# Table of Contents

Letter from the Director .......................................................................................................................... 1

Admissions ............................................................................................................................................... 3

Tuition Costs and Financial Aid ................................................................................................................. 3

Student Learning Outcomes ....................................................................................................................... 4

Unique Features of the Program .................................................................................................................. 4
  Faculty Advising ....................................................................................................................................... 5
  Staff Advising .......................................................................................................................................... 5

Academic Requirements ............................................................................................................................... 6
  Degree Requirements ................................................................................................................................. 6
  Course Descriptions ................................................................................................................................. 6
  Plan of Study ........................................................................................................................................... 9

Sample MA Social Justice & Human Rights Program of Study ................................................................. 11
  Admit Term Fall 2017 or Later .................................................................................................................. 11

Culminating Experience ............................................................................................................................... 12
  Culminating Experience Registration ..................................................................................................... 12
  Thesis Graduation Checklist .................................................................................................................... 12
  Applied Project Guidelines ..................................................................................................................... 13
  Applied Project Graduation Checklist ................................................................................................. 15

Satisfactory Academic Progress Policy ....................................................................................................... 15

Student Code of Conduct ............................................................................................................................. 16

Academic Integrity ..................................................................................................................................... 16

Funding for Travel ....................................................................................................................................... 16

University Resources .................................................................................................................................... 17
  New College/West Campus – Academic ................................................................................................. 17
  New College/West Campus - Amenities .................................................................................................... 17
  University Services .................................................................................................................................. 17
  Contact information ............................................................................................................................... 17

Program Contact Information ..................................................................................................................... 18

## Letter from the Director
Welcome to the MA program in Social Justice and Human Rights (MA SJHR)! It has never been a more important time to study and engage with these urgent issues at home and abroad. As a graduate student in the program, you are embarking on a remarkable journey characterized by intellectual, professional and personal development. Each of you brings valuable knowledge, experience, and perspectives to the table. We strive to create a supportive environment where all are welcomed and valued as members of our academic and social community.

From labor and migration to education and the environment, MA SJHR students explore key topics and the legal, political, historical, and cultural frameworks that contextualize them. In theoretically and methodologically rigorous courses taught by experienced faculty from various disciplines, students develop understanding of how social justice and human rights issues are defined by multiple and intersecting forms of inequality and social identity, including gender, race, ethnicity, class, sexuality, and nationality.

One hallmark of the program is a required internship that may be completed domestically or internationally. Interns typically work alongside other researchers and advocates for social justice to grasp the complexities facing people such as refugees, migrants, workers, and survivors of violence or human trafficking and hone their abilities to work effectively with them in research and/or advocacy contexts. Internships typically form the basis of the Culminating Experience: a traditional MA thesis or an applied project.

There are currently three tracks from which students can select. The research track prepares students for positions as researchers, analysts and advocates in academic or applied settings. The advocacy track prepares students to be leaders in nonprofit, social movement, governmental and intergovernmental organizations. The critical trauma studies and social work track prepares students for careers involving direct humanitarian assistance to victims and survivors of human rights violations or social injustice. Graduates are also prepared to enter PhD programs.

As Director, my role is to continually improve the quality and relevance of the MA SJHR program. I aim to support students in their academic training, help connect them with faculty whose courses and expertise align with their interests and goals, foster faculty-student mentorship, and expand opportunities for meaningful, career-shaping experiences. Please feel free to reach out to me, stop by my office hours, or make an appointment. I am here for you.

Sincerely,

Dr. Tricia Redeker Hepner
Director, MA Social Justice & Human Rights
Tricia.M.Redeker-Hepner@asu.edu
Admissions

Admission to the MA program is offered in Spring and Fall Semester. The program uses a rolling admission deadline. Please refer to the Graduate Degree Search website for up-to-date admissions deadlines.

Tuition Costs and Financial Aid

Tuition

Tuition is set by ASU and the Arizona Board of Regents every year. You can see the general tuition and fees chart by clicking here, or calculate your specific tuition costs by visiting ASU's tuition calculator. Through the Western Regional Graduate Program, out-of-state residents from participating states may be eligible to pay only in-state tuition rates.

