

UNLV
DEPARTMENT OF SOCIOLOGY

GRADUATE PROGRAMS HANDBOOK

FALL 2010 EDITION

<http://strata.unlv.edu>

ABOUT THE SOCIOLOGY DEPARTMENT AT UNLV

The Sociology Department at the University of Nevada Las Vegas is an innovative and thriving intellectual community in one of the fastest growing cities in the country. Where better to examine urban development, diverse cultures, contemporary global capitalism, or modern social problems than in the unique sociological laboratory that is Las Vegas?

There are three degree tracks in the DOS Graduate Program:

- 1) A Master's degree program;
- 2) A Ph.D. program for students who already have a Masters in Sociology; and
- 3) a Ph.D. program for students who have a Bachelor's in Sociology.

All of our graduate curricula emphasize rigorous training in the fundamentals of sociological theory and methodology. This training will give students the skills to creatively address specific substantive sociological issues and the tools to conduct original research. We encourage achievement in both academic and applied fields. After completing the foundational required courses in sequence, graduate students specialize in one to three (depending on program track) of the departments' nine areas of specialization. These include: *Family, Aging & the Life Course; Culture; Deviance & Criminology; Environment & Health; Race & Ethnic Studies; Gender & Sexuality; Politics & Social Movements; Social Psychology & Theory; and Urban Community & Population Studies*. Students will acquire their specialization by completing elective courses, and developing original research interests in the form of one or more of the following: an academic presentation, a scholarly publication, a professional paper, a thesis, a comprehensive exam and/or a dissertation.

The faculty's two primary goals are engagement in innovative research and high quality instruction in a scholarly and collegial environment. Close student-faculty interaction necessitates selective admissions limited to a few quality students each year. This has allowed us to create an intellectually stimulating community that fosters collaboration between faculty and students and supports students' independent research, pedagogical training, and scholarly publishing. Our graduates have taken positions as professors, professional researchers, non-profit administrators, local, state and federal government employees, business executives, consultants, and teachers.

For prospective applicants, this handbook will acquaint you with the basics of our program and guidelines for admission. **Application deadline is December 1.**

For currently enrolled students, this handbook contains guidelines, information, and procedures that will help you successfully navigate your program of study.

For specific UNLV, Graduate College and DOS policies and procedures, please refer to the Graduate Catalog.

For additional information, please contact:

Dr. Simon Gottschalk, Graduate Program Coordinator
 Department of Sociology
 University of Nevada, Las Vegas, Box 455033
 Las Vegas, NV 89154-5033

Email: karma@unlv.nevada.edu; Phone: (702) 895-0266lp; Fax: (702) 895-4800

DEPARTMENT MISSION STATEMENT

As a discipline, sociology analyzes social phenomena, critiques injustices, and liberates the social awareness of its practitioners and the larger public. In order to provide valid and reliable explanations, sociologists study social life theoretically and empirically, quantitatively and qualitatively. No aspect of social life is trivial or unimportant to the sociologist who seeks to understand the social world and improve it –from the ecological to the psychological.

We work to enhance academic excellence through our commitment to a program which integrates quality teaching with research expertise and originality that strengthens our academic reputation locally, nationally and internationally. The department seeks to grow selectively by attracting superior students and faculty to undergraduate and graduate programs. The department is committed to a philosophy of education that promotes understanding and appreciation of multiculturalism and diversity in teaching, research, and community service and that champions equality and free expression. The department communicates and collaborates effectively with the university as well as with the Southern Nevada community.

THE FACULTY

Chair

Shalin, Dmitri N. (1991), Professor; B.A., M.A., Leningrad State University; Ph.D., Institute of Sociological Research, U.S.S.R. Academy of Science; M.Phil, Ph.D., Columbia University.

Graduate Coordinator

Gottschalk, Simon (1992), Associate Professor; B.A., Haifa University; M.A., University of Houston; Ph.D., University of California, Santa Barbara.

Graduate Faculty

Batson, Christie (2007), Assistant Professor: B.A., The University of Texas, Austin; M.A., Ph.D., The Ohio State University.

Bernhard, Bo (2002), Assistant Professor; B.A., Harvard University; M.A., Ph.D., University of Nevada, Las Vegas.

Borer, Michael (2005), Assistant Professor; B.A., Lafayette College; M.A., Ph.D., Boston University.

Brents, Barbara (1987), Associate Professor; B.J., M.A., Ph.D., University of Missouri.

Dickens, David (1984), Professor; B.A, M.Phil, Ph.D., University of Kansas.

Futrell, Robert (1999), Associate Professor; B.A., University of Kentucky; M.A., Ph.D., University of Kansas.

Hausbeck, Kathryn (1995), Sr. Associate Graduate Dean; B.A., M.A., Ph.D., State University of New York at Buffalo.

Keene, Jennifer (2001), Associate Professor, B.A., Tulane; M.S., Ph.D., Florida State University.

Monnat, Shannon (2008), Assistant Professor; B.A., State University of New York, Oswego, M.A., Ph.D., University at Albany, SUNY.

Parker, Robert E. (1989), Professor; B.S., Southern Illinois University; M.A., Ph.D., University of Texas at Austin.

Smith, Ronald W. (1972), Vice President for Research and Graduate Dean; B.S., Southeast Missouri State College; M.A., Northern Illinois University; Ph.D., Washington State University.

Spivak, Andrew (2007), Assistant Professor, B.A., University of Central Oklahoma, M.A., Ph.D., University of Oklahoma.

Emeritus

Carns, Donald E. (1973), Professor Emeritus; B.A., M.A., Southern Illinois University; Ph.D., Indiana University.

Fontana, Andrea (1976), Professor; B.A., M.A., Ph.D., University of California, San Diego.

Frey, James (1974), Professor Emeritus; B.A., Augustana College; M.A., University of Iowa; Ph.D., Washington State University

APPLYING TO THE GRADUATE PROGRAMS

Fundamental Requirements for all DOS Graduate Programs

You must be able to provide evidence of your ability to accomplish graduate level work: past academic performance, motivation, character, professional goals and promise for success are all important factors. In addition to your grades and test scores, you should address these qualities and abilities in your statement of interest and they should be discussed in your letters of recommendation, which should preferably be written by faculty members who can speak to your ability to do graduate level work.

You must have a minimum undergraduate grade point average of 3.00 and satisfactory scores on the general Graduate Record Examination. While we have no minimum score, the higher your score, the better your chances of admission. When making admission decisions we consider your entire record for evidence of your potential to successfully complete a competitive and rigorous graduate program in Sociology.

International Students -- In addition to the admission requirements listed above, applicants who are citizens of a country where English is not the native language must show competency in the English language. As part of your application you must take the "Test of English as a Foreign Language" (TOEFL) and receive a minimum score of 550 on the written or 213 on the computerized test, as well as a satisfactory score on the Test of Written English. International applicants must also submit a completed financial statement and satisfy the financial eligibility requirements before your credentials can be reviewed. All other government and university requirements for International Studies must be met. For additional information, see the UNLV Graduate Catalog, the UNLV website, and/or contact the UNLV Office of International Students & Scholars. Please carefully review admissions guidelines and requirements in the UNLV Graduate Catalog under the Department of Sociology sub-section.

Graduate Classes Sequence

Regardless of which track they choose, all graduate students must enroll in the required core courses in the following sequence.

