

Department of Religious Studies

Graduate Student Handbook

Updated Spring 2022

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# Introduction

“It’s impossible to understand much of the news without knowing something about religion.”

– CNN Belief Blog

Research and coursework in religious studies opens students’ eyes to the role that religion plays in politics, public policy, media, business, education, the arts, and nonprofit activity. The [Department of Religious Studies at Georgia State University](http://religiousstudies.gsu.edu/) is committed to highlighting this role and equipping our students to contribute constructively to the full spectrum of public life with an informed, critical stance. At Georgia State University, we train our [M.A. in Religious Studies](http://religiousstudies.gsu.edu/graduate/) students to consider these issues, and to go on to careers in education, the nonprofit sector and the business world.

Our program offers three unusual opportunities for students. First, our Combined Master of Arts in Religious Studies and Graduate Certificate in Nonprofit Management and Social Enterprise – offered in conjunction with the Andrew Young School of Policy Studies – prepares our students for careers making a difference in society. We also offer a concentration in Religion and Aging as part of our applied religious studies initiative. Students who want to receive the Certificate in NPM or in Gerontology in addition to the concentration in that area should apply to the certificate’s home department. Our distinctive graduate teaching program has prepared many graduates for careers in community colleges and private schools.

We have also placed M.A. graduates in Ph.D. programs at prestigious universities including Harvard, Princeton, Chicago, the University of California Santa Barbara, Columbia, Emory and Duke. Still others have pursued successful careers in law, business, journalism and medicine.

[Our alumni’s successes](http://religiousstudies.gsu.edu/connections/alum/) reflect not only the quality of the program, but also the opportunities we provide students to research and work in the myriad religious communities of Atlanta, a city that contains 1,000 places of worship. In fact, students can earn course credit for interning at nonprofits and other relevant organizations.

# Admissions and Funding

## Admissions

The College of Arts and Sciences admissions information may be found online in the [Graduate Catalog.](https://catalog.gsu.edu/graduate20202021/)

The Department of Religious Studies typically admits in the spring term for fall admission. The priority deadline for consideration in the first round of funding decisions is February 1 and the deadline for all applicants interested in funding is March 15. Prospective students who wish to apply after March 15 or at another time in the year should contact the Director of Graduate Studies to inquire about an application deadline waiver.

The Department requires that applicants fill out the [online application](http://cas.gsu.edu/graduate-studies/admissions/) and submit a personal statement of research interests, writing sample, official transcripts, and three letters of recommendation. The Department of Religious Studies does not require students to submit GRE scores.

## Funding

## At the time of admission, the Department of Religious Studies offers a few two-year funding packages to students who have demonstrated exceptional promise and may offer support for one or more semesters to applicants with particular potential.

### **Eligibility for Funding**

To be eligible for funding, graduate students must:

1. Maintain a 3.0 GPA in the first semester and 3.2 in subsequent semesters;
2. Enroll in 18 graduate level credit hours;
3. Receive a S in any S/U courses;
4. Have no more than one incomplete at the beginning of a semester; and
5. Make appropriate progress in graduate level coursework depending upon the student’s chosen track.

### **Ongoing Funding: Two-year packages**

## In the first year of ongoing funding, the Department offers funded students a position as a Graduate Research Assistant (GRA). (The College and University sometimes refer to GRAs as GRAs, Graduate Lab/Research Assistants; these are the same positions.) GRAs assist one or more faculty members with research activities. GRAs receive a tuition waiver and modest stipend. In the spring of their first year, funded students must enroll in the first teaching practicum (RELS 8970). Following the successful completion of that course (a B or better), the Department typically hires these students as Graduate Teaching Assistants (GTA) in the fall semester of the second year. If the student performs well as a GTA and maintains a 3.2 GPA, the Department typically extends another position as GTA to the student in the spring term. Students who accept two-year funding packages commit to working for the Department in the fall and spring terms of their first two years in the program. Ongoing funding may be revoked if the student becomes ineligible for funding (see above).

### **Ad hoc funding**

## Students who do not receive ongoing funding may be offered temporary or ad hoc funding as a GRA, or they may secure funding through other employment in the College or University.

Examples of other employment opportunities at Georgia State may include working as a Writing Across the Curriculum (WAC) consultant or a position with Information Technology. Occasionally students find positions as GRAs or GTAs in other departments or programs.

### **Other University employment**

## Students are responsible for reporting all University employment to the Director of Graduate Studies and to the Department’s Business Manager. Some types of employment require specific codes in the payroll system; without entering all of the codes in the appropriate order, students may not receive paychecks.

### **University employment, start dates, stipend amounts & fee bundling**

All students employed by the University receive a tuition waiver and stipend. Stipend amounts vary depending on the type of employment and hours of work. Typically, stipends for GRAs in the Department of Religious Studies during the fall and spring terms vary between $2,500 and $3,000 depending upon budgetary constraints. Summer session (Maymester and June-July) GRAs receive a minimum stipend of $1500.

Graduate Assistants are paid on the last day of the month according to the following schedule:

Fall: September, October, November, and December

Spring: January, February, March, and April

Summer: May, June, July, and August\*

*\*Summer GAs may be appointed for the Maymester and/or the June-July summer session, and typically their pay schedules align with their appointments.*

The University sets a maximum monthly stipend graduate students may receive. Graduate students are responsible for reporting all University System of Georgia employment to the Director of Graduate Studies and to the Department’s Business Manager in writing before the start of each instructional session. The University’s Graduate Assistant Policy may be found here.

All graduate students are responsible for paying their own fees.

The Bundled Student Fee Package policy allows students taking only off-campus courses to be exempted from mandatory fees, except the technology and University System of Georgia Institution fees. Because students receiving this package are not assessed the additional mandatory fees, they will only have access to the associated services when they opt in though payment for specific services. GTAs must register for a teaching practicum each semester they are employed, and because the practicums and their courses meet on campus, GTAs are not eligible for the fee bundle. Students who take advantage of the bundle may pay separately to access some campus services:

Students wishing to access the sporting events or the Student Recreation Center

must opt in by paying the costs on a per use basis. For access to the Student Health Center, students must pay the semester fee at the Health Center. This flat rate provides students receiving the fee waiver with the same services as students who pay all fees.

The Counseling and Testing Center is not covered through student fees so one need only be enrolled as a student to receive services from this office.

Questions about this policy can be directed to grad@gsu.edu.

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# Employment as a Graduate Assistant

## Graduate Research and Instructional/Lab Assistant Responsibilities

Graduate Research Assistants support faculty research programs, and Graduate Instructional/Lab Assistants (GRAs) support faculty teaching. Most Graduate Assistants in our Department are hybrid: GRAs. GRA responsibilities may include locating and retrieving journal articles, book chapters and books; doing preliminary research (i.e., creating annotated bibliographies); proofreading presentations or papers; creating and maintaining websites; and indexing manuscripts. GRA responsibilities may include assistance with recordkeeping, planning, and research related to instruction.

Religious Studies GRAs work a maximum of ten (10) hours per week per appointment. A GRA may work with more than one faculty member by sharing time; typically, GRAs assigned to two faculty members are asked to work five (5) hours with each professor. If a GRA receives more than one appointment, their stipend will increase in measure with the number of hours they are working.

## Graduate Research Assistant assignments

## Graduate Research Assistant assignments are made at the discretion of the Director of Graduate Studies (DGS). The DGS assigns GRAs to faculty prior to the start of each semester. Depending upon several factors, such as faculty returning from leaves and changes in students’ funding or employment status, GRA assignments may shift over the winter break. When assignment changes occur between semesters, the DGS notifies both the students and the affected faculty members by email.

