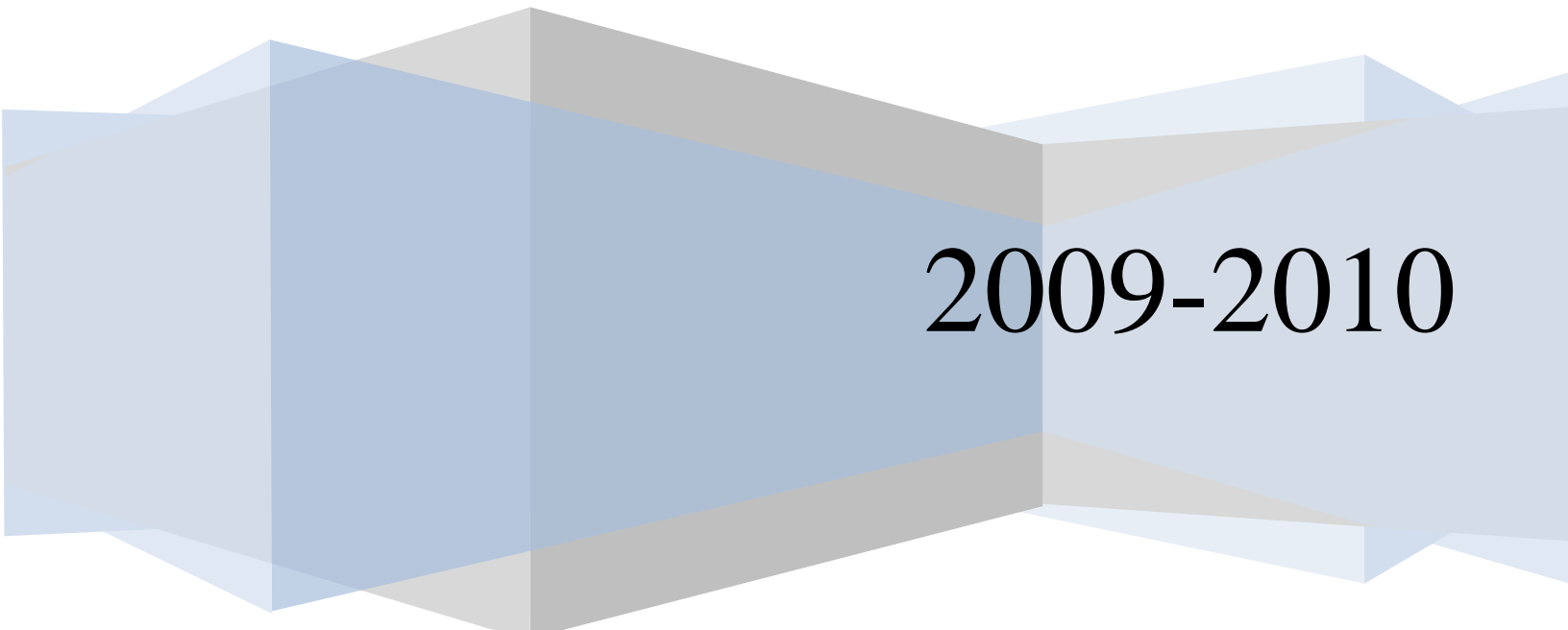


Graduate Handbook

*Policies and Procedures for the
Department of Sociology and
Program for Africana Studies*



2009-2010

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1. STATEMENT OF PURPOSE

- 1.1 The present Handbook formally specifies the requirements and procedures governing the faculty and students in the graduate program of the Department of Sociology and the Program in Africana Studies. This *Handbook* supplements the regulations contained in the *Graduate Catalog*. All students pursuing an advanced degree in the Sociology Department are urged to study each of these documents carefully. The responsibility for the satisfactory completion of all advanced degree requirements rests with the student.
- 1.2 The student has the right to petition the Graduate Committee for exception to any of the following departmental policies.
- 1.3 The rules in effect at the time of the student's entry into the program will remain in effect through the duration of that student's program of study. However, should program requirements change, a student may opt to fulfill all of the new degree requirements.
- 1.4 The Department of Sociology endorses the Code of Ethics of the American Sociological Association (see Appendix B). All graduate students should familiarize themselves with its contents.

2. ADMISSION POLICIES

- 2.1 In addition to the admission standards prescribed by the Graduate School, students requesting admittance to an advanced degree program in Sociology must meet the following requirements:
 - A Bachelor's degree or, in the case of Ph.D. applicants, a master's degree from an accredited institution;
 - A "B" overall grade point average (3.0 on a 4 point system) in all sociology courses taken previously
 - For applicants to the master's program, a minimum cumulative grade point average of 2.75 (out of 4.0) for the last two years of undergraduate study.

Applicants must submit:

- Three letters of recommendation, preferably from a former professor;
- Scores from the Graduate Record Examination (Verbal, Quantitative, and Writing Exam);
- The results of the Test of English as a Foreign Language (TOEFL) for international students from non-English speaking countries.

Applicants to the Ph.D. program with less than 15 hours of sociology course work will be required to take 15 semester hours in sociology at the 3000 level or above. These hours must be taken in addition to the minimum of 30 hours of course work in Sociology.

- 2.2 Students who received their master's degree from the sociology program at Virginia Tech and seek admission to the doctoral program must:
 - Write a letter of intent, stating objectives and rationales for seeking admission;

- Have three new letters of recommendation forwarded to the Graduate Director, at least two of which must be from members of their current advisory committee;
- Submit a successfully defended master's proposal as part of their application;
- Apply prior to April 15th if NOT seeking funding, and by March 15th if seeking funding through an assistantship for the next academic year. The deadline for Spring admission is November 1st. Funding is generally not available for Spring semester.
- BS/MS applications are only accepted for Fall term of the academic year and their applications must be complete by April 1st of the previous year.
- Students applying to the BS/MS program are to submit the following materials:
 - two letters of recommendation
 - all academic transcripts, and
 - a written statement of their interests and future academic plans.
 - If the committee finds these materials acceptable, at least four members of the graduate committee will then interview the student.

2.3 Students admitted to the doctoral program are expected to have met all requirements for the master's degree prior to the semester in which they begin doctoral study. If the degree is not completed by the time the Graduate Committee does its annual review of graduate students during the spring semester, (a) funding cannot be reserved for that student for the next year, if applicable, and (b) the student will not be making satisfactory progress and permission to continue in the program may be denied.

2.4 Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. The university is subject to titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veteran Readjustment Assistance Act of 1974, Federal Executive Order 11246, Governor Allen's State Executive Order Number Two, and all other rules and regulations that are applicable. Anyone having questions concerning any of those regulations should contact the Equal Opportunity/Affirmative Action Office.

2.5 A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those people who have visible disabilities – persons who are blind, deaf, or use a wheelchair – the definition includes people with a whole range of invisible disabilities. These include psychological problems, learning disabilities, or some chronic health impairment such as epilepsy, diabetes, arthritis, cancer, cardiac problems, HIV/AIDS, and more. (Documentation of the disability may be required.) A person is considered to be a person with a disability if he/she has a disability, has a record of a disability, or is regarded as having a disability. Virginia Polytechnic Institute State University is committed to the policy of non-discrimination in employment and education and complies with requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973, which prohibit discrimination against persons with disabilities. Students with disabilities are responsible for self-identification. Those who require services must first contact the services for Students with Disabilities (SSD) in the Dean of Students Office. To be eligible for services, documentation of the disability from a qualified professional must be presented to SSD upon request. (This statement is taken from the Dean of Students web page.)

2.6 All students admitted to the graduate program in sociology are required to have a laptop computer with wireless technology. The laptops should be Windows based and have sufficient capabilities for running statistical software. Minimum system requirements include

- Operating system: Microsoft® Windows XP, 2000, and Me are the preferred platforms.
- Hardware: Intel® Pentium®-compatible processor
- Memory: 256MB RAM minimum
- Minimum free drive space: 300MB

3. ADVISORY COMMITTEES

3.1 A student's initial advisor will be the Graduate Director. The Graduate Director will serve to acquaint new students with the various procedures and requirements necessary for successful degree completion in Sociology, as well as to assist in planning specific course selections prior to the appointment of the permanent advisor.

3.2 To meet the Graduate School requirement for selection of the advisory committee prior to completing 15 hours, a student's initial advisory committee may consist of the Graduate Director plus a minimum of two or three members of the Graduate Committee for a master's or doctoral committee respectively. But, the student must select a permanent advisory committee before the completion of 24 credit hours of study. Members of the Graduate Committee who are not asked to serve on a student's permanent advisory committee will voluntarily withdraw themselves from any formal advising responsibilities, without prejudice. Use of the Graduate Committee as an advisory body is an option of the student.

3.3 Graduate Committees, M.S., Ph.D. Sociology

3.31 Master's committees, inclusive of the permanent advisor, are composed of a minimum of three (3) members. No fewer than two of these must be members of the Sociology faculty, including adjuncts. The chairperson must have a PhD and be a full-time tenure-track faculty member in the Department of Sociology. If there are more than three members, at least half of the members must be members of the sociology faculty, including adjuncts. The same committee structure applies to non-thesis Master's committees.

3.32 Doctoral committees are composed of at least four (4) members, at least three of whom are tenure-track members of the Department of Sociology. The chairperson must have a PhD and be a full-time tenure-track faculty member of the Department of Sociology.

3.4 Graduate Committees, M.S., Ph.D. Sociology, Africana Studies*

3.41 Master's committees, inclusive of the permanent advisor, are composed of a minimum of three (3) members. No fewer than two of these must be members of Sociology and Africana Faculty, including adjunct. The chairperson normally must have a PhD from Sociology or a related field (e.g., Anthropology) and be a full-time tenure-track faculty member in the Department of Sociology and Africana Studies. If there are more than three members, at least half of the members must be members of the Sociology and Africana Studies faculty, including adjuncts. The same committee structure applies to non-thesis Master's committees.

3.42 Doctoral committees are composed of at least four (4) members, at least three of whom are tenure-track members of the Department of Sociology, including adjuncts. In addition, at least two members must be from Africana Studies faculty. The chairperson normally must have a PhD from Sociology or a related field (e.g., Anthropology) and be a full-time tenure-track faculty member in the Department of Sociology and Africana Studies.

*Exception can be made with the approval of the Department Chair and the Director of Africana Studies.

- 3.5 After gaining the consent of various faculty members to serve on their committees, students are to write a letter to the Graduate Director formally requesting the appointment of the particular faculty (see Forms 1 and 2). Students are obligated to obtain the signatures of their permanent advisor, other committee members, and the Graduate Director and to distribute a signed copy of the letter to those faculty and to the Graduate Director. The Graduate School requires an employee identification number for each member of the advisory committee.
- 3.6 Graduate students, of course, may change their permanent advisor or any other member of the committee at any time during their course of study. Such changes are granted with approval of all faculty members concerned, both new and old members, using Forms 1 and 3.

In the case that one or more members does not approve the change in the membership of the advisory committee, an appeal may be made by either the student or the faculty member to the department graduate committee. The graduate committee will make a recommendation for action to the Department Chair and the Dean of the Graduate School.

Expectations for Faculty Participation on Student Advisory Committees

- 3.7 All faculty serving on student advisory committees are expected to participate in the academic development of students and in directing their research programs. Such expectations include providing intellectual leadership in the research project, providing timely feedback on written work and a willingness and ability to schedule face-to-face meetings with students' professional development and socialization.
- 3.8 There is no maximum number of committees on which faculty may serve. At the same time, when faculty are approached to be a committee member or chair, they should consider whether the proposed committee would be optimal for the student, based on the student's stated research interest. In other words, faculty should guide students toward making wise choices of committee members based on expertise. Similarly, students should weigh the expertise and other committee obligations of faculty in choosing advisors and committee members. Performance of faculty in this important capacity will be part of regular faculty evaluations conducted by the Department Chair.

4. PLAN OF STUDY

- 4.1 All graduate students must complete a Plan of Study indicating the courses the student plans to take to meet the minimum requirements for the designated degree.

All courses listed on the Plan of Study, including supporting courses, must be taken on a letter grade (A-F) basis, except those courses approved to be graded on a pass-fail basis only.

- Doctoral students must indicate the semester in which they expect to take preliminary examinations.
- In consultation with the students' advisory committee, graduate students must assure that their Plan of Study satisfies the requirements for their specialty areas.
- After the student's advisory committee approves the Plan of Study, the Graduate Director, who will confirm that all degree requirements are met, must sign the completed form.
- After approval by the Graduate Director, the Plan of Study is given to the graduate secretary who will file the Plan electronically with the Graduate School.

- The Plan of Study must be filed electronically with the Graduate School prior to completing 15 credit hours.
- The Graduate School must approve the Plan of Study.
- A Plan of Study form is available in this document.

4.2 Students may amend the Plan of Study. To do so, students must submit a Plan of Study Change.

- Obtaining approval from the advisory committee prior to deviating from the Plan of Study is recommended to ensure that the changes are acceptable to the Advisory Committee and that the student will still be in compliance with all relevant rules.
- To submit a Plan of Study Change, the student must obtain consent and signatures from their advisory committees.
- The Graduate Director must approve the changes.
- After approval is obtained, the Plan of Study Change is given to the graduate secretary for electronic submission to the Graduate School.
- The Graduate School must approve the Plan of Study Change.
- A master's degree student is allowed to change from the thesis to the non-thesis option (or vice versa) only once. This change requires written approval by the student's major professor and the department head.
- A Plan of Study Change is included in this document and at *www.grads.vt.edu*.

5. COURSE LOAD

5.1 To be considered full-time, graduate students normally register for 12 credit hours during any regular academic semester.

- Full-time first-year students on non-service funding or who are not funded are expected to take a minimum of 12 credit hours during the regular academic semesters.
- According to graduate school requirements, students on assistantship must register for a minimum of 9 hours, which may include thesis (SOC 5994) or dissertation (SOC 7994) credits.
- Students on assistantship may register for as many as 15 hours but must receive special permission from the Graduate School.