Financial Aid

Financial aid is available through several different sources:

1) **Graduate College Fellowship:** Each year a small number of $10,000 fellowships may be awarded to first-year MA students upon their admission. Applicants are automatically considered for this scholarship and do not need to apply for it. Students who receive the scholarships are notified before the beginning of their first semester.

2) **Merit Scholarship:** Depending on program funds, a small number of $2,000 merit scholarships may be available. Applicants are automatically considered for this scholarship and do not need to apply for it. Students who receive the scholarships are notified before the beginning of their first semester.

3) **Course Assistant Positions:** The primary way that our students are funded is through Course Assistant (CA) positions. These positions typically assist with undergraduate courses that are offered online. Courses are either half-semester (7.5 weeks at 20 hours per week) or full semester (15 weeks at 10 hours per week), and CAs are paid a flat $2,500 stipend for each course. Although these positions are not guaranteed, most students who desire to serve as a CA have done so in one or more classes per year.

4) **Traditional Financial Aid** (Loans & Grants): For information on general financial aid products, please visit ASU's Financial Aid office (https://students.asu.edu/financialaid)

5) **Research Assistant Funding:** On occasion, faculty may have funds that could be used to hire masters-level students to be research workers. These would typically be advanced (second-year) students who are involved in grant-funded projects.
Student Learning Outcomes

Students admitted to the SJHR program will develop an informed intellectual framework for comprehending the complexities of local/global change, as well as hone their skills in research and methodology and/or the management of advocacy organizations. When the student enters the SJHR program, s/he will begin working with a Faculty Supervisor, also known as Faculty Advisor, to determine a course of study specific to her/his long-term interests in graduate school, law school, administration, government, or the voluntary sector.

Graduates of the program will be expected to meet the following learning outcomes:

- Conduct original research on a topic related to social justice and human rights.
- Apply theoretical and practical material from SJHR courses through an internship with an agency or organization associated with issues of social justice and human rights.
- Critically evaluate classical and contemporary theories of social justice and human rights.
- Evaluate violations of social justice and human rights through case studies and legal analysis from local, national, and international perspectives.
- Evaluate institutional settings, policies, and procedures from the perspectives of social justice and human rights.
- Understand the development and function of social movements and organizations, as well as how they impact and are impacted by society, culture, politics, and law.
- Apply domestic and international human rights remedies to human rights abuses locally, nationally, and internationally.
- Demonstrate the ability to locate, evaluate, and synthesize primary and secondary sources in social justice and human rights literature.

Unique Features of the Program

This program is based on an innovative learner-centered curriculum that emphasizes problem-based and community-embedded seminars, as well as professional internships. Three distinct features of this program include:

Innovative, Learner-Centered Curriculum: Students will benefit from an innovative curriculum focused on engaging the community and working with faculty on interdisciplinary research. Our curriculum not only brings university expertise to real-world community problems, but it also creates engaged interdisciplinary research teams of faculty and graduate students united by a common concern.

Problem-Based and Action Research Seminars: An integral part of our curriculum is interdisciplinary seminars that examine current problems in social justice from several different theoretical and analytical viewpoints. For example, problem-based seminars devote the entire seminar to pressing social justice and human rights issues locally and transnationally. These courses are taught by faculty who address the issue from their area of expertise (social movements, international law, activism, etc.). Action research seminars engage students in community-embedded research supportive of local agencies dealing with pressing issues during the semester. For example, in an action research seminar on immigrant rights, students could work with the International Rescue Committee, the Florence Project for Immigration and
Refugee Rights, Foster Angels of Arizona, Foster Care Review Board, and/or CPS. Such community-embedded research brings much-needed applied knowledge to the seminar classroom and also provides a benefit to the community.

**Grant Writing and Development for Social Justice:** Due to the present indispensability of these skills for both researchers and those employed in NGOs, all students in this program are required to successfully complete a course in grant writing and development, usually in their second year. Experts in grant writing, such as program officers from national funding agencies and major private donors, join us as guest lecturers to provide invaluable practical instruction. By taking this course in their second year, students prepare with the requisite research and/or management skills to write successful proposals.

**Advising**

**Faculty Advising**
As students progress through the M.A. in Social Justice & Human Rights, faculty advisors will help them to find courses in line with their interests while staying on track toward degree completion. Whenever students develop concerns over anything relating to their progress toward the M.A., they should contact the Program Director to arrange an appointment.

