

# **HANDBOOK FOR GRADUATE STUDENTS**

Academic Year 2017-2018

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## GRADUATE FACULTY AND THEIR AREAS OF INTEREST

<b>Cliff Brown</b>	Social stratification; race and ethnic relations; environmental sociology
<b>Michele Dillon</b>	Religion; Culture; Sociological Theory; Life course/Aging
<b>David Finkelhor</b>	Crime; children; family; quantitative methods
<b>Rebecca Glauber</b>	Social stratification; sociology of families; gender
<b>Lawrence Hamilton</b>	Quantitative methods; social change; social conflict; environmental sociology
<b>Kenneth Johnson</b>	Demography; quantitative methods; urban/rural sociology
<b>Sharyn Potter</b>	Medical sociology; public health; organizations and occupations; quantitative methods
<b>César Rebellón</b>	Criminology; social psychology; quantitative methods
<b>Thomas Safford</b>	Organizational sociology; sociology of science and technology; international political economy
<b>James Tucker</b>	Conflict; social control; law; religion; film
<b>Heather Turner</b>	Family; sociology of mental health; aging and life course; survey research
<b>Karen Van Gundy</b>	Medical sociology; mental health; life course; criminology

## INTRODUCTION

This Handbook describes the specific requirements for sociology degrees, department procedures, and steps in the graduate program. The general degree requirements are listed in the Graduate Catalog for the University of New Hampshire. Please read carefully the general requirements of the Graduate School as well as those spelled out below. Students are bound by either the regulations in force at the time they were admitted to a program or by those currently in force, at the discretion of the Sociology Department's Graduate Committee.

Each step of your program should be undertaken after consultation with your advisor and committee and/or the Chair of the Graduate Committee. You are expected to initiate contact each semester with your advisor about your progress in the program and about your plans for completing the program. Forms currently needed by a graduate student to request various actions on the part of the Graduate Committee are available in the department office and should be submitted in the Fall or Spring semesters. Requests and forms received in the summer months will be handled by the Graduate Committee in the Fall.

The procedures outlined in the Handbook have been developed over a period of many years but special circumstances may occur that make other procedures desirable. It is also possible that particular grievances may arise under ordinary circumstances. In such cases, students should discuss problems with student representatives and the Chair of the Graduate Committee. For instance, it may be that an assistantship assignment makes it impossible for a student to take a given seminar. In such cases, the Chair of the Graduate Committee, if notified early, may be able to arrange an alternative assignment. Both the Chair of the Department and the Dean of the Graduate School are available for consultation and mediation in case of dissatisfaction with the decisions of the Graduate Committee or its agents.

## **I. DEGREE PROGRAM IN SOCIOLOGY: GENERAL OVERVIEW**

The Department of Sociology offers M.A. and Ph.D. degrees in Sociology. The master's degree program emphasizes theory and methodology. Successful completion of the thesis constitutes the capstone experience for the M.A. degree. Students in the doctoral program are expected to select from the areas of departmental specialization an area for intensive study and examination. There are five substantive areas for possible specialization:

- **Crime and Conflict**
- **Sociology of the Family**
- **Social Stratification**
- **Health and Illness**
- **Community and Environment**

Proficiency in theory, methods (including statistics), and in the area of specialization, is determined by written examinations. Details about the examinations can be found below. Students may design, with the approval of advisors and the Graduate Committee, curricula suitable to their past experience and intellectual goals. In line with this flexibility, choice may include up to two courses from outside the Department. Selection of thesis and dissertation topics is limited only by the areas of expertise available among department faculty members. Upon establishing residence, students will be responsible for remaining informed about any modifications in the requirements of the degree program in which they are enrolled.

## M.A. Requirements

1) **Seven Courses**, consisting of four required courses, plus three electives

- Sociology 900 (Proseminar in Sociology, 2 credits)
- Sociology 901 (Intermediate Statistics)
- Sociology 902 (Research Design)
- Sociology 911 (Theory I)
- three additional sociology courses

2) **Master's Thesis**

- establish committee
- develop proposal
- conduct original research
- write thesis
- register for 6-10 thesis credits (Sociology 899)

## Ph.D. Requirements

A minimum of three years in residence, and completion of the following:

1. At least **16 graduate courses in Sociology**, other than thesis or dissertation research, including:
  - **Proseminar** in Sociology (900), 2 credits
  - Sociological **Theory** I and II (911 and 912)
  - Sociological **Methods** I-IV (901, 902, 903, 904)
  - four courses in an **area** of specialization
  - five **elective** courses, two of which may be taken outside the department with the approval of the Graduate Committee
- 2) Written **Ph.D. examinations** are to be taken as soon as possible once the relevant course work has been completed. Students who enter the program with an M.A. must take the theory and methods exams no later than their third and fourth semesters. Exams in the student's area of specialization should be completed by the end of the second year in the Ph.D. program for students with UNH sociology M.A.s, and by the third otherwise.
- 3) Propose, write, and defend an acceptable **doctoral dissertation**.

## **Application to the Program**

To be considered for admission to the graduate program in sociology, applicants must meet the general Graduate School requirements, and present Graduate Record Examination scores on the verbal, quantitative, and analytical tests. International applicants must process a pre-application form, including their TOEFL scores, unless the last degree they received was from an American university.

Undergraduate majors in other fields may be admitted. However, if the student's undergraduate work has not included introductory courses in sociological theory, research methods, and statistics, these courses must be taken -- or equivalent knowledge demonstrated -- in addition to the requirements outlined above.