5.2 Full-time M.S. students are required to maintain a designated number of contact (classroom) hours as follows:

- Master's degree students must have at least nine contact hours each semester for their first year. The remaining three hours needed to meet the minimum credit hours can be thesis hours or other contact hours.
- Master's degree students must have at least six contact hours each semester during their second year, the remaining hours designated for thesis hours.
- Master's degree students can take less than six contact hours during and after the semester that they completed the course requirements for their degree as specified in paragraph 7.2, 7.3, 7.4 and 7.5.

5.3 Full-time PhD students are required to maintain nine contact (classroom) hours each semester that will count toward the minimum requirements for the degree until they complete all course requirements.

- The nine hours includes regular classroom hours in Sociology, courses outside the department that satisfy specific requirements, and/or Independent Study hours.
- The nine-hour requirement does not include Orientation to the Discipline (SOC 5914) or Proseminar in Sociology (SOC 6904).

- Students may reduce their contact hours to six in their third or fourth semesters if a desired course is not being offered at that time.
- 5.4 Under exceptional circumstances, students may be relieved of these requirements. Their request must be made in the form of an appeal to the Graduate Committee.
- 5.5 Part-time students are exempt from the contact-hour requirement.
- 5.6 Any student who will be away from campus for one or more semester or who for any reason will not be enrolling for one or more semesters should file the appropriate Leave of Absence form with the Graduate School. The Graduate Secretary has this form.

6. DEGREES OFFERED BY THE DEPARTMENT OF SOCIOLOGY AND THE PROGRAM IN AFRICANA STUDIES

- 6.1. The Department of Sociology and the Program in Africana Studies offers a Master's of Science Degree and A Doctorate of Philosophy Degree.
- 6.2 The Master's Degree has four options:
- Master's Degree—Thesis Option
 - Master's Degree—Non-thesis Option
 - Master's Degree—Thesis Option with Africana Studies
 - Master's Degree—Non-Thesis Option with Africana Studies
- 6.3 The PhD. has two options:
- Ph.D.
 - Ph.D.—Africana Studies Option

7. REQUIREMENTS FOR THE MASTER'S DEGREE

- 7.1 The major differences among the four Master's degree are: 1) the number of credits required, 2) thesis requirements, and 3) particular courses required. Below is an overview of the differences.
- Master's –Thesis Option
 - 30 hours of course work
 - Master's thesis
 - Master's –Non thesis Option
 - 36 hours of course work
 - Exam
 - Master's –Thesis with Africana Studies Option
 - 30 hours of course work
 - Master's thesis
 - Master's—Non-thesis with Africana Studies Option
 - 36 hours of coursework
 - Exam

7.2 Course Requirements for a Master's Degree—Thesis Option:

- 7.21 A minimum of 30 credit hours, distributed as follows:

- At least one course in sociological theory including either:
 - History of Sociological Thought—SOC 5104
 - OR
 - Contemporary Sociology Theory—SOC 5114
- At least three courses in sociological research methods including:
 - Research Methods—SOC 5214
 - Data Analysis—SOC 5204
 - Intermediate Data Analysis - SOC 5224
- At least four additional sociology courses (twelve hours) carrying graduate credit
- At least six hours but not more than 10 hours of Thesis and Research SOC 5994

NOTE: Students can take more than 10 hours of Thesis and research—SOC 5994, but the additional hours **will not** count toward the minimum of 30 hours.

- 7.22 Students are required to take Orientation to the Discipline—SOC 5914, although this P/F course does not apply to the 30 hour minimum.
- 7.23 The graduate school limits the number of 4000 level courses to 12 credit hours in courses that have been approved for graduate credit. See pages 219 and 222 in the Graduate Catalog 2005 for a list of approved courses in sociology. The Graduate Catalog is available at http://www.grads.vt.edu/academics/gcat/gcat_2005.pdf
- Students should seek approval from their committee and the Graduate Director prior to enrolling in 4000 level courses not approved for graduate credit.
- 7.24 The graduate school requires students to have a minimum of 12 credit hours at the 5000 or 6000 level.
- This requirement is met through the department's theory and methods requirements.
- 7.25 Students can count a maximum of 3 credits of Independent Study—SOC 5974 or Special Study—SOC 5984 toward the 30 hour minimum. This restriction does not apply to courses that are later approved as regular courses.
- 7.26 All entering students, funded or not, are encouraged to take GRAD 5004, Graduate Training Workshop. This is a one-credit, pass/fail course offered by the Graduate School that is offered during the week before classes begin.
- 7.3 Requirements for a Master's Degree—Non-Thesis Option:**
- 7.31 Students selecting a non-thesis option must take a minimum of 36 credit hours, declare an area of specialization, and take an exam. They do not have to write a thesis.
- 7.32 A minimum of 30 credit hours must be sociology courses. The hours are distributed as listed:
- At least one course in Sociological Theory including either
 - History of Sociological Thought—SOC 5104
 - OR
 - Contemporary Sociology Theory—5114
 - At least two courses in Research Methods including
 - Research Methods—5214
 - Data Analysis – SOC 5204
 - Intermediate Data Analysis - SOC 5224

- At least 18 hours of additional graduate course work in sociology

No more than 9 hours of the 18 hours can be at the 4000 level. All 4000 level courses must be approved for graduate credit. See pages 219 and 222 in the Graduate Catalog 2005 for a list of approved courses in sociology. The Graduate Catalog is available at http://www.grads.vt.edu/academics/gcat/gcat_2005.pdf

- Students should seek approval from their committee and Graduate Director prior to enrolling in a 4000 level course not approved for graduate credit.
- At least six hours of course work in sociology must be in a substantive area designated by the student as the area of specialization. The courses and area must be approved by the student's advisor.
- No more than a total of 3 hours credit can be earned from internship, clinical experience, on-the-job training, or any other type of experience in a nonacademic setting.
- Students can count a maximum of three credits of Independent Study – SOC 5974 or Special Study-SOC 5984 toward the 30 hour minimum. This restriction does not apply to courses that are numbered 5984 and are later approved as regular courses.

7.33 All entering students, funded or not, are encouraged to take GRAD 5004, Graduate Training Workshop. This is a one-credit, pass/fail course offered by the Graduate School that is offered during the week before classes begin.

7.34 Six additional credit hours are required. This requirement can be met with courses either inside or outside the department.

7.35 Each non-thesis candidate must pass a 4-hour written examination in the area of his or her specialization.

- This exam cannot be taken prior to completing 24 course hours.
- The student's advisory committee is responsible for all aspects of the exam.
- This exam will include a theory and methods component that is relevant to the area of specialization.
- The written portion of the exam will be followed by an oral examination after successfully passing the written examination.
- After completion of the written and the oral, a student will be judged to have passed or failed the entire examination.

7.4 Credit Hours Required for a Master's Degree—Thesis Option with Africana Studies

7.41 A minimum of 30 credit hours, distributed as follows:

- At least six hours of theory including:
 - Africana Studies Theory—AFST 5314
and at least one of the following courses in sociological theory including:
 - History of Sociological Thought—SOC 5104

OR

- Contemporary Sociology Theory—SOC—5114
- At least nine hours of research methods including:
 - Africana Studies Methods—AFST 5234
 - Data Analysis—SOC 5204
 - Research Methods—5214
- Three credit hours of Seminar in Africana Studies—AFST 5224
- At least two additional sociology courses (six hours) carrying graduate credit
- At least six hours but not more than 10 hours of Thesis and Research—SOC 5994

NOTE: Students can take more than 10 hours of Thesis and Research SOC 5994, **but** the additional hours **will not** count toward the minimum of 30 credit hours.

- 7.42. Students are required to take Orientation to the Discipline—SOC 5914, although this P/F course does not apply to the 30 hour minimum.
- 7.43 The graduate school limits the number of 4000 level courses to 12 credit hours in courses that have been approved for graduate credit. See pages 219 and 222 in the Graduate Catalog 2005 for a list of approved courses in sociology. The Graduate Catalog is available at http://www.grads.vt.edu/academics/gcat/gcat_2005.pdf
- Students should seek approval from their committee and the Graduate Director prior to enrolling in a 4000 level courses not approved for graduate credit.
- 7.44 The graduate school requires students to have a minimum of 12 credit hours at the 5000 or 6000 level.
- This requirement is met through the department's theory and methods requirements.
- 7.45 Students can count a maximum of 3 credits of Independent Study—SOC 5974 or Special Study—SOC 5984 toward the 30 hour minimum. This restriction does not apply to courses that are later approved as regular courses.
- 7.46 All entering students, funded or not, are encouraged to take GRAD 5004, Graduate Training Workshop. This is a one-credit, pass/fail course offered by the Graduate School that is offered during the week before classes begin.

7.5 Requirements for a Master's Degree—Non-Thesis Option with Africana Studies:

- 7.51 Students selecting a non-thesis option must take a minimum of 36 credit hours, declare an area of specialization, and take an exam. They do not have to write a thesis.
- 7.52 A minimum of 30 credit hours, distributed as follows:
- A least two courses in sociological theory including:
 - Africana Studies Theory—AFST 5314
 - and at least one of the following:
 - History of Sociological Thought—SOC 5104

OR

- Contemporary Sociology Theory—SOC—5114
 - At least nine hours of research methods including:
 - Africana Studies Methods—AFST 5234
 - Data Analysis—SOC 5204
 - Research Methods—5214
 - Africana Studies Pro Seminar—AFST 5224 (3 credits)
 - At least 12 hours of additional graduate course work in sociology.
- 7.53 Six additional credit hours are required. This requirement can be met with courses whether inside or outside the department.
- 7.54 No more than nine hours of the 18 hours in sociology can be at the 4000 level. All 4000 level courses must be approved for graduate credit. See pages 219 and 222 in the Graduate Catalog 2005 for a list of approved courses in sociology. The Graduate Catalog is available at http://www.grads.vt.edu/academics/gcat/gcat_2005.pdf
- Students should seek approval from their committee and Graduate Director prior to enrolling in a 4000 level course not approved for graduate credit.
 - At least six hours of the 18 hours of course work in sociology must be in a substantive area designated by the student as the area of specialization. The courses and area must be approved by the student's advisor.
 - Students are required to take Orientation to the Discipline—SOC 5914, although this P/F course does not apply to the 30 hour minimum.
 - No more than a total of 3 hours credit can be earned from internship, clinical experience, on-the-job training, or any other type of experience in a nonacademic setting.
 - Students can count a maximum of three credits of Independent Study—SOC 5974 or Special Study—SOC 5984 toward the 30 hour minimum. This restriction does not apply to courses that are numbered 5984 and are later approved as a regular course.
- 7.55 All entering students, funded or not, are encouraged to take GRAD 5004, Graduate Training Workshop. This is a one-credit, pass/fail course offered by the Graduate School that is offered during the week before classes begin.
- 7.56 Each non-thesis candidate must pass a 4-hour written examination in the area of his or her specialization.
- This exam will include a theory and methods component that is relevant to the area of specialization
 - The written portion of the exam will be followed by an oral examination after successfully passing the written examination. After completion of the written and the oral, a student will be judged to have passed or failed the entire examination. This exam cannot be taken prior to completing 24 course hours. The student's advisor is responsible for all aspects of the exam.

8. COURSE REQUIREMENTS FOR PH.D. DEGREE: SOCIOLOGY OPTION

- 8.1 Students can obtain the Ph.D. **in two ways.**
- Without a specialization in Africana Studies Ph.D.—Sociology Option
 - With a specialization in Africana Studies Ph.D.—Sociology and Africana Studies Option.
- 8.2 Requirements for the Ph.D.—Sociology Option

- 8.21 The Graduate School requires a minimum of 90 semester hours of graduate study and a dissertation. Up to 24 hours of master's credits can count toward this requirement. These credits must be earned in a graduate-level sociology class or a related discipline. The Director of Graduate Studies must approve all transfer credits.
- 8.22 A minimum of 66 credit hours of graduate study beyond the master's degree is required.
- 8.23 A minimum of 36 credit hours of coursework required beyond the master's degree.
- At least 30 credit hours in courses numbered 5000 and above after enrolling in the doctoral program.
- 8.24 Of the 36 credit hours, at least 30 credit hours must be Sociology or Africana Studies courses beyond the master's.
- Cross-listed courses with sociology can fulfill this requirement if the student enrolls in the course using the sociology course number.
 - Orientation to the Discipline (SOC 5914) Proseminar in sociology (SOC 6904) and Research and Dissertation (SOC 7994) cannot be used to meet these requirements.
 - No more than nine credit hours in Independent Study (SOC 5974) or Special Study (SOC 5984 or 6984) can be charged to the 30 hour minimum of Sociology or Africana Studies courses. The restriction does not apply to courses that are numbered 5984 and are later approved as a regular courses.
- 8.25 A maximum of six credit hours of 4000 level courses. See pages 219 and 222 in the Graduate Catalog 2005 for a list of approved courses in sociology. The Graduate Catalog is available at http://www.grads.vt.edu/academics/gcat/gcat_2005.pdf
- Students should seek approval from their committee and Graduate Director prior to enrolling in a 4000 level course not approved for graduate credit.
- 8.26 At least 30 credit hours but no more than 60 credit hours of Research and Dissertation (SOC 7994) are required.
- Up to nine hours of Research and Thesis (SOC 5994) can be used to fulfill this requirement.

8.3 **Methods Requirements:**

Ph.D. students are required to take and/or know the cognitive content of the following courses:

- Data Analysis SOC – 5204, Intermediate Data Analysis SOC – 5224, and Research Methods SOC 5214.
- There are no substitutes for Data Analysis SOC – 5204, Intermediate Data Analysis SOC – 5224 or Research Methods SOC 5214.
- Ph.D. students must have at least one of the following courses:
 - Survey Research Methods SOC 6204
 - Application of Structural Equations in Education SOC/EDRE 6664
 - An approved qualitative research class, or approved by the student's advisory committee.