As students approach degree completion, they will inevitably turn to other faculty in the program for advice and mentorship. Each culminating experience, for example, requires students to work with faculty members whose areas of expertise address students’ specific interests and ambitions. The rapport that develops from such connections becomes especially important to students seeking letters of recommendation for study at the doctoral level.

Keeping both sorts of advisory relationships in mind, students should identify those faculty members whose research interests intersect with their own. Students should also consult with one another and the Program Director concerning research interests and possible Faculty Supervisors. The Faculty Supervisor will serve as the committee chair of the culminating experience.

The most effective way of gaining a sense for whether a faculty member would make a good supervisor, of course, is to take their course. But even students who have not taken the course of a potential Faculty Supervisor should take steps to meet with that faculty member in order to discuss areas of shared interest and, possibly, the faculty member’s availability for mentoring.

**Staff Advising**

The New College Graduate Staff Advisor, also known as the Academic Success Coordinator, provides general advising designed to direct the student to courses and faculty who could best meet their academic and professional interests. The Graduate Staff Advisor is available to assist students in the development and completion of the Interactive Plan of Study (iPOS). For Graduate Staff Advisor questions call 602-543-3000 or email NCGradAdvising@asu.edu. To schedule an appointment go to https://advising.newcollege.asu.edu.
Academic Requirements

Degree Requirements
The MA in Social Justice & Human Rights consists of 33 credit hours of graduate level (500-level or above) credit hours. Please review the ASU Office of Graduate College at https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals regarding Pre-Admission Credit. All such courses must be cleared by the Program Director. The program requirements include:

Required Core (12 Credits)
  - JHR 501: Pro-Seminar
  - JHR 506: Grant Writing
  - JHR 510: Problem Based Seminar
  - JHR 525: Action Research

Elective Coursework (3 – 6 hours)
  - 3 hours for Thesis students
  - 6 hours for Applied Project students

Research (3 hours)
  - JHR 500: Research

Other Requirements (9 hours):
  - Internship (3)
  - Career Oriented Track (6 hours)
    - Advocacy
    - Research
    - Critical Trauma Studies and Social Work

Culminating Experience (3-6 hours)
  - JHR 593: Applied Project (3 hours)
  - or
  - JHR 599: Thesis (6 hours)

If a student in the Advocacy or Critical Trauma Studies track wishes to do 6 credits of internship (e.g., Human Trafficking Ghana and Asylum Seekers in Italy), they would need to use one internship course as their sole elective and would do an applied project rather than thesis to stay within the 33 credits for the degree. The same type student opting for a thesis would end up doing 36 credits if he/she takes two internships.

All work towards a master’s degree must be completed within six consecutive years.

Course Descriptions

JHR 500: Research Methods (3 credits). Explores the specific issues of research design that occur in answering questions related to violations of social justice and human rights. Develops skills in locating, evaluating, and synthesizing primary and secondary sources. Addresses ethical implications of student research area(s).
JHR 501: Pro-seminar in Social Justice and Human Rights (3 credits). Explores classical and contemporary theories of social justice and human rights with emphasis on criteria for identifying violations with local, national, and international contexts. Applies theories to current issues of social justice and human rights with specific reference to both governmental and non-governmental organizations.

JHR 506: Grant Writing and Development for Social Justice and Human Rights (3 credits). Examines all major aspects of the grant writing process, including identifying needs and goals, locating funding sources, writing letters of inquiry, developing proposals, submitting proposals, evaluating proposals, and negotiating the politics of fundraising. Students draft proposals related to their field of interest.

JHR 510: Problem-Based Seminar in Social Justice and Human Rights (3 credits). An interdisciplinary seminar that examines current problems in social justice and human rights from several different theoretical and analytical viewpoints.

JHR 511: Community-Embedded Seminar in Social Justice and Human Rights (3 credits). An interdisciplinary seminar requiring students to be placed in community organizations dealing with the course issue during the semester. Emphasizes developing effective strategies for partnerships with relevant community organizations, as well as evaluating institutional settings, policies, and procedures from the perspective of social justice and human rights.

JHR 525: Action Research in Social Justice and Human Rights (3 credits). Advanced practicum in engaged, community-embedded research and interpretive analysis. Gives students experience in the practice of engaged fieldwork as well as the writing it generates.