Prior to classes beginning, the DGS emails GRAs with contact information for the faculty member(s) with whom they will be working. GRAs are responsible for contacting the faculty member(s) to arrange a first meeting.

## Graduate Teaching Assistant assignments

In the spring of their first year, graduate students may enroll in the first teaching practicum (RELS 8970). Following the successful completion of that course (a B or better) and depending on demand for RELS 2001, “Introduction to World Religions,” the Department makes Graduate Teaching Assistant (GTA) offers to students for the fall semester of the second year. If the student performs well as a GTA and maintains a 3.2 GPA, the Department may extend another position as GTA to them in the spring term.

GTAs progress through a three-course teaching practicum sequence. Beginning in their second semester, they take RELS 8970 in preparation to teach. First-time GTAs take RELS 8980 in the fall. RELS 8980 begins a week early so that GTAs can meet to review material and prepare to teach well in advance of each session. In subsequent semesters, GTAs enroll in RELS 8985, the advanced teaching practicum. GTAs must enroll in a teaching practicum every semester of employment.

After successfully completing RELS 8970 and accepting an employment offer, GTAs are responsible for teaching as instructors of record in RELS 2001, “Introduction to World Religions.” GTAs are closely monitored by the faculty advisor instructing the practicum in weekly meetings of the practicum and through individual teaching observations. In consultation with the Department Chairperson, the practicum instructor may remove a GTA who violates University policies or whose teaching or performance in the practicum falls below the Department’s standards.

## Enrollment: Full-time status

## Only full-time students are eligible for funding and employment in the Department. Full-time status for funded students requires that a student be enrolled in a minimum of 18 hours during the fall or spring term and 9 hours in the Maymester and summer session combined.

# Degree Requirements for the Master of Arts in Religious Studies

## The Masters of Religious Studies offers two tracks: a thesis track and a course work intensive track. Students declare which track they intend to pursue after they have completed 24 hours of course work, usually at the end of the first year of study. Current degree requirements for the graduate degrees offered by the Department of Religious Studies may be found in the Georgia State University Graduate Catalog. The requirements are as follows:

## Thesis Track

In order to receive the Masters of Religious Studies, a student must complete 30 hours of course work. These courses must include:

1. Twenty-four hours of non-thesis course work. As part of these twenty-four hours, a student successfully must complete:
	1. One course in theory and methods in the study of religion (3 hours):
		1. RELS 8200 Pro-Seminar in Advanced Theory and Method (3)
	2. Religion and Public Life requirement (12 hours):
		1. Four courses in the Study of Religion OR Religion, Race, and Change OR Religion, Gender, and Sexuality OR Religion, Health, and Humanity. Courses must be distributed among all three areas of study.
	3. Applied Religious Studies requirement (3 hours):
		1. RELS 6789 Applied Religious Studies: Internships, Projects, and Papers (3)
	4. Two additional graduate-level electives from either Religious Studies or affiliated courses to bring the total to twenty-four hours. Because the interests and goals of each student are distinct, students are highly encouraged to consult their academic adviser when selecting courses to complete the program of study.
2. At least six hours of RELS 8999 Thesis Research
3. A thesis
4. An oral thesis defense

\* Thesis track students receiving funding are expected to take at least one course in addition to their thesis research course (8999) and the teaching practicum (8980/8985) in each semester of their second year. The course may be any graduate-level class in Religious Studies, including RELS 6789, “Applied Religious Studies: Project, Papers, and Internships.” Students should enroll in enough hours of RELS 8960 to be full-time and so that they receive academic credit for their work as graduate assistants.

## Coursework Intensive track

In order to receive the Masters of Religious Studies, a student must complete 36 hours of course work. These courses must include:

1. Thirty-six hours of intensive coursework. As part of these thirty-six hours, a student successfully must complete the following distribution requirements:
	1. One course in theory and methods in the study of religion (3 hours):
		1. RELS 8200 Pro-Seminar in Advanced Theory and Method (3)
	2. Religion and Public Life requirement (12 hours):
		1. Four courses in the Study of Religion OR Religion, Race, and Change OR Religion, Gender, and Sexuality OR Religion, Health, and Humanity. Courses must be distributed among all three areas of study.
	3. Applied Religious Studies requirement (3 hours):
		1. RELS 6789 Applied Religious Studies: Internships, Projects, and Papers (3)
	4. Six additional graduate-level electives from either Religious Studies or affiliated courses to bring the total to 36 hours. Because the interests and goals of each student are distinct, students are highly encouraged to consult their academic adviser when selecting courses to complete the program of study.
2. Research competence must be demonstrated on the basis of a research paper. A committee of at least three members of the faculty will pass on the acceptability of the paper or project. Two-thirds of the committee must indicate approval. This approval must be submitted in writing to the Office of Graduate Services by the appropriate deadline announced on their webpage ([cas.gsu.edu/graduate-studies/admissions/application-deadlines/](http://cas.gsu.edu/graduate-studies/admissions/application-deadlines/)

## Distribution Area Requirements

## Faculty members determine which distribution areas their courses meet. Students may find a list of courses and the distribution areas they satisfy through the Department’s “Resources” webpage.

## Restrictions

## Only six hours of credit transferred from another institution may be applied towards the Georgia State M.A.

1. Of the hours taken at Georgia State and applied toward the M.A, no more than six hours may be from outside the Department of Religious Studies.

## Foreign Language Competencies

## Depending upon their area(s) of concentration, students who wish to go on to pursue a Ph.D. in Religious Studies may need to initiate or complete studies in a particular language or languages before beginning doctoral studies. Students are urged to consult with their advisers for direction concerning language competencies.

## The M.A. with Distinction

Students who meet all of the following requirements shall be awarded the M.A. with distinction:

1. A graduate Georgia State GPA of 3.50 or higher in courses applicable to the
2. Religious Studies M.A.
3. A thesis that, upon vote of the committee grading the thesis, is judged to merit distinction.
4. A determination by the Director of Graduate Studies that the student’s graduate record at Georgia State University is one of distinction.

# M.A. with a Concentration in Nonprofit Management

## Admissions

Applicants must meet the admission requirements of Master’s degree-seeking students in terms of test scores, transcripts, the application fee, forms, and goals statement. Admission may occur in one of two ways. 1) A candidate may initially apply and be admitted to the M.A. in Religious Studies program (COAS). Then during the first year in that program, that student may apply to the Certificate Program in Nonprofit Management and Social Enterprise in the Andrew Young School of Policy Studies. 2) Alternatively, a candidate may apply to both the AYSPS Nonprofit Management and Social Enterprise Certificate program and the Masters Program in Religious Studies (COAS) simultaneously. Admission to the concentration is dependent on admission to both programs.

Once admitted, students will complete the Certificate in Nonprofit Management and Social Enterprise requirements as outlined below in the second year of coursework for the M.A. in Religious Studies (course-intensive track). The requirements for the Nonprofit Management and Social Enterprise Certificate would also be accepted as electives toward the M.A. in Religious Studies. At the end of two years, a student will graduate with an M.A. in Religious Studies and a Certificate in Nonprofit Management and Social Enterprise from the AYSPS.

## Supervision

The M.A. is housed in the Department of Religious Studies, and the Director of Graduate Studies supervises students’ progress through the concentration.

