

1972

## Manual of General Procedures- [1972]

Various Contributors

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CENTER

FOR

INNER

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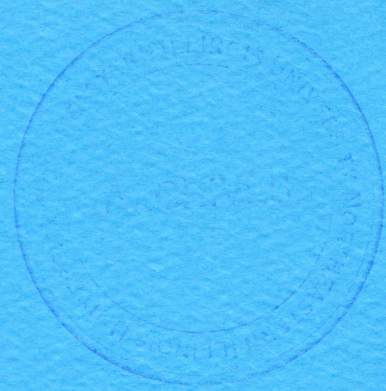
STUDIES

700 EAST OAKWOOD BLVD.  
CHICAGO, ILLINOIS 60653

MANUAL

OF

GENERAL PROCEDURES



HS. 4/48

NORTHEASTERN ILLINOIS UNIVERSITY  
5500 North St. Louis Avenue  
Chicago, Illinois 60625



It is hoped that this manual will clear up many questions students seem to have and will serve as a guideline during your matriculation at CICS. We urge you to read it thoroughly and also to watch the Bulletin boards ( 1st and 4th floor) for special announcements. This our only means of communicating such information to you.

Students must accept the responsibility for meeting deadlines, initiating and maintaining contact with advisors, following course prerequisites and program requirements, and making the necessary inquiries of your Program Advisor, when in doubt.

CICS Faculty

I. DOCUMENTS TO BE SUBMITTED BY DEGREE APPLICANTS:

From the time of admission to a degree program to the date of commencement and the awarding of the Master's degree, the applicant must submit to the Graduate Office the following documents in the sequence indicated:

(NOTE THE DIFFERENCE BETWEEN ADMISSION TO A DEGREE PROGRAM AND THE ACCEPTANCE TO DEGREE CANDIDACY)

- A. "APPLICATION FOR ADMISSION TO THE GRADUATE COLLEGE" with indication of a specific degree program. Duplicate copies of the necessary transcripts are required to complete the application (see "Admission to a Degree Program"). A letter with the results of the evaluation will be sent to the applicant.
- B. "APPLICATION FOR ACCEPTANCE TO CANDIDACY for the Master's Degree." This form should be submitted after the student has been admitted to a degree program and after he has completed a minimum of 12 hours of course work in the program during which he has demonstrated his competence and professional motivation through the achievement of a grade point average of at least 4.0 (B). A maximum of six hours of course work accepted on transfer from other colleges or universities may be used for the candidacy application. All provisions for students admitted conditionally must have been satisfied. (See also the third and fourth requirements under "Requirements for Degree Applicants.")
- C. "PRELIMINARY APPLICATION FOR GRADUATION." After the student has been accepted for degree candidacy and when he has completed additional work so that he can reasonably expect to graduate on a given date, this preliminary application may be filed. The status of the applicant will be determined and he will be informed of all outstanding requirements. He will also be informed as to whether or not there is a possibility for completion of these requirements by the deadline date preceding the date of anticipated graduation. This deadline is approximately six weeks in advance of graduation and ALL REQUIREMENTS MUST BE COMPLETED AS OF THE DEADLINE. EXTENSIONS OR EXCEPTIONS CANNOT BE GRANTED AND SHOULD NOT BE REQUESTED"
- D. "FINAL APPLICATION FOR GRADUATION". After the preliminary application has been approved and the student plans to complete the outstanding requirements by the given deadline date, the final application may be filed. The non-refundable and non-transferable graduation fee of \$15.50 must accompany the final application. The \$15.50 fee cannot be carried over if the student fails, for any reason, to graduate on schedule.



DEADLINE DATE FOR SUBMISSION TO THE VARIOUS APPLI-  
CATIONS AND FOR THE COMPLETION OF REQUIREMENTS FOR  
GRADUATION ARE POSTED ON THE BULLETIN BOARD. IT WILL  
BE THE RESPONSIBILITY OF EACH STUDENT TO KEEP UP  
WITH THESE DATES

\*ADMISSION:

STUDENTS ARE RESPONSIBLE FOR FOLLOWING UP AN APPLICATION  
FOR ADMISSION TO THE GRADUATE COLLEGE. IF YOU HAVE NOT  
RECEIVED WRITTEN COMMUNICATION FROM THE GRADUATE  
OFFICE WITHIN A REASONABLE TIME AFTER FILING (4-6WEEKS)  
CHECK WITH THE GRADUATE OFFICE.