JHR 584: Internship (3 credits). Structured practical experience following a contract or plan, supervised by faculty and practitioners. The Social Justice & Human Rights Program hosts an international internship opportunity on asylum seeking in Italy in the Spring semester and on human trafficking in Ghana in the Fall semester. Students may earn a maximum of 6 hours of internship credit.

- If you are interested in finding your own internship, please review and complete the Graduate Studies Internship Packet found on the Social Justice & Human Rights website and contact the Graduate Academic Success Coordinator, also known as the Graduate Staff Advisor, at ncgradadvising@asu.edu regarding next steps.

- For Assessment, we do require the student’s Faculty Supervisor of the Internship to submit the student’s Internship Final Report (Journal) (in digital copy form) to the Graduate Academic Success Coordinator in Graduate Studies before the Faculty Supervisor of the Internship submits a final grade. Submit to: (ncgradadvising@asu.edu).

Research Track. Courses for the Research Track may be selected from any relevant graduate level course that is approved by a student’s committee chair and the SJHR Director. Students often select from Track courses and are not limited to these prefixes; however, students often select from JHR, CMN, LAW, SWG, and NLM courses.

JHR 584: Internship (3 credits)**
JHR 590: Reading and Conference (3 Credits)*
JHR 592: Research (3 Credits)*

* A maximum of 3 credit hours of either 590 OR 592 may be included toward the Research Track.
** If a student takes a second JHR 584 that is formally, collectively established (examples: Asylum Seekers Italy, Human Trafficking Ghana) as a study abroad course, then it may count toward the track. Individually conducted internships will not count as a track requirement.

**Advocacy Track.** Courses for the Advocacy Track are selected from the list below, or others as approved by the SJHR Director.*

- JHR 584: Internship (3 credits)**
- JHR 598: Topic: Critical Trauma Studies (3 credits)
- JHR 598: Topic: Global Feminisms (3 credits)
- JHR 598: Topic: Global Justice (3 credits)
- JHR 598: Topic: Immigration and Human Rights (3 credits)
- JHR 598: Topic: Social Inequality (3 credits)
- JHR 598: Topic: Everyday Forms of Political Resistance
- JHR 598: Topic: Hate Speech, Manifestos, & Radical Writings (3 credits)
- JHR 598: Topic: Ethnic Women Writers (3 credits)
- JHR 598: Topic: Advanced Video Production (3 credits)
- JHR 598: Topic: Rhetoric of Social Issues (3 credits)
- JHR 598: Topic: Gender on the Borderlands
- CMN 531: Communication and Social Change (3 credits)
- CMN 570: Communication and Advocacy in Social Context (3 credits)
- LAW 709: International Human Rights (3 credits)
- NLM 520: Financial and Resources Management (3 credits)
- NLM 530: Program Evaluation and Information Management (3 credits)
- NLM 545: Volunteer Resource Management (3 credits)

* Individualized JHR courses (e.g., 580, 590, 592), can’t apply as Advocacy Track Requirements, but may count as Elective credits.
** If a student takes a second JHR 584 that is a formally established (not individualized) study abroad course (examples: Asylum Seekers Italy, Human Trafficking Ghana) then it may count toward the track. Individually conducted internships will not count as a track requirement.

**Critical Trauma Studies and Social Work Track.** Courses for the Critical Trauma Studies and Social Work Track are selected from the list below, or others as approved by the SJHR Director.*

- JHR 584: Internship (3 credits)**
- JHR 598: Topic: Critical Trauma Studies (3 credits)
- JHR 598: Topic: Global Justice (3 credits)
- JHR 598: Topic: Spirituality and Social Justice
- JHR 598: Topic: Immigration and Human Rights (3 credits)
- JHR 598: Topic: Social Inequality (3 credits)
- JHR 598: Topic: Social Justice and the City (3 credits)
- JHR 598: Topic: Forgiveness, Mindfulness, and the Healthy Self
- SWG 533: Topic: Diversity and Oppression in a Social Work Context (3 credits)
SWG 577: Topic: Traumatic Death: Theory, Counseling and Practice (3 credits)
SWG 626: Topic: Crisis Intervention and Short-Term Treatment (3 credits)
SWG 591: Topic: War and Disaster (3 credits)
SWG 561: Topic: Lesbian, Gay, Bisexual, Transgender, and Queer Issues (3 credits)
SWG 618: Topic: Advanced Practice in Domestic Violence (3 credits)
SWG 654: Topic: Introduction to Sexual Abuse (3 credits)
SWG 562: Topic: Global Social Welfare (3 credits)
SWG 556: Topic: Immigrants and Refugees (3 credits)
SWG 591: Topic: Multicultural Perspectives on Community Dev (3 credits)

* Individualized JHR courses (e.g., 580, 590, 592), can’t apply as Critical Trauma and Social Work Track Requirements, but may count as Elective credits.