## Requirements

The Concentration in Nonprofit Management has the following requirements. As part of the thirty-six hours of intensive coursework, a student successfully must complete:

1. A minimum of thirty-six hours of non-thesis course work. As part of these thirty-six hours, a student successfully must complete the following distribution requirements:
	1. One course in theory and methods in the study of religion (3 hours):
		1. RELS 8200 Pro-Seminar in Advanced Theory and Method (3)
	2. Religion and Public Life requirement (15 hours):
		1. Five courses in the Study of Religion OR Religion, Race, and Change OR Religion, Gender, and Sexuality OR Religion, Health, and Humanity. Courses must be distributed among all three areas of study.
	3. One additional 8000- or 6000- level course in Religious Studies (3 hours)
2. Nonprofit Management Certificate Requirement
	1. PMAP 8210 The Nonprofit Sector (3)
	2. Nonprofit Management Approved Electives. Two of the following courses:
		1. PMAP 8213 Financing and Resource Development for Nonprofit Organizations (3)
		2. PMAP 8261 Nonprofit Financial Management (3)
		3. PMAP 8223 Public Sector/Nonprofit Human Resources (3)
	3. Required Elective. One of the following approved courses:
		1. RELS 6645 Religion & Sex in Pop Culture (3)
		2. RELS 6650 Religion and Ethics (3)
		3. RELS 6465 Religion in the American South (3)
		4. RELS 6270 Women and Religion (3)
		5. RELS 6281 Racial Thought in Religion and Philosophy (3)
		6. RELS 6890 Religion On-site in Atlanta (3)
		7. Or an alternative 6000- or 8000- level course approved by the Director of Graduate Studies. Because the interests and goals of each student are distinct, students are highly encouraged to consult the Director of Graduate Studies (RELS) when selecting courses to complete the program of study.
3. One semester internship (3 graduate level hours) offered through the Department of Religious Studies. In the internship placement agreement, the student and advisors must articulate the placement’s relevance to the Concentration in Nonprofit Management.
	1. RELS 6789 Applied Religious Studies: Internships, Projects, & Papers (3)
4. Submit one paper/project representative of high-quality graduate level research and writing. The paper/project will be received and reviewed by the student’s Faculty Advisor for the Graduate Certificate in Nonprofit Management and Social Enterprise as well as a faculty member in the Department of Religious Studies. Faculty will assess the learning outcomes outlined above when they review the final projects. The final project review is a formal process involving faculty advisors from both units and final approval by the Religious Studies Curriculum Committee and the Director of Graduate Studies. The faculty advisors review the paper and record substantive feedback regarding the quality of its representation of the student’s graduate level work in the M.A. and Concentration for the Curriculum Committee. The Committee’s members review the comments and paper, and they make a final recommendation to the Director of Graduate Studies. If the Committee approves the project, the Director of Graduate Studies signs the cover sheet that the student submits to Graduate Services.
5. NPM students submit the final paper to the Department and College in order to satisfy the non-thesis requirement. A copy of the paper and the completed non-thesis coversheet are due to the Director of Graduate Studies no later than week ten in the semester the student plans to graduate. The paper is approved by the Curriculum Committee, signed by the Graduate Director, and returned to the student, who then submits it to Graduate Services.

# Concentration in Religion and Aging

## Program Description

The M.A. of Religious Studies with a Concentration in Religion and Aging is designed to prepare students for work in professions related to health and human resources. A collaboration with the College of Arts and Sciences Gerontology Institute, this program provides training in religious literacy and cultural competency while students acquire the professional skills necessary for work related to human development.

Students who successfully complete the M.A. of Religious Studies with a Concentration in Religion and Aging will be able to employ the theories and methods acquired in their study of religions and aging to craft a final research project in which they:

* Identify relationships between the study of religions and aging significant to their own research interests and career objectives; and
* Articulate those relationships in a graduate-level research project that fulfills the M.A. with a Concentration in Religion and Aging degree requirement.

## Administration and Curriculum

**Admissions**: Applicants must meet the admission requirements of Master’s degree-seeking students in terms of test scores, transcripts, the application fee, forms, and goals statement. Students may earn the M.A. and Concentration without applying to the Gerontology Institute’s certificate program, but students wishing to earn both the M.A. and certificate should apply to each separately either at the time of application to the M.A. program or after enrolling. The Director of Graduate Studies (DGS) in Religious Studies advises students in the concentrations and deviations to the course plans outlined below should be directed to the DGS.

In order to receive the M.A. of Religious Studies with a Concentration in Religion and Aging, a student must complete:

1. A minimum of thirty-six hours of non-thesis course work. As part of these thirty-six hours, a student successfully must complete the following distribution requirements:
	1. One course in theory and methods in the study of religion (3 hours):
		1. RELS 8200 Pro-Seminar in Advanced Theory and Method (3)
	2. Religion and Public Life requirement (15 hours):
		1. Five courses in the Study of Religion OR Religion, Race, and Change OR Religion, Gender, and Sexuality OR Religion, Health, and Humanity. Courses must be distributed among all three areas of study.
	3. One additional 8000- or 6000- level course in Religious Studies (3 hours)
2. Gerontology Certificate requirements
	1. Two of the following courses:
		1. GERO 7110 Aging Policy and Services (3)
		2. GERO 7200 Health and the Older Adult (3)
		3. GERO 7260 Aging Practice, Policy, and Research (3)
		4. GERO 8116 Sociology of Aging (3)
		5. GERO 8320 Psychology of Aging (3)
	2. Gerontology approved electives. One of the following courses:
		1. GERO 6475 Communication and Aging (3)
		2. GERO 8000 Seminar in Gerontology (3)
		3. GERO 8124 Diversity and Aging (3)
		4. GERO 8200 Aging Program Administration (3)
		5. GERO 8330 Mental Health and Aging (3)
		6. Or an alternate 7000 or 8000-level course approved by the Director of Graduate Studies in Religious Studies
	3. Required elective. One of the following approved courses:
		1. RELS 6240 Death and the Afterlife (3)
		2. RELS 6225 Psychology and Religion (3)
		3. RELS 6080 Religious Dimensions of Human Experience (3)
		4. Or an alternate 6000- or 8000- level course approved by the Director of Graduate Studies
3. One semester internship (3 graduate level hours). In the internship placement agreement, the student and advisors must articulate the placement’s relevance to the Concentration in Religion and Aging.
	1. RELS 6789 Applied Religious Studies: Internships, Projects, & Papers (3)
4. Submit one paper/project representative of high-quality graduate level research and writing. This paper will be received and reviewed by a faculty member in Gerontology, as well as a faculty member in the Department of Religious Studies. Faculty will assess the learning outcomes outlined above when they review the final projects. The final project review is a formal process involving faculty advisors from both units and final approval by the Religious Studies Curriculum Committee and the Director of Graduate Studies. The faculty advisors review the paper and record substantive feedback regarding the quality of its representation of the student’s graduate level work in the M.A. and Concentration for the Curriculum Committee. The Committee’s members review the comments and paper, and they make a final recommendation to the Director of Graduate Studies. If the Committee approves the project, the Director of Graduate Studies signs the cover sheet that the student submits to Graduate Services.

# Dual Degree B.A./M.A. (4+1)

The department offers a dual Bachelor of Arts and Master of Arts in Religious Studies. The dual degree opportunity enables qualified students to enroll in graduate courses late in their undergraduate program and apply the coursework toward both the bachelor’s and master’s programs.