8.4. **Theory Requirements:**

- Ph.D. students are required to take and/or know the content of:
 - History of Sociological Thought SOC 5104 and
 - Contemporary Sociological Theory SOC 5114.
- If students do not test out (**see below**) of a course, they must take the course.
- If the students must take a course, there are no substitutes for SOC 5104 (History of Sociological Thought) and SOC 5114 (Contemporary Sociological Theory).
- The student **must** take one of the following courses:
 - Advanced Topics in Theory SOC 6114, Contemporary Political Theory PSCI 5214
 - Alternative Perspectives in Political Theory PSCI 5224
 - Africana Studies Theory AFST 5314
 - WS 5914, Feminist Theory
 - Other relevant 5000 or 6000 level theory that is approved by the student's advisory committee

8.5 Students may be exempted from any required theory or methods course in one of two ways:

- Students can take a written or oral exam.
 - The faculty who teaches the course will design, grade and decide if the student needs to take the course, based on the student's performance on the exam.
- Students can provide documentation (e.g. syllabus, tests assignments, papers, notes) from relevant prior coursework.
 - The faculty who teaches the course will decide if the student needs to take the course, based on the documentation.
- If the faculty decides that a student is not exempt from the course, the student must take the course.

8.6 **Teaching Course Requirement**

- Student must complete a college teaching course.
 - Sociology 5234 Sociological Issues in College Pedagogy fulfills this requirement.
 - The teaching course does not have to be taken in the department.
 - A teaching course taken outside the department does not count toward the required 36 hours.
- This course does not have to be taken in the department.
- This course does not count toward the required 36 hours.

8.7 **Major Area Requirements**

8.71 Students must choose two areas of specialization for their doctoral studies. Students have two options for selecting their areas of specialization.

- Option One: Students select two areas of specialization from the list below.
- Option Two: Students select one area of specialization from the list below and another approved area not on the list. See below for procedure for selecting an area not on the list.

8.72 The areas offered by the sociology/Africana Studies, adjunct, affiliated and emeriti faculty are found below:

- Social Inequality
- Work and Organizations
- Sociology of Culture
- Crime and Deviance
- Sociology of Science and Technology
- Sociology of Health
- Qualitative Methods
- Theory
- Gender
- Race
- Aging
- Global Political Economy

8.73 If students choose to select one area of specialization from the list above and another approved areas not on the list, the following restrictions apply:

- This additional area can be developed by the student in conjunction with the student's Ph.D. committee.
- The area committee chosen by the student should have two faculty members from the Department of Sociology/Program in Africana Studies.
- Faculty who can examine the student in the areas chosen.
 - At least one member must be a tenure-track member of the Department of Sociology or Program in Africana Studies
 - One member may be from Department of Sociology adjuncts, affiliated, and emeritus faculty.
- The area must be approved by the graduate committee.

8.8 Advisory Committee Requirements

Students must complete the courses and other requirements as designated by their Ph.D. Committee.

8.9 Other Requirements

Students must complete any additional requirements of the Graduate School.

8.91 All entering Ph.D. students funded or not, are encouraged to take Graduate Training Workshop. GRAD 5004. This is a one-credit, pass/fail course, offered by the Graduate School, during the week before classes beginning in the fall. Credit from this course does not count toward the graduation requirement.

9 COURSE REQUIREMENTS FOR PH.D DEGREE: AFRICANA STUDIES OPTION

9.1 The graduate school requires a minimum of 90 semester hours of graduate study and a dissertation. Up to 24 hours of master's credits can count toward this requirement.

9.2 A minimum of 66 credit hours of graduate study beyond the master's degree is required.

- 9.21 A minimum of 36 credit hours of coursework required beyond the master's degree.
- At least 30 credit hours in courses numbered 5000 and above after enrolling in the doctoral program.
- 9.22 Of the 36 credit hours beyond the masters:
- 18 hours must be in Sociology courses beyond the master's.
 - Cross-listed courses with sociology can fulfill this requirement if the student enrolls in the course using the sociology course number.
 - Orientation to the Discipline (SOC 5914), Pro seminar in Sociology (SOC 6904) and Research and Dissertation (SOC 7994) cannot be used to meet these requirements
 - No more than nine credit hours of Independent Study (SOC 5974) can be charged to the 30 hour minimum of Sociology or Africana Studies courses. The restriction does not apply to courses that are numbered 5984 and are later approved s regular courses.
- 9.23 Students must have 12 hours of Africana Studies courses, distributed as follows:
- 3 credit hours in the History of Africana People (AFST 5432)
 - 3 credit hours in Policy
 - 6 hours in special topics in Africana Studies
 - The special topics requirement can be met by taking AFST 5354 twice or by taking AFST 5356 once and an additional course approved by the student's advisory committee.
- 9.24 Students are expected to take or know the content of Africana Studies Seminar AFST 5224.
- 9.25 Maximum of six credit hours of 4000 level courses. See pages 219 and 222 in the Graduate Catalog 2005 for a list of approved coursed in sociology. The Graduate Catalog is available at http://www.grads.vt.edu/academics/gcat/gcat_2005.pdf

Students should seek approval from their committee and Graduate Director prior to enrolling in a 4000 level course not approved for graduate credit.

- 9.26 At least 30 credit hours but no more than 60 credit hours of Research and Dissertation SOC 7994 are required.
- Up to nine hours of Research and Thesis SOC 5994 can be used to fulfill this requirement.

9.3 Methods Requirements:

- Ph.D. students are required to take and/or know the cognitive content of the following courses:
 - Africana Studies Methods—AFST 5234
 - Research Methods SOC 5214
 - Data Analysis SOC 5204
 - Intermediate Data Analysis SOC 5224

- There are no substitutes for Data Analysis SOC 5204, Intermediate Data Analysis SOC 5224 Research Methods SOC 5214 or Africana Studies Methods AFST 5234.
- If students do not test out (see below), they should take Data Analysis SOC 5204 concurrent with or prior to Research Methods 5214.

9.4. Theory Requirements:

- Ph.D. students are required to take and/or know the contents of
 - Africana Studies Theory—AFST 5314
 - History of Sociology Thought—SOC 5104
 - Contemporary Sociological Theory—SOC 5114
- If students do not test out (see below) of a course, they must take the course.
- If students must take a course there are no substitutes for SOC 5104 (History of Sociological Thought) and SOC 5114 (Contemporary Sociological Theory), or Africana Studies Theory AFST 5314.

9.5 Students may be exempted from any required theory or methods course in one of two ways:

- Students may take a written exam.
 - The faculty who teaches the course will design, grade and decide if the student needs to take the course, based on the student's performance of the exam.
 - Students provide documentation (e.g. syllabus, tests, assignments, papers, notes) from relevant prior course work and take an oral exam.
 - The faculty who teaches the course will decide if the student needs to take the course, based on the documentation and student's performance on the oral exam.
- Only one of these procedures can be attempted and neither one can be repeated.
- If the faculty decides that a student is not exempt from taking the course, the student must take the course, but the credit hours will not count toward the degree requirements.
- The test for each course will take place during the final 2 weeks of the semester preceding the offering of that course just before the course offering in Spring and Fall. (See Appendix for Theory and Method Objectives.)
- Any student who wants to take a course exemption exam for a particular course offered in the Spring should notify the Graduate Director by December 15 and August 1 for the Fall semester.
- The exams will be given one week prior to the start of classes.

9.6 Teaching Course Requirement

- Student must complete a college teaching course.
 - Sociology 5234 Sociological Issues in College Pedagogy fulfills this requirement.
 - The teaching course does not have to be taken in the department.
 - A teaching course taken outside the department does not count toward the required 36 hours.

9.71 Students must choose two areas of specialization for their doctoral studies. Student have two options for selecting their areas of specialization.

- Option One: Students select two areas of specialization from the list below:
- Option Two: Students select two areas of specialization from the list below and another approved areas not on the list. See below for procedure for selecting an area not on the list.

9.72 The areas offered by the **departmental** faculty, adjuncts, affiliated and emeriti are found below:

- Africana Studies
- Social Inequality
- Work and Organizations
- Sociology of Culture
- Crime and Deviance
- Sociology of Science and Technology
- Sociology of Health
- Qualitative
- Theory
- Gender
- Race
- Aging
- Global Political Economy

9.73 If students choose to select one area of specialization from the list above and another approved area not on the list, the following restrictions apply:

- This additional area can be developed by the student in conjunction with the student's Ph.D. committee.
- The area committee chosen by the student should have two members from the Department of Sociology and Program in Africana Studies who can examine the student in the area chosen.
- At least one member must be a tenure-track member of the Department of Sociology and Program in Africana Studies.
- One member may be from Department of Sociology adjuncts, affiliated, and emeritus faculty.
- The graduate committee must approve the area.

9.8 Advisory Committee Requirements

Students must complete the courses and other requirements as designated by their Ph.D. committee.

9.9 Other Requirements

Students must complete any addition requirements of the Graduate School.

9.91 All entering Ph.D. students, funded or not, are encourage to take Graduate Training Workshop. GRAD 5004. This is a one-credit, pass/fail course offered during the week before classes begin in the fall by the Graduate School. The credit from this course does not count toward the graduation requirement.

10. DEMONSTRATION OF PROFESSIONAL COMPETENCE

- 10.1 In addition to fulfilling the major area requirements, Ph.D. candidates must successfully demonstrate professional competence in **knowledge** and **practice**. The mechanism for demonstrating the depth and breath of knowledge in the two areas will be determined by the Ph.D. committee as described below. The knowledge in the two areas will be demonstrated with both a written and oral component. The professional competence requirements are listed below in **12.2** and **12.3**.
- 10.2 Professional competence in **knowledge** can be exhibited through a variety of means. The mechanism for demonstrating depth and breath of **knowledge** will be decided by the Ph.D. committee in conjunction with the student. The demonstration will consist of two parts: written and oral communication. Below are some mechanisms for demonstrating the depth and breadth of knowledge in two areas.
- 10.21 The demonstration of professional competence in **knowledge** should be completed prior to the completion of two-thirds of the student's total program of study, following completion of theory and methods requirement and college teaching course, at least nine months prior to graduation, and only after all incomplete grades are changed to letter grades. Students normally complete their doctoral exams in the fall of their third year of doctoral studies.
- 10.22 Regardless of the form of the Ph.D. **knowledge** examination decided upon by the student and his/her committee, the finished product should exhibit comprehensive knowledge (e.g., state of the field) of the subject matter.
- 10.23 Students can complete traditional preliminary examinations as one way to demonstrate **knowledge** competence. These exams are created by unanimous agreement among committee members and evaluated by the Ph.D. committee with no more than one negative vote. The exam can either be in-chambers or out-of-chambers. The student's Ph.D. committee should make available to the student a reading list, a list of learning objectives, or a list of sample questions that the student should be able to answer for both areas that the student has chosen.

In-chambers written prelim exams will consist of two, six-hour exams, one exam in each of the student's two areas of concentration. The number of questions, choices, and time allotted to answer various questions on each exam will be specified by the student's committee. Students taking in-chamber exams may use their reading lists, for citation purposes in hard copy, but may not use books, notes, internet research, their own previously written material or any other aids during the exam.

In-chambers exams will be administered over two days within a seven-day period anytime between the 4th and 12th week of each semester of the academic year. Students wishing to take their written, in-chambers prelims at any other time during the semester or calendar year must get the approval of the department's graduate committee.

Out-of-chambers written prelim exams will consist of two 48 hours exams in the student's two areas of concentration. These two exams are to be taken by the student over a 14-day period anytime between the 4th and 12th week of each semester of the academic year. As in the case of written prelims taken in-chambers, students wishing to take out-of-chambers other than during the periods specified above, must get the approval of the department's graduate committee before doing so.

Regardless of whether written prelims are taken in or out of chambers, students are required to properly cite all material including their own that is quoted or paraphrased. Students should be wary of pasting their previously written notes into their responses.

- 10.24 Alternatively, students can submit area portfolios. At the initiative of the student and prior to the second year of study, the student should submit a plan of study for the portfolio. The student's Ph.D. committee should base the plan on a dialogue between the student and a unanimous agreement. There should be no more than one negative vote on the completed portfolio. Some items in the portfolio might include an area professional paper written for, accepted or already published paper that exhibits a comprehensive and through knowledge of the area, a comprehensive annotated bibliography, a review essay, and a bio-intellectual development essay.
- 10.25 Students can complete their professional competence in knowledge in any combination of two choices listed above in sections 10.23 or 10.24. For example, a student may turn in a portfolio on Inequality and take a written examination in Methods. The student will then have an oral on both the portfolio and written examination.
- 10.26 Students can submit and execute a different kind of plan with unanimous approval of their Ph.D. committee for the demonstration of professional competence in **knowledge** other than traditional written preliminary examinations as outlined in 10.23 or portfolio outlined in 10.24. The graduate committee must approve these additional options. There should be no more than one negative vote by the student's Ph.D. committee about the student's performance.
- 10.27 Students may not schedule their final oral until they receive notification of successful completion of all sections of the **knowledge** competence requirement. The oral examination is also broad in nature, and according to university policy, open to the public. The Graduate School requires notification *two weeks prior to the oral*, which can occur only during regularly scheduled class or exam days at the university. *The entire faculty of the department must be notified of a scheduled final oral seven calendar days in advance.* The orals must be passed with no more than one dissenting vote from the committee.
- 10.3 To demonstrate competence in the **practice** of the craft of sociology, students must complete all of the following: preparing a professional quality paper (N.B. this paper can be from the dissertation) and presenting it to the sociology faculty and graduate students as part of the graduate research symposium, participating at least once as a paper presenter or discussant at a regional or national meeting or a professional organization, engaging in teaching training activities (including but not limited to the required college teaching class) and demonstrating competence in the classroom. The Ph.D. committee will decide if the student has demonstrated sufficient competence in **practice**.

11. THESIS: M.S. and Ph.D.

- 11.1 All master's degree students who elect the thesis option and all Ph.D. students are required to complete a master's thesis or dissertation respectively.

Objectives

- 11.2 The master's thesis is intended to be a relatively limited research exercise, focused on a manageable topic. It does not necessarily have to involve some completely new contribution to knowledge. It can be a replication of an earlier investigation or an attempt to extend an established hypothesis. Nonetheless, the thesis should focus on a well-defined topic, restricted in scope, and carried out with care and rigor.
- 11.21 The doctoral dissertation should be of significant scholarly quality and be a credit to the candidate, his or her committee, and the department.