Year I-Fall

SOC. 701- Logic of social inquiry	(3credits)
SOC. 702- Quantitative methods	(4 credits)
SOC. 707- Proseminar I	(1 credit)

Year I-Spring

SOC. 704- Advanced analytical techniques	(3 credits)
SOC 705- Qualitative Methods	(3 credits)
SOC. 723- Classical sociological theory	(3 credits)

Year II- Fall

SOC. 724- Contemporary Sociological Theory	(3 credits)
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(1) Applying for the Masters Degree Program

You must have a bachelor's degree in Sociology or equivalent from an accredited college or university.

If you have a Master's degree in a very closely related field, you should have a minimum of 18 credit hours in undergraduate sociology or equivalent courses. In evaluating "equivalent" courses, we look for a good background in sociological theory, research methods, and statistics. We want to make sure you can survive our rigorous graduate level core courses in these areas. If you need to get up to speed, you may enroll as a "non-admitted graduate student" in SOC 421 (Classical Theory), SOC 422 (Modern Sociological Theory), SOC 403 (Techniques of Social Research), or SOC 404 (Statistical Methods for the Social Sciences). Because these courses address deficiencies in your preparation for graduate school, they will not be counted toward your graduate degree program once you are admitted. If you have any questions, contact the graduate coordinator. Also see the Graduate College Statement on "Evidence of Adequate Preparation."

(2) Applying for the Bachelor's to Doctoral Program

You must have a bachelor's degree in Sociology or a closely equivalent degree from an accredited college or university.

If your bachelor's degree is not in Sociology, you must have a minimum of 18 credit hours in undergraduate sociology or equivalent courses. In evaluating "equivalent" courses, we look for a good background in sociological theory, research methods, and statistics. We want to make sure you can survive our rigorous graduate level core courses in these areas. If you need to get up to speed, you may enroll as a "non-admitted graduate student" in SOC 421/621 (Classical Theory), SOC 422/622 (Modern Sociological Theory), SOC 403/603 (Techniques of Social Research), or SOC 404 /604 (Statistical Methods for the Social Sciences). Because these courses address deficiencies in your preparation for graduate school, they will not be counted toward your graduate degree program once you are admitted. If you have any questions, contact the graduate coordinator. Also see the Graduate College Statement on "Evidence of Adequate Preparation."

You must demonstrate an exemplary scholarly record and strong promise for success in your graduate studies.

(3) Applying for the Post-Masters Doctoral Program

You must have a Master's in Sociology or closely related field and must also have authored a Master's level thesis.

If you have a Master's degree in a field related to Sociology, you must demonstrate a solid background in general sociology, sociological theory, research methods, and statistics. We want to make sure you can excel in our rigorous core courses in these areas. If you want to verify you are up to speed, you may enroll as a "non-admitted graduate student" in SOC 621 (Classical Theory), SOC 622 (Modern Sociological Theory), SOC 603 (Techniques of Social Research), or SOC 604 (Statistical Methods for the Social Sciences). Please keep in mind these courses will not be counted toward your graduate degree program once you are admitted. If you have any

questions, contact the graduate coordinator. See the Graduate College Statement on "Evidence of Adequate Preparation." You must have a minimum of 18 credits in Sociology.

These are minimal requirements. Admission to the program is competitive and we only admit a limited number of students each year.

F.A. Q.

Do you accept Transfer Credits?

All graduate students must take the required core courses for the Sociology graduate program at UNLV. Credits from another University will not replace these required courses. The Department may accept up to 15 transfer credits from another graduate Sociology program or UNLV graduate level sociology courses taken while the applicant was a non-admitted graduate student. The Department of Sociology follows the guidelines set forth in the UNLV Graduate Catalogue in accepting other graduate credit. Graduate courses taken to compensate for deficiencies in sociological theory, methods or statistics prior to entering the program will not be counted toward your graduate degree.

May I take Graduate Classes in Sociology before being Admitted?

You may take graduate coursework in the sociology department. However the core, required graduate classes (SOC 701, 702, 704, 705, 707, 708, 723, and 724) are restricted to students with graduate standing or graduate provisional status in the department. Up to 15 graduate credits may be transferred into the program.

How, Where and When Do I Apply?

Submit an application for admission to the UNLV Graduate College using the APPLY YOURSELF system.

Please see the UNLV Graduate College catalog and website website for a complete review of admission instructions.

You must submit official transcripts of all college-level work (bachelors' and graduate as applicable) and your application fee directly to the Graduate College.

For a copy of the graduate catalog, admission forms, and graduate assistantship application please contact the Graduate College, or apply online at www.unlv.edu/Colleges/Graduate.

- ⊕ Three letters of recommendation, preferably from university or college faculty who can knowledgeably evaluate your ability to perform at the graduate level of study. These letters should discuss your academic performance, motivation, character, and promise for success in the M.A. or Ph.D. program.
- ⊕ A written statement where you explain your academic background, objectives and interests in sociology, and tentative career plans. Be sure to highlight any relevant extra-curricular activities, and why you are interested in the Sociology program at UNLV.
- ⊕ Original GRE scores and copies of transcripts from all your college-level work, both bachelor's and graduate as applicable. We do not have a minimum GRE score, but consider it in the context of the rest of your application.
- ⊕ If you are applying to the M.A. program, please submit one academic (preferably sociological) writing sample. If you are applying for one of the Ph.D. programs, send an

M.A. level thesis and/or at least two original papers of substantial length and quality in an area of sociological inquiry, solely authored by you. If your thesis was written in a language other than English, you must translate it or send two papers in English.

- ⊕ TOEFL scores, financial statements and certified translations of credentials if applicable.

The department will consider all evidence listed above in evaluating your application for potential admission in the program. Keep in mind that admission is competitive and we only admit a limited number of students each year.

THE URBAN STUDIES SEQUENCE

Cities play an important role in contemporary American culture as sites of commerce, trade, entertainment, and the arts. We can learn a lot about what Americans believe and how they act upon those beliefs by looking at the ways our cultural dramas are continually played out on the city's stage. The Sociology Department at the University of Nevada, Las Vegas is located within one of the most interesting cities in the U.S. and the world. Because Las Vegas was built and continues to grow in a most unlikely area, it is a fertile laboratory for studying the complexities of urban development and the culture of urban life, providing unique research sites and opportunities. The city, however, consists of other important social phenomena that are common subjects of debate in most contemporary cities such as homelessness, poverty, environmental concerns, and education reform. Las Vegas affords students plenty of opportunities to explore their research interests in and throughout its diverse urban landscape. With its relatively young age and its current rapid population growth, Las Vegas is experiencing similar issues that Chicago had to contend with nearly a century ago. As such, the time is ripe for a new art (and science) of urban exploration and investigation.

The courses in the sequence will provide students with the necessary theoretical and methodological tools to analyze the city's diverse cultures and communities -from real estate developers to the homeless, from neon lights to workers' rights, and from burlesque acts to acts of faith. Students who take the Urban Studies Sequence are expected to take Soc 756 "Urban Theory: Culture and Community" in the Spring semester followed by either Soc 757 "Urban Field Research" or Soc 717 "Urban Demography and Population Studies" in the subsequent Fall Semester. In Soc 756, students will hone their theoretical skills in order to conduct either a quantitative or qualitative research project in either of methods courses. The sequence affords students a unique opportunity to develop and execute an original research project, with the goal of publishing their findings in a peer-reviewed journal or presenting them at a professional conference. Students may choose to use the sequence and research project as a foundation, cornerstone, or supplement for their thesis or dissertation work.

COURSES TITLES AND DESCRIPTIONS

SOC 756. URBAN THEORY: CULTURE AND COMMUNITY

This course will critically examine and evaluate a wide array of sociological theories about urban cultures and communities in light of recent literature, research findings, and students' own observations.