All students entering the program must first complete the M.A. before applying for admission to the Ph.D. program. The department welcomes both applicants who plan for the M.A. only and those who intend to continue for the Ph.D. Completion of the M.A., however, does not guarantee admission to the Ph.D. program.

## **Guidance and Supervision**

In planning the program of study, students are advised first by an assigned faculty member and, subsequently by their M.A. thesis and Ph.D. dissertation committees. Students form committees made up of faculty members with whom they have shared research and teaching interests, and these committee members direct and evaluate the thesis or dissertation. Students should actively seek out and consult with faculty whose expertise makes them potentially suitable committee chairs and/or members.

Under committee supervision, students are expected to go considerably beyond the minimal common requirements of the graduate program to establish their own knowledge and competence. Students may take courses (up to 8 credits) outside the department with written permission of their advisors and the Graduate Committee. Students are also permitted to register for Reading and Research in Sociology (SOC 995/996) to pursue their individual interests (up to 8 credits). Reading and research courses are intended to allow individually tailored studies, and are not designed to substitute for regular course offerings. All research and reading courses should be designed in collaboration with a faculty member and must receive approval from the Graduate Committee prior to registration. Request forms are available in the Sociology Department office. Full credit for the fulfillment of requirements may be given to equivalent courses taken elsewhere. Students should petition the Graduate Committee, submitting an explanation and course syllabus. These outside courses count toward the two that can be taken outside the department.

An important part of the graduate program is the opportunity to learn from participation in the teaching and research activities of the department faculty. All candidates for doctoral degrees are encouraged to assist a member of the department in teaching and/or research.

## II. GRADUATE PROGRAM PROCEDURES

### Advisors

Graduate students are assigned to an interim advisor at the start of the first semester in residence. By the end of the first semester, all graduate students should select a permanent faculty advisor. It is therefore important for graduate students to become acquainted with as many members of the faculty as possible so that the most appropriate person can be selected. M.A. students should request a faculty thesis advisor using the committee request form available in the department office. Ph.D. students, after completion of the preliminary examinations, must request the appointment of a Doctoral Committee to help guide student work on the dissertation. Upon selecting a thesis or dissertation chair, that chair becomes a student's advisor.

### Financial Support: Department Awards

Graduate Assistantships. Graduate assistantships are awarded by the Graduate Committee of the department. They are intended to accomplish three main goals: to provide experience in teaching and research, to get certain teaching and research work carried out, and to provide financial support for graduate study. Assistants are normally expected to contribute 20 hours per week during the academic year. By accepting an assistantship, a graduate student agrees to be available for work on campus during normal business hours throughout the week and for attendance of the courses for which he or she is assigned to assist. All requests for students on assistantship to work 10 hours above and beyond their assistantship must be processed through the Graduate Committee, and should include an explanation of how the additional work fits into the student's program plan without detracting from progress through the program.

For more information, see the Graduate School's "Handbook for Graduate Assistants."

As financial resources permit and the student remains in good standing, it is departmental policy that regular Graduate Assistantships will be renewed as follows:

- (1) For students who have not yet completed their Master's degree, the maximum is two years (4 semesters) of support.
- (2) For Ph.D. students who already had a Master's degree before entering our program, the maximum is three years (6 semesters) of support.
- (3) For students earning both the Master's and the Ph.D. degrees at UNH, the maximum is four years (8 semesters) of support.

"Good standing" is determined by the Sociology Graduate Committee, in consultation with the rest of the faculty, and is defined in terms of grades, timely completion of courses, progression through the program, and performance as a graduate assistant. Students who are receiving financial assistance while working toward the Master's must have a complete first draft of their thesis by the midpoint of the fourth semester in order to be assured of continued assistance (see the "Time Requirements," below). In some cases, assistantships are assigned on a temporary

basis. This is explicitly stated in the letter of appointment.

### **Financial Support: Extra-Departmental Awards**

Many of these are described in the Graduate School Catalog in the section on "Assistantships, Scholarships, and Fellowships", and in the section on "Loan and Work-Study Programs." However, the following information on application procedures is also relevant:

Summer Fellowships. Students who have held teaching assistantships in the previous academic year are eligible for summer fellowships and may apply directly to the Graduate School in the spring. The Graduate School deadline is announced early in the spring semester, and the department requires applications be submitted to the Chair of the Department two weeks prior to that deadline. Students should check the graduate school website regularly to keep informed about approaching deadlines.

Tuition Scholarships. Full-time tuition scholarships are allocated to the Department by the College of Liberal Arts each year and awarded each semester by the Graduate Committee. For part-time tuition scholarships, students apply directly to the Graduate School around February 15 for Fall awards, and around mid-December for any scholarships which might become vacant in the Spring.

Dissertation Fellowships. Students should apply directly to the Graduate School, as described in the below section concerning procedures.

Work Study and Loans. Students apply to the Financial Aid Office. For work-study, be sure to apply early since a complicated financial needs statement must first be sent to Washington for processing and must get back to UNH by July 1. Work study is available for the academic year and for the summer.

Extra-University Grants. Students are encouraged to apply for grants from such agencies as the Social Science Research Council, the Fulbright Commission, the American Association of University Women, etc. The Information Officer of the Office of Sponsored Research maintains a file for graduate students. Deadlines vary, but are often early, and students should make sure to apply well in advance.

### **Support for Thesis and Dissertation Research**

Private foundations and federal granting agencies make few grants directly for purposes of thesis or dissertation work. However, much graduate student research is financed indirectly through grants to a faculty member. Individual faculty members may have grants from private foundations, the National Science Foundation, the National Institutes of Health, etc., from which student research expenses can be paid if the research is part of the purpose of the grant. This can include an assistantship or internship which is understood to be for work on a thesis or dissertation, and/or funds for other research expenses.

