Students must be making satisfactory academic progress in their program of study for their travel funding applications to be considered.

Social & Cultural Pedagogy MA

Plan of Study Check Sheet

3 Core Courses (9 credit hours)

- SST 501 Foundations of Social Transformation
- SST 510 Social and Cultural Pedagogy: Theoretical & Practical Issues
- JUS 500 Research Methods

5 Elective Courses* (15 credit hours)

- Elective/Substantive seminar (3 credit hours)
- Elective/Substantive seminar (3 credit hours)
- Elective/Substantive Seminar (3 credit hours)
- Elective/Substantive Seminar (3 credit hours)
- Elective/Substantive Seminar (3 credit hours)

Culminating Experience (6 credit hours)

Applied Project

- Elective/Substantive Seminar (3 credit hours)
- SST 593 Applied Project (3 credit hours)

OR

Thesis

- SST 599 Thesis (6 credit hours)

*Approved electives: <https://sst.clas.asu.edu/content/social-and-cultural-pedagogy-ma>

If seeking approval for an elective NOT on this list, email Brianna.Casillas@asu.edu (with a copy of the course syllabus, and a brief rationale for desiring the course) for SCP MA faculty approval.