Prerequisite: SOC 701

SOC 757. URBAN FIELD METHODS

This course trains students in methods for conducting qualitative research in urban settings. These include, but are not limited to, participant observation, interviewing, archival narrative analysis, and visual studies. Students will conduct their own research and will be expected to discuss their emerging findings.

Prerequisite: SOC 705, SOC 756, or consent by instructor

SOC 717. URBAN DEMOGRAPHY AND POPULATION STUDIES

This course trains students in the quantitative techniques used by researchers in urban population studies. Students will become familiar with the sources of data available, the measures of population composition and change typically used, and will receive practical training on how to use those to conduct their own research.

Prerequisite: SOC 702 and SOC 704, or consent by instructor

THE MASTER OF ARTS IN SOCIOLOGY PROGRAM

The program provides students with pre-doctoral training as well as preparation for entry into governmental, non-profit and private sector employment that addresses community development and organizing, social issues, social policy and social research. Students may choose between two culminating scholarly experiences: the thesis track, or the professional paper. Educational outcomes for our MA program include: familiarity with both classical and contemporary sociological theories, mastery of both quantitative and qualitative research methods, the development of a sociological imagination, and cultivation of analytical research and writing skills which culminate in the ability to either author an independent thesis of substantial depth and quality or a professional paper reflecting sustained engagement in a community project or organization. Graduate-level course work in sociology is restricted to students with graduate standing or graduate provisional status in the department, or to those students who have obtained prior written consent from instructors of specific courses in which they seek enrollment and from the graduate coordinator.

Degree Requirements

1. Master of Arts students must complete a minimum of 35 credit hours in courses designated for graduate study in sociology.

- ⊕ Of the 35 credits, six credits must be in SOC 798 if pursuing the thesis option. Students opting for the professional paper must complete three credits in SOC 794 and another three credits in either SOC 790 or SOC 791.
- ⊕ M.A. students must complete the sequence of core, required courses (SOC 701, 702, 704, 705, 707, 708, 723, 724).
- ⊕ Of the 27 required course credit hours, a maximum of 3 hours may be used as FLEX CREDITS toward any combination of the following: Independent Study; Directed Reading; an approved 600-level Sociology course that is unavailable at the 700 level; and/or an approved 700 level course in a related discipline.
- ⊕ A minimum of 32 credits must be completed in 700-level courses.
- ⊕ Grades below a B will not be accepted for graduate credit. A student receiving a grade lower than a B will be put on probation. Once on probation, a student receiving any

additional grade lower than a B (in the same or a different class) will be separated from the program.

- ⊕ No student shall be allowed more than two simultaneous grades of Incomplete, except in the case of documented and approved medical leave
- ⊕ Please see the Sociology Graduate Program Handbook for additional information about program rules, regulations, guidelines and processes.

2. Master of Arts students are required to conduct original research, write and defend a thesis, or conduct community fieldwork or participate in a community internship, or write and defend a professional paper. Students who intend to pursue their graduate education beyond their Master's in Sociology are strongly encouraged to choose the Thesis option.

- ⊕ Students must establish a Master of Arts Examination Committee consisting of three Graduate Faculty members in Sociology and one Graduate College representative from another discipline.
- ⊕ Students must work with their MA Examination Committee to hold a prospectus proposal meeting, ensure quality research, analysis and writing in the final Thesis or Professional Paper.
- ⊕ Upon completion of the thesis or professional paper, students will take a final oral examination in front of their M.A. Examination Committee.
- ⊕ Committee members must unanimously pass the student for the M.A. degree to be conferred.

THE POST-MASTERS DEGREE DOCTORATE PROGRAM

The Doctor of Philosophy in Sociology program is designed for students who have already earned a Master's degree in Sociology or a closely related discipline, and who can demonstrate evidence of substantial expertise in Sociology. This program trains students in advanced sociological concepts and applications, as well as advanced theoretical and methodological expertise for conducting original research. In addition, students develop at least two areas of specialization from among the department's areas of specialization (*Family, Aging & the Life Course; Culture; Deviance & Criminology; Environment & Health; Race & Ethnic Studies; Gender & Sexuality; Politics & Social Movements; Social Psychology & Theory; and Urban Community & Population Studies*). Sociology doctoral students also have the opportunity to participate in our pedagogy and post-secondary teacher training program. Graduates of this program are well prepared for academic research and teaching positions, as well as careers in applied and community sociology. Educational outcomes for our doctoral program include: development of expertise in both classical and contemporary sociological theories, mastery of both quantitative and qualitative research methods, development of expert knowledge in at least two substantive areas, professional socialization, participation in professional organizations, oral presentation skills, familiarity with the process of academic publication of original research, and cultivation of analytical research and writing skills which culminate in the ability to author an original doctoral dissertation of substantial depth and quality. Graduate-level course work in sociology is restricted to students with graduate standing or graduate provisional status in the department, or to those students who have obtained prior written consent from instructors of specific courses in which they seek enrollment, and from the graduate coordinator.

Degree Requirements

1. Doctoral students must complete a minimum of 40 credit hours in courses designated for graduate study in sociology and a minimum of 12 Dissertation credits.

- ⊕ Dissertation credits may only be taken after the student has successfully defended his/her dissertation prospectus and submitted the required paperwork to the Graduate College. Students may not take more than six Dissertation credits per semester.
- ⊕ Ph.D. students must complete the three-semester sequence of core, required courses (SOC 701, 702, 704, 705, 707, 708, 723, 724), unless these courses were completed by the student at the M.A. level at UNLV.
- ⊕ Students must complete one additional advanced 700-level Sociology course in social theory and one additional advanced 700-level Sociology course in statistics or research methods, or equivalents approved by the student's Doctoral Examination Committee Chair and the Graduate Coordinator.
- ⊕ Of the 40 required course credit hours, a maximum of 6 hours may be used as FLEX CREDITS toward any combination of the following: Independent Study; Directed Reading; an approved 600-level Sociology course that is unavailable at the 700 level; and/or a 700 level course in another department related to the student's area of study.
- ⊕ Doctoral students must identify two areas of specialization among the following: *Family, Aging & the Life Course; Culture; Deviance & Criminology; Environment & Health; Race & Ethnic Studies; Gender & Sexuality; Politics & Social Movements; Social Psychology & Theory; and Urban Community & Population Studies.* and complete a minimum of 3 credits of advanced study in each area.
- ⊕ A minimum of 34 course credits must be completed in 700-level Sociology courses.
- ⊕ A maximum of 6 credits of Independent Study or Directed Readings are allowed at the Ph.D. level.
- ⊕ A maximum of 6 credit hours may be taken in an approved 700 level graduate course in a related discipline.
- ⊕ Ph.D. candidates are strongly encouraged to enroll in SOC 709, Learning to Teach Sociology. Doctoral students who have completed their Theory and Methods comprehensive exams and SOC 709 may be eligible for autonomous teaching.
- ⊕ Any grade lower than a B will not be accepted for graduate credit.
- ⊕ A grade lower than a B will result in probation. If a student receives two grades lower than a B in the same or different courses, s/he will be separated from the program.
- ⊕ Students may only be on academic probation twice during their graduate career in Sociology; a third probation will result in separation from the program.
- ⊕ No student shall be allowed more than two simultaneous grades of Incomplete, except in the case of documented and approved emergency or medical leave.

Please see the Sociology Graduate Program Handbook for additional up-to-date information about program rules, regulations, guidelines, processes and procedures.

2. In addition to a minimum of 40 hours of course work and 12 hours of Dissertation credits, a Doctoral student must successfully pass two comprehensive examinations in their chosen areas of specialization. Students should refer to the detailed guidelines governing the comprehensive exam process available in the Sociology Department. See Appendix 1.