Students must be formally accepted into the dual degree program by the department and College of Arts and Sciences to be able to take graduate courses as an undergraduate. Additionally, acceptance into the dual program does not constitute admission to the master’s program. Students must fulfill regular graduate admissions requirements and apply for the master’s program following college processes.

Information about the dual degree program, including application instructions and program requirements, can be found [online.](https://admissions.gsu.edu/college/dual-undergraduate-graduate-degree-programs/)

# WellStar Fellowship

## Overall Goals:

* Familiarity with the healthcare setting and terminology
* Master’s-level knowledge of key topics in bioethics and religious studies
* Master’s-level proficiency in clinical ethics consultation
* Skills in locating and critically reading healthcare ethics literature
* Experience in presenting and discussing core concepts in clinically-grounded bioethics at a graduate level
* Acquisition of professional skills for academic achievement in healthcare, including research, educational leadership, interpersonal aptitude, and CV development.

## Core Components:

* Engaging in master’s level study of key issues in Bioethics and Religious Studies
* Completion of a
	+ MA + Concentration in either:
		- Nonprofit Management
		- Religion & Aging
	+ Thesis track
* Shadowing and contributing to several healthcare services, including advance care planning, spiritual health, and clinical ethics
* Observing and supporting clinical ethics consultation, including at least 400 hours of on-site experience over the two years of fellowship
* Presenting ethics research at GSU at the end of year one
* Submitting at least one manuscript for publication
* Submitting at least one abstract for conference presentation

## Goals for CECS Rotations

* Understanding of procedures and methods of clinical ethics services
* Experience in argumentative and philosophical justifications that support recommendations
* Knowledge of
	+ Common scenarios that inform ethics consultation
	+ Associated national and state laws
	+ Associated hospital policies
* Public speaking
	+ NEO
	+ Grand rounds
	+ Committees

## WellStar Onboarding:

* Complete background check through Advantage (May-August)
* Acquire following documentation and upload to ACEMAPP (May-August):
	+ Hepatitis B
	+ Measles, Mumps & Rubella (MMR)
	+ Tetanus, Diphtheria and Pertussis (TDAP)
	+ Vericella (Chicken Pox)
	+ Annual Influenza Vaccination
		- May be completed in Fall when offered for WellStar employees
	+ Liability Insurance
	+ TB test
	+ Drug Test
	+ Health Form
	+ Preceptor Confirmation Form
	+ Signed Confidentiality and Technology Acceptance
* If documentation is not owned, fulfill and upload to ACEMAPP (August orientation):
	+ Occupational Medicine: East Cobb Health Park
		- immunization
		- TB
		- Drug screen
* Access to EPIC
	+ Email Carol Westbrooks once ACEMAPP is completed
* CITI Online modules

## WellStar Orientation:

* Overview of the Ethics Program
	+ Clinical ethics consultation
	+ Advance care planning
	+ Spiritual Health
* Overview of healthcare ethics
	+ 3 pillars of an ethics service
	+ Organizational, research, clinical ethics
* Overview of the WellStar system

## Principle Duties and Responsibilities

\*\*Note: The WellStar Fellow will be assigned duties each year from the following list, based on the priorities of the WellStar supervisor and determined in conversation with the GSU Department of Religious Studies Director of Graduate Studies. Duties will be reviewed at the beginning of each semester.

**Year 1**

**Area One: Research**

* Prepare literature reviews for Ethics Education Events
	+ Locate relevant peer-reviewed materials using research databases
	+ Craft summaries of the articles
	+ Prepare visual presentations of the materials for Ethics Education events
* Assist with Institutional Research Board submissions, including drafting protocols and overseeing and tracking electronic submission
* Assist in developing and creating new ethics research projects for the Ethics Program
	+ Run literature searches for relevant journal articles and prepare summary of articles for research projects
	+ Assist in writing manuscripts for publication
	+ Edit and revise manuscripts for publication
	+ Assist with creating posters for national conference presentations
* *At GSU: Create and maintain an organized archive of peer-reviewed materials related to religion, public life, and healthcare.*
	+ *Identify relevant books and articles using Georgia State’s library resources*
	+ *Organize the materials in an electronic database that includes bibliographic information, a brief summary and, if possible, a link to the material.*

**Area Two: Policy Development**

* Update and maintain research archives relevant to Ethics Policy Development
	+ Identify ongoing and new issues relevant to ethics policy development
	+ Create or maintain research materials related to ethics policies by
		- Using academic databases
		- Locating relevant peer-reviewed materials
		- Summarizing the materials and linking them to specific issues in the ethics policy database
* Assist with grant preparation work
	+ Summarize background literature for grant applications
	+ Draft content for grant applications
	+ Develop budgets
	+ Proofread grant materials

**Area Three: Education and Community Outreach**

* Develop innovative topics and education programs for Wellstar Health System’s Ethics Program which may include
	+ Draft the Ethics Program agendas in consultation with the Executive Director and Chairs of Committees
	+ Coordinate registration and maintain participant database for ethics education events
	+ Prepare and distribute educational materials
	+ Create, distribute, compile and analyze program evaluations for each education program
* Oversee aspects of Clinical Ethics Consultation Service including
	+ Create and maintain Access database for inputting and organizing ethics consults
	+ Assess database reports of ethics service activity
	+ Attend Process of Ethics Consultation meetings
	+ Support the development and mentoring of ethics consultant trainees
* Assist with the organization and development of community engagement programs
	+ Author content for and maintain/update Program’s Web site
	+ Assist in developing content and format for Wellstar Health System Newsletter and updates
* *At GSU: Organize semi-annual Ethics Programming for the Department of Religious Studies.*
	+ *Present a Department talk (e.g., Brown Bag Luncheon) on research related to the Fellow’s position and academic interests*
	+ *Contribute to a second program that integrates the Fellow’s professional experiences with the Concentration in Nonprofit Management and Religious Studies curriculum*
* *At GSU: Research GSU grant support related to religion, public life and healthcare.*
	+ *Work with Georgia State’s Research Services to locate grants related to religion, public life, healthcare and medical ethics*
	+ *Maintain a grants and funding database accessible by the Department’s graduate students and faculty*

**Year 2**

**Area One: Research**

* Prepare literature reviews for Ethics Education Events
	+ Locate relevant peer-reviewed materials using research databases
	+ Craft summaries of the articles
	+ Prepare visual presentations of the materials for Ethics Education events
* Assist in developing and creating new ethics research projects for the Ethics Program
	+ Run literature searches for relevant journal articles and prepare summary of articles for research projects
	+ Assist with Institutional Research Board submissions, including drafting protocols and overseeing and tracking electronic submission
	+ Assist in writing manuscripts for publication
	+ Edit and revise manuscripts for publication
	+ Assist with creating posters for national conference presentations
* Explore issues in Ethics Quality:
	+ Attend monthly Ethics Quality Committee Meetings
	+ Develop reports of ethics consultation database to identify systematic ethics concerns within the health system
	+ Assist in utilizing the identified quality improvement process to address ethics concerns within the health system
* *AT GSU: Create and maintain an organized archive of peer-reviewed materials related to religion, public life, and healthcare.*
	+ *Identify relevant books and articles using Georgia State’s library resources*
	+ *Organize the materials in an electronic database that includes bibliographic information, a brief summary and, if possible, a link to the material.*

**Area Two: Policy Development**

* Update and maintain research archives relevant to Ethics Policy Development
	+ Identify ongoing and new issues relevant to ethics policy development
	+ Create or maintain research materials related to ethics policies by
		- Using academic databases
		- Locating relevant peer-reviewed materials
		- Summarizing the materials and linking them to specific issues in the ethics policy database
* Assist with grant preparation work
	+ Summarize background literature for grant applications
	+ Draft content for grant applications
	+ Develop budgets
	+ Proofread grant materials