FAILURE TO DO SO MAY HOLD UP YOUR PROGRESS"

II. UNCLASSIFIED STUDENTS:

There seems to be a misunderstanding about the category  
"unclassified students." PLEASE NOTE: There are 2  
categories for unclassified students.

- A. Those who do not plan to get a degree but are  
interested ONLY in taking courses at CICS, and
- B. Those rejected for admission to Graduate School,  
If anyone, in either category, decides to apply  
or reapply for admission to Graduate School,  
must do so after the completion 9 hours. Nine  
Hours (9) is the maximum number of hours appli-  
cable to a degree!
- C. If you come under category one (A) and decide to  
earn a Masters Degree at CICS apply after com-  
pletion of 9 hours. Include \$15.00 application  
fee.
- D. If you come under category two (B) have your  
transcripts re-evaluated on the basis of your  
graduate work; \$ 15.00 evaluation fee.
- E. Communications should be sent to:

Dr. George Geyer,  
Associate Dean of the Graduate College  
Northeastern Illinois University  
5500 North St. Louis 60625

FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN LOSS OF  
CREDITS'

III. BULLETIN BOARDS:

Deadlines dates, procedures, schedules, examination dates, etc., are and will be posted on the bulletin board on the first and fourth floor. This will be our ONLY means of communicating to you such information.

IV. ADVISORS:

There are two categories of advisors:

A) Program Advisor. B) Thesis/paper/project Advisors:

A. A new policy has been established for those seeking program advice. Students are now assigned on the basis of the first letter of the last name of each student. Please follow this schedule:

<u>FACULTY</u>	<u>STUDENT'S LAST NAME</u>
Bailey	A-B
Carruthers	C-D
Beverly	E-G
Sithole	H-K
Smith	L-N
Starks	O-Q
Thompson, A.	R-S
Tucker, E.	T-Z

Please note: Upon acceptance into the program, you have already received or will receive a form letter from the North Campus indicating Dr. Carruthers is your advisor and to contact him. Ignore this statement and use the above schedule. It is suggested you call for appointments.

B. THESIS/PAPER PROJECT ADVISOR

All students contact your program advisor for assignment to an advisor for thesis/projects/and papers. If you wish to make any changes, see your program advisor first. Room 5E.

C. Change of thesis/paper/project advisors must be cleared through your program advisor.

V. FIELD INTERNSHIP SEMINAR IN FIELD INTERNSHIP: 91-452-453  
Taken Concurrently

Requirements:

A. Candidacy Approved (Candidacy forms may be obtained on the 4th floor.

B. Consent of Instructor- Consent of Instructor form must be included with mail registration.



If your candidacy has been approved, get a form from 4th floor, affirming your approval.

Students must have scheduled an individual consultation with the instructor (Mr. W. Smith) at least 4 weeks before beginning of internship course. Your name must appear on Mr. Smith's list at registration time (mail or in person) to be accepted.

Deadline date for acceptance, will be posted. Watch Bulletin Board.

VI COURSES & PROPOSALS FOR THESIS, PROJECTS, PAPERS:

Students must submit a proposal to the CICS faculty thru their program advisor before beginning preparation of the thesis or project. After such submission student must make contact with program advisor who will give student a copy of departmental action. Proposal must be approved by faculty before student begins work. The program advisor will assign a thesis or project advisor (see IV B&C above).

All thesis, projects and papers for 91431 must be prepared under advisement. This means that the student must be in continuous contact with his or her thesis or project advisor. Students must make contact with project or thesis advisor at least once every 30 days after proposal is approved. The project or thesis will be canceled if students fail to abide by these instructions. This will result in the student's having to begin anew with a proposal to the faculty.

Students who fail to follow instructions of the faculty or the advisors run risk of having work not accepted.