** If a student takes a second JHR 584 that is a formally, collectively established study abroad course (examples: Asylum Seekers Italy, Human Trafficking Ghana), then it may count toward the track. Individually conducted internships will not serve as track requirements.

Plan of Study

The Interactive Plan of Study (iPOS) functions as an agreement between the student, the academic unit and the Graduate College. The iPOS contains certain requirements such as coursework, a committee and a culminating experience which must be included before it can be approved.

To facilitate program completion and shorten time to complete the program, graduate students are encouraged to complete their iPOS in their first semester. Students who have not completed their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program will receive a registration hold. No student will be allowed to register for the culminating experience without an approved and up-to-date iPOS on file.

Within the iPOS, the specific courses that will count toward the student’s degree must be approved by the Faculty Supervisor and the Program Director.

If a student needs help with filing the iPOS, the student can contact the Faculty Supervisor and / or download the iPOS training manual. After the student submits the initial iPOS, the Faculty Supervisor and Program Director will approve it. The student can track the approval process online through the student’s My ASU account.

When the Faculty Supervisor and Program Director review the iPOS, we will look to see that the student has met the program requirements described above. In addition, we will check to make sure that the student is in compliance with the following additional rules below:

- The student must be enrolled in at least one credit during each Fall/Spring semester after admission (see ASU Graduate College Continuous Enrollment Policy, pages 8-9)
- Either 6 credit hours of JHR 599 or 3 credit hours of JHR 593 must be included on your iPOS
  - If a student is completing JHR 593 Applied Project, the student must have one committee chair (or two co-chairs) and one committee member.
  - If a student is completing JHR 599 Thesis, the student must have one committee chair (or two co-chairs) and two committee members.
All courses that appear on the iPOS are applied toward the student’s MA degree and are ineligible to be applied toward a future graduate degree. As such, we recommend listing only the 36 credits required for the MA degree on the iPOS.
Sample MA Social Justice & Human Rights Program of Study

Admit Term Fall 2017 or Later

Full-time MASJHR student with thesis option

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Second Semester (Spring)</th>
<th>Third Semester (Fall)</th>
<th>Fourth Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td>Track</td>
<td>JHR 584: Internship</td>
<td>JHR 599: Thesis</td>
</tr>
<tr>
<td>JHR 501: Proseminar</td>
<td>JHR 500: Research</td>
<td>JHR 506: Grant Writing Track</td>
<td></td>
</tr>
<tr>
<td>JHR 510: P-B Seminar</td>
<td>JHR 525: Action Research</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Full-time MASJHR student with applied project option

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Second Semester (Spring)</th>
<th>Third Semester (Fall)</th>
<th>Fourth Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td>Track</td>
<td>JHR 584: Internship</td>
<td>Elective</td>
</tr>
<tr>
<td>JHR 501: Proseminar</td>
<td>JHR 500: Research</td>
<td>JHR 506: Grant Writing Track</td>
<td></td>
</tr>
</tbody>
</table>

Part-time MASJHR student with thesis option

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Second Semester (Spring)</th>
<th>Third Semester (Fall)</th>
<th>Fourth Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JHR 501: Proseminar</td>
<td>JHR 500: Research</td>
<td>JHR 584: Internship</td>
<td>Track</td>
</tr>
<tr>
<td>JHR 510: P-B Seminar</td>
<td>JHR 525: Action Research</td>
<td>JHR 506: Grant Writing</td>
<td>Track</td>
</tr>
</tbody>
</table>

Fifth Semester (Spring)
Track
JHR 599: Thesis

Part-time MASJHR student with applied project option

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Second Semester (Spring)</th>
<th>Third Semester (Fall)</th>
<th>Fourth Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JHR 501: Proseminar</td>
<td>JHR 500: Research</td>
<td>JHR 584: Internship</td>
<td>Track</td>
</tr>
<tr>
<td>JHR 510: P-B Seminar</td>
<td>JHR 525: Action Research</td>
<td>JHR 506: Grant Writing</td>
<td>Track</td>
</tr>
</tbody>
</table>

Fifth Semester (Fall)
Track
Elective
JHR 593: Applied Project
Culminating Experience

All students will be required to successfully complete either JHR 593 Applied Project (3 hours) or JHR 599 Thesis (6 hours).