Proposals

- 11.3 Prior to doing the research, students must have a research proposal approved.
- 11.31 Proposal are written in consultation with the student's advisory committee. Because of the variability between committees and differences in research designs, students frequently should meet with and seek input from their advisory committee, particularly their chair, to ensure they have met the expectations for the form, content, and quality of their proposal.
- 11.32 When a majority of committee members agree that the proposal is ready to be defended, a formal proposal defense is scheduled.
- 11.33 Proposals are reviewed and approved by advisory committees at a formal proposal defense.
- 11.34 The proposal defense must be scheduled during regularly scheduled class days or examination days at the university.
- 11.35 Students should consult with their chair about expectations and procedures for the defense.
- 11.36 *At least seven days prior to the scheduled proposal defense*, a copy of the proposal must be made available to all departmental faculty, usually by placing a copy in the Sociology Department Office.
- 11.37 *A least two weeks prior to the proposal defense*, faculty must be given written notice that the defense is scheduled. Primary responsibility for the notice resides with the advisor, but students share the responsibility.
- 11.38 The outcomes of a proposal defense can include a pass, a pass contingent upon modifications being made, or failure.
- Committee members sign **Form 6** at the conclusion of the proposal defense and then the form is given to the graduate secretary for filing
 - The student has the responsibility of having **Form 6** available for signing at the end of the proposal defense.
- 11.39 A proposal is not considered passed without Institutional Review Broad approval. If the IRB does not approve the proposal, or requires significant modification, it is at the discretion of the committee to require another proposal defense.
- 11.4 Once a proposal is successfully defended, it constitutes a contract between the student and the committee with the understanding that some modifications may need to be made during the course of completing the research. The chair and the committee should approve any needed changes.
- 11.5 Students should not begin collecting data on human subjects prior to successfully defending their proposals and receiving IRB approval.
- 11.6 On the rare occasion that data collection on human subjects might reasonably precede the proposal defense, this should only be done with the consent of the committee and IRB approval.

Final Oral Examinations

- 11.7 At least one week prior to the final date for submission of the thesis/dissertation to the Graduate Office, the candidate must pass a final oral examination. (*NOTE: The Graduate School requires a*

two-week advance notice of any final oral). A student's advisor and committee shall arrange a suitable time and place for this examination, to be held during regularly scheduled class days or examination days at the university. The advisor will circulate a memorandum to all departmental faculty members, **at least seven calendars days in advance**, inviting them to attend the examination and notifying them that the thesis/dissertation is available for their perusal. Students share the responsibility for the notification to the department. When the final exam is scheduled with the Graduate School, the student should turn in a filled out **Application for Degree Card**.

- 11.71 The final oral examination will be on the thesis or dissertation and on other topics as deemed appropriate by the examining committee. No more than one dissenting vote from the candidate's committee can be registered for a successful defense.
- 11.72 While a student may successfully pass this examination, he or she normally will be requested to revise the thesis/dissertation before it is submitted to the Graduate School.
- 11.73 All thesis and dissertations are to be submitted to the Graduate School electronically. Instructions for ETDs can be found on the web at <http://etd.vt.edu/etd/submit/index.htm>. An additional copy is customarily given to the major professor.

12. GRADING WRITTEN EXAMINATIONS

- 12.1 All committees administering departmental examinations will meet and discuss final outcomes for each student prior to notifying students of their performance. The evaluation procedures for department examinations are as follows:
- **Written Evaluations:** Prior to the discussion of outcomes for any type of examination, faculty evaluators will specify in writing their decisions and reasons for those decisions.
 - **Grade Option:** Marginal pass is a grade option only for non-thesis master's examinations and the written part of doctoral preliminary examinations.
 - **Feedback to Students:** The faculty member responsible for notifying students of the final decision should provide an oral and written summary of the general strengths and weaknesses of the examination performances. *Results will be determined within ten working days of the last exam.*

13. FINANCIAL SUPPORT POLICY

Assistantships

13.1 The Department of Sociology appoints a limited number of graduate students to teaching or research assistantships. Graduate students appointed to full-time (20 hours per week) assistantships are paid according to their step classification. A higher step level means a higher salary. First year master's students are step 5. Step 6 assistantships require completion of all master's degree requirements. Students must meet additional criteria to move to higher steps. Step increases are processed only at the beginning of an academic year. The stipends for those working fewer than twenty (20) hours are prorated accordingly. All recipients are expected to remain in "good standing" (see Section 14).

- **Purpose:** The graduate assistantship program provides assistance to the department, as well as financial aid and professional training to students. Graduate assistants are university employees with the responsibility to discharge those duties prescribed by the university and Department of Sociology. On the other hand, the Department of Sociology and the faculty member to whom an assistant is assigned should provide tasks that will ensure that the

graduate assistant has opportunities to increase and utilize knowledge of the discipline. To facilitate this end, students are encouraged to make known their specific assignments. Nevertheless, the needs of the department are diverse, and some assignments may be of more routine and less interesting nature than others. In any event, the needs and financial resources of the department will be the most important criteria in the determination and allocation of specific assistantship assignments.

Students are to make arrangements at the beginning of each term with the faculty member(s) to whom they are assigned to determine work assignments and schedules.

Students who are on full-time assistantship are precluded by Graduate School policy from assuming any additional paid employment.

- **Hours:** Graduate assistants and the faculty members to whom they are assigned are responsible for monitoring the appropriate number of hours stipulated by their assignments. Often the academic workloads vary so that an equivalent number of hours of work each week may not be feasible. Because of this, graduate assistants and the faculty members to whom they are assigned should discuss the workload at the beginning of each semester so that students may plan in advance for their study time. If a faculty member has not assigned enough work to fill a student's hourly commitment for a week, that student cannot be held responsible for the remaining hours later in the semester, without prior arrangement. Graduate assistants may be asked to maintain a record of hours worked per week and present it to their assigned faculty members.
- **Evaluation:** If a faculty member to whom an assistant is assigned considers the assistant's work performance unsatisfactory, the faculty member may apprise the Departmental Graduate Director, who will forward the complaints to the Graduate Committee. After hearing the case, the committee will forward its recommendation to the Department Chair. The final decision will rest with the Department Chair.

Other Aid

13.2 In addition to graduate assistantship, several other forms of aid are sometimes available:

- **Presidential Graduate Fellowship:** These fellowships are for first year students and awarded on a highly competitive basis. The fellowship pays tuition, carries a non-service stipend equal to a normal assistantship, plus \$1,000 for research and travel.
- **Cunningham Fellowships:** These fellowships provide non-service funding at the highest pay step in support of dissertation research either an academic year or the summer. All instructional fees are paid by the fellowship. Fewer than 20 fellowships are offered each year for the entire university. Thus, the competition for these fellowships is keen.
- **National Fellowship Programs:** Applications by any qualified student to national fellowship programs, such as those of the National Science Foundation and the American Sociological Association Minority Fellowship Program are encouraged. Most programs have fall deadlines.
- The university also maintains a loan program for student aid.

Travel Subsidy

13.3 The Department of Sociology subsidizes graduate students attendance to one professional meeting (or conference) per academic year, on the following basis:

- The meeting (or conference) is held outside of Virginia
- Students must be full-time, have no incomplete grades, and be in good standing; the Department Chair must approve all requests in advance of making travel arrangements;
- The University Travel Approval Authorization form must be prepared, and the request to the Departmental Chair must include the amount requested, the name and location of the organization meeting, and the reason for attendance;
- Subsidies include
 - 1) \$50.00 for any student wishing to attend;
 - 2) \$100.00 for any student who is senior author as well as the presenter of a paper;
 - 3) \$150.00 for any student who has successfully completed all of doctoral exams and who wishes to attend meetings of the *American Sociological Association* or a major regional sociological association, but students are entitled to receive this subsidy only once and in their last year in their graduate career. **This amount is exclusively for those who are attending the meeting or conference in part for undertaking the job-search process.**

Thesis/Dissertation Subsidy

13.4 The Department of Sociology will provide, upon request, up to \$50 for thesis expenses and up to \$100 for dissertation expenses to help defray certain research costs, such as printing survey instruments, mail charges, or travel connected with thesis/dissertation data collection.

14. TEACHING

14.1 All doctoral students are required to teach at least one semester during their course of study. Teaching experience acquired prior to admission into the doctoral program cannot satisfy this requirement. Master's students must also satisfy the teaching requirement. The teaching requirement may be satisfied by any one of the following activities for at least one semester:

- Assist a faculty member to carry out teaching responsibilities;
- Take part in a formal course of teacher training organized or approved by the Graduate Committee;
- Being a Graduate Instructor of a course.

14.2 Graduate Instructor will be selected from those students on assistantship who meet all the following criteria:

- Hold a Master's degree;
- Desire to teach;
- Are making adequate progress; and
- Have teaching experience or training or have other pertinent qualifications (e.g., courses taken, life experience).

14.3 Graduate instructors will not teach 4000 level courses nor courses required of sociology majors (including Introductory Sociology).

- 14.4 As a rule, graduate student instructors must have a master's degree. Exceptions to this policy are made only in unusual circumstances. Initial teaching appointments are limited to one class in a semester. Subsequent assignments may include two sections of the same course in a single semester, if mutually agreed between the Department Chair and the student.
- 14.5 The Teaching Evaluation Committee of the department will appoint a faculty member to observe each graduate instructor's class at least once during the semester. A report will be made directly to the student. The report will not become part of the student's file unless the student requests it.

15. STUDENTS IN GOOD STANDING

- 15.1 Students are expected to take the courses and examinations required and otherwise to satisfy the requirements of the Graduate School and the department within the rules specified in The Graduate Catalog, The Graduate Manual, and the Graduate Handbook for the Department of Sociology. Specifically, "normal progress" refers to the satisfactory completion of courses taken, the avoidance of accumulating incompletes, the scheduling of required courses, fulfillment of all departmental and Graduate School requirements in their proper sequence, and development toward assuming a professional role.
- 15.2 Each student also is expected to maintain a cumulative QCA of at least 3.0 on all work taken, including any prerequisite of supporting courses. The university uses an A through F-system in assigning grades. The grade of "I" (Incomplete) may be given when because of extenuating circumstances, course requirements have not been completed. However, obtaining an "I" should be avoided except in the most dire circumstances and must be removed during the subsequent semester in order to prevent the grade from converting to an "F".
- 15.3 Additional comments about the incompletes are in order. First, incompletes are computed as "Fs" until replaced by another grade. This means that a student's QCA may fall below the 3.0 required for continuation of an assistantship and enrollment. Second, Ph.D. candidates may not take preliminary examinations with incompletes on their record.
- 15.4 In addition to the successful completion of academic work, students should endeavor to maintain the highest academic and professional standards of the department, university, and the profession to which they aspire. If a student conducts him or herself in a manner unbecoming a member of the academic discipline as defined by the ASA Code of Ethics, such conduct may be reviewed at a meeting of the Department Graduate Committee convened for that purpose. The Graduate Committee's recommendations will be made known to the Department Chair who will decide what further action, if any, should be taken. Disciplinary actions will be in keeping with university policies and the ASA Code of Ethics.
- 15.5 The progress of each active student will be evaluated by the Graduate Committee every year. Prior to the review by the Graduate Committee, each student should review his or her own record, together with his or her Advisory Committee, and complete an **Annual Evaluation Form (Form 7)**. First year students should confer with the Graduate Advisor in order to complete the form. The evaluation should be a complete, accurate, and frank appraisal of the student's progress through the program and the steps needed to complete the degree. The completed Annual Evaluation Form will represent an important part of the record to be considered by the Graduate Committee in its annual review of each student. The principal outcomes of the annual review are determination of a) whether a student is making satisfactory progress and b) whether financial assistance should be offered to the student for the coming academic year. "Satisfactory progress" is a necessary but not a sufficient condition for receiving financial assistance from the department.

Any student who has completed 12 hours of course work and is currently enrolled in the program is required to contact her or his committee chair prior to February 1. The student is responsible for providing their chair with a copy of their Plan of Study and a completed Form 7.

The student's committee will review the student's progress toward completion of degree requirements. These requirements include the number of course hours completed, course grades, selection of a committee, and filing of the Plan of Study for all students. For MS students, the requirements also include progress on thesis. For PhD students, the requirements include progress on preliminary exams and the dissertation. The review will also provide an evaluation of the student's professional development.

The student's committee will complete the review and submit a formal letter to the graduate committee by February 15. The letter will evaluate the student in five areas:

1. Coursework,
2. Progress toward degree,
3. Professional development, and
4. Overall performance.

The graduate committee will then review each student based on the committee's review. Prior to April 15, the student will receive a formal letter from the graduate committee informing him or her of their standing in the program. The student will also receive a copy of her or his committee's letter to the graduate committee.

- 15.6 Courses completed more than five years ago for the M.S. program and more than seven years ago for the doctoral program require revalidation (see **Form 8**).

16. GUIDELINES FOR FACULTY-STUDENT RELATIONSHIPS

- 16.1 The relationships between faculty and graduate students should be respectful. Every effort should be made to accommodate one another's professional needs and work routines, regardless of status. Nonetheless, below are some concrete guidelines to be followed to further structure the relationship between faculty and graduate students:
- a. That the prime purpose of an assistantship should be to attract and support good students who are committed to their own development as sociologists and to the maintenance of a high equality educational program.
 - b. That an element of reciprocity should exist, that the tasks performed by graduate assistants should not be viewed as a source of cheap labor, but as apprenticeships providing a learning experience; e.g., both in lecture preparation as well as test construction.
 - c. That all duties required of a graduate assistant by a professor, including lecture attendance and required readings, should count toward the 10, 15, or 20 hour limit prescribed by the initial assignment.
 - d. That when asked to prepare a lecture, the request be made at least two weeks in advance, except under extenuating circumstances.
 - e. That adequate time be given (1 week) when requesting graduate assistants to conduct test reviews or prepare test questions or assignments.