- ⊕ The two comprehensive exams will each be offered once a semester. Students are strongly encouraged to take both exams in the fall semester of their third year.
- ⊕ Students intending to take these exams must notify the graduate coordinator and senior management assistant by the second week of the semester in which they intend to take them.
- ⊕ Students may not take either comprehensive exam until they have completed all required course work in these areas.
- ⊕ Students are expected to prepare for the comprehensive exams by reviewing class materials, meeting with their Doctoral Examination Committee, meeting with faculty sitting on the Areas of Specialization committees, looking at copies of old exams, and doing systematic independent preparation, including coverage of the department's theory and methods required reading lists.
- ⊕ There are four possible grades for the comprehensive exams: Pass with distinction; Pass; Conditional Pass with Rewrites (to be completed within two weeks of notification); or Fail.
- ⊕ A student must retake a failed comprehensive exam within one year and successfully pass on the second attempt in order to remain in the program. A second failure in the same area will result in separation from the program. During the period of time between the initial Fail on a comprehensive exam and the re-take, the student may not take any other comprehensive exam.
- ⊕ The two comprehensive exams must be completed prior to the student's Dissertation Prospectus defense and advancement to candidacy.

3. Doctoral students are required to complete a minimum of 12 credits of Dissertation hours (SOC 799), write an original dissertation of substantial quality and length on a sociological topic, and successfully defend this work in front of their Doctoral Examination Committee.

- ⊕ Students must establish a Doctoral Examination Committee consisting of at least three Graduate Faculty members in Sociology and one Graduate College representative from another discipline.
- ⊕ An approved degree program form must be filed with the Sociology Graduate Coordinator and the Graduate College by the end of the student's third semester in the program; this form must be filled out in consultation with the student's Doctoral Examination Committee.
- ⊕ Students must work with their Doctoral Examination Committee to ensure quality research, analysis and writing of the comprehensive exams and dissertation.
- ⊕ Students must perform satisfactorily on an oral defense of the dissertation prospectus after the successful completion of all course work and the two comprehensive examination. The oral defense will cover the student's dissertation proposal and any deficiencies on the comprehensive exams or in the student's program of study. Upon successful completion of the oral defense of the dissertation prospectus, the student may advance to candidacy.

- ⊕ Upon completion of the dissertation, a final oral defense will be held in front of the student's Doctoral Examination Committee.
- ⊕ Committee members must unanimously pass the student on her or his oral defense for the Ph.D. to be conferred.

THE BACHELOR'S DEGREE TO DOCTORATE PROGRAM

This Doctor of Philosophy in Sociology program is designed for students holding a Bachelor's degree in Sociology or a closely related discipline who have a strong record of academic success, are likely to be highly successful in graduate school, and who have a professional interest in, and commitment to, earning a doctorate in Sociology. This program trains students in advanced sociological concepts and applications, as well as advanced theoretical and methodological skills for conducting original research. In addition, students develop at least three advanced areas of specialization from among the department's five core areas of specialization. All students choose to specialize in two of the following areas: *Family, Aging & the Life Course*; *Culture*; *Deviance & Criminology*; *Environment & Health*; *Race & Ethnic Studies*; *Gender & Sexuality*; *Politics & Social Movements*; *Social Psychology & Theory*; and *Urban Community & Population Studies*. Sociology doctoral students also have the opportunity to participate in our pedagogy and post-secondary teacher training program. Graduates of this program are well prepared for academic research and teaching positions, as well as careers in applied and community sociology. Educational outcomes for our doctoral program include: development of expertise in both classical and contemporary sociological theories, mastery of both quantitative and qualitative research methods, development of expert knowledge in at least two substantive areas, professional socialization, participation in professional organizations, oral presentation skills, familiarity with the process of academic publication of original research, and cultivation of analytical research and writing skills which culminate in the ability to author an original doctoral dissertation of substantial depth and quality. Graduate-level course work in sociology is restricted to students with graduate standing or graduate provisional status in the department, or to those students who have obtained prior written consent from instructors of specific courses in which enrollment is sought and from the graduate coordinator. Please refer to the Sociology Graduate Student Handbook for additional updated information, policies and procedures.

Degree Requirements

1. Bachelor's to Doctoral students must complete a minimum of 60 credit hours in courses designated for graduate study in sociology as well as a minimum of 12 dissertation credits, for a total of at least 72 credits. Dissertation credits may only be taken after the student successfully defends his/her dissertation prospectus and submits the required paperwork to the Graduate College. Students may not take more than six Dissertation credits per semester.

- ⊕ Students must complete the sequence of core, required courses (SOC 701, 702, 704, 705, 707, 708, 723, 724).
- ⊕ Students must complete one additional advanced 700-level Sociology course in social theory and one additional advanced 700-level Sociology course in statistics or research methods, or equivalents approved by student's Doctoral Examination Committee Chair and the Graduate Coordinator.
- ⊕ Of the 60 required course credit hours, a maximum of 6 hours may be used as FLEX CREDITS toward any combination of the following: Independent Study; Directed Reading; an approved 600-level Sociology course that is unavailable at the 700 level; and/or an approved 700 level course in a related discipline.

- ⊕ Students who wish to specialize in Urban Community and Population Studies must complete SOC 756 and SOC 757 or SOC 717. These must be successfully completed before taking specialty area comprehensive exams.
- ⊕ Doctoral students must identify two areas of specialization (*Family, Aging & the Life Course; Culture; Deviance & Criminology; Environment & Health; Race & Ethnic Studies; Gender & Sexuality; Politics & Social Movements; Social Psychology & Theory; and Urban Community & Population Studies*) and complete a minimum of 3 credits of study in each area.
- ⊕ Students must complete a minimum of 3 credits in Field Research , Internship or Teaching Sociology (SOC 790, 791 or 709), as well as 3 credits of Professional Paper before defending their Professional Paper and submitting it to a reputable sociology journal for peer review .
- ⊕ A minimum of 54 course credits must be completed in 700-level Sociology courses.
- ⊕ A maximum of 6 credit hours may be taken in approved 700 level graduate courses in a related discipline.
- ⊕ Ph.D. candidates are strongly encouraged to enroll in SOC 709, Learning to Teach Sociology. Doctoral students who have completed SOC 709 may be eligible for autonomous teaching.
- ⊕ Any grade lower than a B will not be accepted for graduate credit. A grade lower than a B will result in probation. If a student receives two grades lower than a B, in the same or different courses, s/he will be separated from the program.
- ⊕ Students may only be on academic probation twice during their graduate career in Sociology; a third probation will result in separation from the program.
- ⊕ No student shall be allowed more than two simultaneous grades of Incomplete, except in the case of documented and approved emergency or medical leave.
- ⊕ Please see the Sociology Graduate Program Handbook for additional up-to date information about program rules, regulations, guidelines, processes and procedures.

2. Bachelor to Doctorate students must establish an Examination Committee, hold a professional paper proposal meeting, author and defend an original piece of research or theory which is then approved by committee members and submitted for peer-review to a reputable sociology journal. The paper needs not be accepted for publication for the student to continue matriculating in the program, but the manuscript must make a significant scholarly contribution and be of a high enough quality to merit peer review.