A. RESEARCH AND THESIS: 91-451: APPLICABLE TO THOSE IN "OLD M.A. PROGRAM"

1. Acceptance to Master of Arts Degree Candidacy in Inner City Studies.
2. Completion of Research Writing 91-442 - 91-443.
3. Research Thesis forms must be on file in the Graduate Office one month before registering. Forms may be obtained on 4th floor and will be mailed to north campus from this office. (Your name must appear on list at registration time to be accepted, this also applies to those who register by mail.)

B. MASTER PROJECT RESEARCH 91-454 - APPLICABLE TO THOSE IN NEW M.A. PROGRAM.

1. Prerequisite MDC/Inner City Studies.
2. Completion of 91-352 and 91-353.

C. SEMINAR-INNER CITY SCHOOL PROBLEMS 91-431 APPLICABLE TO THOSE IN NEW M.ED. PROGRAM:

1. 94-111 prerequisite for 91-431
2. MDC in M.A. Inner City Studies.

D. Proposals

The project proposal must be clear and concise containing the following aspects:

1. Description of project - what are the goals and objectives of the project.
2. Rationale of project - what is the particular need of this project, for this community at this time.
3. Description of target populations - the universe or community that will receive the benefits of the project and actual or planned sanctions necessary for the project as well as those who will be studied.
4. Outline of project - a tentative outline of the final write-up of the project.
5. Project time/cost estimate - the estimated time needed for the completion of the project including Write-up and a budgeting estimate of cost for the project.

VII. PREREQUISITES:

- A. 91-442 prerequisite for 91-443 cannot be taken concurrently.
- B. 91-111 prerequisite for 91-421 - 91-422 - 91-423 and 91-424.

VIII. EXAMINATIONS:

A. MILLER ANALOGIES TEST:

Required of all students matriculating at NIU. It is recommended that this test be taken no later than 6 hours of completed work.

B. LANGUAGE EXAMINATION: REQUIRED OF ALL STUDENTS IN "OLD M.A. PROGRAM ONLY"  
(not available after May 1974)

1. Procedure for applying for language examination:
  - a. A language registration sheet will be posted on the CICS bulletin board.
  - b. Notification of results (pass or fail) will be mailed to the student.
  - c. The Language Examination may be taken at any stage in the student's degree program. However, it must be taken and passed before the student can take the Comprehensive Exam.



- d. Departmental Policy regarding Language Examination: A student who fails the Language Examination in any given trimester will not be permitted to take it again during the same trimester. However, there is no limit set on the number of times a student can take the Language Examination.
- C. COMPREHENSIVE EXAMINATION: Required of all student in the Old M.A. and Old M.Ed. Program. Requirements:  
(not available after May 1974)
- A. All required course work completed.
  - B. All "incompletes" removed.
  - C. Candidacy approved.
  1. Procedure for applying for Comprehensive Examination:
    - a. A comprehensive registration sheet will be posted on the CICS bulletin boards. Watch the bulletin boards for the time to register for this examination.
    - b. Notification of results (pass or fail) will be mailed to the student. Please do not call for results.
  2. Departmental Policy regarding Comprehensive Examinations:
    - a. There will be a total of six questions from the required courses in the program.
    - b. The master's candidate will select four of the six questions to answer. In order to pass the Comprehensive Exam, he must pass all four of the questions he has selected.
    - c. A candidate who fails only one of the questions will be permitted to repeat the failed portion at a subsequent testing period. A candidate who fails more than one question must arrange to take the entire examination at the next scheduled period.
    - d. Failure on the third attempt to pass the Comprehensive Exam makes the candidate ineligible to receive either the M.Ed. or M.A. Degree in Inner City Studies.
    - e. The examination will be a take home exam.
    - f. Answers will be evaluated on the basis of information and documentation, degree of conceptualization, quality of conclusions and practical application.
- D. ORAL EXAMINATION PROCEDURES: APPLICABLE TO STUDENTS IN "OLD M.A."; "OLD M.ED" AND NEW M.A. PROGRAMS (1972 & 1973) (except students in Options V - VII of 1973 program)

- a. There will be a final date stipulated for the completion and approval of all papers, projects, and theses by advisors for each graduation period. This means that approved work must be in the hands of the advisor by the stated deadline. NO WORK WILL BE ACCEPTED AFTER THAT DATE.
- b. If your work is approved give to the advisor original and 2 copies before or by stated deadline.
- c. Readers will be assigned by the Department of Extended Day Program.
- d. Time and date of oral examinations will be determined by advisor and advisee.
- e. If a student fails to appear before oral committee as scheduled a new date will be scheduled the following term.