**Area Three: Education and Community Outreach**

* Develop innovative topics and education programs for Wellstar Health System’s Ethics Program which may include
	+ Develop innovative programming for the Ethics Program:
		- Identify innovative programming focuses
		- Draft content for publicity materials
		- Track metrics for educational activities
	+ Create, distribute, compile and analyze program evaluations for each education program
	+ Generate and distribute in advance of meetings a monthly report of ethics program metrics
* Coordinate and maintain records for the Ethics Continuing Education Program
	+ Write annual application
	+ Compile accreditation materials, such as faculty bios, and disclosure forms
	+ Track and report on attendance and oversee completion of and reporting on required program evaluations
	+ Write annual report documenting the prior year’s program and discussing coming year’s plans and justifying educational value of the programs
* Oversee administrative aspects of Clinical Ethics Consultation Service including
	+ Oversee administrative aspects of clinical ethics service including
		- Draft process-oriented documentation for use by ethics consultants in consultation with the Executive Director
		- Assist Executive Director in managing the ethics consultation service coverage to ensure 24/7 coverage
		- Communicate weekly with on-call ethics consultants to ensure smooth transition of ethics consultation service coverage
	+ Assist the Executive Director in identifying/creating a plan for ethics consultation service growth including staff and operations.
* Assist with the organization and development of community engagement programs
	+ Author content for and maintain/update Program’s Web site
	+ Assist in developing content and format for Wellstar Health System Newsletter and updates
* Serve as liaison for the Ethics Program to facilitate transitions for new research assistants, fellows, interns, and medical providers that rotate through the ethics program
* *AT GSU: Organize semi-annual Ethics Programming for the Department of Religious Studies.*
	+ *Present a Department talk (e.g., Brown Bag Luncheon) on research related to the Fellow’s position and academic interests*
	+ *Contribute to a second program that integrates the Fellow’s professional experiences with the Concentration in Nonprofit Management and Religious Studies curriculum*
* *At GSU: Research GSU grant support related to religion, public life and healthcare.*
	+ *Work with Georgia State’s Research Services to locate grants related to religion, public life, healthcare and medical ethics*
	+ *Maintain a grants and funding database accessible by the Department’s graduate students and faculty*
* *At GSU: Research career opportunities for graduates prepared to work in positions that negotiate religion, public life, nonprofit, healthcare and/or medical ethics.*
	+ *Work with Georgia State’s Career Services and Wellstar’s career resources to locate general areas and/or specific positions for present and future Fellowship recipients*
	+ *Maintain a list of relevant positions that is accessible by the Department’s graduate students and faculty*
		- *Update the list with the names and contact information of past Fellows and/or Friends of the Department.*

## Example Timeline

Year 1

|  |  |  |
| --- | --- | --- |
| **Semester 1: Intro Rotations** | **Location (15 hours/week)** | **Assignments** |
| Weeks 1-2 | WDC (30 hours)Orientation | Meet team/OverviewOnboarding |
| Weeks 3-5 | AMC (45 hours) | Intro to CECS |
| Weeks 6-8 | WDC (45 hours) | Advance care planningChaplaincyNEO |
| Check-in with Jason | ------------------------------------------ | ----------------------------------- |
| Weeks 9-11 | Kennestone (45 hours) | CECS Basics |
| Weeks 12-14 | WDC (45 hours) | Advance care planningChaplaincyNEO |
| Check-in with JasonCheck-in with Dr. Bassett | Choose research focusChoose M.A. Pathway | ----------------------------------- |

|  |  |  |
| --- | --- | --- |
| **Semester 2: Research Focus** | **Location (15 hours/week)** | **Assignments** |
| Weeks 1-2 | WDC (30 hours) | Research |
| Weeks 3-5 | AMC (45 hours) | CECS Basics |
| Weeks 6-8 | WDC (45 hours) | Research |
| **Check-in with Jason** | ------------------------------------------ | ----------------------------------- |
| Weeks 9-11 | Kennestone (45 hours) | CECS Basics |
| Weeks 12-14 | WDC (45 hours) | Research |
| **Check-in with Jason****Present Research at GSU** | ------------------------------------------ | ----------------------------------- |

Year 2

|  |  |  |
| --- | --- | --- |
| **Semester 3: CECS/Specialty** | **Location (15 hours/week)** | **Assignments** |
| Weeks 1-2 | WDC (30 hours) | Variable |
| Weeks 3-6 | AMC (60 hours) | Shadow ethicists |
| Weeks 7-8 | WDC (30 hours) | Variable |
| **Check-in with Jason** | ------------------------------------------ | ----------------------------------- |
| Weeks 9-12 | Kennestone (60 hours) | Shadow ethicists |
| Week 13-14 | WDC (30 hours) | Variable |
| **Check-in with Jason** | ------------------------------------------ | ----------------------------------- |

|  |  |  |
| --- | --- | --- |
| **Semester 4: CECS/Specialty** | **Location (15 hours/week)** | **Assignments** |
| Weeks 1-2 | WDC (30 hours) | Variable |
| Weeks 3-6 | AMC (60 hours) | Shadow ethicists |
| Weeks 7-8 | WDC (30 hours) | Variable |
| **Check-in with Jason** | ---------------------------------------- | ----------------------------------- |
| Weeks 9-12 | Kennestone (60 hours) | Shadow ethicists |
| Weeks 13-14 | WDC (30 hours) | Variable |
| **Exit interview with Jason****Exit interview with Dr. Bassett** | ---------------------------------------- | ----------------------------------- |

\* GSU Academic Calendar: Aug 26 – Dec 9 (14 weeks), Jan 13 – April 27 (14 weeks) \*

**Total hours:**

Orientation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 30 hours (4%)

Clinical ethics consultation services\_\_\_\_\_\_\_\_\_ 420 hours (50%)

Ethics program rotations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 90 hours (11%)

Research\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 120 hours (14%)

Variable (research/rotations/etc.)\_\_\_\_\_\_\_\_\_\_ 180 hours (21%)

**Total**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **840 hours (100%)**

# Thesis Research and Writing

#

## Finding a topic

Few students enter the program knowing exactly what their thesis topic will be. Most thesis track students develop a project through course work, and some of the best theses written by students in our program have started out as papers written in courses. As you select paper topics in your classes, think about how they might develop into longer projects.

Once a student has a sense of their topic, they should draft a tentative abstract and meet with any faculty they would like to invite to join their committee. An abstract is a brief statement (typically 150-200 words) of the project or paper’s thesis and scope. Before meeting with individual faculty members, a student should consider why they would like each person to be on their committee (e.g., research expertise, methodological experience, etc.). Be ready to explain the project concisely and help the faculty member understand what they might contribute to your thesis committee.

## Forming a committee

Thesis committees consist of a Director and at least two additional committee members. Directors and one committee member must be tenured or tenure-track faculty in the Department of Religious Studies. The third committee member may be graduate faculty from another GSU department or another university. Committees may include more than three members. Students wishing to assemble committees of more than three faculty members should first consult with their Thesis Director and the Director of Graduate Studies.

The frequency with which the student meets with his committee and/or Director is at the discretion of the student, Director, and committee members.

