Program Handbook

MA in Social Justice & Human Rights

2016-2017
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Letter from the Director

Welcome to the program! As a graduate student in the MA in Social Justice and Human Rights (MA SJHR), you will explore urgent social issues related to topics, such as human security, labor, migration, children, family, education and the environment.

The course work in the program is theoretically and methodologically rigorous. Students focus on issues in contexts defined by multiple and intersecting forms of social identity and disadvantage, 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 advocates for social justice to assist people, such as refugees, migrants, workers, and survivors of violence or human trafficking.

Students may select from three degree tracks: research, advocacy or critical trauma studies and social work. The research track prepares students for positions as researchers, analysts and advocates in governmental, intergovernmental and nongovernmental agencies. 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 in these tracks are prepared to enter PhD programs.

As Director, I would be delighted to recommend various program faculty in the social sciences and humanities with whom you might work on your research projects and internships. Please feel free to stop by my office hours or make an appointment to discuss your ideas about your research, internship, and career objectives.

Sincerely,

Julie A. Murphy Erfani
Director, MA Social Justice & Human Rights
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.
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 [http://graduate.asu.edu/faculty_staff/policies](http://graduate.asu.edu/faculty_staff/policies) regarding Pre-Admission Credit. All such courses must be cleared by the Program Director. The program requirements include:

Curriculum requirements for students starting prior to the Fall 2014.

- Program Core (15 hours)
  - JHR 501: Pro-Seminar
  - JHR 511: Community Embedded Seminar
  - JHR 510: Problem Based Seminar
  - JHR 506: Grant Writing
  - JHR 500: Research
- JHR 584: Internship (3 Hours)
- Career-Oriented Track (6 hours)
  - NGO Management or Research
- Elective Coursework (3-6 hours)
- Culminating Experience (3-6 hours)
  - JHR 599: Thesis (6 hours)
  - JHR 593: Applied Project (3 hours)

Curriculum requirements for students starting in Fall 2014 or later.

- Program Core (15 hours)
  - JHR 501: Pro-Seminar
  - JHR 510: Problem Based Seminar
  - JHR 506: Grant Writing
  - JHR 525: Action Research
- JHR 584: Internship (3 Hours)
- Career-Oriented Track (9 hours)
  - Advocacy
  - Research
    - Note: Students in the research track must take JHR 500: Research
  - Critical Trauma Studies and Social Work
- Elective Coursework (3-6 hours)
- Culminating Experience (3-6 hours)
  - JHR 599: Thesis (6 hours)
  - JHR 593: Applied Project (3 hours)
Curriculum requirements for students starting in Fall 2017

Program Core (12 hours)
- JHR 500 Research Methods
- JHR 501: Pro-Seminar
- JHR 510: Problem Based Seminar
- JHR 506: Grant Writing
- JHR 525: Action Research

Other Required Courses (6 hours)
- JHR 584: Internship
- JHR 500: Research Methods

Career-Oriented Track (9 hours)
- Advocacy
- Research
- Critical Trauma Studies and Social Work

Elective Coursework (3-6)*
- Culminating Experience (3-6 hours)
  - JHR 599: Thesis (6 hours)
  - JHR 593: Applied Project (3 hours)

*Students pursuing Thesis will only complete 3 credits of elective coursework

Curriculum requirements for students starting in Fall 2018 or later.

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

Other Required Courses (6 hours)
- JHR 584: Internship
- JHR 500: Research Methods

Career-Oriented Track (9 hours)
- Advocacy
- Research
- Critical Trauma Studies and Social Work

Elective Coursework (0-3 hours)*
- Culminating Experience (3-6 hours)
  - JHR 599: Thesis (6 hours)
  - JHR 593: Applied Project (3 hours)

*Students pursuing Thesis will not complete any elective hours

If a student in the Advocacy or Critical Trauma Studies track wishes to do 6 credits of internship (e.g., Ghana and Greece), 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.
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.

To complete an Internship, please review and complete the Graduate Studies Internship Packet found on the Social Justice & Human Rights website. For Assessment, we do require the student’s Faculty Supervisor to submit the student’s Internship Final Report (Journal) (in digital copy form) to the Academic Success Coordinator in Graduate Studies before the Faculty Supervisor of the Internship submits a final grade. Submit to: (ncgradadvising@asu.edu).

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

JHR 598: Topic: Critical Trauma Studies (3 credits)
JHR 598: Topic: Global Feminisms (3 credits)
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 598: Topic: Critical Trauma Studies (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: Social Justice and the City (3 credits)
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)
Plan of Study

In a graduate program, the specific courses that will count toward your degree must be approved by your graduate advisor and the program director. The list of these courses is called a Plan or Program of Study (POS).