NOTE: STUDENTS IN THE 1972 M.ED. PROGRAM ARE NO LONGER REQUIRED TO TAKE THE ORAL EXAMINATION. THE MAJOR PAPER WILL BE WRITTEN IN THE SEMINAR: INNER CITY SCHOOL PROBLEMS - 91-431

IX. GRADUATION PROCEDURES:

- A. File preliminary application for graduation. This should be done after consultation with your advisor and you are reasonably certain you will graduate at stated time.
- B. File final graduation form after consultation with advisor and your work has been approved. This may be done before or after orals \$15.00 graduation fee is not refundable.
- C. AUGUST GRADUATION:

There will be no formal graduation exercises in August. Students who wish to complete their work by this time may do so by following procedures as outlined. You may march, if you desire, in the December exercises at which time you will be awarded your degree. You may also receive your degree "In Absentia." Write to the Graduate Office if you wish to receive your degree "In Absentia".

For those who complete all work in August and need an official statement for promotions, lane placements, etc., write to:

Dr. Vincent Malek  
Dean of the Graduate College  
Northeastern Illinois University  
5500 North St. Louis  
Chicago, Illinois 60625

Before contacting graduate office all work must be cleared through CICS offices first.



The Faculty recommends that every effort be made to complete your work at the time you have designated. Failure to do so often results obsolete, irrelevant research. It is possible that it may be found necessary for you to update your research or develop a new topic if your research has been postponed too long.

#### CICS Graduate Programs

There are presently six graduate programs, five of which are being phased out. Students who were admitted to program after September 1, 1973 can avail themselves of only one program. Students who were admitted between September 1, 1972 and August 31, 1973 may avail themselves of the 1972 programs provided they complete before May, 1972 and the 1973 programs. Students admitted before September 1972 may graduate under the old program, the 1972 program or the 1973 program. Students must meet all requirements for the program they choose. Students admitted before September, 1973 must contact program advisors and indicate which program they choose to graduate from.

The M.A. Degree program requirements include 30 credit hours in course work, including an 18 credit hours require core curriculum and 12 hours of electives approved by faculty advisor. This means that the degree offered is a Master of Arts in Inner City Studies with a choice from one of seven (7) options. (These combinations have already been approved by the faculty. Other combinations must be approved individually. Retroactive approval will generally be denied.

- Option I - General Inner City Studies
- Option II - Afro American Emphasis
- Option III -- Spanish- American Emphasis
- Option IV - Indian American Emphasis
- Option V - Education
- Option VI - Communications
- Option VII - Professional Concentration

Each student who is interested in the selection of one of the options should carefully study the courses as outlined on the attached sheets as well as his/her latest grade report to determine which sequence is desired. Once you have made your selection (1) contact your Program Advisor, (2) sign the appropriate program sheet and (3) leave with advisor.

MASTER OF ARTS IN INNER CITY STUDIES  
Program for all students who enter program after September, 1973  
"The 1973 Program

Core Curriculum- 18 cr. hours

- 91 - 442 - Research Methods in Inner City
- 91 - 443 - Research Writing
- 91 - 411 - Graduate Study in the Inner City
- 91 - 421 - Seminar in the Inner City Community;  
The Afro-American
- 91 - 452- Field Internship
- 91 - 453 - Seminar in Field Internship

Faculty advisor approved electives ~ 12 credit hours

Total 30 credit hours

\*See faculty approved options on following pages. All others combinations of electives must receive prior approval from CICS faculty thru petition to program advisor.