In addition, as mentioned above, the Graduate School provides, through competitive award, a limited number of Dissertation Year Fellowships, which allow recipients to devote themselves

full-time to the completion of their research projects. Criteria include originality, significance, and feasibility of completion of the research within the time-frame. The promise of the applicant is also taken into consideration, based on the record of academic and assistantship accomplishments. Letters of recommendation are required from the student's dissertation director as well as the Chair of the Graduate Committee. The deadline for application is mid-January, but applicants are well-advised to submit their proposals to their referees and the Chair of the Graduate Committee three weeks before the deadline to ensure feedback and effective use of the proposal in recommendations. The Graduate Committee recommends that drafts of proposals be given to the applicant's advisor and the Graduate Committee Chair by December 15.

### **Time Requirements**

Students receiving assistantships are generally expected to complete the M.A. in two years (at the most), complete further course work and examinations in four years, and finish the dissertation in the fifth or sixth year. These are general guidelines. Even under exceptionally favorable conditions, special circumstances often require that more time be taken to complete the Ph.D. For example, students may: a) be delayed in starting an M.A. thesis or Ph.D. dissertation (i.e., obtaining permission to work in a given setting, computer difficulties, etc.); b) need extra time to gain teaching experience; c) have opportunities to prepare papers for presentation at sociological association meetings, for publication, or to follow other research or teaching interests.

Official Graduate School policy stipulates that all work for the M.A. must be completed within **six** years from matriculation. The Ph.D. must be completed within **eight** years of the beginning of doctoral study, unless the student entered with a Master's degree in the same field, in which case the doctorate must be completed within **seven** years. The beginning of doctoral study is defined as the beginning date of the earliest course applied to the doctoral record. The student must be advanced to candidacy within **five** years of the beginning of doctoral study, or within **four** years if the student entered with a Master's degree in the same field.

Unless there are special circumstances, the Graduate School **withdraws financial aid** from students who have not completed their M.A. by the beginning of the third year of graduate study.

In this connection, the problem of incomplete grades should be mentioned. Official regulations allow graduate students a full semester in which to complete a course in which they have received such a grade. The student should be aware, however, that any incompletes do become a permanent part of the academic record, and that frequent use of incomplete grades jeopardizes good standing and continued financial support.

### **Course Loads**

Full-time students are expected to take three courses each semester (plus SOC 900 in the first year of their graduate studies). Thus, a student would complete the course work for the M.A. in one year, and have the summer and, if necessary, a third semester to complete the thesis. The Ph.D. course work might then be completed in two more years (see specific degree requirements presented later in this Handbook).

Several qualifications to this design must be noted. As indicated above, Dissertation and Summer Fellowships, and outside sources, may provide supplementary support. The department often

hires experienced ABD's (students who have completed all the requirements of the Ph.D. except the dissertation) to teach courses. Note that it is assumed that taking preliminary examinations and teaching/research requirements have been worked into the regular program of the student.

### **Registration Procedures and Curriculum Design**

Except for new students, official graduate student registration takes place no later than the end of undergraduate preregistration, thereby allowing for the adjustment of seminars to scheduling needs and for informed student choice. The University has developed a web-based system of registration which is available to graduate students.

Graduate students should meet with their advisors prior to registration. The purpose of this policy is so the advisors can be more effective in assisting students in planning their overall graduate program.

While the Department Chair must pre-plan the curriculum, student preferences and intentions are welcomed. The Graduate Student Caucus should submit student input to the Department Chair.

### **Colloquium Requirement**

Participating in the intellectual life of the department is an important part of students' professional socialization. Each academic year, graduate students should attend at least **four formal colloquia** sponsored by the Sociology Department or the Carsey School of Public Policy (i.e., talks advertised as informal "brown bags" do not count, informal panels consisting partly of short, non-sociological talks do not count). Attending other scholarly presentations on campus is encouraged even if neither Sociology nor Carsey is a co-sponsor, but such colloquia will not count toward the required four. Students should indicate their colloquium attendance in their annual report.

### **Annual Report**

Students are required to complete an annual report on their progress at the end of the academic year. Guidelines for the report are available in the Department office. It is to be submitted to the Chair of the Graduate Committee. In this way, the progress of the student in meeting the program requirements can be monitored. Graduate student teachers are required to submit, in addition to the annual report, a teaching portfolio that includes a statement of teaching philosophy, copies of course syllabi, exams, and other teaching materials (i.e., handouts, term paper requirements).

### **Publication**

Students are encouraged to follow up their research interests in seminars, theses, and dissertations by submitting, with guidance of appropriate faculty members, refined versions of their best efforts for publication.

### **Participation in Sociological Associations**

Graduate students are eligible for membership at a reduced fee in all sociological associations. Membership in the American Sociological Association and the Eastern Sociological Society are

especially encouraged. Membership makes available the journals published by the American Sociological Association (ASA), and opens channels of communication about conferences and other activities of interest to sociologists.

In addition to the ASA, students should consider joining specialized groups concerned with their major interest. These include the Society for the Study of Social Problems, the National Council on Family Relations, the American Society of Criminology, the Population Association of America, and various sections within the ASA. Generally, student membership rates are less than the cost of the journals which are received as part of the membership.

Each of these associations holds annual meetings promoting research papers and panel discussions, book exhibits, informal discussions, job contacts, and the opportunity to see old friends. Graduate students should be aware of the meetings of the Eastern Sociological Society (held in the spring), the American Sociological Association meeting (in August), and meetings of societies representing special interests. Graduate students are eligible to present papers at these meetings and are urged to consider doing so. Information about how to do so is supplied to members of these organizations and can also be obtained from members of the faculty.

