



**University of New Hampshire**

**DEPARTMENT OF SOCIOLOGY**  
*GRADUATE HANDBOOK*

**ACADEMIC YEAR**

*FOR STUDENTS ENTERING PROGRAM*

**2020-2021**

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## GRADUATE FACULTY AND THEIR AREAS OF INTEREST

<b>Cliff Brown</b>	Social stratification; race and ethnic relations; environmental sociology
<b>David Finkelhor</b>	Crime; children; family; internet and technology; social trends; quantitative methods
<b>Rebecca Glauber</b>	Social stratification; family; work; aging and the life course; gender
<b>Lawrence Hamilton</b>	Quantitative methods; social change; social conflict; environmental sociology
<b>Kenneth Johnson</b>	Demography; quantitative methods; urban/rural sociology
<b>Jonathan Koltai</b>	Medical sociology; work and labor markets; mental health; global health; social policy
<b>Thomas Safford</b>	Organizational sociology; sociology of science and technology; environmental sociology, international political economy
<b>Heather Turner</b>	Mental health; social stress; family; survey research; youth violence and victimization
<b>Karen Van Gundy</b>	Substance use and misuse; mental health; youth and the life course; rural health

## 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 a thesis constitutes the capstone experience for the M.A. degree.

Students in the doctoral program are expected to choose an area of specialization for intensive study and examination. Students' selection of an area of specialization is limited only by the areas of expertise available among department faculty members. Our department has strengths in sociology of the family, social stratification, health and illness, and community and the environment. Students in the doctoral program in sociology may select one of these for their area of specialization, or they may pursue a different area if two sociology faculty have appropriate expertise. Please review graduate faculty members' areas of expertise listed at the beginning of this handbook. Doctoral students are also required to successfully complete and defend a dissertation.

### 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:
  - Sociology 900 (Pro-seminar in Sociology), 2 credits
  - Sociology 901, 902, 903, 904 (Sociological Methods I-IV)
  - Sociology 905 (Research Practicum)
  - Sociology 911 (Sociological Theory I)
  - three courses in an area of specialization
  - six elective courses
- 2) Students must pass a written **Ph.D. examination** in their specialization area in order to advance to candidacy.
- 3) Propose, write, and defend an acceptable **doctoral dissertation**.

## **GUIDANCE AND SUPERVISION**

In planning the program of study, students are advised first by the Graduate Director and, subsequently by their M.A. thesis chair or Ph.D. program advisor. Students will also form thesis and dissertation 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.

Master's students form thesis committees comprised of one committee chair and two other sociology faculty. Thesis committees should be selected by the end of the student's second semester.

Ph.D. students should select an academic advisor in the relevant interest area soon after being admitted. After consultation with their advisor, the student should submit a Ph.D. Program Statement for approval to the Graduate Committee. A form for this purpose 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 their specialization examination. Students are encouraged to meet with their advisor each semester. Once a dissertation committee is formed, the chair of the dissertation committee becomes the student's advisor. This faculty member may or may not have been the student's original Ph.D. academic advisor.

## II. GRADUATE PROGRAM PROCEDURES

### FINANCIAL SUPPORT

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. Graduate assistants are expected to contribute 20 hours per week during the academic year. By accepting an assistantship, a graduate student agrees to maintain full-time student status, to be available for work on campus during normal business hours throughout the week, and to attend the course(s) for which they are 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 website.

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 five years (10 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.

In addition to departmental awards, please refer to the Graduate School webpage for information on scholarships, fellowships and extra University grants.

### TIME REQUIREMENTS

Students receiving assistantships are expected to complete the M.A. in two years. Ph.D. students should complete their coursework and their specialization examination in four years and finish their dissertation in the fifth or sixth year. Students who are enrolled in the program on a part-time basis, would not be subject to these timelines.

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.

### **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 typically complete the course work for the M.A. in one year, and have two additional semesters 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).

### **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. Graduate students should meet with their advisors prior to registration. Registration is online via WebCat under the MyUNH Portal.

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.

### **COLLOQUIA ATTENDANCE 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. Students who are ABD are not required to complete this requirement but are strongly encouraged to attend as many colloquia as possible to continue their professional development.