- f. That a graduate assistant's preference for a professor or instructor be give fair consideration provided the request is made in writing prior to the placement.
- g. That graduate assistants will be given access to services, facilities, and supplies for the performance of their graduate assistant duties. When a professor requires extra materials or special equipment, the department or professor will provide such equipment.
- h. That the graduate assistant activities are never in conflict with the normal classes of the graduate student.
- i. That as a general policy, weekly hours which are not used by the professor cannot be cumulated except in unusual circumstances such as the extra time necessary to grade exams. Informal agreements between faculty and students are, of course, possible.
- j. That the various departmental committees of which graduate students are often members make an effort to keep student representatives informed of their activities.
- k. That requests for reallocations of graduate assistant time, after allocations have been made, must be approved by the Graduate Director or Department Chair following consultation with the concerned faculty members and graduate assistants.
- l. That alleged violations of the above guidelines should be mediated through the Graduate Committee.
- m. See also Appendix B for the ASA Code of Ethics.

17. GRADUATE STUDENTS ON DEPARTMENT COMMITTEES

- 17.1 Graduate students are eligible to serve as voting members on the following departmental committees:
 - a. Curriculum Committee: Two elected representatives of the graduate students.
 - b. Executive Committee: One elected representative of the graduate students will serve, but the student: a) will absent him or herself from discussion of faculty evaluations and b) will not have access to materials pertaining to faculty evaluation.
 - c. Graduate Committee: Two elected representatives of the graduate students will serve, but the students: a) will absent themselves from discussion of graduate student evaluation and b) will not have access to materials pertaining to graduate student evaluations.
 - d. Graduate students will serve on other committees, including ad hoc committees, when such committees are formed and if they pertain to matters of direct importance to the graduate program, excluding matters of student and faculty evaluation.

18. USE OF DEPARTMENTAL RESOURCES

- 18.1 Graduate students have access to computer facilities, photocopying, course-related materials, and resources related to assistantship duties. Other departmental resources will also be available for activities related to professional advancement, e.g. independent research, professional

communications, and professional travel. Doctoral students especially are encouraged to take advantage of departmental resources for their professional development.

19. APPEALS PROCEDURES

- 19.1 Graduate students in the department may initiate formal appeal proceedings on decisions that alter the student's program status. Procedures for appeal are as follows:
 - a. The student will consult with his/her advisor and then submit a letter of appeal to the departmental Graduate Director within two weeks of the decision in questions. The letter must clearly state the grounds for the appeal (e.g., answer correctness, irregularity of procedure, extenuating circumstances, personal prejudice) and make a specific change request (e.g., nullify, reverse, or modify the decision).
 - b. The Graduate Director will transmit copies of the letter to the Department Chair and to the student's file.
 - c. The Department Chair will appoint a three-member ad hoc review committee consisting of faculty members not previously involved in the situation in question.
 - d. The ad hoc review committee will gather relevant information, interview the necessary people, make a recommendation regarding the student's appeal, and report to the Department Chair as expeditiously as possible. The Department Chair will render the final decision.
 - e. The Department Chair's decision will be related in writing to the student with copies of the letter transmitted to the Graduate Director, the student's advisor, and the student's file.

20. DEPARTMENTAL GRADUATION REQUIREMENTS

- 20.1 Applications for degrees must be filed early in the semester in which graduation is anticipated. Please review "Summary: Procedures and Deadlines for Graduate Students" in the Appendices.
- 20.2 Prospective graduates must complete **Form 9** and return it to the Graduate Secretary by **April 1** to be assured listing in the departmental graduation program.
- 20.3 Participation in departmental graduation ceremonies will be met by either of the following:
 - a. Submission of the final draft of your thesis/dissertation at least ten business days before commencement day.
 - b. Successful defense of your thesis/dissertation prior to commencement day.

21. A REMINDER

- 21.1 As the Graduate Catalog states: "All students are expected to assume all responsibility for knowledge of all regulations." A student's transition into the graduate program will be considerably eased by becoming familiar with the regulations specified in the Catalog, The Graduate Manual, and the Graduate Handbook for the Department of Sociology. A summary of important deadlines is included in the appendix.

Appendices and Forms

Appendix A: Guidelines for Progress

The Master's degree program is normally a two-year program and the Ph.D. program normally takes four years beyond the Master's degree. The following indicate the major goals students are expected to accomplish each year. These guidelines pertain to full-time students.

Master's Students

First year master's students should take the required theory and methods courses, and three substantive courses. Students should select the chair of their thesis committee ("advisory committee") no later than the end of the second semester; students will need to identify the topic of their thesis well enough to make an appropriate selection of their chair. Ideally, students should select all the members of their thesis committee by the end of their second semester. Students should also file their **Program of Study** before the end of the second semester. Finally, during the summer students should work on their literature review and write the first draft of their thesis proposal.

Second year Master's students should take at least two more substantive courses to complete their course requirements. Students should defend their thesis proposal by the end of their third semester. Successfully defending the thesis proposal is one requirement for applying to our doctoral program, for those who are interested in doing so. Students should defend their thesis by the end of their fourth semester.

Ph.D. Students

First year doctoral students should take three courses per semester, taking required or elective courses, depending on the course availability. Students should select the chair of their dissertation committee ("advisory committee") by the end of their second semester. Ideally first year doctoral students should select all of their dissertation committee members by the end of their second semester. Students should also file their **Program of Study** before the end of the second semester. Finally, during the summer students should begin reading for prelims, begin to think seriously about their dissertation topic, and do background reading relevant to their dissertation.

Second year doctoral students should take at least two, and usually three, courses each semester, taking required or elective courses, as appropriate. Second year students should continue to study for prelims and should begin to refine the focus of their dissertation research. Students should spend a substantial amount of time in the summer between the second and third year reading and studying for prelims. They should also continue working on their dissertation proposal.

Third year students should complete any additional required courses. Significantly, third year students will take written and oral prelims. Prelims should usually be completed in the fifth semester – and not later than the end of the sixth semester of doctoral work. The dissertation proposal should also be defended by the end of the third year. It is logical that prelims should be completed before defending the dissertation proposal.

Fourth year students will have completed all requirements except the dissertation. They should complete the dissertation during the fourth year.

Appendix B: ASA CODE OF ETHICS
American Sociological Association
Code of Ethics

INTRODUCTION

The American Sociological Association's (ASA's) Code of Ethics sets forth the principles and ethical standards that underlie sociologists' professional responsibilities and conduct. These principles and standards should be used as guidelines when examining everyday professional activities. They constitute normative statements for sociologists and provide guidance on issues that sociologists may encounter in their professional work.

ASA's Code of Ethics consists of an Introduction, a Preamble, five General Principles, and specific Ethical Standards. This Code is also accompanied by the Rules and Procedures of the ASA Committee on Professional Ethics which describe the procedures for filing, investigating, and resolving complaints of unethical conduct.

The Preamble and General Principles of the Code are aspirational goals to guide sociologists toward the highest ideals of sociology. Although the Preamble and General Principles are not enforceable rules, they should be considered by sociologists in arriving at an ethical course of action and may be considered by ethics bodies in interpreting the Ethical Standards.

The Ethical Standards set forth enforceable rules for conduct by sociologists. Most of the Ethical Standards are written broadly in order to apply to sociologists in varied roles, and the application of an Ethical Standard may vary depending on the context. The Ethical Standards are not exhaustive. Any conduct that is not specifically addressed by this Code of Ethics is not necessarily ethical or unethical.

Membership in the ASA commits members to adhere to the ASA Code of Ethics and to the Policies and Procedures of the ASA Committee on Professional Ethics. Members are advised of this obligation upon joining the Association and that violations of the Code may lead to the imposition of sanctions, including termination of membership. ASA members subject to the Code of Ethics may be reviewed under these Ethical Standards only if the activity is part of, or, affects their work-related functions, or if the activity is sociological in nature. Personal activities having no connection to, or effect on sociologists' performance of their professional roles are not subject to the Code of Ethics.

PREAMBLE

This code of Ethics articulates a common set of values upon which sociologists build their professional and scientific work. The Code is intended to provide both the general principles and the rules to cover professional situations encountered by sociologists. It has as its primary goal the welfare and protection of the individuals and groups with whom sociologists work. It is the individual responsibility of each sociologist to aspire to the highest possible standards of conduct in research, teaching, practice, and service.

The development of a dynamic set of ethical standards for a sociologist's work-related conduct requires a personal commitment to a lifelong effort to act ethically; to encourage ethical behavior by students, supervisors, supervisees, employers, employees, and colleagues; and to consult with others as needed concerning ethical problems. Each sociologist supplements, but does not violate the values and rules specified in the Code of Ethics based on guidance drawn from personal values, culture, and experience.

GENERAL PRINCIPLES

The following General Principles are aspirational and serve as a guide for sociologists in determining ethical courses of action in various contexts. They exemplify the highest ideals of professional conduct.

Principle A: Professional Competence

Sociologists strive to maintain the highest levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain professionally competent; and they utilize the appropriate scientific, professional, technical, and administrative resources needed to ensure competence in their professional activities. They consult with other professionals when necessary for the benefit of their students, research participants, and clients.

Principle B: Integrity

Sociologists are honest, fair, and respectful of others in their professional activities in research, teaching, practice, and service. Sociologists do not knowingly act in ways that jeopardize either their own or others' professional welfare. Sociologists conduct their affairs in ways that inspire trust and confidence; they do not knowingly make statements that are false, misleading, or deceptive.

Principle C: Professional and Scientific Responsibility

Sociologists adhere to the highest scientific and professional standards and accept responsibility for their work. Sociologists understand that they form a community and show respect for other sociologists even when they disagree on theoretical, methodological, or personal approaches to professional activities. Sociologists value the public trust in sociology and are concerned about their ethical behavior and that of other sociologists that might compromise that trust. While endeavoring always to be collegial, sociologists must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct.

Principle D: Respect for People's Rights, Dignity, and Diversity

Sociologists respect the rights, dignity, and worth of all people. They strive to eliminate bias in their professional activities, and they do not tolerate any forms of discrimination based on age; gender, race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; or marital, domestic, or parental status. They are sensitive to cultural, individual, and role differences in serving, teaching and studying groups of people with distinctive characteristics. In all of their work-related activities, sociologists acknowledge the rights of other to hold values, attitudes, and opinions that differ from their own.

Principle E: Social Responsibility

Sociologists are aware of their professional responsibility to the communities and societies in which they live and work. They apply and make public their knowledge in order to contribute to the public good. When undertaking research, they strive to advance the science of sociology and to serve the public good.

ETHICAL STANDARDS

1. Professional and Scientific Standards

Sociologists adhere to the highest possible technical standards that are reasonable and responsible in their research, teaching, practice, and service activities. They rely on scientifically and professionally derived knowledge; act with honesty and integrity; and avoid untrue, deceptive, or undocumented statements in undertaking work-related functions or activities.

2. Competence

- a. Sociologists conduct research, teach, practice, and provide service only within the boundaries of their competence, based on their education, training, supervised experience, or appropriate professional experience.
- b. Sociologists conduct research, teach, practice, and provide service in new areas or involving new techniques only after they have taken reasonable steps to ensure the competence of their work in these areas.
- c. Sociologists who engage in research, teaching, practice, or service, maintain awareness of current scientific and professional information in their fields of activity, and undertake continuing efforts to maintain competence in the skills they use.
- d. Sociologists refrain from undertaking an activity when their personal circumstances may interfere with their professional work or lead to harm for a student, supervisee, human subject, client, colleague, or other person to whom they have a scientific, teaching, consulting, or other professional obligation.

3. Representation and Misuse of Expertise

- a. In research, teaching, practice, service, or other situations where sociologists render professional judgments or present their expertise, they accurately and fairly represent their areas and degrees of expertise.
- b. Sociologists do not accept grants, contracts, consultation, or work assignments from individual or organizational clients or sponsors that appear likely to require violation of the standards in this Code of Ethics. Sociologists disassociate themselves from such activities when they discover a violation and are unable to achieve its correction.
- c. Because sociologists' scientific and professional judgments and actions may affect the lives of others, they are alert to and guard against personal, financial, social, organizational, or political factors that might lead to misuse of their knowledge, expertise, or influence.
- d. If sociologists learn of misuse or misrepresentation of their work, they must take reasonable steps to correct or minimize the misuse or misrepresentation.

4. Delegation and Supervision

- a. Sociologists provide proper training and supervision to their students, supervisees, or employees and take reasonable steps to see that such persons perform services responsibly, competently, and ethically.

- b. Sociologists delegate to their students, supervisees, or employees only those responsibilities that such persons, based on their education, training, or experience, can reasonably be expected to perform either independently or with the level of supervision provided.

5. Nondiscrimination

Sociologists do not engage in discrimination in their work based on age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; marital, domestic or parental status or any other applicable basis proscribed by law.

6. Non-exploitation

- a. Whether for personal, economic, or professional advantage, sociologists do not exploit persons over whom they have direct or indirect supervisory, evaluative, or other authority such as students, supervisees, employees, or research participants.
- b. Sociologists do not directly supervise or exercise evaluative authority over any person with whom they have a sexual relationship, including, students, supervisees, employees, or research participants.

7. Harassment

Sociologists do not engage in harassment of any person, including, students, supervisees, employees, or research participants. Harassment consist of a single intense and severe act or of multiple persistent or pervasive acts which are demeaning, abusive, offensive, or create a hostile professional or workplace environment. Sexual harassment may include sexual solicitation, physical advance, or verbal or non-verbal conduct that is sexual in nature. Racial harassment may include unnecessary, exaggerated, or unwarranted attention or attack, whether verbal or non-verbal, because of a person's race or ethnicity.

8. Employment Decisions

Sociologists have an obligation to adhere to the highest ethical standards when participating in employment related decisions, when seeking employment, or when planning to resign from a position.

8.01 Fair Employment Practices

- a. When participating in employment-related decisions, sociologists make every effort to ensure equal opportunity and fair treatment to all full, and part-time employees. They do not discriminate in hiring, promotion, salary, treatment, or any other conditions of employment or career development on the basis of age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; marital, domestic, or parental status; or any other applicable basis proscribed by law.
- b. When participating in employment-related decisions, sociologists specify the requirements for hiring, promotion, tenure and termination and communicate these requirements thoroughly to full and part-time employees and prospective employees.
- c. When participating in employment-related decisions, sociologists have the responsibility to be informed of fair employment codes, to communicate this information to employees, and to help create an atmosphere upholding fair employment practices for full and part-time employees.

- d. When participating in employment-related decisions, sociologists inform prospective full and part-time employees of any constraints on research and publication and negotiate clear understandings about any conditions that may limit research and scholarly activity.