MASTER OF ARTS IN INNER CITY STUDIES

OPTION I - GENERAL

Core Curriculum - 18 credit hours

- 91-442 - Research Methods in Inner City
- 91-443 - Research Writing
- 91-411 - Graduate Study in the Inner City
- 91-421 (or 422 or 423) - Seminar in the Inner City Community:  
The Afro-American
- 91-452 - Field Internship
- 91-453 - Seminar in Field Internship

Approved Electives - 12 credit hours

- 91-412 - BEhavior Patterns in the Inner City
- 91-441 - Cultures of the Inner City
- 91-348 - Intergroup Dynamics
- 91-454 - Masters Project Research

MASTER OF ARTS IN INNER CITY STUDIES

OPTION II - AFRO-AMERICAN EMPHASIS

Core Curriculum - 18 credit hours

- 91-442 - Research Methods in Inner City
- 91-443 - Research Writing
- 91-411 - Graduate Study in the Inner City
- 91-421 - Seminar in the Inner City Community:  
The Afro-American
- 91-452 - Field Internship
- 91-453 - Seminar in Field Internship

Approved Electives - 12 credit hours

- 91-416 - History and Culture of Afro-Americans
- 91-441 - Cultures in the Inner City
- 91-331 - Literature of Ethnic Groups
- 91-454 - Masters Project Research



MASTER OF ARTS IN INNER CITY STUDIES

OPTION III - INDIAN AMERICAN EMPHASIS

Core Curriculum - 18 cr. hours

- 91-442 - Research Methods in Inner City
- 91-443 - Research Writing
- 91-411 - Graduate Study in the Inner City
- 91-424 - Seminar in the Inner City Community: American Indian
- 91-452 - Field Internship
- 91-453 - Seminar in Field Internship

Approved Elective - 12 cr. hours

- 91-4 - History and Culture of American Indians
- 91-441 - Cultures in the Inner City
- 91-331 - Literature of Ethnic Groups
- 91-454 - Masters Project Research

MASTER OF ARTS IN INNER CITY STUDIES

OPTION IV - SPANISH AMERICAN EMPHASIS

Core Curriculum - 18 credit hours

- 91-442 - Research Methods in Inner City
- 91-443 - Research Writing
- 91-411 - Graduate Study in the Inner City
- 91-423 - Seminar in the Inner City Community:  
The Spanish Speaking
- 91-452 - Field Internship
- 91-453 - Seminar in Field Internship

Approved Electives - 12 credit hours

- 91-415 - History and Culture of Americans of  
Spanish Descent
- 91-441 - Cultures in the Inner City
- 91-331 - Literature of Ethnic Groups
- 91-454 - Masters Project Research



MASTER OF ARTS IN INNER CITY STUDIES

OPTION V - INNER CITY EDUCATION

Core Curriculum - 18 credit hours

- 91-442 - Research Methods in Inner City
- 91-443 - Research Writing
- 91-411 - Graduate Study in the Inner City
- 91-431 - Seminar in Inner City School Problems
- 91-453 - Seminar in Field Internship

Approved Electives 12 credit hours

- 91-324 - Problems in Testing Inner City Children
- 91-444 - Methods of Teaching in the Inner City
- 91-432 - Curriculum Development in the Inner City
- 91-331 - Literature of Ethnic Groups

MASTER OF ARTS IN INNER CITY STUDIES

OPTION VI - COMMUNICATIONS

Core Curriculum - 18 credit hours

- 91-442 - Research Methods in Inner City Studies
- 91-443 - Research Writing
- 91-411 - Graduate Study in the Inner City
- 91-431 - Seminar in Inner City School Problems
- 91-452 - Field Internship
- 91-453 - Seminar in Field Internship

Approved Electives - 12 credit hours

- 91-413 - The Idioms of Afro-American Communities
- 91-326 - The Language Behavior in Inner City Communities
- 91-331 - Literature of Ethnic Groups
- 91-444 - Methods of Teaching in the Inner City



MASTER OF ARTS IN INNER CITY STUDIES

OPTION VII - PROFESSIONAL CONCENTRATION

Core Curriculum - 18 cr. hours

- 91-442 - Research Methods in Inner City Studies
- 91-443 - Research Writing
- 91-411 - Graduate Study in the Inner City
- 91-431 - Seminar in the Inner City: School Problems
- 91-452 - Field Internship
- 91-453 - Seminar in Field Internship

Approved Electives - 12 cr. hours

12 hours of graduate level courses in either:

- Administration & Supervision
- Guidance & Counseling
- Reading
- A Special Education Sequence
- Educational Media

These courses are to be taken on Main Campus unless otherwise notified. Students in this option should contact department of elective concentration before enrolling in courses.