### **Graduate Student Participation in Department Governance**

Graduate students participate in the meetings of the department and in all standing committees via two annually elected representatives who have full voting rights in department meetings. Elected representatives to departmental meetings also serve as the student representatives on department standing committees, with the same rights and obligations as the faculty (with the exception of the Promotion and Tenure Committee).

The relevant committees are: (1) **Recruitment:** seeks candidates for positions open in the department and handles preliminary arrangements with such candidates; (2) **Graduate:** responsible for the administration of the graduate program and for reviewing and proposing revisions in the program; (3) **Undergraduate:** responsible for administration of the undergraduate program and for reviewing and proposing revisions in the program; and (4) **Colloquium:** arranges for periodic professional presentations open to the whole department. The department Chair is a voting ex-officio member of all standing committees.

### **Right to Petition**

In all cases students have the right to petition the Graduate Committee for exceptions to the guidelines described in this Handbook. The administrative paperwork of the Graduate Committee, concerning all matters, including petitions and the scheduling of thesis defenses, should be restricted to the academic year, excluding the summers.

### **Course Timetable**

Departmental resources, faculty sabbaticals and leaves, and student demand all affect the ability of the Graduate Program to offer particular courses. However, to facilitate long-term planning for both faculty and students, the department will make every effort to adhere to the following timetable. Additionally, the department will try to ensure that at least one course for each area of specialization (from among the core, regular, and occasionally offered courses) is available each semester.

<b><u>COURSE</u></b>	<b><u>NUMBER</u></b>	<b><u>OFFERED</u></b>
Proseminar	900	annually
Theory Courses	911 912	annually biennially
Research Methods and Statistics	901, 902 903, 904	annually biennially
Teaching Sociology	990	every third year
Research Practicum	997	every third year (to be determined)
Core Courses	921, 975, 980, 988, 830, 835	biennially
Regular Courses	815, 820, 840, 845, 860, 873, 876, 880	every second or third year
Occasionally Offered Courses	841, 842, 854, 870, 894, 897	every third, fourth, or fifth year

In conjunction with the above timetable, students can use the following schedule to plan their first two years in the program. Students' ability to enroll in particular required and elective courses will be influenced by the year of their admission. For instance, a Ph.D. student should take 903 in his or her first year if it is offered that year, but will need to wait until the second year otherwise.

### Course Planning Schedule

		Students Admitted in Even-Numbered Years		Students Admitted in Odd-Numbered Years	
		fall	spring	fall	spring
Year 1		901*	912**	901*	904**
		902*	903**	902*	elective
		911*	elective	911*	elective
		900*		900*	
Year 2		elective	904**	elective	912**
		elective	elective	elective	903**
		elective	elective	elective	elective

\* required for all graduate students

\*\* required for all graduate students intending to complete the Ph.D.

### III. SUMMARY OF STEPS IN UNH GRADUATE PROGRAMS\*

\*The time schedule shown under "When" holds only if the student completes the program within the two-year maximum to retain funding.

#### M.A. PROGRAM

STEP	WHEN
Consult with initial advisor or Chair of the Graduate Committee about first semester program	On arrival or first semester of residency
Choose M.A. thesis advisor	By end of first semester in residence
Choose two additional thesis committee members and submit committee request form to Graduate Committee	By middle of second semester
Meet with M.A. Committee to discuss thesis plans. Develop thesis proposal.	By end of second semester
Develop thesis abstract, and after M.A. Committee approval, circulate to all department faculty and graduate students	Ideally by end of second semester
Submit first complete thesis draft to M.A. Committee to maintain funding eligibility	By middle of fourth semester
Present colloquium to the department.	Final semester in the MA program
Complete M.A. thesis	The thesis <u>must</u> be completed by the end of the fourth semester to maintain eligibility for continued funding

## PH.D. PROGRAM

STEP	WHEN
Application for admission to Ph.D. program (Graduate Committee and Graduate School forms)	Last semester of work at the M.A. level
Select an advisor in the relevant interest area	At start of Ph.D. program
Submit Ph.D. Program Statement to advisor and Graduate Committee	No later than end of first semester in Ph.D. program
Theory and Methods preliminary exams	First semester in Ph.D. program with M.A. from UNH Soc. Dept.; third semester otherwise*
Complete courses specified for examination in specialization area.	End of second year in Ph.D. program for UNH MA's; third year otherwise
Complete Examination in an area of specialization. Complete remaining courses.	
Fill out Program Completion Checklist and process form to Advance to Doctoral Candidacy for Graduate Committee and Graduate School approval. A Dissertation Committee (a chair and four members) may be nominated at this time or separately later once advancement is fully approved.	Immediately after completion of preliminary examinations, i.e. all requirements except the dissertation
Registration for doctoral research, Soc.999, is required every semester while working on the dissertation	
Meet with Dissertation Committee to review proposal. When approved, circulate proposal abstract to all faculty and graduate students	As soon as possible after preliminary examinations
Present colloquium to the department	After preliminary exams
Final oral defense of dissertation Submit dissertation to Graduate School	Upon completing dissertation by Graduate School deadline for graduation

\*Ph.D. students who begin the program with a non-UNH Master's degree may delay the theory or methods exam IF relevant courses are not offered prior to the student's third semester. If this occurs, a substantive area exam should be taken at this time instead.