8.02 Responsibilities of Employees

- a. When seeking employment, sociologists provide prospective employers with accurate and complete information on their professional qualifications and experiences.
- b. When leaving a position, permanently or temporarily, sociologists provide their employers with adequate notice and take reasonable steps to reduce negative effects of leaving.

9. Conflicts of Interest

Sociologists maintain the highest degree of integrity in their professional work and avoid conflicts of interest and the appearance of conflict. Conflicts of interest arise when sociologists' personal or financial interests prevent them from performing their professional work in an unbiased manner. In research, teaching, practice, and service, sociologists are alert to situations that might cause a conflict of interest and take appropriate action to prevent conflict or disclose it to appropriate parties.

9.01 Adherence to Professional Standards

Irrespective of their personal or financial interests or those of their employers or clients, sociologists adhere to professional and scientific standards in (1) the collection, analysis, or interpretation of data; (2) the reporting of research; (3) the teaching, professional presentation, or public dissemination of sociological knowledge; and (4) the identification of implementation of appropriate contractual, consulting, or service activities.

9.02 Disclosure

Sociologists disclose relevant sources of financial support and relevant personal or professional relationships that may have the appearance of or potential for conflict of interest to an employer or client, or the sponsors of their professional work, or in public speeches and writing.

9.03 Avoidance of Personal Gain

- a. Under all circumstances, sociologists do not use or otherwise seek to gain from information or material received in a confidential context (e.g., knowledge obtained from reviewing a manuscript or serving on a proposal review panel), unless they have authorization to do so or until that information is otherwise made publicly available.
- b. Under all circumstances, sociologists do not seek to gain from information or material in an employment or client relationship without permission of the employer or client.

9.04 Decision making in the Workplace

In their workplace, sociologists take appropriate steps to avoid conflicts of interest or the appearance of conflicts, and carefully scrutinize potentially biasing affiliations or relationships. In research, teaching, practice, or service, such potentially biasing affiliations or relationships include, but are not limited to, situation involving family, business, or close personal friendships or those with whom sociologists have had strong conflict or disagreement.

9.05. Decision making Outside of the Workplace

In professional activities outside of their workplace, sociologists in all circumstances abstain from engaging in deliberations and decisions that allocate or withhold benefits or rewards from individuals or institutions if they have biasing affiliations or relationships. These biasing affiliations or relationships are: **(1)** current employment or being considered for employment

at an organization or institution that could be construed as benefiting from the decision; **(2)** current officer or board member of an organization or institution that could be construed as benefiting from the decision; **(3)** current employment or being considered for employment at the same organization or institution where an individual could benefit from the decision

10. Public Communication

Sociologists adhere to the highest professional standards in public communications about their professional services, credentials and expertise, work products, or publications, whether these communications are from themselves or from others.

10.01 Public Communications

- a. Sociologists take steps to ensure the accuracy of all public communications. Such public communications include, but are not limited to, directory listings; personal resumes or curriculum vitae; advertising; brochures or printed matter; interviews or comments to the media; statements in legal proceeding; lectures and public oral presentations; or other published materials.
- b. Sociologists do not make public statements that are false, deceptive, misleading, or fraudulent, either because of what they state, convey, or suggest or because of what they omit, concerning either their research, practice, or other work activities or those of persons or organizations with which they are affiliated. Such activities include, but are not limited to, false or deceptive statements concerning sociologists' **(1)** training, experience, or competence; **(2)** academic degrees; **(3)** credentials; **(4)** institutional or association affiliations; **(5)** services; **(6)** fees; or **(7)** publications or research findings. Sociologists do not make false or deceptive statements concerning the scientific basis for, results of, or degree of success from their professional services.
- c. When sociologists provide professional advice or comment by means of public lectures, demonstrations, radio or television programs, prerecorded tapes, printed articles, mailed material, or other media, they take reasonable precautions to ensure that **(1)** the statements are based on appropriate research, literature, and practice; and **(2)** the statements are otherwise consistent with this Code of Ethics.

10.02 Statements by Others

- a. Sociologists who engage or employ others to create or place public statements that promote their work products, professional services, or other activities retain responsibility for such statements.
- b. Sociologists make reasonable efforts to prevent others whom they do not directly engage, employ, or supervise (such as employers, publishers, sponsors, organizational clients, members of the media) from making deceptive statements concerning their professional research, teaching, or practice activities.
- c. In working with the press, radio, television, or other communications media or in advertising in the media, sociologists are cognizant of potential conflicts of interest or appearances of such conflicts

(e.g., they do not provide compensation to employees of the media), and they adhere to the highest standards of professional honesty (e.g., they acknowledge paid advertising).

11. Confidentiality

Sociologists have an obligation to ensure that confidential information is protected. They do so to ensure the integrity of research and the open communication with research participants and to protect sensitive information obtained in research, teaching, practice, and service. When gathering confidential information, sociologists should take into account the long-term uses of the information, including its potential placement in public archives or the examination of the information by other researchers or practitioners.

11.01 Maintaining Confidentiality

- a. Sociologists take reasonable precautions to protect the confidentiality rights of research participants, students, employees, clients, or others.
- b. Confidential information provided by research participants, students, employees, clients, or others is treated as such by sociologists even if there is not legal protection or privilege to do so. Sociologists have an obligation to protect confidential information, and not allow information gained in confidence from being used in ways that would unfairly compromise research participants, students, employees, clients, or others.
- c. Information provided under an understanding of confidentiality is treated as such even after the death of those providing that information.
- d. Sociologists maintain the integrity of confidential deliberations, activities, or roles including, where applicable, that of professional committees, review panels, or advisory groups (e.g., the ASA Committee on Professional Ethic).
- e. Sociologists, to the extent possible, protect the confidentiality of student records, performance data, and personal information, whether verbal or written, given in the context of academic consultation, supervision, or advising.
- f. The obligation to maintain confidentiality extends to members of research or training teams and collaborating organizations who have access to the information. To ensure that access to confidential information is restricted, it is the responsibility of researcher, administrators, and principal investigators to instruct staff to take the steps necessary to protect confidentiality.
- g. When using private information about individuals collected by other persons or institutions, sociologists protect the confidentiality of individually identifiable information. Information is private when an individual can reasonably expect that the information will not be made public with personal identifiers (e.g., medical or employment records).

11.02 Limits of Confidentiality

- a. Sociologists inform themselves fully about all laws and rules which may limit or alter guarantees of confidentiality. They determine their ability to guarantee absolute confidentiality and, as appropriate, inform research participants, students, employees, clients, or others of any limitations to this guarantee at the outset consistent with ethical standards set forth in 11.02(b).
- b. Sociologists may confront unanticipated circumstances where they become aware of information that is clearly health or life-threatening to research participants, students, employees, clients, or

others. In these cases, sociologists balance the importance of guarantees of confidentiality with other principles in this Code of Ethics, standards of conduct, and applicable law.

- c. Confidentiality is not required with respect to observations in public places, activities conducted in public, or other settings where no rules of privacy are provided by law or custom. Similarly, confidentiality is not required in the case of information available from public records.

11.03 Discussing Confidentiality and Its Limits

- a. When sociologists establish a scientific or professional relationship with persons, they discuss, (1) the relevant limitations on confidentiality, and (2) the foreseeable uses of the information generated through their professional work.
- b. Unless it is not feasible or is counter-productive, the discussion of confidentiality occurs at the outset of the relationship and thereafter as new circumstances may warrant.

11.04 Anticipation of Possible Uses of Information

- a. When research requires maintaining personal identifiers in data bases or systems of records, sociologists delete such identifiers before the information is made publicly available.
- b. When confidential information concerning research participants, clients, or other recipients or service is entered into databases or systems of records available to person without the prior consent of the relevant parties, sociologists protect anonymity by not including personal identifiers or by employing other techniques that mask or control disclosure of individual identities.
- c. When deletion of personal identifiers is not feasible, sociologists take reasonable steps to determine that appropriate consent of personally-identifiable individuals has been obtained before they transfer such data to others or review such data collected by others.

11.05 Electronic Transmission of Confidential Information

Sociologists use extreme care in delivering or transferring any confidential data, information, or communication over public computer networks. Sociologists are attentive to the problems of maintaining confidentiality and control over sensitive material and data when use of technological innovations, such as public computer networks, may open their professional and scientific communication to unauthorized persons.

11.06 Anonymity of Sources

- a. Sociologists do not disclose in their writings, lectures, or other public media confidential, personally identifiable information concerning their research participants, students, individual or organization clients, or other recipients of their service which is obtained during the course of their work, unless consent from individuals or their legal representatives has been obtained.
- b. When confidential information is used in scientific and professional presentations, sociologists disguise the identity of research participants, students, individual or organizational clients, or other recipients of their service.

11.07 Minimizing Intrusions on Privacy

- a. To minimize intrusions on privacy, sociologists include in written and oral reports, consultations, and public communications, only information germane to the purpose for which the communication is made.
- b. Sociologists discuss confidential information or evaluative data concerning research participants, students, supervisees, employees, and individual or organization clients only for appropriate scientific or professional purposes and only with persons clearly concerned with such matters.

11.08 Preservation of Confidential Information

- a. Sociologists take reasonable steps to ensure that records, data or information are preserved in a confidential manner consistent with the requirements of this Code of Ethics, recognizing that ownership of records, data, or information, may also be governed by law of institutional principles.
- b. Sociologists plan so that confidentiality of records, data, or information is protected in the event of the sociologist's death, incapacity, or withdrawal from the position or practice.
- c. When sociologists transfer confidential records, data, or information to other persons or organizations, they obtain assurances that the recipients of the records, data, or information will employ measures to protect confidentiality at least equal to those originally pledged.

12. Informed Consent

Informed consent is a basic ethical tenet of scientific research on human populations. Sociologists do not involve a human being as a subject in research without the informed consent of the subject or the subject's legally authorized representative, except as otherwise specified in this Code. Sociologists recognize the possibility of undue influence or subtle pressures on subjects that may derive from researchers' expertise or authority, and they take this into account in designing informed consent procedures.

12.01 Scope of Informed Consent

- a. Sociologists conducting research obtain consent from research participants or their legally authorized representatives **(1)** when data are collected from research participants through any form of communication, interaction, or intervention; or **(2)** when behavior of research participants occurs in a private context where an individual can reasonably expect that no observation or reporting is taking place.
- b. Despite the paramount importance of consent, sociologists may seek waivers of this standard when **(1)** the research involves no more than minimal risk for research participants, and **(2)** the research could not practicably be carried out were informed consent to be required. Sociologists recognize that waivers of consent require approval from institution review boards, or, in the absence of such boards, from another authoritative body with expertise on the ethics of research. Under such circumstances, the confidentiality of any personally identifiable information must be maintained unless otherwise set forth in 11.02(b).
- c. Sociologists may conduct research in public places or use publicly available information about individuals (e.g., naturalistic observation in public places, analysis of public records, or archival research) without obtaining consent. If, under such circumstances, sociologists have any doubt whatsoever about the need for informed consent, they consult with institutional review boards or, in the absence of such boards, with another authoritative body with expertise on the ethics of research before proceeding with such research.

- d. In undertaking research with vulnerable populations (e.g., youth, recent immigrant population, the mentally ill), sociologists take special care to ensure that the voluntary nature of the research is understood and that consent is not coerced. In all other respects, sociologists adhere to the principles set forth in 12.01-c.
- e. Sociologists are familiar with and conform to applicable state and federal regulations and, where applicable, institutional review board requirements for obtaining informed consent for research.

12.02 Informed Consent Process

- a. When informed consent is required, sociologists enter into an agreement with research participants or their legal representatives that clarifies the nature of the research and the responsibilities of the investigator prior to conducting the research.
- b. When informed consent is required, sociologists use language that is understandable to and respectful of research participants or their legal representatives.
- c. When informed consent is required, sociologists provide research participants or their legal representatives with the opportunity to ask questions about any aspect of the research, at any time during or after their participation in the research.
- d. When informed consent is required, sociologists inform research participants or their legal representatives of the nature of the research; they indicate to participants that their participation or continued participation is voluntary; they inform participants of significant factors that may be expected to influence their willingness to participate (e.g., possible risks and benefits to their participation); and they explain other aspects of the research and respond to questions from perspective participants. Also, if relevant, sociologists explain refusal to participate or withdrawal from participation in the research involves no penalty, and they explain any foreseeable consequences of declining or withdrawing. Sociologists explicitly discuss confidentiality and, if applicable, the extent to which confidentiality may be limited as set forth in 11.02(b).
- e. When informed consent is required, sociologists keep records regarding said consent. They recognize that consent is a process that involves oral and/or written consent.
- f. Sociologists honor all commitments they have made to research participants as part of the informed consent process except where unanticipated circumstances demand otherwise as set forth in 11.02(b).

12.03 Informed Consent of Students and Subordinates

When undertaking research at their own institutions or organizations with research participants who are students or subordinates, sociologists take special care to protect the prospective subjects from adverse consequences of declining or withdrawing from participation.

12.04 Informed Consent with Children

- a. In undertaking research with children, sociologists obtain the consent of children to participate, to the extent that they are capable of providing such consent, except under circumstances where consent may not be required as set forth in 12.01(b).
- b. In undertaking research with children, sociologists obtain the consent of a parent or a legally authorized guardian. Sociologists may seek waivers of parental or guardian consent when **(1)** the

research involves no more than minimal risk for the research participants, and (2) the research could not practicably be carried out were consent to be required, or (3) the consent of a parent or guardian is not a reasonable requirement to protect the child (e.g., neglected or abused children).

- c. Sociologists recognize that waivers of consent from a child and a parent or guardian require approval from institutional review boards or, in the absence of such boards, from another authoritative body with expertise on the ethics of research. Under such circumstances, the confidentiality of any personally identifiable information must be maintained unless otherwise set forth in 11.02(b).