- ⊕ Students must orally present and defend their completed professional paper to their Examination Committee, and receive majority approval.
- ⊕ After a successful defense of their professional paper, students must receive signatures of support from their Committee Chair and a majority of other Committee members prior to submitting their manuscript to an approved peer-review sociology journal.
- ⊕ Students may complete this stage of the program only after successfully completing all 21 core required courses, as well as a minimum of 6 credits of 700-level Sociology classes.
- ⊕ Once this stage is completed, students will be awarded an MA degree.
- ⊕ Students may not take any comprehensive exams or complete more than 40 course credits before successfully completing this step in the program.
- ⊕ Students who do not complete this requirement in a timely manner (before completing 40 credits) or successfully will be separated from the program.

- ⊕ In some instances, students may be eligible to remove themselves from the Ph.D. track and enter the MA program professional paper track before completing the professional paper defense and journal submission process. See section 5 below for additional information.
- ⊕ After successful completion of all required courses (701, 702, 704, 705, 707, 708, 723, 724), a minimum of 36 total course credits, three credits of thesis or professional paper, and this professional paper process (proposal, research, writing, oral defense and journal submission), students may leave the Ph.D. program track with a Masters degree. See section 5 below for additional information.

3. In addition to a minimum of 60 hours of course work and 12 hours of Dissertation credits, and successful completion of the professional paper process as described above, a Doctoral student must successfully pass two comprehensive examinations in their chosen areas of specialization. Students should refer to the detailed guidelines governing the comprehensive exam process available in the Sociology Department (See Appendix 1).

- ⊕ The two comprehensive exams will each be offered once a semester. Students are strongly encouraged to take both exams in the fall semester of their third year.
- ⊕ Students intending to take these exams must notify the graduate coordinator and senior management assistant by the second week of the semester in which they intend to take them.
- ⊕ Students may not take either comprehensive exam until they have completed all required course work in these areas.
- ⊕ Students are expected to prepare for the comprehensive exams by reviewing class materials, meeting with their Doctoral Examination Committee, meeting with faculty sitting on the Areas of Specialization committees, looking at copies of old exams, and doing systematic independent preparation, including coverage of the department's theory and methods required reading lists.
- ⊕ There are four possible grades for the comprehensive exams: Pass with distinction; Pass; Conditional Pass with Rewrites (to be completed within two weeks of notification); or Fail.
- ⊕ A student must retake a failed comprehensive exam within one year and successfully pass on the second attempt in order to remain in the program. A second failure in the same area will result in separation from the program. During the period of time between the initial Fail on a comprehensive exam and the re-take, the student may not take any other comprehensive exam.
- ⊕ The two comprehensive exams must be completed prior to the student's Dissertation Prospectus defense and advancement to candidacy.

4. Doctoral students are required to complete a minimum of 12 credits of Dissertation hours (SOC 799), write an original dissertation of substantial quality and length on a sociological topic, and successfully defend this work in front of the student's Doctoral Examination Committee.

- ⊕ Students must establish a Doctoral Examination Committee consisting of at least three Graduate Faculty members in Sociology and one Graduate College representative from another discipline.
- ⊕ An approved degree program form must be filed with the Sociology Graduate Coordinator and the Graduate College by the end of the student's third semester in the

program; this form must be filled out in consultation with the student's Doctoral Examination Committee.

- ⊕ Students must work with their Doctoral Examination Committee to ensure quality research, analysis and writing of the comprehensive exams and dissertation.
- ⊕ Satisfactory performance on an oral defense of the dissertation prospectus to be held after the successful completion of all course work and the two comprehensive examination is required. The oral defense will cover the student's dissertation proposal and any deficiencies on the comprehensive exams or in the student's program of study. Upon successful completion of the oral defense of the dissertation prospectus, the student may advance to candidacy.
- ⊕ Upon completion of the dissertation, a final oral defense will be held in front of the student's Doctoral Examination Committee.
- ⊕ Committee members must unanimously pass the student on her or his oral defense for the Ph.D. to be conferred.

5. Bachelor to Doctorate students who, for personal, professional or academic reasons, decide not to continue on for a Ph.D. may be eligible for an optional exit plan with a Masters degree, contingent upon recommendation of approval by the student's Doctoral Examination Committee, the DOS Graduate Committee & Graduate Coordinator(s), and the DOS Chair.

- ⊕ Students in good standing in the graduate program, who have completed 40 or fewer credits (including all core required courses) and have not successfully defended and submitted their professional paper to a peer-review sociology journal may simply petition to switch to the MA program professional paper track. If approved, all standard requirements (see above) for the MA must be met for the degree to be conferred.
- ⊕ Students in good standing in the graduate program who have completed more than 40 credits and have successfully authored and defended a professional paper, and submitted it to a peer-review sociology journal may simply apply to receive their MA degree.
- ⊕ Students who are not in good academic standing (i.e. are on probation, have failed one or more comprehensive exams, etc.) may petition their Doctoral Examination Committee, the Graduate Coordinator(s) and the DOS Chair to receive an MA degree or be transferred to the MA program. These requests will be reviewed on a case-by-case basis, taking into consideration whether or not the student is being separated from the doctoral program (and if so, under what circumstances), the student's progress and stage in the program, and whether the student has completed, or is believed to be able to complete, all requirements for the MA degree.

GRADUATE STUDENT FUNDING OPPORTUNITIES

A number of graduate assistantships are available in the department, valued at \$10,000 for M.A. students and \$12,000 for Ph.D. students, in addition to tuition and fee waivers and partial coverage of student health insurance. Students must submit an assistantship application to the DOS before the annual December 1 deadline. Graduate assistants are typically assigned to assist faculty members in their teaching duties for up to 20 hours per week. Graduate students receiving Graduate Assistantships will be eligible for up to two years of support in the M.A. program, three years in the Ph.D. program, and 4 years in the Bachelors to Ph.D. program, contingent upon satisfactory execution of all duties and responsibilities, as well as timely progress toward the degree. Doctoral level students who have completed all necessary teacher training may apply for PTI-GA positions which require teaching 2 autonomous courses per semester; payment is the same as a GA position.

There are often also assistantship opportunities in the Women's Studies Program, the Women's Research Institute of Nevada, the Nevada Institute for Children's Research & Policy, and numerous other professional and scholarly departments throughout the university. By the end of the first year, most students who need funding are usually able to find opportunities around campus.

Once you are admitted in the graduate program, there are a number of competitive funding opportunities available for research, travel, and summer work from the Graduate & Professional Student Association, the Graduate College and the Alumni Association. In addition, there are a number of competitive funding opportunities in the form of Fellowships for outstanding and more advanced Ph.D. students. Our graduate students in Sociology have an impressive record of success with campus funded awards, scholarships and fellowships. For additional information, contact the graduate coordinator or the Graduate College, and visit the Grad College website.

Internal vs. External Funding & Types of Graduate Student Positions

Graduate Assistantships and Part-time instructor (PTI) positions (advanced doctoral students are paid on a course-by-course basis to teach one or more Sociology classes per semester) are all internally funded positions, which means the money to support them originates from allocations from the Nevada Legislature, UNLV, the Graduate College, and the College of Liberal Arts budgetary priorities. External funding refers to graduate assistantships and research assistantships that are funded or sponsored by outside funding agencies, private organizations, or grant monies.

REQUIRED FORMS & PAPERWORK

By the beginning of the third semester of enrollment, you should submit to the DOS and the Graduate College an appointment of examination committee form and an approved degree program. Students must submit prospectus forms before holding a prospectus defense. All forms submitted to the Graduate College should also be submitted to the DOS for your file.

Students must ALWAYS have an Emergency Contact form submitted to the DOS.

Students must ALWAYS provide the DOS and Grad College with up-to-date contact information, including address, phone number and email address.

Students who want or need a key or Marlock card for access to the Lounge, a graduate student office, the building and/or a classroom in which they are teaching should contact the Administrative Assistant and fill out the appropriate form a minimum of 2 weeks prior to when they need the key or card. Replacements for lost keys or cards are \$5.00 (subject to increase).