## IV. THE M.A. PROGRAM

### SUMMARY OF M.A. COURSE REQUIREMENTS

- 1) At least 26 credits (7 courses) of graduate-level work in sociology, specifically:
  - a. Proseminar in Sociology (900; 2 credit course)
  - b. Sociological Methods I (901, Statistics)
  - c. Sociological Methods II (902, Research Methods)
  - d. Sociological Theory I (911)
  - e. three additional graduate sociology courses
- 2) At least 6 credits of Master's Thesis work (899); maximum of 10 credits

**TOTAL: 32 credit hours**

#### Transfer of Credits:

The Graduate School stipulates that no more than six credit hours may be transferred from another institution toward your M.A. degree.

### M.A. Thesis Committee

As early as possible, but no later than the mid-point of the second semester after entering the program, students should select a thesis topic and an appropriate thesis advisor. When a mutually agreeable topic has been selected, the student should request the appointment of an M.A. Thesis Committee to be chaired by the faculty member responsible for the supervision of the thesis. This faculty member will normally also serve as the student's advisor. The M.A. Thesis Committee Request Form is used to nominate the committee chair and two other faculty members to serve on the committee. The student, in conjunction with the thesis advisor, will select these committee members, subject to approval by the Graduate Committee, which may suggest alternative names on occasion either because of the special appropriateness of faculty interests or in order to keep the thesis "load" of faculty relatively equal. Such changes will be made only with the consent of the student and advisor.

### Registration for Thesis Credit

The rules of the Graduate School require that all students register for at least six (but no more than ten) credits of Sociology 899 to cover their thesis work. When the thesis is completed, this fact is indicated on the transcript for Sociology 899.

### M.A. Thesis Proposal

As soon as possible students should discuss, with one or more faculty, their general areas of interest for a possible thesis. The faculty member(s) will assist the student in selecting a specific topic within the student's area of interest or may suggest a specific topic. The department expects the student to prepare a draft of a thesis proposal by the end of the second semester in residence. In addition to the proposal's development in consultation with the chairperson of the student's committee (or, if the committee has not yet

been appointed, the person likely to be chairperson), a preliminary draft of the proposal should be discussed with each member of the committee. The committee may meet as a group (with or without the student) to discuss the proposal. After the thesis proposal has been approved by the committee, a one-page abstract of the proposal should be circulated to all faculty and graduate students in the department.

### **Limitation on Courses until Completion of Thesis**

After completing the seven sociology courses required for the M.A., a student should give highest priority to completion of the thesis. To assure the priority necessary for completion, not more than one course per semester beyond the seven required for the M.A. may be taken until the thesis is complete.

Students may register for Master's Continuing Research (GRAD 900) **only if** they have already used all allowable thesis credits, all course work is complete, but the student still needs to maintain full-time status, e.g. financial aid, library privileges, student health insurance, qualification for UNH residences.

### **Approval of M.A. Thesis**

Students should consult with their committee members on major aspects of the thesis. This includes supplying each member of the committee with a rough draft so that their comments and suggestions can be taken into account in preparing the final draft. The final form of the thesis requires an approval sheet signed by all three members of the committee before it can be deposited in the Graduate School.

### **Colloquium Presentation**

Students should make an oral presentation of their master's thesis research during their final semester in the M.A. program. The presentation may be in the form of a colloquium or at a department "mini-conference" involving other students who are presenting their master's research. Students should contact the Colloquium Committee Chair and/or the Graduate Coordinator to make arrangements.

### **Format and Submission of M.A. Thesis**

The format for theses should follow the guidelines provided by the UNH Graduate School at: [http://www.gradschool.unh.edu/pdf/td\\_manual.pdf](http://www.gradschool.unh.edu/pdf/td_manual.pdf). The Graduate School requires that bibliographic entries follow the style manual of the major journal in the student's field of study. Students should consult the ASA Style Guide as well as the Graduate Student Manual available from the Graduate School or its website. Under special circumstances, a student's thesis advisor may recommend that the thesis be prepared in the form of a paper of publishable quality. The Graduate School requirements regarding format still apply in these cases. Submission of the thesis is now electronic and should be done according to the guidelines provided at: [http://www.gradschool.unh.edu/pdf/td\\_sub\\_instrc.pdf](http://www.gradschool.unh.edu/pdf/td_sub_instrc.pdf).

### **Required Copies of Thesis**

The Department requires that all students completing the M.A. have three copies of their theses bound. They are to be distributed as follows: one for the department, one for the student's advisor, and one for the student. The Graduate School itself does not at this time require any further copies. However, other members of the M.A. Thesis Committee may request a bound copy of the thesis from the student. Check

with committee members before ordering bound copies.

## V. THE Ph.D. PROGRAM

### SUMMARY OF PH.D. COURSE REQUIREMENTS

- 1.) At least 16 courses of graduate-level work in sociology, including:
  - a. Proseminar (900)
  - b. Sociological Methods I (901)
  - c. Sociological Methods II (902)
  - d. Sociological Methods III (903)
  - e. Sociological Methods IV (904)
  - f. Sociological Theory I (911)
  - g. Sociological Theory II (912)
  - h. four courses in the area of specialization
  - i. five additional graduate courses (may petition to take up to two outside department)

Doctoral Research (999): Once advanced to candidacy, students must register for Soc. 999, Doctoral Research, every semester.

#### Transfer of Credits:

Credits for courses taken at other institutions are not actually transferred to fulfill Ph.D. requirements. Instead, the Sociology Department's Graduate Committee may decide to waive certain course requirements among the 16 above, in view of these previous courses. Decisions are made on a case-by-case basis, taking into account the relevance to the student's program of study.