Culminating Experience Registration

To be eligible for enroll in JHR 593 Applied Project or JHR 599 Thesis, a student must:

- Have an up-to-date and approved iPOS on file. No student will be allowed to register for the culminating experience without an approved and up-to-date iPOS on file:
  1. Review current iPOS on file and compare to the transcript.
  2. Confirm that all coursework (prefix, number, title, campus) on the transcript appears the same on the iPOS.
  3. Indicate two members on the iPOS who will be serving as the capstone course supervisory committee.
  4. Submit course or committee petitions for any discrepancies.

- Have completed the Core Course Requirements of 18 credit hours (JHR 500, JHR 501, JHR 506, JHR 510, JHR 525, and JHR 584)

- Complete the online SJHR Proposal Registration Form BEFORE the deadline
  - Online SJHR Proposal Registration WebForm

- Accept invitation to enter the Canvas JHR Thesis/Applied Project Proposal course (the Canvas invite will be sent upon completion of above Online SJHR Proposal Registration Web form)

- Submit a completed JHR Thesis/Applied Project Proposal to the Canvas course before the deadline
  - Thesis/Applied Project Proposal Form

Deadline to register for AND to submit the proposal is 2 weeks prior to the start of the Thesis or Applied Project semester.

*Reminder: If the student’s applied project or thesis will involve interacting with and/or collecting data from human subjects, the student must complete the necessary Human Subjects Institutional Review Board forms before collecting data. The student must consult with the Faculty Supervisor. Forms are available on the ASU Human Subjects Home Page (https://researchintegrity.asu.edu/humans).

Thesis Graduation Checklist

After a student has successfully registered for JHR 599, the student should review the following information to ensure a successful and smooth graduation process.

✓ Apply for graduation through the My ASU account online.
Review **dates and deadlines** established by ASU Graduate College. Discuss these dates with the committee to determine dates to submit drafts of the work as well as a date for the oral defense.

**Note:** All oral defenses of a thesis must be scheduled with Graduate College at least 10 working days in advance of the planned defense date. Please use the official **10-Working Day Calendar**, available online. Please note that there are certain dates during the academic year during which students cannot hold an oral defense of a thesis.

Note: A document called the DocuSign Pass/Fail Form will be emailed to the student’s entire committee and the graduate staff advisor once the defense has been officially scheduled. This form must be used at the defense. Following the defense, the committee will sign and indicate needed revisions.

After a defense date is approved by all members of the committee, please contact the Graduate Staff Advisor to schedule a room for the defense.

The Thesis process is overseen by ASU Graduate College. **It is the student’s responsibility to review all of the information provided by ASU Graduate College on Completing your Degree.**

After the oral defense is complete, the student must review **After Your Defense** requirements.

- If the student has revisions:
  - All members of the committee should sign the DocuSign Pass/Fail Form. This verifies that the defense took place on the appropriate date.
  - After all revisions are completed and approved by all committee members the Chair of the committee must sign the DocuSign Pass/Fail Form stating that the revisions were complete.
  - Submit the final document to UMI/ProQuest (See **Completing your Degree**)

- If the student does not have revisions:
  - All members of your committee should sign the DocuSign Pass/Fail Form, including the final approval.
  - Student, must submit the final document to UMI/ProQuest (See **Completing your Degree**)

The chair should input a Y grade in each section of JHR 599 that the student has registered for. A student should continue to check the My ASU page to ensure that a grade has been posted for each term that the student was registered for JHR 599. The student should follow-up with the faculty chair as needed.