See the “Timeline from Admission to Graduation” in the UNLV Graduate Catalog for specific information on these and additional forms. See the Sociology Department management assistants or the Graduate College to get copies of these forms, as applicable.

ANNUAL REVIEW & PLAN OF STUDY

Students must also submit a yearly plan of study to the Sociology Department. See Appendix 4 for this form. Students will submit a copy of the form to their committee chair early in the Spring semester. They will then meet with their chair to review the information, discuss progress, make comments and/or amend their plan of study. Both the student and the faculty will sign the form. The form will then be submitted to the graduate coordinator and placed in the student's file.

THESIS & DISSERTATION CREDIT GUIDELINES

To enroll in Thesis or Professional Paper credits, students must have completed all core, required course work and have defended a project or thesis prospectus prior to registration. All necessary paperwork documenting successful completion of these stages required. Exceptions are possible with written approval by the student's committee chair and the graduate coordinator.

To enroll in Dissertation credits, students must have completed all coursework, the 2 comprehensive exams, and successfully passed the dissertation prospectus defense. All necessary paperwork documenting completion of these stages is required. Exceptions are possible with written approval by the student's committee chair and the graduate coordinator.

CONTINUOUS ENROLLMENT & TIME LIMITS

You must register for a minimum of six semester hours of graduate credit each calendar year to stay enrolled. We expect you will be able to complete your program in three to four years if you attend full time. The Graduate College requires you to complete your Ph.D. degree in no more than six years. See the UNLV Graduate Catalog for more details.

CONFERENCE TRAVEL POLICY

Students who are presenting a paper at a professional conference and are in the conference program may apply for a maximum of \$200 per year of department travel support. Please see the administrative assistant as soon as your paper is accepted to complete the necessary application and forms, as well as to learn about required paperwork, receipts and other UNLV travel policies and reimbursement guidelines. Students availing themselves of this opportunity are required to submit a copy of their paper before being reimbursed. Additional travel funds are available from the Graduate and Professional Student Association.

GRADUATE STUDENT PARTICIPATION

All graduate students are encouraged to be active participants in department culture. Graduate Assistants are expected to be engaged as part of their work requirements. Departmental activities include brown bag lunches, special seminars, departmental committee work, special presentations by visiting scholars and job candidates, departmental graduate student conferences and practice paper presentations, and the like.

KEYS, OFFICES, DEPARTMENTAL RESOURCES & SOCIOGRAD

All graduate assistants and PTI/GAs will be assigned a shared office space. All GAs and PTI/GAs who apply for a key to the copy/mailroom and lounge and/or a Marlock card to the building, will be given these resources. There will be a \$10 deposit for office keys.

Copying is reserved for work directly related to TA/GA or PTI/GAs assignments or for projects for which the grad student has received approval for copying. No other personal or professional copying is allowed on the departmental copies.

All graduate students will be given a mailbox and will be added to the departmental graduate student listserv. All department business is done via the listserv (called "sociograd"). If your email changes, please contact the graduate coordinator and administrative assistant immediately to have your new email added to Sociograd; any missed messages or announcements are your responsibility.

CONFLICTS, CONCERNS OR PROBLEMS

If you experience any conflicts, problems, or have any concerns about any business matter related to the graduate program or your role in the department, please contact the graduate coordinator immediately. We are here to help you and to ensure that you have the best graduate experience possible!

DOCTORAL TEACHING PROGRAM

The department offers a two-part doctoral teaching program for graduate students. The first component includes a three-credit teaching seminar (SOC 709 Teaching Sociology). The seminar is strongly recommended to M.A. and Ph.D. candidates (and required for students in the BA to Ph.D. program track), and is required for doctoral students to be eligible to teach their own courses. The seminar acquaints students with pedagogical theory and practices, and provides hands-on opportunities for students to develop their teaching skills and build a teaching portfolio.

The second component includes hands-on teaching experience in the Sociology classroom as autonomous instructors. Any student who meets the following criteria is eligible to be considered to teach sociology courses at UNLV. Interested students should submit teaching requests in writing and include evidence of the following:

Graduate students must hold a Master's degree and be currently admitted in the UNLV Sociology Department Ph.D. program.

Applications should provide evidence of adequate experience in the classroom either as a graduate assistant or in some similar capacity.

Graduate students must have successfully completed Teaching Sociology (SOC 709) or the equivalent, provided it is offered on a yearly basis.

Graduate students teaching autonomous classes are required to take the teaching practicum (SOC 710).

Graduate students must have successfully completed at least one comprehensive exam (Theory or Methods). Applications must include a sample syllabus.

As a general rule, graduate students teach only 300 level or lower undergraduate courses and these are usually capped at a maximum of 75 students. The Graduate Coordinator, in conjunction with the Department chair, will review graduate student requests for teaching each semester. The above guidelines are somewhat flexible so that student and departmental needs can be met. All decisions are based on department needs, promise of or evidence of quality teaching, and the Department's desire to give Ph.D. students the opportunity to gain teaching experience. For sociology department teaching application, see Appendix 5.

The UNLV Teaching and Learning Center also offers a Teacher Training Certificate for graduate students. This program offers important information on teaching strategies, using technology and creating teaching portfolios. The Sociology Department strongly encourages graduate students to participate in this program and other TLC programs & courses.

GRADUATE STUDENT AWARDS

The Department of Sociology honors two graduate students each year: an Outstanding Master's Student and an Outstanding Ph.D. Student. These awards will be given to students who have demonstrated outstanding records in research, classroom performance, service and/or teaching throughout their graduate programs. Nominations should include vitae and/or letters of support from faculty. Submit these to the Graduate Coordinator no later than February 15TH of each year.

In addition, the UNLV Graduate College bestows a number of awards to outstanding graduate students and an outstanding thesis and dissertation award program. Deadlines are usually in late January or early February. Contact the graduate college for updated information, or check their web site, www.unlv.edu/Colleges/Graduate. Information will also be sent via the Sociograd listserv.

Forms for exams and other forms are found on line at:
<http://strata.unlv.edu>

APPENDIX 1: COMPREHENSIVE EXAM GUIDELINES

AREA OF SPECIALIZATION COMPREHENSIVE EXAMINATIONS

The Department of Sociology has NINE distinct areas of specialization (AOS) for research and teaching. These areas are: (1) Family, Aging, & the Life Course; (2) Culture; (3) Deviance & Criminology; (4) Environment & Health; (5) Race & Ethnic Studies; (6) Gender & Sexuality; (7) Politics & Social Movements; (8) Social Psychology & Theory; and (9) Urban, Community, & Population Studies. Each AOS has at least three faculty specialists. The department regularly offers designated courses, directed studies, and special topics courses in each of these areas.

Masters students must declare ONE AOS and complete at least ONE 3-credit 600 or 700 level course taught by a graduate faculty member in this area. Doctoral students must declare TWO areas of specialization and complete at least ONE 3-credit 600 or 700-level course taught by a graduate faculty member in each area.

Doctoral students take comprehensive exams in both of their declared AOS. Even though some courses are listed under more than one AOS, each course can only count toward one AOS.

Timing Requirements

Students are eligible to take their first AOS exam after they have completed all of their required coursework and at least one 600 or 700 level course in the specialty area as described above. The AOS comp exam requirement is generally met during the third year of graduate study, but **MUST** be met by the end of the student's fourth year of study. Students who do not complete both comprehensive exams by the end of their fourth year of study will be placed on probation for one semester. Students who do not complete both comprehensive exams by the end of the probation period may be separated from the PhD program, at the discretion of the Graduate Studies Committee. Students may submit a petition for an extension to the Graduate Studies Committee if extenuating circumstances arise. While it is not recommended, there is nothing precluding a student from taking both comprehensive examinations in the same semester.