### Admission to the Ph.D. Program

Application for admission to the Ph.D. program is contingent upon completion of all requirements for the M.A. and involves a separate, new review of a student's achievement and potential for advanced graduate work. This application will be reviewed in relation to all other applicants to the Ph.D. program.

For Students in Residence. A student in residence for the M.A. degree must apply to the Graduate School for admission to the Ph.D. program. Application is made through the Graduate School and is then forwarded to the department for approval. **THIS MUST BE COMPLETED BEFORE THE MASTER'S IS AWARDED, AND MUST BE SUBMITTED BY FEBRUARY 15 TO BE CONSIDERED FOR FINANCIAL ASSISTANCE.** A "Request for Change in Degree Program," obtainable from the department office, should be submitted to the Graduate School together with letters of recommendation from two faculty in sociology. It is not necessary to have a letter from either the department chairperson or the chairperson of the Graduate Committee. It is essential, however, that a copy of the most recent draft of the M.A. thesis be provided to the Graduate Committee for review.

For Students with M.A.'s in Sociology from Other Institutions. Again, in addition to the regular application form, the Graduate Committee requires the submission of the thesis or other written work before recommending admission. Students with M.A.'s who did not write a thesis should contact the chairperson of the Graduate Committee.

For Students with Master's Degrees in Other Fields. Under special circumstances, it is possible for a student who has already completed a master's degree in a related field to apply for admission into the Ph.D. program without completing an M.A. in sociology. Provided that the student's previous master's degree involved completion of a social science research thesis comparable to what we expect for a sociology M.A., this option can be requested at the time of application. The Graduate Committee will review the academic record and read the master's thesis of the student before making a decision. Additional course work or research may be required as a condition of acceptance.

### **Advising and Program**

Advising. Soon after admission to the Ph.D. program, the student should select an advisor in the relevant interest area. After consultation with the advisor, the student should submit a Ph.D. Program Statement for approval to the Graduate Committee. Students should consult with the advisor before submitting the request. If the interests of a student change during the course of their studies, a new advisor may be selected. The advisor works with the student to develop a Ph.D. Program Statement, to ensure that the various elements of the student's program are coherent, and that accomplishment takes place in a timely fashion. Thus, the advisor should scrutinize the rationale and articulation of choice of the area of specialization, alert the student to special opportunities with regard to the choice of electives, and periodically assess the student's pace in fulfillment of program requirements. Students are encouraged to meet with their advisor each semester.

Doctoral Program. In consultation with the advisor, students shall prepare a program of studies indicating how each of the degree requirements will be met. A form for this purpose, the "Ph.D. Program Statement," can be obtained from the department office. The proposed program of study must be approved by the advisor prior to submission for approval to the Graduate Committee and before the student takes any preliminary examinations. It is to the advantage of students to have their doctoral programs approved as early as possible and for the advisor to participate actively in the design of the program. Students who have completed the M.A. in another sociology department are normally allowed to credit equivalent courses toward departmental requirements, subject to the approval of the advisor, and in light of the student's program statement.

## **Teaching and Research Opportunities**

Teaching. Students interested in teaching for the department should discuss the matter with the department chairperson and follow this up with a letter indicating their choice of assignment. Students should recognize, however, that it is not always possible to fulfill their requests to teach or to teach specific courses. Students should thus be prepared to teach available course offerings (usually 400- or 500-level courses).

To be eligible for an appointment to teach their own sections, students must have completed the M.A. and have served as teaching assistants. In addition to these minimal requirements, the Graduate Committee also considers the following factors: (1) seniority in the graduate program, for example, those having completed preliminary examinations; (2) area of specialization -- those with specialization or other experience in the substantive focus of the course; (3) previous performance in teaching; (4) academic record; and (5) student's interest in teaching a specific course. Qualified graduate students in the department are given priority in filling per-course teaching needs over applicants from outside the department. Graduate students who are supported with Graduate Assistantships can teach courses on their own after they have served as a TA for four semesters and have earned the M.A. degree.

Research. To the degree possible, the department also endeavors to give students experience as research assistants, but the exigencies of funding research and of fulfilling teaching responsibilities mean that there is no guarantee that all students will have this experience during their graduate career. Again, every effort is made to match the research interests and skills of researcher and apprentice, and students are encouraged to indicate their preferences to the department chairperson and the chair of the graduate committee.

## **Areas of Study for Preliminary Examinations**

Required of All Students. An examination in Sociological Theory and an examination in Research Methods and Statistics must be taken by all Ph.D. students. These are to be taken in the first and second semesters after admission to the Ph.D. program for students with a UNH master's degree. Students who enter the program with the M.A. from elsewhere must take these examinations no later than their third and fourth semesters. If the necessary course work is not offered within the time frame necessary to take the exams as specified, it is possible for a student to take an examination in an area of specialization instead. This decision should be made in consultation with the student's advisor and with the Graduate Committee.

Specialization. The department offers five regular areas of specialization, each with its own core course(s):

- Crime and Conflict (Soc 921--Crime and Conflict)
- Sociology of the Family (Soc 975--Sociology of the Family)
- Social Stratification (Soc 980--Social Stratification)
- Health and Illness (Soc 988--Medical Sociology)
- Community and Environment (SOC 830--Communities and the Environment, and SOC 835--Sociology of Community)

The core course plus three additional graduate-level sociology courses are required for a specialization area.

To further the special interests of individual students, it is possible to vary the particular areas of responsibility on which the student will be intensively examined through the negotiation of reading lists with the appropriate examination committee. Further, ad hoc areas of major concentration may be proposed through the procedures described below.