## Writing the prospectus

Any graduate student who elects to write a M.A. thesis may enroll in RELS 8998, “Prospectus Research and Writing,” with their Thesis Director after submitting the electronic registration form through the Director of Graduate Studies. A prospectus is a plan for research and writing that includes specific elements, such as an abstract, description of methodology, annotated bibliography, and explanation of the project’s significance. Students present their prospectus to the faculty and any committee members from outside the Department in August, November, or April. Final drafts of the prospectus along with the committee’s signature page are due via email to the Director of Graduate Studies by week ten of the fall or spring term or by August 1 for August presentations. Consult Appendix A for Prospectus Writing Guidelines.

## Presenting the prospectus

Students present their prospectuses to the faculty in August, November, or April. The entire faculty reads and provides feedback to the student in writing or in person at the presentation. A prospectus presentation typically lasts ~30 minutes. The faculty confers briefly before the student enters the room. The student begins the presentation with a short statement (~2 minutes) of the project and then takes questions from faculty not on the committee, committee members, and, time permitting, the Director (~25 minutes). During the presentation, the Thesis Director takes notes for the student. Following the presentation, the faculty confers to determine whether the student may enroll in RELS 8999 and if the student needs to make any revisions to the prospectus (~5 minutes).

After all of the scheduled prospectus presentations take place, the Directors inform their respective student(s) of the presentation’s outcome.

## Researching and writing the thesis

After a student successfully presents the prospectus to the faculty, they may enroll in RELS 8999, “Thesis Research and Writing,” with his Director by submitting the electronic Thesis Research and Writing Registration form. Instructions for how to circulate the form appear on the document. Thesis track students must complete at least 6 hours of 8999, and they may be taken in a single semester or over two or more semesters. The latter is typical and recommended.

## Timelines for thesis projects

The timelines in Appendix B outline normative thesis-writing schedules.

## Thesis defense, submission, and embargoing

Prior to graduating, thesis students submit drafts of their work to their committee members for feedback and to Graduate Services for formatting review. Each semester Graduate Services sets deadlines for thesis format reviews and for defenses. Thesis writers should consult Graduate Services’ schedule (available online) so that they present in time to revise and submit the final thesis to the College.

Writers schedule their own defenses at the convenience of their committee and in order to meet the College’s deadlines. Students typically defend their theses to their committee in an hour-long conversation. Other faculty may attend the defense, but questions typically come from committee members. Students may invite friends or family to attend the defense if they wish.

## Sample theses

Sample theses are available on the Department’s webpage, or Georgia State affiliates may search the University Library’s thesis database. A selection of M.A. theses:

\*\*You may need to be on campus or sign in via proxy to access these through the University Library.

[Mallory Reed, “The Classification of Artificial Intelligence as ‘Social Actors’,”](https://scholarworks.gsu.edu/rs_theses/58/) 2018 (Dr. Bassett, Director)

Sabina Ali, “[Jewish Racialization, the "Jewish Gene," and the Perpetuation of Ashkenormativity in Direct-to-Consumer Genetic Ancestry Testing in the United States](https://scholarworks.gsu.edu/rs_theses/60),” 2020 (Dr. McClymond, Director)

Vladimiar Tchakarov, “[Prana in Prison: An Analysis of Teacher-Student Dynamics in the Teaching of Trauma-Informed, Mindfulness-Based Yoga to Incarcerated Youth in Atlanta, Georgia](https://scholarworks.gsu.edu/rs_theses/62),” 2021 (Dr. McClymond, Director)

Melvin Douglas, “[Rastafari: A Modern Method of Marronage](https://scholarworks.gsu.edu/rs_theses/61),” 2021 (Dr. Moultrie, Director)

# Grades and Grade Point Average

## Minimum grade point average requirements

Students must earn a 3.0 GPA at the end of their first terms and a 3.2 GPA in subsequent semesters. If a student’s GPA falls below the minimum requirement, the Director of Graduate Studies will initiate Academic Termination (see below).

## Letter grades

In accordance with department policy, Religious Studies instructors use a +/- scale: A+ 97-100; A 93-96; A- 90-92; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D 60-69; F 0-59. An explanation of the College of Arts and Sciences graduate grading system may be found in the Course Catalog ([§1328](https://catalog.gsu.edu/graduate20202021/university-academic-regulations/#the-grading-system)).

## Satisfactory and unsatisfactory grades

S: Satisfactory

This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs.

U: Unsatisfactory

This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. No credit will be given. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs.

RELS 8960: Research in Religious Studies

Students working as Graduate Assistants (GAs, GRAs, GLRAs, and GTAs) enroll in RELS 8960 to receive credit for the work they do as assistants. At the conclusion of each semester, the instructor of record, typically the Director of Graduate Studies, assigns a S/U grade for the student’s work based on the recommendation of the faculty member with whom they worked.

RELS 8999: Thesis Research and Writing

Students receive an In Progress (IP) “grade” in RELS 8999 each semester they enroll until the defense. After a successful defense, the instructor of record, typically the Thesis Director, assigns a S or U.

## Changes in grades

A course grade that has been reported by the instructor to the Office of the Registrar and recorded cannot be changed except in the following circumstances:

1. Error in grade – If a student believes that there is an error in a grade, the student should discuss the situation with the instructor. A request for a change of grade assigned by an instructor who has left the University should be addressed to the chair of the department.
2. Removal of an Incomplete – A student receiving a grade of I (incomplete) is expected to consult with the instructor within the prescribed time limit and to complete all necessary work. The period of time given to a student to remove a grade of I is established by the instructor, subject only to the maximum time limit set by the university. The university requires that a grade of I be removed not later than the end of the second academic term after the grade of I was assigned (whether or not the student was enrolled during these two terms). The Office of the Registrar will automatically assign a grade of F at the end of the second academic term unless the Office of the Registrar receives an approved grade adjustment request from the instructor. (If the student enrolled for S/U grading, a U will be assigned.). Using the grade adjustment form, instructors may or may not change this F/U to an authorized academic grade (i.e., A, B, C, D, S or WF) but may not change it back to an I. Instructors may not change an I to a W unless an Emergency Withdrawal is awarded. In exceptional cases, departments may authorize students to have an I grade for more than two semesters. Such authorizations must be approved by the department chair. The authorization to extend the I beyond two semesters must be renewed each semester. Students need not be enrolled to complete assignments for a course in which a grade of I has been assigned. Auditing or retaking the same course will not remove a grade of I. No student may graduate with an incomplete grade for that particular degree program.

# Department, College, and University Policies and Procedures

##  Directed Readings and Internships

As with all classes offered by the Department, the Chair is responsible for scheduling RELS 8950 (Directed Readings) and RELS 6600 (Internships).

By agreement of the faculty, the Department does not currently offer Directed Readings courses. Students should enroll in RELS 6789 (Applied Religious Studies) in the semester they wish to earn course credit for their internship. If 6789 is not offered or if students wish to seek an exception to this policy, they should contact the Chair directly.

## Academic Honesty

See the Graduate College’s policy on [Academic Honesty](http://catalog.gsu.edu/graduate20202021/university-academic-regulations/#academic-honesty).

## Scholastic Termination Dismissal Procedures

The Department of Religious Studies is committed to supporting students in their progress through the program in every way consistent with the maintenance of acceptable academic and professional standards. There are, however, occasions when the standards of the College of Arts and Sciences or the Department of Religious Studies are not met and dismissal (called “scholastic termination” by the College of Arts and Sciences) must be considered.