12.05 Use of Deception in Research

- a. Sociologists do not use deceptive techniques (1) unless they have determined that their use will not be harmful to research participants; is justified by the study's prospective scientific, educational, or applied value; and that equally effective alternative procedures that do not use deception are not feasible, and (2) unless they have obtained the approval of institutional review board or, in the absence of such boards, with another authoritative body with expertise on the ethics of research.
- b. Sociologists never deceive research participants about significant aspects of the research that would affect their willingness to participate, such as physical risks, discomfort, or unpleasant emotional experiences.
- c. When deception is an integral feature of the design and conduct of research, sociologists attempt to correct any misconception that research participants may have no later than at the conclusion of the research.
- d. On rare occasions, sociologists may need to conceal their identity in order to undertake research that could not practicably be carried out were they to be known as researchers. Under such circumstances, sociologists undertake the research if involves no more than minimal risk for the research participants and if they have obtained approval to proceed in this manner from an institutional review board or, in the absence of such boards, from another authoritative body with expertise on the ethics of research. Under such circumstances, confidentiality must be maintained unless otherwise set forth in 11.02(b).

- 12.06 Sociologists obtain informed consent from research participants, students, employees, clients, or others prior to videotaping, filming, or recording them in any form, unless these activities involve simply naturalistic observations in public places and it is not anticipated that the recording will be used in a manner that could cause personal identification or harm.

13. Research Planning, Implementation, and Dissemination

Sociologists have the obligation to promote the integrity of research and to ensure that they comply with the ethical tenets of science in the planning, implementation, and dissemination of research. They do so in order to advance knowledge, to minimize the possibility that results will be misleading, and to protect the rights of research participants.

13.01 Planning and Implementation

- a. In planning and implementing research, sociologists minimize the possibility that results will be misleading.
- b. Sociologists take steps to implement protections for the rights and welfare of research participants and other persons affected by the research.

- c. In their research, sociologists do not encourage activities or themselves behave in ways that are health or life-threatening to research participants or others.
- d. In planning and implementing research, sociologists consult those with expertise concerning any special population under investigation or likely to be affected.
- e. In planning and implementing research, sociologists considers its ethical acceptability as set forth in the Code of Ethics. If the best ethical practice is unclear, sociologists consult with institutional review boards or, in the absence of such review processes, with another authoritative body with expertise on ethics of research.
- f. Sociologists are responsible for the ethical conduct of research conducted by them or by others under their supervision or authority.

13.02 Unanticipated Research Opportunities

If during the course of teaching, practice, service, or non-professional activities, sociologists determine that they wish to undertake research that was not previously anticipated, they make known their intentions and take steps to ensure that the research can be undertaken consonant with ethical principles, especially those relating to confidentiality and informed consent. Under such circumstances, sociologists seek the approval of institutional review boards or, in the absence of such review processes, another authoritative body with expertise on the ethics of research.

13.03 Offering Inducements for Research Participants

Sociologists do not offer excessive or inappropriate financial or other inducements to obtain the participation of research participants, particularly when it might coerce participation. Sociologists may provide incentives to the extent that resources are available and appropriate.

13.04 Reporting on Research

- a. Sociologists disseminate their research findings except where unanticipated circumstances (e.g., the health of the researcher) or proprietary agreements with employees, contractors, or clients preclude such dissemination.
- b. Sociologists do not fabricate data or falsify results in their publications or presentations.
- c. In presenting their work, sociologists report their findings fully and do not omit relevant data. They report results whether they support or contradict the expected outcomes.
- d. Sociologists take particular care to state all relevant qualifications on the findings and interpretation of their research designs that might bear upon findings and interpretations of their work.
- e. Consistent with the spirit of full disclosure of methods and analyses, once findings are publicly disseminated, sociologist permit their open assessment and verification by other responsible researchers with safeguards, where applicable, to protect the anonymity of research participants.
- f. If sociologists discover significant errors in their publication or presentation of data, they take reasonable steps to correct such errors in a correction, a retraction, published errata, or other public forms as appropriate.

- g. Sociologists report sources of financial support in their written papers and note any special relations to any sponsor. In special circumstances, sociologists may withhold the names of specific sponsors if they provide an adequate and full description of the nature and interest of the sponsor.
- h. Sociologists take special care to report accurately the results of others' scholarship by using correct information and citations when presenting the work of others in publications, teaching, practice, and service settings.

13.05 Data Sharing

- a. Sociologists share data and pertinent documentation as a regular practice. Sociologists make their data available after completion of the project or its major publications, except where proprietary agreements with employees, contractors, or clients preclude such accessibility or when it is impossible to share data and protect the confidentiality of the data or the anonymity of research participants (e.g., raw field notes or detailed information from ethnographic interviews).
- b. Sociologists anticipate data sharing as an integral part of a research plan whenever data sharing is feasible.
- c. Sociologists share data in a form that is consonant with research participants' interests and protect the confidentiality of the information they have been given. They maintain the confidentiality of data, whether legally required or not; remove personal identifiers before data are shared; and if necessary use other disclosure avoidance techniques.
- d. Sociologists who do not otherwise place data in public archives keep data available and retain dissemination of results.
- e. Sociologists may ask persons who request their data for further analysis to bear the associated incremental cost, if necessary.
- f. Sociologists who use data from others for further analyses explicitly acknowledge the contribution of the initial researchers.

14. Plagiarism

- a. In publications, presentation, teaching, practice, and service, sociologists explicitly identify, credit, and reference the author when they take data or material verbatim from another person's written work, whether it is published, unpublished, or electronically available.
- b. In their publications, presentations, teaching, practice, and service, sociologists provide acknowledgement of and reference to the use of other's work, even if the work is not quoted verbatim or paraphrased, and they do not present others' work as their own whether it is published, unpublished, or electronically available.

15. Authorship Credit

- a. Sociologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.
- b. Sociologists ensure that principal authorship and other publication credits are based on the relative scientific or professional contributions of the individuals involved, regardless of their status. In claiming or determining the ordering or authorship, sociologists seek to reflect accurately the contributions of main participants in the research and writing process.

- c. A student is usually listed as principal author on any multiple authored publication that substantially derives from the student's dissertation or thesis.

16. Publication Process

Sociologists adhere to the highest ethical standards when participating in publication and review processes when they are authors or editors.

16.01 Submission of Manuscripts for Publication

- a. In cases of multiple authorship, sociologists confer with all other authors prior to submitting work for publication and establish mutually acceptable agreements regarding submission.
- b. In submitting a manuscript to a professional journal, book series, or edited book, sociologists grant that publication first claim to publication except where explicit policies allow multiple submissions. Sociologists do not submit a manuscript to a second publication until after an official decision has been received from the first publication or until the manuscript is withdrawn. Sociologists submitting a manuscript for publication in a journal, book series, or edited book can withdraw a manuscript from consideration up until an official acceptance is made.
- c. Sociologists may submit a book manuscript to multiple publishers. However, once sociologists have signed a contract, they cannot withdraw a manuscript from publication unless there is reasonable cause to do so.

16.02 Duplicate Publication of Data

When Sociologists publish data or findings that they have previously published elsewhere, they accompany these publications by proper acknowledgement.

16.03 Responsibilities of Editors

- a. When serving as editors of journals or book series, sociologists are fair in the application of standards and operate without personal or ideological favoritism or malice. As editors, sociologists are cognizant of any potential conflicts of interests.
- b. When serving as editors of journals or book series, sociologists ensure the confidential nature of the review process and supervise editorial office staff, including students, in accordance with practices that maintain confidentiality.
- c. When serving as editors of journals or book series, sociologists are bound to publish all manuscripts accepted for publication unless major errors or ethical violations are discovered after acceptance (e.g., plagiarism or scientific misconduct).
- d. When serving as editors of journals or book services, sociologists ensure the anonymity of reviewers unless they otherwise receive permission from reviewers to reveal their identity. Editors ensure that their staffs conform to this practice.
- e. When serving as journal editors, sociologists ensure the anonymity of authors unless and until a manuscript is accepted for publication or unless the established practices of the journal are known to be otherwise.

- f. When serving as journal editors, sociologists take steps to provide for the timely review of all manuscripts and respond promptly to inquires about the status of the review.

17. Responsibilities of Reviewers

- a. In reviewing material submitted for publication, grant support, or other evaluation purposes, sociologists respect the confidentiality of the process and the proprietary rights in such information of those who submitted it.
- b. Sociologists disclose conflicts of interest or decline requests for reviews of the work of others where conflicts of interest are involved.
- c. Sociologists decline requests for reviews of the work of others when they believe that the review process may be biased or when they have questions about the integrity of the process.
- d. If asked to review a manuscript, book, or proposal they have previously reviewed, sociologists make it known to the person making the request (e.g., editor, program officer) unless it is clear that they are being asked to provide a reappraisal.

18. Education, Teaching and Training

As teachers, supervisors, and trainers, sociologists follow the highest ethical standards in order to ensure the quality of sociological education and the integrity of the teacher-student relationship.

18.01 Administration of Education Programs

- a. Sociologists who are responsible for education and training programs seek to ensure that the programs are competently designed, provide the proper experiences, and meet all goals for which claims are made by the program.
- b. Sociologists responsible for education and training programs seek to ensure that there is an accurate description of the program content, training goals and objectives, and requirements that must be met for satisfactory completion of the program.
- c. Sociologists responsible for education and training programs take steps to ensure that graduate assistants and temporary instructors have the substantive knowledge required to teach courses and the teaching skills needed to facilitate student learning.
- d. Sociologists responsible for education and training programs have an obligation to ensure that ethics are taught to their graduate students as part of their professional preparation.

18.02 Teaching and Training

- a. Sociologists conscientiously perform their teaching responsibilities. They have appropriate skills and knowledge or are receiving appropriate training.
- b. Sociologists provide accurate information at the outset about their courses, particularly regarding the subject matter to be covered, bases for evaluation, and the nature of course experiences.
- c. Sociologists make decisions concerning textbooks, course content, course requirements, and grading solely on the basis of educational criteria without regard for financial or other incentives.

- d. Sociologists provide proper training and supervision to their teaching assistants and other teaching trainees and take reasonable steps to ensure that such persons perform these teaching responsibilities responsibly, competently, and ethically.
- e. Sociologists do not permit personal animosities or intellectual differences with colleagues to foreclose students' or supervisees' access to these colleagues or to interfere with student or supervisee learning, academic progress, or professional development.

19. Contractual and Consulting Services

- a. Sociologists undertake grants, contracts, or consultation only when they are knowledgeable about the substance, methods, and techniques they plan to use or have a plan for incorporating appropriate expertise.
- b. In undertaking grants, contracts or consultation, sociologists base the results of their professional work on appropriate information and techniques.
- c. When financial support for a project has been accepted under a grant, contract, or consultation, sociologists make reasonable efforts to complete the proposed work on schedule.
- d. In undertaking grants, contracts or consultation, sociologists accurately document and appropriately retain their professional and scientific work.
- e. In establishing a contractual arrangement for research, consultation, or other services, sociologists clarify, to the extent feasible at the outset, the nature of the relationship with the individual, organization, or institutional client. This clarification includes, as appropriate, the nature of the services to be performed, the probable uses of the services provided, possibilities for the sociologist's future use of the work for scholarly or publication purposes, the possibilities for the sociologist's future use of work for scholarly or publication purposes, the timetable for delivery of those services, and compensation and billing arrangements.

20. Adherence to the Code of Ethics

Sociologists have an obligation to confront, address, and attempt to resolve ethical issues according to the Code of Ethics.

20.01 Familiarity with the Code of Ethics

Sociologists have an obligation to be familiar with this Code of Ethics, other applicable ethics codes, and their application to sociologists' work. Lack of awareness or misunderstanding of an ethical standard is not, in itself, a defense to a charge of unethical conduct.

20.02 Confronting Ethical Issues

- a. When sociologists are uncertain whether a particular situation or course of action would violate the Code of Ethics, they consult with other sociologists knowledgeable about ethical issues, with ASA's Committee on Professional Ethics, or with other organizational entities such as institutional review boards.
- b. When sociologists take actions or are confronted with choices where there is a conflict between ethical standards enunciated in the Code of Ethics and laws or legal requirements, they make known their commitment to the Code and take steps to resolve the conflict in a responsible manner by consulting with colleagues, professional organizations, or the ASA's Committee on Professional Ethics.

20.03 Fair Treatment of Parties in Ethical Disputes

- a. Sociologists do not discriminate against a person on the basis of his or her having made an ethical complaint.
- b. Sociologists do not discriminate against a person based on his or her having been the subject of an ethical complaint. This does not preclude taking action based upon the outcome of an ethical complaint.

20.04 Reporting Ethical Violations of Others

When sociologists have substantial reason to believe that there may have been an ethical violation by another sociologist, they attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears appropriate or possible, or they seek advice about whether or how to proceed based on this belief, assuming that such activity does not violate any confidentiality rights. Such action might include referral to ASA's Committee on Professional Ethics.

20.05 Cooperating with Ethics Committees

Sociologists cooperate in ethics investigations, proceedings, and resulting requirements of the American Sociological Association. In doing so, they make reasonable efforts to resolve any issues of confidentiality. Failure to cooperate may be an ethics violation.

20.06 Improper Complaints

Sociologists do not file or encourage the filing of the ethics complaints that are frivolous and are intended to harm the alleged violator rather than to protect the integrity of the discipline and the public.

NOTE: This revised edition of the ASA Code of Ethics builds on the 1989 edition of the Code and the 1992 version of the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct.

Appendix C. OUTLINE FOR THESIS/DISSERTATION PROPOSAL

This outline is intended to serve as a guideline for developing a thesis proposal. While we expect the content and structure of proposals to vary on the basis of the particular research problem, this outline contains many of the essential components for designing a research project. Normally, a proposal should not exceed twenty pages. The student should contact his or her committee if questions arise concerning the form, content, and organization of the thesis proposal. The general structure of the thesis proposal is outlined below.

STATEMENT OF THE PROBLEM

This section should present a theoretically concise statement of the sociological phenomenon to be addressed by your research. It should state the significance of the research, i.e. how your work will contribute to and expand on previous research in this area. Since the sociological questions will be elaborated throughout the proposal, this section should provide enough information to set the stage for the remaining sections of the proposal.

REVIEW OF THE RELEVANT LITERATURE

This section should contain a brief review of the theoretical and empirical literatures relevant to your research question. It should illustrate your knowledge of the important literature and your ability to interpret substantive research from a recognized theoretical framework. Focus your attention on only the empirical and/or theoretical studies that are directly relevant to your research problem. This review section should provide the theoretical rationale that will guide your entire project.