If you need help with filing your iPOS, contact your faculty advisor and/or download the iPOS training manual. After you submit your iPOS, your faculty advisor will approve it. You can track the approval process online through your MyASU account.

When we evaluate your iPOS, we will look to see that you have met the program requirements described above. In addition, we will check to make sure that you are following the additional rules below:

- Courses must be numbered 500 or higher
- A maximum of 6 credit hours of 400 level coursework (when appropriate graduate coursework is not available)
- A grade of B or higher on all core courses
- You must maintain a 3.0 GPA to progress in the program and graduate
- You must be enrolled in at least one credit during each Fall/Spring semester after admission (see ASU Graduate College Continuous Enrollment Policy)
- Either 6 credit hours of JHR 599 or 3 credit hours of JHR 593 must be included on your iPOS
  - If you are completing JHR 593 you must have one committee chair (or two co-chairs) and one committee member.
  - If you are completing JHR 599 you must have one committee chair (or two co-chairs) and two committee members.

All courses that appear on your iPOS are applied toward your MA degree and are ineligible to be applied toward a future graduate degree. As such, we recommend listing only the 33 credits required for the MA degree on your iPOS. Any additional/excess credits you have earned could then theoretically be used toward a different degree program at ASU.
Sample MA Social Justice & Human Rights Program of Study

Admit Term Prior to Fall 2014

**Full-time MASJHR student with thesis option (18-month)**

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Second Semester (Spring)</th>
<th>Third Semester (Summer)</th>
<th>Fourth Semester (Fall)</th>
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<tr>
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<tr>
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<td>JHR 500: Rsrch Methods</td>
<td>JHR 506: Grant Writing</td>
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<td>JHR 510: P-B Seminar</td>
<td>JHR 511: C-E Seminar</td>
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**Full-time MASJHR student with applied project option (18-month)**

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<td>JHR 506: Grant Writing</td>
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**Part-time MASJHR student with thesis option**

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| Fifth Semester (Spring) | | | Sixth Semester (Summer) |
|-------------------------| | | JHR 599: Thesis |
| JHR 511: C-E Seminar    | | | |

**Part-time MASJHR student with applied project option**

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| Fifth Semester (Spring) | | | Sixth Semester (Summer) |
|-------------------------| | | JHR 593: Applied Project |
| JHR 511: C-E Seminar    | | | |
### Admit Term Fall 2017 or Later

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**Part-time MASJHR student with thesis option**

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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 advisors.

The most effective way of gaining a sense for whether a faculty member would make a good advisor, of course, is to take their course. But even students who have not taken the course of a potential faculty advisor 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.
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

Thesis/Applied Project Application Form. All students must successfully complete their Thesis/Applied Project Application with all members of their supervisory committee. The form is available online at the Social Justice & Human Rights M.A. advising website. Apply to your graduate committee to begin your culminating experience using the “Thesis/Applied Project Application Form.”

When signatures have been obtained, please ensure your iPOS is up to date and then scan and email the proposal form to the Academic Success Coordinator. You will then be issued a line number for registration.

1. Reminder: If your applied project or thesis will involve collecting data from human subjects complete the necessary Human Subjects Institutional Review Board forms before collecting data. Consult with your faculty advisor. Forms are available on the ASU Human Subjects Home Page (https://researchintegrity.asu.edu/humans).

iPOS. 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 your transcript.
2. Confirm that all coursework (prefix, number, title, campus) on the transcript appears the same on the iPOS.
3. Be sure to indicate two members on your iPOS who will be serving on your capstone course supervisory committee.
4. Submit course or committee petitions for any discrepancies.
5. Submit the iPOS to the Program Director along with an approved Thesis/Applied Project Application Form.
Thesis Graduation Checklist

After you have successfully registered for JHR 599, please review the following information to ensure a successful and smooth graduation process.

✓ Apply for graduation through your MyASU account online.
✓ Review dates and deadlines established by ASU Graduate College. Discuss these dates with your committee to determine dates to submit drafts of your work as well as a date for your 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 Report for Master's Thesis/Practicum Defense form will be emailed to your entire committee and your graduate support staff once the defense has been officially scheduled. This form must be taken to your defense, and your committee will sign and indicate revisions as needed at the time of defense.

✓ After a defense date is approved by all members of your committee, please contact the Academic Success Coordinator to schedule a room for your 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 you complete your oral defense please review the After Your Defense section of the Completing your Degree page.