The College of Arts and Sciences ultimately assumes responsibility for both the admission of students and, in rare cases, their dismissal. Nonetheless, a Religious Studies student is subject to both Department and College standards. The procedure for dismissal and appeal differs somewhat when a Department standard (e.g., progress guidelines) or a College standard (e.g., cumulative GPA) is violated.

When a departmental standard is violated, the Director of Graduate Studies will initiate the dismissal action.

Reasons for initiating dismissal at the departmental level include a student’s:

1. failure to maintain a Religious Studies GPA of 3.0 in the first semester and 3.2 in subsequent semesters;
2. failure to present an acceptable individualized plan to the Graduate Director and Curriculum Committee within the semester the student’s progress met the criterion for dismissal;
3. failure to follow the timeline and guidelines set by the faculty and/or thesis committee following requests for the revision and resubmission of a prospectus; and
4. failure to pass a thesis defense or complete the hours necessary for the coursework intensive track within one academic term after a failed defense.

In the first step of the dismissal process, the student will receive written notice from the Director of Graduate Studies of the reason that dismissal is being considered and the steps that may be taken to prevent dismissal. The student must acknowledge receipt of this notice in writing. In the event that the student fails to address or correct the deficiency during the specified probationary period, dismissal or academic termination will be finalized

## Department Level Appeal Procedures

The student may appeal academic dismissal, in writing, to the Director of Graduate Studies, although such an appeal must be received no later than 15 business days after notice was given. The appeal will be considered by the Curriculum Committee. At the meeting called for this purpose, the student has the opportunity to present evidence, including any written or verbal testimony from faculty with whom they have worked, that they are capable of successful completion of the graduate program and that the conditions leading to the dismissal action represent atypical behavior or the presence of temporary, mitigating circumstances. The committee will inform the student of their decision within 20 business days of receiving the appeal.

Actions of the Curriculum Committee may include, but are not limited to:

1. letting the dismissal action stand, in which case the student may not continue in the program; or
2. placing the student on probation and specify remedial actions which must be taken before the student may continue in the program.

Such actions are at the discretion of the Graduate Director and Curriculum Committee as informed by faculty who are familiar with the student’s work. Retaking courses with low grades is one possible action. A deadline for completing such remedial action must be specified by the Graduate Director in consultation with the Curriculum Committee.

If an appeal is granted and the student is placed on probation, the Director of Graduate Studies will monitor whether the student has met the specified requirements by the specified deadline. If the student has not done so, the Director of Graduate Studies will proceed with the dismissal action.

If the student believes that a decision by the Graduate Director and Curriculum Committee has been arbitrary, capricious, or discriminatory, they may appeal the decision in writing to the chair of the Department. This action must be taken within 10 business days of the date of the Graduate Program Committee’s decision.

If the student does not appeal the decision or if the appeal is denied at the departmental level, the Director of Graduate Studies will forward the recommendation for dismissal to the Associate Dean for the Humanities in the College of Arts and Sciences. The Associate Dean will notify the student that this has occurred. The student may then appeal the decision through normal channels within the College of Arts and Sciences.

## College Level Dismissal and Appeals Procedures

When a College standard is violated, the dismissal action is taken by the Associate Dean for the Humanities. As is true at the departmental level, dismissal occurs only after the student has failed to correct the deficiency during any specified probationary period.

Reasons for initiating dismissal at the College level include:

1. failure to achieve a cumulative GPA of 3.0 after the probationary period of 18 semester-hours;
2. failure to maintain the level of academic performance and progress required by the major Department; and
3. a second failure on the general examination (or its equivalent) in the graduate degree program.

In such cases, the Graduate Director and Curriculum Committee are not empowered to consider an appeal. The student may, however, request support from the Curriculum Committee for an appeal to the appropriate College committee. The student should refer to the College Graduate Bulletin for instructions on appeal procedures at this level.

## Other University and College Policies and Procedures

## Consult the Graduate College Handbook for [University Academic Regulations](http://catalog.gsu.edu/graduate20202021/university-academic-regulations/#academic-honesty)

# Locker use

* Lockers are assigned on a first-come, first-served basis. See the Administrative Coordinator to sign up for a locker.
* There are no day-use lockers. Students may use only the locker assigned to them.
* You must provide your own lock.
* Locker assignments are for the semester. At the end of each semester, you must clear out all contents of your locker. Failure to do so will result in cutting your lock and discarding of the locker’s contents.
* No food/beverages, hazardous, or illegal materials may be stored in the lockers.
* Do not use any adhesive (tape, hooks, stickers, etc.) in or on the lockers.
* Lockers should be used to store school/teaching supplies and personal items necessary for use at the university.
* You are solely responsible for the contents of the locker. The Department assumes no responsibility for loss or damage of any item(s) in a locker, locked or unlocked.
* You must keep your locker in good condition.
* There is a fee for damaged lockers. The fee is the cost to repair the lockers plus
* $25. If you notice damage at the time your locker is assigned, please report it to the Administrative Coordinator immediately.
* Failure to comply with the usage guidelines may result in loss of privileges.
* All lockers are the property of GSU. Although the Department respects the privacy of locker occupants, the Department reserves the right to cut the occupant’s lock at any time. The Department also reserves the right to alter the policies governing the use of lockers.

# University and College Policies and Procedures

University and College policies and procedures, including registration for courses, application for graduation, residency requirements, continuous enrollment, inactive status, transfer credit limits, and time limits on coursework presented for degrees may be found online in the [Graduate Course Catalog.](http://catalog.gsu.edu/graduate20202021/)

# Frequently Asked Questions

To quickly find answers to general or common questions, such as subscribing to RELGRAD, please visit the [FAQs webpage](http://religiousstudies.gsu.edu/graduate/faqs/).

# First Year Graduate Students

* Subscribe to RELGRAD.
* Etiquette
	+ Graduates students are professionals in training. Professionalism should be reflected in emails and all other interactions with colleagues and professors.
* Nonprofit Management Concentration
	+ Students with the Nonprofit Management concentration should apply to the Certificate Program in Nonprofit Management and Social Enterprise in the Andrew Young School of Policy Studies by the appropriate deadline. Check the AYSPS webpage for their fall and spring application deadlines.
* Religion and Aging Concentration
	+ Students with the Religion and Aging concentration should apply to the Certificate Program in Gerontology in the Gerontology Institute by the appropriate deadline. Check the Gerontology Institute webpage for their fall and spring application deadlines.
* Thesis Track
	+ Students who have chosen the thesis track should use the first year to develop a thesis idea and thesis committee. It is advised, but not required, to present the thesis prospectus before the onset of the student’s second year in the program.

# Appendix A: Thesis Prospectus Guidelines

Title

First Name Last Name

Master’s Thesis Prospectus

 Date

Abstract

Your abstract should introduce briefly your topic and thesis (150 word maximum). A topic is a general research area; a thesis is your interpretation or main argument about your research area. Keep in mind that successful theses are narrowly focused. You should not try to take on more than you would in a seminar paper or journal article. A good thesis will carefully circumscribe your topic and then examine it in depth. Faculty members will be happy to help you craft a suitably narrowed topic and thesis.

Methodology

In your methodology section (1-2 double-spaced pages) you should discuss how you will conduct your research. What kinds of materials will you study and how will you study them? If you are going to read closely a set of primary texts, how will you do

so? What key ideas or theories are going to help you? If you are going to study a religious community, how and when will you do it? How will you get access to this

community? What theoretical materials will help you understand it?

Assembling a methodology section involves understanding 1) what your primary source materials are (which texts, philosophical arguments, ritual behaviors, etc. you will study); 2) how you are going to study these materials; and 3) what theoretical or scholarly ideas or models you will use to help you interpret these primary materials. All of this information should be included in the methodology section.