FORMATION OF OBJECTIVES

This section should provide a statement of the research objectives derived from the review of the literature. Depending upon the state of the literature and the nature of your research question, the hypotheses or objectives may be stated in more or less formal terms (e.g., predictions of the expected effect of an independent variable(s) on a dependent variable; a resolution of competing theoretical issues). Consult with your major advisor on the nature of the type of formulation appropriate for your particular thesis topic.

DESCRIPTION OF METHODS

Generally, the description of the methods to be used in your study will involve three separate components: (1) for surveys/interviews, a description of the sample and/or data gathering techniques; for case studies, a description of the case(s) selected; for participant observation studies, a description of participatory events; (2) a description of the variables to be examined in your study; and (3) a general description of the analytic strategy or statistical techniques used to address your research question. The “sample” description should convey how the sample or case will be selected, whether you will be collecting your own data or relying upon secondary sources, how many observations or cases you will be collecting or using if you are relying upon secondary sources, how many observations or cases will be selected, and (if applicable) the safeguards you will use to guarantee the protection of human subjects. The description of variables should include a discussion of how the variables will be coded or classified, whether you will use single or multiple indicators of your concepts, and (if applicable) how you will combine items to develop “indices” or “scales”. The description of the analytic strategies should contain a discussion of the statistical procedures (bivariate or multivariate statistics), participant observations procedures etc., to be used and provide a brief statement about how this analytic strategy will allow you to address the substantive and theoretical issues underlying your proposal. Speculate on how your results will “feed back” onto your evaluation of the underlying theoretical framework.

TIMETABLE FOR ACTIVITIES

Your proposal should also include a general outline of how you will budget your time on various aspects of the research project. Obviously, such a timetable can only be a crude estimate of your labor on various aspects of the research project, but it does give you and your committee an idea about the manageability of your project.

BIBLIOGRAPHY

You should include a list of articles and books, with complete citations, which are the basis of your research.

Appendix D: METHODS AND STATISTICS OBJECTIVES

A. Methods

1. Logic of inquiry in science – traditional general and understanding
2. Research Design
 - a. how to choose between different modes of observation
 - b. general principles of basic designs:
 - i. experimental and quasi-experimental
 - ii. field research designs
 - iii. survey designs
 - iv. secondary data analysis
 - v. content analysis
3. Measurement
 - a. validity and reliability assessment
 - b. operationalization
 - c. scaling principle—nominal, ordinal, interval, ratio
 - d. standard scales
 - i. semantic differential
 - ii. Guttman
 - iii. Likert
 - iv. categorical
 - v. ranking
 - e. multiple vs. single indicators
 - i. index construction

B. Statistics

1. The distinction between descriptive and inferential statistics
2. How to compute and apply the following:
 - a. mean, median, standard deviation, variance
 - b. correlation coefficient, regression coefficient
 - c. tests for differences between means and proportions (Z, t, anova) one and two sample tests
3. How to interpret the results of various kinds of analyses:
 - a. correlation
 - b. regression
 - c. contingency table analysis
 - d. difference between means tests – one and two sample tests
4. Understand how “statistical control” works in multivariate analysis
5. Know assumptions underlying statistical procedures noted above
6. Be able to describe how statistical procedures can be used to address various research questions

C. Methods and Statistics

1. Be able to design a hypothetical study from the hypothesis stage, through the research design stage, the data collection stage, the data analysis stage, and the interpretation of analysis stage.

Appendix E: THEORY OBJECTIVES

Theorizing involves contemplation, speculation and critical assessment of social life, and learning to theorize constitutes the primary objective of all theory courses. Specifically, doctoral students should know what characterizes a theoretically significant sociological problem and how to formulate such problems to guide their own research agenda. Concrete objectives for the theoretical process minimally include being able to complete the following tasks:

- Interpret an empirical finding from a theoretical standpoint
- Generate an empirically relevant statement from a theoretical standpoint, and
- Argue for the validity of a theoretical standpoint

The objectives listed below are merely building blocks for the larger objective of theorizing. In no way does familiarity with the following items equal sound theoretical reason.

PEOPLE

- A. Working knowledge of key people prior to 1800.
- B. Some of the people to know:

August Comte	George Homans
Henri de Saint-Simon	Juergen Habermas
Karl Marx	Talcott Parsons
Max Weber	Georg Simmel
Emile Durkheim	Georg Lukacs
Vilfredo Pareto	Anthony Giddens
Gaetano Mosca	Alfred Schutz
Robert Michaels	Ralf Dahrendorf
George H. Mead	Erving Goffman
Karl Mannheim	Alvin Gouldner
Louis Althusser	W.I. Thomas
Thorstein Veblen	C.W. Mills
Herbert Blumer	Pitirim Sorokin
Harold Garfinkel	Herbert Spencer
W.G. Sumner	Lester Ward
Herbert Marcuse	Robert Merton

PARADIGMS

Conflict Theory	Marxism
Structural-functionalism	Symbolic Interactionism
Social Exchange	Ethnomethodology
Structuralism	Phenomenology
Hermeneutics	Critical Theory
Feminist Perspectives	

CONCEPTS*

alienation	networks
anomie	organicism
class and class formation	paradigm
assimilation	patriarchy
conflict	pattern variables
authority	power
consensus	power elite
bracketing	rationality
cosmopolitan and local	reciprocity
bureaucracyrefication	
definition of the situation	relative deprivation
division of labor	reference group
ethnocentrism	self-concept
exchange	social action
generalized other	social distance
grand theory	social order
ideology	social relationship
integration	social system
interdependence	structuration
institution	<u>sui generis</u>
historicity	totality

* None of these concepts stand in isolation and typically are articulated in conjunction with several others. Bureaucracy, for example, cannot be discussed without awareness of hierarchy, impersonal order, a priori rules, and specialization, among other concepts.

ISSUES

1. Ontological
individual vs. society
order vs. change
abstracted empiricism
subjective vs. objective
macro vs. micro
idealism vs. materialism
consensus vs. coercion
evolution vs. revolution
2. Epistemological
positivism vs. anti-positivism
description vs. explanation
ideographic vs. nomothetic
quantitative vs. qualitative
3. Axiological
value-free vs. value-laden
knowledge vs. practice

Appendix F: SUMMARY: PROCEDURES & DEADLINES

MASTERS STUDENTS

Program of study: submit prior to completing 12 credit hours; usually by the end of the first semester. The Graduate Director can sign as a temporary advisor or if no permanent advisor has been selected.

Permanent advisor: prior to completing 12 credit hours, usually by the end of the first semester. Exceptions can be made, if needed, but are not encouraged.

THESIS:

Proposal defense: notice to faculty 1 week prior to defense; copy of proposal must be displayed in main office. See **Form 6** in graduate handbook.

Final thesis defense: 2 week notice must be given to the graduate school (The Graduate Secretary has form). Faculty must be notified 1 week prior to defense, and a copy of the thesis must be on display in main office. A form must be picked up from the Graduate School and signed at the time of defense.

DOCTORAL STUDENTS

Program of study: same as Master's above.

Permanent advisor: same as Master's above

PRELIMINARY EXAMS:

Written: no form needed; advise areas examination of intent to take exams.

Oral: notify graduate school 2 week prior to oral & fill out form (The Graduate Secretary has form). Faculty must be notified 1 week prior to oral exam. A card must be picked up from the graduate school for the examining committee to sign.

DISSERTATION:

Proposal defense: notice to faculty 1 week prior to defense; copy of proposal must be displayed in main office. See **Form 6** in graduate handbook.

Final dissertation defense: 2 week notice must be given to the graduate school (The Graduate Secretary has form). Faculty must be notified 1 week prior to defense, and a copy of the thesis must be on display in main office. A form must be picked up from the Graduate School and signed at the time of defense.

GRADUATION PROCEDURE

GRADUATION DEADLINE FOR UNIVERSITY: submit **Application for Degree** (AFD) to Graduate School by **October 1** for Fall graduation, **March 1** for Spring graduation, **June 1** for First Summer graduation, or **August 1** for Second Summer Graduation.

Participation in departmental graduation ceremonies can occur only if you meet either of the following:

- a. Fulfill the requirements of the Graduate School by ten working days before the date of graduation;
- b. Successfully defend a thesis or dissertation prior to graduation day.

FORM 1

SELECTION OF MAJOR ADVISOR FORM

Date _____

Graduate Director
Department of Sociology

I request that _____ be approved as my major professor for *thesis/ dissertation* for the M.S./Ph.D. degree in Sociology.

I consent to serve as major professor for this student.

Major professor

Approved: _____
Graduate Director

Sincerely,

FORM 2

FORM TO BE USED FOR
SELECTION OF THESIS OR DISSERTATION COMMITTEE
(M.S. OR PH.D.)

Date _____

Graduate Director
Department of Sociology

Dear: _____

I request that the following faculty be appointed to serve on my M.S./Ph.D. thesis/dissertation committee:

1. _____, _____ Department
2. _____, _____ Department
3. _____, _____ Department
4. _____, _____ Department
5. _____, _____ Department

We have consulted with _____ and consent to serve as committee members.

Faculty ID #

- | | |
|-----------------|-------|
| 1. _____, Chair | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Approved: _____
Graduate Director

Sincerely,

Student ID # _____

Form 3

Change of Committee-Advisor: It is mandatory to use the form on the Graduate School web site: go to www.grads.vt.edu, ACADEMICS, FORMS, and scroll down to the correct form. Type information on the form, print it out, and get the signatures.

**Plan of Study
Name
Identification Number
Leading to the Degree of Master of Science
Leading to Degree of Doctor of Philosophy**

Semester and Year	Department Abbreviation & Course #	Credits	Course Title
Research and Thesis/Dissertation			

Total

5000 and 6000 Level Courses

Total

4000 Level Courses

Total

Supporting Courses

Total

Other Courses

Total

Transfer Credits

Name of University

Grade

Total

Grand Total

For Doctoral Students: Indicate expected semester and year for preliminary exam _____

Signatures

_____, Chair

_____, Student

_____, Graduate Director

Form 5

Plan of Study Change: It is mandatory to use the form on the Graduate School web site: go to www.grads.vt.edu, ACADEMICS, FORMS, and scroll down to the correct form. Type information on the form, print it out, and get the signatures.

FORM 6

THESIS or DISSERTATION PROPOSAL APPROVAL FORM

Name of Candidate _____ Date _____

Degree Sought _____

Title of Thesis/Dissertation _____

The committee of the above named candidate, having read the thesis/ dissertation proposal and examined the candidate have _____ (passed/failed) the proposal. The vote is as follows: *

Passed

Failed

*Each faculty member must sign either pass or fail. More than one "fail" vote results in failure of the proposal. Failure of the proposal will require the scheduling of a second proposal defense. A copy of this form must be completed and attached to a copy of the proposal and placed in the student's file as soon as possible following the proposal defense.

cc: Graduate Director

FORM 7

Department of Sociology
GRADUATE STUDENT ANNUAL EVALUATION FORM
Please Carefully Read "General Guidelines For Evaluation"

Name _____ SSN _____

QCA Last Semester _____ QCA Semester Before Last _____

Cumulative QCA _____ Semester in Residence (2nd, etc.) _____

Anticipated Completion Date: Semester _____ Year _____

Has Program of Study been filed?
_____ Yes _____ No, it is over due. _____ No, it is not required, yet.

List Number and Title of Current Courses:

Requirements needed to complete current degree program (list course number and title if known):

Any incomplete grades? (Please list course number and semester.) _____

Status of Preliminary Exams (if Ph.D. student):

Written: _____ Not attempted. If taken, indicate date: _____
Outcome: _____ Passed _____ Failed

Oral: _____ Not attempted. If taken, indicate date: _____
Outcome: _____ Passed. Failed _____

Summary of Thesis/Dissertation Progress:

Review of Progress to Date:

Anticipated Progress:

Suggestions for Improvement:

Committee Chair

Date: _____

Student Signature

Cc: Student file

GENERAL GUIDELINES FOR EVALUATION

Thesis/Dissertation Progress- Of particular concern to the committee will progress in prewriting, writing and rewriting of the thesis/dissertation proposal or thesis/dissertation itself.

Profession Activities and Interaction- Professional activities include active membership in a professional society; attendance at department, school, and university seminars; attendance at or presentation at professional meetings; and awareness of current events related to their professional field. All graduate students are expected to interact with their peers and faculty through activities such as discussions and informal debates.

Review of Progress to Date- Strengths and weaknesses related to total performance should be noted. This is especially important for students who had few courses or other milestones during the past 12 months (e.g., passed prelims, defended proposal).

Anticipated Progress- Comments should identify specific accomplishments to be completed before the next evaluation. In effect, it becomes an agreement between the student and committee upon which the next evaluation will be based. Wherever possible, times to complete specific tasks should be agreed upon.

Suggestions for Improvement- Students should identify specific items which would help improve their performance. The committee should offer students suggestions on how they could improve their performance even though no deficiencies were noted. The responses should be based on the understanding that everyone can improve.

Form 8

Course Justification Request: It is mandatory to use the form on the Graduate School web site: go to www.grads.vt.edu, ACADEMICS, FORMS, and scroll down to the correct form. Type information on the form, print it out, and get the signatures.

FORM 9

GRADUATION INFORMATION SHEET

This form is to notify the department that you will have met the requirements to participate in spring graduation. Please note that the graduate school requires you to participate in the University ceremony unless you notify them otherwise.

Please return this form to the Graduate Director or Graduate Secretary by April 1 for Spring Graduation.

Name: _____ Semester Graduating: _____

Will you be participating in the departmental graduation ceremony? Yes/No

_____ If yes, check which criteria you have met:

- _____ (1) I will have the final draft of my thesis/proposal turned in to the graduate school by ten working days before date of graduation.
- _____ (2) I will have successfully defended my thesis/dissertation prior to graduation day.

How do you want your name to be listed in our departmental brochure:

Circle your level: MS or PHD

Advisor signature:

*Advisor's signature indicates that the thesis/dissertation will be completed and defended before graduation.