- If you have revisions:
  - All members of your committee should sign the Report for Master’s Thesis/Practicum Defense form. This verifies that the defense took place on the appropriate date.
  - The Chair should keep this form and give it to the Academic Success Coordinator who will submit a copy of it to grad-ges@asu.edu.
  - After all revisions are completed and approved by all committee members the Chair of the committee must sign the Master’s Thesis/Practicum Defense form stating that the revisions were complete.
  - Academic Success Coordinator will send final signed form to grad-ges@asu.edu and notify the student and committee chair.
  - Submit the final document to UMI/ProQuest (See Completing your Degree)
- If you do not have revisions:
  - All members of your committee should sign the Report for Master’s Thesis/Practicum Defense form, including the final approval.
  - The chair or the student must submit this signed form to the Academic Success Coordinator who will send final signed form to grad-ges@asu.edu and notify the student and committee chair.
- Student, must submit the final document to UMI/ProQuest (See Completing your Degree)

✔ The chair should input a letter grade (A-E) each section of JHR 599 that the student has registered for. Please continue to check your MyASU page to ensure that a grade has been posted for each term that you were registered for JHR 599. Follow-up with your faculty chair as needed.
Applied Project Graduation Checklist

After you have successfully registered for JHR 593, please review the following information to ensure a successful and smooth graduation process.

✔ Apply for graduation through your MyASU account online.

✔ Review dates and deadlines established by ASU Graduate College. Discuss these dates with your 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 your 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 your final project is approved by your faculty committee:

a. The Chair of your committee will input a letter grade for your JHR 593 course.

b. Please submit an electronic copy of your applied project, including a 100 word abstract, to the Academic Success Coordinator at NCGradAdvising@asu.edu. In the email please indicate whether or not you give permission for this to be included in an online library of capstone projects that may be viewed by other students.
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.
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 an 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.
Important Policies

ASU Graduate College Policies

ASU Graduate College establishes many policies that will affect you as you progress through the program. These policies are outlined at the website below. It is important that all students familiarize themselves with these policies. https://graduate.asu.edu/policies-procedures

Satisfactory Academic Progress Policy

Note: The MA Program follows the New College of Interdisciplinary Arts & Sciences Satisfactory Academic Progress Policy. The current policy can be found online at the MA in Social Justice & Human Rights Advising Site.

Student Services

ASU has policies related to a variety of aspects of student life and academics available online at http://www.asu.edu/aad/manuals/usi/index.html.
University and Campus Resources

**Fletcher Library.** Fletcher Library at the West campus is an invaluable resource to students and faculty. Among the highlights of its collection are 337,000 volumes, 1.5 million microforms, 9,500 videos, 50,104 subscriptions, and 252 electronic databases. The majority of these databases are available to ASU users from home computers. Fletcher Library has been developing materials in the area of social justice and human rights in support of this growing curricular focus including holdings of the leading journals in the field and core databases. A range of information and research tools are accessible through the library’s website. With a seating capacity of 600 and space for 350,000 volumes, the 106,000 square-foot facility is a state-of-the-art information access center designed to take full advantage of electronic technology.

**West Computing Commons.** Computing Commons is the general-purpose student computing lab at ASU. It is equipped with networked computers, general-purpose and class-related software, printers, scanners, and adaptive technology. Macintosh and IBM-format/Windows personal computers are available for use. It is located in the basement of Fletcher Library. Students are encouraged to establish and learn to use an e-mail account and the Internet. MyASU is an e-mail and conferencing system that is available free to all registered ASU students. The website is: [https://ucc.asu.edu/blog/portfolio/west/](https://ucc.asu.edu/blog/portfolio/west/). The phone number is 602 543.8277.

**Student Success Center.** The Student Success Center at the West Campus provides tutoring and academic support services to help students succeed in college. These programs and services include: Writing Center, Subject Area Tutoring, Supplemental Instruction, and Academic Success Courses. With convenient hours and locations, the Student Success Center provides assistance with what to learn and how to learn. For more information, see: [http://studentsuccess.asu.edu/](http://studentsuccess.asu.edu/). The Student Success Center is located in Fletcher Library LL2 across from Technopolis. The telephone number is 602-543-6151.

**Career Services.** A variety of services are available through this office, including information and assistance in career planning and placement, workshops, and job listings. Students can make contact with career recruiters through this office, as well. It is located in the University Center Building 220, phone number 602-543-8124. The website is: [http://students.asu.edu/career/west](http://students.asu.edu/career/west).
Contact Information

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

Dr. Julie Murphy Erfani  
Director, Social Justice & Human Rights  
New College of Interdisciplinary Arts & Sciences  
Julie.murphy.erfani@asu.edu

or

Graduate Studies Advising Team  
New College of Interdisciplinary Arts & Sciences  
(602) 543-6266  
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  
120 University Center Building  
http://students.asu.edu/financial-aid