### **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 emailed by the department administrator. Student Annual Reports must be submitted to the student's advisor and the department administrator. 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, copies of course syllabi.

### **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. Publishing while still in graduate school is important in order to be competitive in today's job market. SOC 905: Research Practicum is designed to assist students in working towards this goal, but students should actively seek publishing opportunities whenever possible.



## PARTICIPATION IN PROFESSIONAL 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, such as the National Council on Family Relations, the American Society of Criminology, and the Population Association of America. Graduate students are eligible to present papers at professional meetings and are urged to do so.

## GRADUATE STUDENT PARTICIPATION IN DEPARTMENT GOVERNANCE

Graduate students have the opportunity to participate in departmental service as elected representatives from the Sociology Graduate Student Caucus. Student representatives attend various departmental committee meetings, where they share a student perspective and report back to fellow graduate students at monthly Sociology Graduate Student Caucus meetings.

The relevant departmental committees with student representatives are: 1) **Faculty**: responsible for department-wide administration; 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, for reviewing and proposing revisions in the program, and for publishing *Perspectives*, the annual online undergraduate Sociology journal; 4) **Colloquia**: responsible for arranging periodic professional presentations open to the whole department.

The Sociology Graduate Student Caucus also has a **President**, who organizes and runs the caucus meetings, and a **Social Chair**, who arranges for occasional social events among graduate students and faculty/staff within the department. Elections are held each spring by the current graduate students for the following academic year's student representatives.

## 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.

### III. 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. Pro-seminar 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 two classes 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/chair. The chair of the thesis committee will normally also serve as the student's general academic advisor. When a mutually agreeable topic has been selected, the student should request the appointment of the remainder of the M.A. Thesis Committee, to be approved by the graduate committee. A *Thesis Committee Request Form* is used to nominate the committee chair and two other faculty members to serve on the committee and is available in the department office. Occasionally, the graduate committee may suggest alternative names because of the special appropriateness of faculty interests. 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 SOC 899 to cover their thesis work. When the thesis is completed, this fact is indicated on the transcript for SOC 899.

#### M.A. THESIS PROPOSAL

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, a preliminary draft of the proposal should be discussed with each member of the committee. The committee may meet as a group to discuss and approved the proposal.

## **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, students should take no more than two course per semester beyond the seven required for the M.A., 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 a signature page signed by all three members of the committee before it can be submitted to the Graduate School. Once the thesis has been approved by the committee, the student should circulate the thesis abstract to all faculty and graduate students.

## **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 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 this link: [Graduate School Manual](#). 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.

## **REQUIRED COPIES OF THESIS**

The Department requires that all students completing the M.A. have one copy of their theses bound. The Department strongly encourages students to purchase a copy for themselves. Students should meet with their advisor to determine if their advisor would like a separate copy. 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.

## SUMMARY OF STEPS IN THE M.A. PROGRAM

STEP	WHEN
Consult with Chair of the Graduate Committee about first semester program	Prior to or on arrival
Choose M.A. thesis advisor	By beginning of second semester
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
Submit first complete thesis draft to M.A. Committee to maintain funding eligibility	By middle of fourth semester
Develop thesis abstract, and after M.A. Committee approval, circulate to all department faculty and graduate students	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

## IV. 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. Research Practicum (905)
- g. Sociological Theory I (911)
- h. three courses in the area of specialization
- j. six additional graduate elective courses

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<sup>TH</sup>** TO BE CONSIDERED FOR FINANCIAL ASSISTANCE. An "Application for Change of Degree Program," form is obtainable from the department office, and 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 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.

## **TEACHING AND RESEARCH OPPORTUNITIES**

Teaching: Students interested in teaching for the department should discuss the matter with the department chairperson. Students should recognize, however, that it is not always possible to fulfill their requests to teach or to teach specific 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 specialization examinations; (2) area of specialization -- those with specialization or other experience in the substantive focus of the course; (3) previous performance in teaching; and (4) academic record. Graduate students who are supported with Graduate Assistantships may sometimes be able to 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 students will have this experience during their graduate career.