Annotated Bibliography

In this section (1-2 double-spaced pages) you will list the key sources (primary and secondary) that you will use in your thesis. For each book or article in your bibliography you will need to include one or two sentences about the source and how it supports your argument and/or develops your thesis. Your annotated bibliography should include 10 to 15 sources.

Significance

In this section (1 double-spaced page) you have an opportunity to contextualize your research within the present literature, to explain its contribution to relevant academic conversation(s).

Committee Signatures\*\*

\*\* In this section you will need to list your three committee members. You will need to discuss your project with each committee member and have them sign by their name before you turn in your thesis prospectus.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dr. Kermit T. Frog, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dr. Rowlf T. Dog, Committee Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dr. Pepe T. Prawn, Committee Member

# Appendix B: Example Timelines for Degree Completion of Thesis Track

The following timelines represent two paths to degree completion within normative time, that is to say two years of full time coursework. These timelines are general guidelines; each student should work with his/her thesis chairperson to coordinate an appropriate prospectus preparation, research and writing schedule. Timeline A reflects the progress of a student who enters the program with a thesis topic; Timeline B represents that of a student who takes more time to develop a topic. As you read through these guidelines, please keep in mind that students all students enter the program on the thesis track, but some (especially those who are not going to pursue a Ph.D.) may switch to the non-thesis track during the program.

## Sample Timeline A

 Semester 1

* Theories and Methods (required)
* Coursework (Graduate seminars, area studies, languages)
	+ Consider taking a variety of courses spanning areas of interest and exploration to get a sense of which faculty may be well suited for your committee and course of study
* Initiate thesis conversations with faculty (October).
* Read thesis guidelines (online).
* Brainstorm thesis ideas.
* Begin thinking about a thesis committee chairperson.
* Look at example thesis prospectuses (available from Graduate Director and Claire Kooy).

Semester 2

* Coursework
* Construct thesis prospectus through conversations with your committee (January- February).
* In early January, let your committee know that you’re planning to submit a thesis prospectus in March.
* Complete your prospectus in time for your committee to review it before the submission deadline (2-3 weeks).
* Submit thesis prospectus at the semester’s midpoint (early March).
* Present thesis prospectus to faculty committee 2-3 weeks later (late March).
* Meet with your thesis chairperson to discuss the prospectus presentation and faculty feedback.
* Follow up on the faculty committee’s feedback.

Summer

* Begin thesis research & writing (course credit optional)

Semester 3

* Coursework (limited)
* Thesis research & writing (enroll in RELS 8999)
	+ Be in touch with your thesis chairperson; update him/her on your progress; and find out what his/her expectations are regarding meetings or reading drafts.
	+ Check the Graduate Office’s webpage for Thesis Preparation Guidelines.
* Register for graduation; the Graduate Office asks that students register two semesters in advance.

Semester 4

* Coursework (very limited)
* Thesis writing & revising (enroll in RELS 8999)
	+ Contact your committee members as you finish your thesis draft.
	+ Give your committee plenty of time (4-5 weeks) to read the draft before your defense. You may need time to make revisions.
	+ Plan the date for your defense.
	+ Check the Graduate Office’s recommended dates for thesis defenses and graduation activities on the “Graduation Requirements and Calendars” webpage.
	+ It is also the student’s responsibility to coordinate the timing with their committee and to reserve a room for the defense; see Felicia Thomas to reserve a room.
	+ Send your committee a “defense draft” of your thesis that incorporates your committee’s feedback one week before your defense.
* After your successful defense:
	+ Notify the Director of Graduate Studies;
	+ Get all the committee signatures;
	+ Give a copy of the signature page to each committee member;
	+ Submit the original signature page to the Graduate Office;
	+ Upload thesis to the Library’s Electronic Theses and Dissertations Database.
* Graduate at the end of the spring semester!

## Sample Timeline B

Semester 1

* Theories and Methods (required)
* Coursework (Graduate seminars, area studies, languages)
	+ Consider taking a variety of courses spanning areas of interest and exploration to get a sense of which faculty may be well suited for your committee and course of study
* Construct thesis prospectus through conversations with your committee (October).
* Read thesis guidelines (online).
* Brainstorm thesis ideas.
* Begin thinking about a thesis committee chairperson.
* Look at example thesis prospectuses (available from Graduate Director and Claire Kooy).

Semester 2

* Coursework
* Write thesis prospectus (March-May).
	+ Before the semester ends, let your committee know that you’re planning to submit a thesis prospectus in August.
	+ Complete your prospectus in time for your committee to review it before the submission deadline (2-3 weeks). Keep in mind that faculty may be out of town during the summer.

Summer 1

* Submit thesis prospectus by August 1. Students do not need to be enrolled in order to present a thesis prospectus at the end of the summer.
* Present thesis prospectus to faculty committee (late August).
* Follow up on the faculty committee’s feedback.

Semester 3

* Coursework (limited)
* Thesis research & writing (enroll in RELS 8999)
	+ Be in touch with your thesis chairperson; update him/her on your progress; and find out what his/her expectations are regarding occasional meetings or reading drafts.
	+ Check the Graduate Office’s webpage for Thesis Preparation Guidelines.
* Register for graduation; the Graduate Office asks that students register two semesters in advance.

Semester 4

* Coursework (very limited)
* Thesis writing & revising (enroll in RELS 8999)
	+ Contact your committee members as you finish your thesis draft.
	+ Give your committee plenty of time (4-5 weeks) to read the draft before your defense. You may need time to make revisions.
	+ Plan the date for your defense.
	+ Check the Graduate Office’s recommended dates for thesis defenses and graduation activities on the “Graduation Requirements and Calendars” webpage.
	+ It is also the student’s responsibility to coordinate the timing with their committee and to reserve a room for the defense; see Felicia Thomas to reserve a room.
	+ Send your committee a “defense draft” of your thesis that incorporates your committee’s feedback one week before your defense.
* After your defense:
	+ Notify the Director of Graduate Studies;
	+ Get all the committee signatures;
	+ Give a copy of the signature page to each committee member; and
	+ Submit the original signature page to the Graduate Office.
	+ Upload thesis to the Library’s Electronic Theses and Dissertations Database.
* Graduate at the end of spring semester

OR

Summer 2a

* Thesis writing & revising (enroll in RELS 8999)
	+ Contact your committee members as you finish your thesis draft.
	+ Give your committee plenty of time (4-5 weeks) to read the draft before your defense. You may need time to make revisions.
	+ Plan the date for your defense.
	+ Check the Graduate Office’s recommended dates for thesis defenses and graduation activities on the “Graduation Requirements and Calendars” webpage.
	+ It is also the student’s responsibility to coordinate the timing with their committee and to reserve a room for the defense; see the 16th floor staff person to reserve a room.
	+ Send your committee a “defense draft” of your thesis that incorporates your committee’s feedback one week before your defense.
* After your defense:
	+ Notify the Director of Graduate Studies;
	+ Get all the committee signatures;
	+ Give a copy of the signature page to each committee member; and
	+ Submit the original signature page to the Graduate Office.
	+ Upload thesis to the Library’s Electronic Theses and Dissertations Database.
* Graduate at the end of summer!

OR

Summer 2b

A student may also defend his/her thesis by the last day of spring semester classes, upload the document before the start of the next semester and graduate in the summer. Following this model, the student avoids paying tuition and fees in the summer.