Students who fail an AOS comprehensive exam on their first attempt must retake the exam the following semester. Students failing an AOS comprehensive exam on the second attempt will be separated from the PhD program.

Students who are receiving funding from the Sociology Dept. and who fail a comprehensive exam or who are placed on probation may risk losing their funding. Funding decisions will be made by the Graduate Studies Committee. The Committee will use performance on comprehensive exams as *one* criterion when making funding decisions.

Process for Declaring Areas of Specialization, Preparing for, and Completing Exams

Students are expected to prepare for AOS exams by enrolling in and passing courses or directed studies with faculty members in their two AOS. AOS exams are designed, administered, and evaluated by a committee of THREE faculty members, all of whom must be listed as experts in the AOS. One of these faculty members serves as chair. The AOS Committee evaluates the exam and recommends a grade to the student's Advisory Committee.

In order to declare an AOS and set up an AOS comprehensive examination, students must complete the following sequence for EACH of their areas of specialization:

Select a committee of three faculty members and obtain their approval of the AOS. The three committee members must be faculty members listed as specialists in the AOS in which the student wishes to complete the AOS requirement. The student should first choose an AOS chairperson. Said chairperson will likely be a member of the student's Advisory Committee, though this is neither required nor imperative. The student's AOS Chairperson can then help the student choose the other two committee members.

While students cannot declare an AOS until after they have completed all required coursework, they should be thinking about AOS and the composition of their committee during their first and second years of study.

Obtain approval for the AOS and associated committee from the Graduate Studies Coordinator, in consultation with the Graduate Studies Committee, by completing the appropriate form available from the Department Secretaries. Students must also obtain approval from the chairperson of their Advisory Committee. The choice of AOS and the composition of the committees must be approved in writing before the student will be granted permission to take the exam. Faculty from departments other than Sociology may be added (or, if necessary, substituted) by petition to the Graduate Studies Committee.

Prepare a plan of study that includes coursework and independent study in the AOS. With the help of the approved AOS Committee, students must develop an extended reading list in the AOS. Each AOS will have a master list of readings created by the faculty area specialists. AOS reading lists consist of articles, book chapters, books, and other media. All lists will be organized into categories denoting core texts and more specialized topics. Students are expected to add readings of special interest to them that will assist them in preparing their dissertations and the Critical Review Essay (described later). Added readings must be approved by the student's AOS Chairperson. As a guideline, well developed reading lists generally include about 80-100 items. Students should begin working on and through their AOS reading list well before the semester in which they plan to take the AOS comp exam.

Complete the AOS Exam as described below:

(1) Written Examination.

Students will complete an in-class Written Exam (prepared by their AOS Committee) using only their reading list and previously prepared notes. Students may NOT bring books or articles into the examination room. The exam is divided into two sections: one on theoretical issues and one on methodological practices. There will be four total questions; two in theory and two in methods. Students will choose one of each (i.e. one theory and one methods question) to answer.

The exam is designed to allow students to demonstrate their knowledge of key issues and debates as well as the broad, conceptual history of the AOS. Students are expected to know the central arguments of the articles and books included on the AOS reading list. The answer to each question on the exam should be about 10-15 typed pages, for a total of about 20-30 typed pages, excluding the list of references and any other supplemental material (e.g., tables,

figures). Students will have a maximum of 8 hours to complete the Written Exam. All AOS exams will be administered during a two-week period in the middle of the semester determined by the Graduate Studies Committee.

(2) Oral Defense.

An Oral Defense will be conducted by the AOS committee approximately two weeks after the student has taken the Written Exam. The student's Advisory Committee will observe the Oral Defense. The Oral Defense affords students an opportunity to clarify specific questions the AOS committee has about the Written Exam. While it will also involve questions about expanded and peripheral ideas, its main goal is to ensure that the student can adequately address the AOS committee's questions and concerns about the exam.

Prior to the Oral Defense, students should review their exam in order to prepare for and anticipate the questions the committee may ask during the Oral Defense. The student's performance in the Oral Defense will be used as one of the criterion in determining the overall grade on the Comprehensive Exam. The AOS committee will not give the student any comments about the Written Exam prior to the Oral Defense.

Evaluation

After the student has completed the Oral Defense, the AOS committee will confer and recommend a grade to the student's Advisory Committee. This grade will be one of the following: Pass with honors, pass, conditional pass, major revision, and fail. The student's Advisory Committee (including an outside member) will either accept or reject the grade recommended by the AOS committee.

Pass with Honors: The student has answered both questions and performed an Oral Defense in a manner that significantly exceeds the AOS committee's expectations that the student has a mastery of the specialty area.

Pass: The student has answered both questions and performed an Oral Defense in a manner that satisfies the AOS committee's expectations that the student has a mastery of the specialty area.

Conditional Pass: The student has answered both questions without glaring omissions or errors, but there are some minor omissions, errors, or inconsistencies on the exam. The student's answers to questions during the Oral Defense may clear up some of these issues, and the committee will pass the student, pending the completion of minor revisions on the Written Exam. All revisions must be completed within two weeks of the Oral Defense.

Major Revision: The committee has identified significant omissions, errors, or inconsistencies with at least one of the answers on the exam that the student is unable to clear up during the Oral Defense. The student must correct those flaws and resubmit the Written Exam for reevaluation. In the case of a Major Revision, a second Oral Defense will not be conducted. Students who are unable to adequately correct the flaws in the revision will fail the comprehensive exam.

Fail: The AOS committee has identified significant omissions, errors, or inconsistencies with both answers on the exam that the student has been unable to adequately address during the Oral

Defense. The AOS committee also deems these flaws egregious enough that the student could not possibly correct them in a revision. Additionally, students who have been granted a Major Revision but who are unable to adequately correct the flaws identified by the AOS committee will receive a grade of Fail. Students receiving a grade of Fail will have an opportunity to retake the exam no later than the end of the following semester. Students failing the same AOS exam twice will be separated from the program.

(3) Critical Review Essay

After successfully passing the Comprehensive Exams in BOTH AOS, students are required to complete a Critical Review Essay. While the student may not submit the Critical Review Essay until s/he has successfully passed both Written Exams, all students should be working on the essay while they are preparing for the Written Exams. Preparing for the Written Exams is intended to help the student in writing the Critical Review Essay.

The student, in consultation with his/her Advisory Committee will negotiate the scope of the Critical Review Essay. The essay is intended to allow students to show specialized knowledge of a more specific or specialized topic and, ultimately, to prepare them for writing the Dissertation Prospectus. Though not always possible, students are encouraged to work with their Advisory Committees to integrate each AOS within the Critical Review Essay. The student and/or the student's Advisory Committee may request that a member of either or both AOS committees consult with the student and the Advisory Committee on developing and evaluating the Critical Review Essay

While the specific parameters of the Critical Review Essay will be determined by the student's Advisory Committee, the essay will typically include a review of the literature pertaining to the specific topic of interest, an identification of disagreements, debates, and gaps of knowledge on this topic, and proposals for theoretical or methodological development of the topic. The Critical Review Essay will generally be around 30 pages long, including references. The majority of references will come from one or both of the AOS reading lists.