**Applied Project Guidelines**
The purpose of the applied project is to demonstrate that the student can integrate and apply the various components of theory, research, and practice to a particular topic, case, or event. The project is to be designed so that it can be completed within the time limit of 3 credit hours; however, most students need and want more time to complete the project, especially the research component. As a result, many choose to do a 3-credit hour JHR 592: Research course prior to enrollment in JHR 593. In that respect, the project works in the way a mini-thesis would, with
time allocated for researching and writing. The work accomplished during these credit hours must reflect the maturation of ideas and give ample time for researching and planning the project. The final product should be useful to academics, an agency, a community, or other group. It could be an action research project, a needs assessment study, a program evaluation, an in-service training program, a proposal for funding, the review and evaluation of pertinent literature, or a creative project of similar scope.

**Literature Review and Research Question**
The project must begin with a question. Because this is an applied research project, the question must be a practical one. For instance, the student may want to evaluate the effectiveness of a given policy or program; or s/he may want to assess the likelihood that a bill of rights will be observed and implemented in a given context; or s/he may want to identify what values and beliefs stand behind a given cultural practice or what the social impediments are for the full exercise of a certain set of rights. The student's advisor and the program Director will guide the student in the process of formulating the research question.

The project must present a literature review. Because the research question must be set in the context of what is already known about an issue, a literature review becomes necessary. Students are expected to conform to known practices of documenting, summarizing, quoting, and paraphrasing from sources.

The applied project must describe the methodology (quantitative, qualitative, or mixed) of the research design and the data collection process. The project must also deal with issues of validity and reliability, or credibility and trustworthiness. Non-empirical projects, such as those containing hermeneutical discussions and critical approaches to pedagogy and enquiry, are also welcome.

**Collection of Data**
Once the proposal has been approved, the student is ready (with any necessary approval of the Institutional Review Board) to collect data according to the proposed plan. This may include interviewing, administering questionnaires, collecting documents, or observing, among other methods.

**Data Analysis**
Once the student has collected her/his data, analysis of that data is required and may include statistical analysis, content analysis of written, audio, or audiovisual documents, and interpretive analysis of interviews or observations and critical discussions.

**Results of the Analysis**
Once the student has collected and analyzed his/her data, results must be presented in narrative form supported by charts, tables, classificatory schemes, and other necessary forms of evidence.

**Implications and Recommendations for Agencies, Communities, Governments, and Further Research**
Once the student has engaged in the above activities, s/he must summarize the findings, identify implications for the stakeholders, offer recommendations from a Human Rights/Social Justice perspective, and suggest appropriate strategies and approaches. The student needs to consider how the findings can be integrated with previous literature and findings that address the topic of interest. The student also must discuss limitations in their work and potential directions for future research in the area.
**Applied Project Graduation Checklist**

After a student has successfully registered for JHR 593, the student must review the following information to ensure a successful and smooth graduation process.

- Apply for graduation through the My ASU account online.

- Review dates and deadlines established by ASU Graduate College. Discuss these dates with the committee to determine dates to submit drafts and a date to submit the final project.

- Complete the applied project according to the recommendations, suggestions, and revisions provided by the graduate committee.

Note: It is up to the student's committee whether or not an oral defense will take place.

Note: ASU Graduate College does not oversee the formatting of an applied project in the same way that they do for a thesis or dissertation. Students can, however, use the formatting information available online in the format tab of *Completing your Degree*. Student’s should consult with their committee chair on the appropriate format, as well.

- When the final project is approved by the faculty committee:
  
  a. The Chair of the committee will input a letter grade for the JHR 593 course.

  b. The student should continue to check the My ASU page to ensure that a grade has been posted for the term that that the student was registered for JHR 593. The student should follow-up with the faculty chair as needed.

**Satisfactory Academic Progress Policy**

It is the responsibility of the graduate student to be aware not only of the program’s requirements, but also policies set in place by the Graduate College. Students are required to be aware of and understand the current [ASU Graduate Policies and Procedures](#), the New College of Interdisciplinary Arts & Sciences [Satisfactory Academic Progress Policy](#), as well as any policies outlined in this manual.

In addition to requirements outlined in New College Satisfactory Academic Progress Policies students must achieve a grade of “B” or higher in all *required courses* that appear on the approved iPOS (required courses are listed in the [ASU Academic Catalog](#)). A student who receives a C or lower in a core course in their program must repeat the course in a regularly scheduled (not an individualized instruction) class. Although only the “B” or higher can be included on the iPOS GPA, both grades will be used to compute the Cumulative GPA and the Overall Graduate GPA.

