Steps for Completing an MA Project in Sociology*

Select an applied research topic and write a 10-20-page project proposal in 502A and with the guidance of your faculty chair.

Secure your faculty chair’s approval of the project proposal, after integrating their editorial feedback. You will need to attach this revised proposal to your 597 form when you register for that in your final semester.

In preparation for data collection, fill-out and submit your IRB application. Go to: http://www.ogc.fullerton.edu/irb/irb.htm for details. (Note: not all projects require IRB approval; please consult your faculty chair on this).

Once you have received approval from your faculty chair and IRB, start your project research, including your background research and data generation. Make sure you are in close communication with your chair throughout this research and writing stage.

After your data have been collected, you should analyze it in preparation for writing and for production of your project deliverable.

Register for Soci 597 in the final semester when you are writing-up your project. Get the form from the main soc office; you need signatures from your faculty chair and the graduate advisor. Submit your approved project proposal with this form.

Make sure to discuss your writing plan and timeline* with your chair before writing the first draft of your MA project. See MA Project Guidelines document for assistance.

Once your faculty chair feels your project is complete, another faculty reader will review your project report and deliverable. Incorporate their final edits. When you have edited the document appropriately, your faculty chair will indicate project completion. Print a final copy for your chair’s signature, and submit a bound copy to Penni Vo in the soc office. There is no final defense for MA Projects.

*Your timeline should comply with current semester submission deadlines.