Timing

Students must submit the FINAL DRAFT of the Critical Review Essay to their Advisory Committee one month prior to end of their fourth year (eighth semester) of study (an exact due date will be determined by the Advisory Committee Chairperson). For this reason, students should ideally complete the two comprehensive exams by the end of the first semester of the fourth year (seventh semester) of study. Because some students may be completing the Written Examination requirement during the fourth year, they must be diligent in working on the Critical Review Essay. Students should consult with the Advisory Committee to ensure that the eighth semester deadline is met.

To improve the quality of the Critical Review Essay, students should submit drafts of the essay to their Advisory Committee Chairperson for comments and suggestions for improvement. Though each Advisory Committee will determine guidelines for the number of drafts they are willing to accept, students should generally submit no more than two rough drafts to the committee prior to submission of the final draft.

Evaluation

Because the Critical Review Essay requirement **MUST** be met by the end of the fourth year, there are only three possible grades a student may earn:

Pass with Honors: The student has produced an essay that has far exceeded the Advisory's Committee's expectations that the student has a mastery of the literature of the specialized topic, a firm grasp of the debates and gaps of knowledge in that topic, and substantial proposals for theoretical or methodological development of the topic.

Pass: The student has produced an essay that meets the Advisory Committee's expectations that the student has a mastery of the literature of the specialized topic, a firm grasp of the debates and gaps of knowledge in that topic, and substantial proposals for theoretical or methodological development of the topic.

Fail: A student can fail the Critical Review Essay in two ways.

Students who do not submit the Final Draft of the Critical Review Essay by the due date specified by the Advisory Committee Chair (approximately one month before the end of the eighth semester of study) will be placed on probation for one semester. If the student does not submit the Critical Review Essay by the end of that semester, s/he will be given a grade of Fail and separated from the program.

A student may fail the Critical Review Essay if the Advisory Committee has identified significant omissions, errors, or inconsistencies in the Final Draft. Because students will not be afforded opportunities for revision after they submit the Final Draft, they should be sure that they are submitting the very best work they can produce.

Students who are receiving funding from the Sociology Dept. and who are placed on probation for not submitting the Final Draft on time may risk losing their funding. Funding decisions will be made by the Graduate Studies Committee, whose members use performance on the Critical Review Essay as one criterion when making funding decisions.

APPENDIX 2: AREAS OF SPECIALIZATION AND DOS COURSE CODINGS

AOS	FACULTY	COURSES
FAMILY, AGING, & THE LIFE COURSE	Keene, Batson, Brents, Fontana, Shalin	SOC 610: Sociology of Aging SOC 647: Marriage and the Family SOC 682: Aging and Social Policy SOC 684: Sociology of Death and Dying SOC 745: The Family-Work Nexus SOC 747: Seminar in Marriage and the Family SOC 779: Seminar in Sociology of Aging SOC 780: Aging and Social Policy
CULTURE	Gottschalk, Borer, Brents, Dickens, Fontana, Futrell, Hausbeck	SOC 602: Sociology and Literature SOC 611: Films, Self and Society SOC 612: Sociology of Art SOC 613: Sociology of Sports SOC 614: Popular Culture SOC 617: Sociology of Leisure SOC 652: Sociology of Youth Cultures SOC 662: Mass Communication SOC 674: Sociology of Religion SOC 713: Seminar in Sports and Leisure SOC 766: Sociology of Culture SOC 767: Visual Sociology SOC 795: Seminar on Postmodernism SOC 795: Seminar on Critical Theory SOC 795: Seminar on Media Culture
DEVIANCE & CRIMINOLOGY	Spivak, Bernhard, Borer, Fontana, Monnat	SOC 631: Crime and Criminal Behavior SOC 633: Juvenile Delinquency SOC 642: Sociology of Gambling SOC 670: Sociology of Deviance SOC 697: Prisons and Society SOC 719: Seminar in Deviance and Social Organization SOC 737: Seminar in Criminological Theories SOC 742: Seminar in Sociology of Gambling SOC 773: Seminar in Drug Use and Abuse
ENVIRONMENT & HEALTH	Futrell, Bernhard, Gottschalk, Monnat, Spivak	SOC 607: Environment and Society SOC 666: Sociology of Medicine SOC 667: Sociology of Science SOC 673: Sociology of Mental Illness SOC 681: Sociology of Substance Use, Abuse & Addiction SOC 768: Environmental Sociology SOC 769: Ecology, Culture, and Social Psychology SOC 773: Seminar in Sociology of Mental Illness

AOS	FACULTY	COURSES
RACE & ETHNIC STUDIES	Monnat, Batson, Bernhard, Parker	SOC 627: Comparative Race and Ethnic Relations SOC 671: Racial and Ethnic Conflicts in the US SOC 753: Racial Justice and Latinos/Latinas SOC 770: Racial and Ethnic Relations
GENDER & SEXUALITY	Brents, Hausbeck, Keene, Monnat	SOC 645: Men in Society SOC 649: Sex and Social Arrangements SOC 653: Gender and Society SOC 678: Women and Society SOC 748: Gender, Sex, Society SOC 749: Sociology of Gender and Work SOC 750: Seminar in the Sociology of Sex SOC 751: Internat Issues in Gender, Sex & Globalization SOC 774: Seminar in Feminist Theories and Research
POLITICS & SOCIAL MOVEMENTS	Shalin, Brents, Futrell, Keene, Parker	SOC 616: Sociology of Work and Occupations SOC 644: Sociology of Occupations and Professions SOC 651: Russian Society SOC 655: Social Movements and Social Change SOC 665: Collective Behavior SOC 675: Political Sociology SOC 714: Seminar in Work and Occupations SOC 456: Seminar in Organizational Theory and Problems SOC 755: Social Movements and Social Change SOC 776: Seminar in Political Sociology SOC 785: Seminar is Social Policy and Evaluation Research
SOCIAL PSYCHOLOGY & THEORY	Dickens, Borer, Fontana, Gottschalk, Shalin	SOC 661: Self and Society SOC 725: Seminar in Pragmatic Hermeneutics SOC 763: Symbolic Interaction SOC 764: Seminar in Social Psychology
URBAN COMMUNITY & POPULATION STUDIES	Borer, Batson, Brents, Futrell, Gottschalk, Monnat, Parker, Spivak	SOC 615: World Population Problems SOC 629: Globalization SOC 643: Urban Sociology SOC 688: Architectural Sociology SOC 717: Urban Demography and Population Studies SOC 743: Seminar n Urbanization and Urbanism SOC 752: Global Migration SOC 754: Seminar in Population and Equity SOC 756: Urban Theory SOC 757: Urban Field Methods

APPENDIX 3: KEY & MARLOCK REQUEST FORM

DOS Key and/or Marlock Card Request Form

Name:

Date:

I am _____ a GA or PTI or PTI-GA in the DOS.

Room(s)/Office(s) or Building(s) for which you are requesting access and reasons:

Type of Access:

Key

Marlock Swipe Card

I understand that I am responsible for the proper use of this key. I will return this key when I graduate or otherwise leave the DOS graduate program, if my office changes or when asked to do so by DOS staff or administration. I understand that a \$ 10.00 deposit will be collected for each key issued. I understand that I will be charged \$ 5.00 for a replacement, should I lose this key and/or Marlock card.

Student Signature

Date

Administrative Assistant Signature

Date

Office Notes:

APPENDIX 4: EMERGENCY CONTACT FORM

DOS Emergency Contact Form

Name:

Date:

In case of emergency I authorize the DOS, or a representative thereof, to contact the following persons.

Local Contact

Name:

Relationship:

Phone Number(s):

Email:

Other Comments:

Out of State Contact

Name:

Relationship:

Phone Number(s):

Email:

Other Comments:

Student Signature

Date