Exams in the student's area of specialization should be completed by the end of the second year in the Ph.D. program for students with UNH sociology M.A.'s, and by the third otherwise, provided the necessary courses are offered within this time frame. Exceptions should be discussed with the student's advisor and the Graduate Committee.

### **Initiation of New Areas of Study**

Ad hoc areas of specialization are permitted in rare circumstances where there is sufficient expertise among faculty and interest among graduate students. A minimum of three faculty members, who list this area among their professional specialties, will form the examination committee. At least two of these three faculty members (or a majority, if the committee exceeds three) should be in the UNH Sociology Department. A current record of Department faculty members' listed specialties is kept in the office.

Original impetus for the recognition of a new area may come from faculty or students. Once the organization has begun, one of the faculty members should serve as chairperson for preparation of the application in conjunction with the other faculty members and in consultation with interested students. The application should include:

- a. Description of the field and of the range of issues involved.
- b. A reading list.
- c. A list of faculty members who agree to serve as the examination committee with brief background information describing their interest in the area (research, teaching, or training).
- d. A letter from the faculty member who has agreed to chair the preparatory committee. Organization meetings should be well publicized within the department. Every effort should be made to be inclusive with regard to faculty who may be interested.
- e. A list of the courses which will be used toward this specialization. In the case of a primary area, the four courses to be used must not all be taught by the same faculty member.

Applications for recognition of a new ad hoc area should be submitted to the Graduate Committee. New areas should be approved at least four months before examinations may be administered in these areas, and only after the student's program statement has been approved by the Graduate Committee.

Other Outside Members of Examination Committees. For areas within sociology in which the department has a limited number of faculty specialists, qualified sociologists from outside the department may be used to augment an area committee, provided that at least two members of any such area committee are sociologists.

### **Ph.D. Preliminary Examinations**

Examinations are required in three areas: the area of specialization; theory; and methods and statistics.

Examinations in specialization areas and in methods and statistics are given each semester in December and May. To the extent possible, December exams are scheduled for the Thursday or Friday of the week before the last day of fall classes, and May exams are scheduled for the Thursday or Friday of the week following the last day of spring semester classes. Theory exams are offered early in each semester, and to the extent possible, are scheduled for the Thursday or Friday before classes begin. Students who are taking their methods and specialization area exams in the same semester should confer with the exam committees as soon as possible to request that one of the exams to be administered at an alternate time. A common exam room with computers will be used for all students taking exams and the exam will be supervised by a faculty member. Examinations are written, not oral, and word processing is required.

A student wanting to take an examination should submit an exam request form, **the semester before the requested exam**, to the department's administrative assistant, who will forward requests to the appropriate committee chairs. The exam committees will take into consideration the particular interests and preparation of the students taking the examination. In each case, the area of responsibility must have been explicitly defined through an approved reading list, either standardized or negotiated with individual students. Exams given one semester may be based on substantially different reading lists from exams given in prior semesters. It is, therefore, each student's responsibility to consult with a given exam committee about the particular reading list upon which an exam will be based. Students are encouraged to conduct this consultation with an exam committee before requesting permission to take a given exam.

Once a student has signed up to take a preliminary exam, s/he is expected to take the exam on the date specified. Students may not withdraw from taking the exam unless there are truly compelling reasons for doing so (e.g., medical emergency) and appropriate documentation is provided. Students who withdraw from taking an exam must do so no later than the following deadlines: July 15 (for August/September exams); November 1 (for December exams); December 15 (for January exams); and April 1 (for May exams). Students who miss an exam will be assigned a failing grade on that exam.

Exam committees will make every effort to grade exams in less than four weeks. In some circumstances, an exam committee may ask a student to clarify a given response after the exam has been submitted in order to fully inform their evaluation of the exam. In these cases, students will have two weeks following the committee's request to provide further clarification about their answer to a given question. Students who fail an examination may take the exam once again. In the event of failure, the student must retake the exam at the very next opportunity. **Failing an exam twice is grounds for dismissal** from the program and typically results in immediate dismissal. In rare cases, an exam committee may override this rule, due to extraordinary circumstances, and provide a student with a third opportunity to take the exam in question.

### **Suggested Procedures for Examination Committees**

The recommended procedures are: (1) the chairperson of the examining committee requests each member to submit questions for possible inclusion; (2) a meeting is held to discuss the questions and agree on the examination; (3) a draft of the proposed examination is circulated to members of the committee for final checking; (4) each member of the committee reads the entire examination and grades each question using the usual letter grades; (5) the committee meets to decide on whether the examination has been passed; (6) the chairperson of the examination committee shall, as soon as possible, notify the student and the Graduate

School of the outcome of the examination; (7) a brief statement indicating the decision of the committee and an assessment of the student's work is normally prepared within four weeks of the examinations, if not sooner, and given to the department's administrative assistant to be placed in the student's file.

### **Advancement to Candidacy**

A doctoral student is advanced to candidacy for the degree by the Dean of the Graduate School after the student has completed all required course work, passed the preliminary examinations, and declared a topic for dissertation research. To ensure that none of these requirements is overlooked, the department requires that students fill out, and have their advisor sign, a Program Completion Checklist. This checklist must be submitted to the Graduate Committee before the formal steps of advancement (described below) can proceed.

The student has the responsibility to fill out the Graduate School doctoral candidacy form available in the sociology office and to forward this to the Graduate Committee. It is possible to nominate members of the doctoral committee at the same time by means of this form. Nominations should be accompanied by a brief justification of the qualifications and relevance of the committee members in question, and a paragraph explaining the dissertation project.