**Required Social Justice and Human Rights Courses:** JHR 500, JHR 501, JHR 506, JHR 510, JHR 525, JHR 584
**Student Code of Conduct**

All students are expected to adhere to the Arizona Board of Regents Student Code of Conduct and university policies and procedures: [https://eoss.asu.edu/dos/srr/codeofconduct](https://eoss.asu.edu/dos/srr/codeofconduct)

Students are expected to regularly check their ASU email accounts for messages from the university and New College. Students also are expected to regularly check their My ASU priority tasks for messages and holds from the university. Students are responsible for managing their tuition payments, finances and tracking university academic calendar deadlines.

**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.

For more information please visit: [https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals](https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals).

**Funding for Travel**

We encourage our students to present research at national and international academic conferences. As such a number of options exist for funding travel to these events.

1. **MA program funding.** The MA program makes limited funding available (maximum of $300 per year) please review your program advising website for more information.

2. **ASU Graduate College Travel Grants.** ASU’s Division of Graduate College makes a limited number of travel grants available to students presenting at conferences. These grants typically cover airfare from Phoenix to the conference location. This award has four application deadlines per year and must be applied for well in advance of the travel date. Applications must be submitted to the director of the graduate program. See [https://graduate.asu.edu/current-students/funding-opportunities/awards-and-fellowships/travel-awards](https://graduate.asu.edu/current-students/funding-opportunities/awards-and-fellowships/travel-awards) for more information and deadlines.

3. **Graduate and Professional Student Association (GPSA) Travel Grants.** ASU’s graduate student association offers a variety of travel awards available. Individual travel awards (to conferences) are up to $950 and have a monthly application deadline. Group travel grants are for teams of student researchers presenting a symposium or other group project. Interview travel grants are need-based grants made available to students who require funds in order to travel to an academic interview (e.g., at a PhD program). Details and application materials can be found at [http://gpsa.asu.edu/funding](http://gpsa.asu.edu/funding).
University Resources

There are a number of resources available in the program and through the university.

New College/West Campus – Academic

- Fletcher Library
- ASU Library now has an online tutorial version of "Library 501: What Grad Students Need to Know about the Library" workshop available for online students and anyone else for whom it might be useful. The Library 501 tutorial can be found on our tutorials page: https://lib.asu.edu/tutorials or at bit.ly/Library501Tutorial. Student can see the full slate of workshop offerings here: libguides.asu.edu/grad/workshops
- Graduate Academic Support Services – in-person (all campuses) and online, no-cost writing assistance and statistics tutoring (most services free except for special sessions, refer to website for more details)
- SAM Lab – resources for receiving assistance for statistics and methodology courses and research; in-person (West campus), online, and phone appointments available.
- Career & Professional Development Services – resource for finding jobs and internships, career advising, and more; online services available

New College/West Campus - Amenities

- Dining Options
- Banks
- Parking & Transit

University Services

Student support:

- International Student Services
  1. International Teaching Assistants
- Housing
- Health
- Counseling
  1. Graduate Wellness Resources
  2. 10 Best Practices in Graduate Student Wellbeing
- Disability Resources
- Veterans
- Graduate and Professional Student Association
- Educational Outreach & Student Services (Dean of Students Office)
- Student Rights and Responsibilities
- Graduate Student Diversity Resources

Business and Finance services (e.g. student accounts, ID cards)

Contact information

- Provost’s Office
- Graduate College
Program Contact Information

With specific questions about the Graduate Program in Social Justice & Human Rights, contact:

Dr. Tricia Redeker-Hepner
Director, Social Justice & Human Rights
New College of Interdisciplinary Arts & Sciences
Tricia.M.Redeker-Hepner@asu.edu

or

Graduate Studies Advising Team
New College of Interdisciplinary Arts & Sciences
(602) 543-3000
NCGradAdvising@asu.edu

With general questions about ASU Graduate Studies policies/procedures, contact:

Graduate College
Interdisciplinary Building, B Wing, Suite 285 – Tempe campus
http://graduate.asu.edu/

With questions about tuition, scholarships, and financial aid:

ASU Financial Aid
University Center Building, Suite 101
http://students.asu.edu/financial-aid