## **AREAS OF SPECIALIZATION & COMPREHENSIVE EXAMINATIONS**

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

- 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 the Environment (SOC 830--Communities and the Environment)

The core course, plus two additional graduate-level sociology courses, are required for a specialization area. Courses intended to meet area of specialization requirements must be outlined in the student's program statement.

Apart from the four regular areas of specialization, students have the option to choose a different area of specialization, as long as there are three sociology faculty members who have sufficient expertise and who agree to serve on the examining committee.

In preparation for specialization exams, all students are required to develop a comprehensive reading list that adequately covers core sub-areas in the specialization. Reading lists must first be approved by the examining committee and then submitted to the chair of the graduate committee for signed approval. The development of the reading list, itself, represents an important component of becoming knowledgeable in the area of specialization. Generally, the comprehensive exam reading lists will include about forty books or 150-200 articles or, in most cases, a combination of both books and articles.

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.

Examinations in specialization areas are given each semester in January and August. To the extent possible, January exams are scheduled for the Thursday or Friday of the week before the first day of spring semester, and August exams are scheduled for the Thursday or Friday of the week before the first day of fall semester classes. Locations of exams are variable. Examinations are written, not oral.

A student wanting to take an examination should submit an exam request form **the semester before the requested exam** to the department's administrative coordinator, who will forward requests to the appropriate committee chairs. Registration deadlines are circulated to students in advance of the examination dates. Forms are available in the department office. 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: November 1 (for December 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.

### **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 specialization examination, 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 department office. The department administrator will then forward it onto 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 to **register for SOC 999: Doctoral Research every semester**. If the student is not in residence and does not need to use UNH facilities, mandatory student 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 assistantship from the College of Liberal Arts. An assistantship 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 graduate 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. Such changes would be made only with the consent of the student and advisor. The Graduate Committee then transmits to the Dean of the Graduate School the department's nomination for the doctoral committee. Where appropriate, 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 defend 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.

The format for dissertations should follow the guidelines provided by the UNH Graduate School on their website. Under special circumstances, a student's dissertation advisor may recommend that the dissertation be prepared in the form of 3 papers of publishable quality, typically with a common theme. Details of this format and the content of the individual papers should be outlined in the proposal and approved by all committee members. The Graduate School requirements regarding dissertation format still apply in these cases.

## **COLLOQUIUM**

Prior to the final defense of the dissertation, students must give a public presentation. The presentation is in the form of a colloquium, providing an opportunity for the student and members of the department to exchange ideas and to provide "job talk" practice.

## **THE COMPLETION OF DISSERTATION REQUIREMENTS**

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 chair of the doctoral committee. Students must pass the dissertation defense in order to complete their Ph.D. All dissertation committee members must sign the dissertation signature page after the student passes the defense and prior to submitting the completed proposal. Prior to the defense, students should circulate a draft of the dissertation abstract to all faculty and graduate students.

Required Copies of Dissertation: The department recommends 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 (required), one for the student's advisor (required), and one for the student (highly recommended). 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 electronic and should take place according to the guidelines provided on the Graduate School's website.

## SUMMARY OF STEPS IN THE 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 academic 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
Complete courses specified for examination in specialization area	First semester in Ph.D. program with M.A. from UNH SOC Dept.; third semester otherwise
Complete Examination in an area of specialization	End of second year in Ph.D. program for UNH MA's; third year otherwise
Fill out Program Completion Checklist and process form to Advance to Doctoral Candidacy for Graduate Committee and Graduate School approval. A Dissertation Committee may be nominated at this time or separately later once advancement is fully approved.	As soon as possible after completing coursework and specialization exam
Registration for doctoral research, SOC 999, is required every semester while working on the dissertation	Required after completion of specialization examination (i.e. all requirements except the Dissertation)
Meet with Dissertation Committee to review proposal and receive committee feedback and approval	As soon as possible after specialization examination and coursework completion
Circulate dissertation abstract to all faculty and graduate students	In the last semester of graduate program (when dissertation is complete or near complete)
Colloquium	In the last semester of graduate program (when dissertation is complete or near complete)
Final oral defense of dissertation	Upon completing dissertation by Graduate School deadline for graduation
Submit dissertation to Graduate School	Deadline determined by Graduate School