### **Continuing Residency**

The Graduate School requires students who have finished regular course work and departmental support to register for Soc. 999: Doctoral Research every semester. If the student is not in residence and does not need to use UNH facilities or faculty advisors, mandatory fees may be waived via petition to the Graduate School.

This registration requirement applies even though the student may have part-time instructor status. When a student is ABD and teaching a course, the department usually requests a graduate associateship from the College of Liberal Arts. An associateship carries tuition waiver for Soc. 999 only, but the student is still responsible for mandatory fees.

### **Doctoral Committee and Dissertation**

Doctoral Committee. As soon as possible after completion of the preliminary examinations, a student should request the appointment of a doctoral committee using the appropriate departmental and Graduate School form. The doctoral committee will be chaired by the faculty member directing the dissertation research. In addition to the chairperson, the student should nominate at least two other sociology faculty members and two faculty from other disciplines to serve as members of this committee, providing a written rationale of the choice. The Graduate Committee may suggest alternative names on occasion either because of the special appropriateness of faculty interests or in order to keep the dissertation "load" of faculty relatively equal. Such changes would be made only with the consent of the student and advisor. The Graduate Committee transmits to the Dean of the Graduate School the department's nomination for a doctoral committee consisting of at least three members of the sociology graduate faculty and two members of the graduate faculty other than sociology. Where appropriate, adjunct graduate faculty members from outside the University may be appointed with the approval of the Dean of the Graduate School. The proposed subject of the student's dissertation must be stated at the time the Dean of the Graduate School is requested to appoint a dissertation

committee.

Dissertation Proposal and Format. As soon as possible after the appointment of the dissertation committee, a dissertation proposal should be circulated to members of the committee and the chairperson will call a meeting of the committee to review the dissertation proposal. It is important that a preliminary draft of the proposal be discussed with each member of the committee (or prospective members, if the committee has not yet been appointed) before a formal proposal is submitted. When a satisfactory proposal has been formally defended by the student and approved by the committee, the student will circulate an abstract to all faculty and graduate students. The abstract should be circulated within two weeks of approval of the proposal.

Graduate School format requirements are the same as those noted above for the thesis.

### **Colloquium Presentation**

Prior to the final defense of the dissertation, students should make an oral presentation to the department based on their dissertation research. The presentation is in the form of a colloquium, providing an opportunity for the student and members of the department to exchange ideas.

### **The Completion of Dissertation Requirements/Registration as a Doctoral Student**

The rules of the Graduate School require that students who have completed the preliminary examinations and are officially "Candidates" must register for Soc. 999, Doctoral Research, every semester.

Dissertation Defense. The rules of the Graduate School require that the student supply a copy of the dissertation to each member of the committee two weeks before the final defense. However, it is standard procedure for candidates to discuss their progress regularly with committee members and to make available to them one or more drafts of the dissertation well before submission of the final draft. The specific arrangements and timing for this are determined by the student and the chairperson of the doctoral committee.

Required Copies of Dissertation. The department requires that every student completing a Ph.D. have three copies of the dissertation bound. They are to be distributed as follows: one for the department, one for the student's advisor, and one for the student. The Graduate School itself does not at this time require any further copies, but other committee members may want a bound copy of the dissertation.

Submission of Dissertation. Submission of the dissertation is now electronic and should take place according to the guidelines provided at: Submission of the thesis is now electronic and should be done according to the guidelines provided at: [http://www.gradschool.unh.edu/pdf/td\\_sub\\_instrc.pdf](http://www.gradschool.unh.edu/pdf/td_sub_instrc.pdf).

### **Placement**

It is the responsibility of the student to seek out and prepare for specific job opportunities in teaching and research positions, but the department is also keenly interested in promoting the placement of its scholars. Characteristically, the director of the student's doctoral committee will take an active role in placement.

Individual faculty members may know of prospective openings that are not included in electronic announcements. It is important to be persistent amid the intense competition in the job market; it may take time to find a really suitable position. The department has a good placement record in this respect, and will endeavor to keep it so.

## APPENDIX A: GRADUATE COURSE LIST

- 815 Criminological Theory
- 820 Sociology of Drug Use
- 825 Social Demography
- 830 Communities & Environment
- 835 Sociology of Community
- 840 Sociology of Mental Health
- 841 Social Change and Societal Development
- 842 Sociology & Social Policy
- 845 Race & Ethnicity
- 860 Aging and Late Life Family
- 873 Sociology of Childhood
- 876 Family Violence Research Seminar
- 880 Social Conflict
- 885 Study of Work
- 890 Applied Sociology
- 894 Evaluation of Social Programs
- 897 Special Topics
  - Family, Work, & Inequality
  - Sociology of Suicide
  - Sociology of Work
  - Poverty and Health
  - Advanced Survey Research
- 899 Master's Thesis
- 900 Proseminar in Sociology
- 901 Sociological Methods I (Intermediate Statistics)
- 902 Sociological Methods II (Research Methods)
- 903 Sociological Methods III (Advanced Statistics)
- 904 Sociological Methods IV (Qualitative Methods)
- 911 Sociological Theory I (Classical Theory)
- 912 Sociological Theory II (Contemporary Theory)
- 918 Historical Methods
- 921 Crime and Conflict
- 942 Sociology and Social Policy
- 970 Social Stress and Health
- 975 Sociology of the Family
- 976 Violence in the Family
- 980 Social Stratification
- 988 Medical Sociology
- 990 Teaching Practicum
- 995 Independent Reading & Research
- 996 Reading & Research
- 997 Advanced Special Topics
  - Sociology of Gender

