

GRADUATE STUDENT MANUAL



Department of Sociology



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I. GENERAL INFORMATION FOR GRADUATE STUDENTS

Department rules and procedures described in this manual, together with the general University rules set forth in the University of Iowa Bulletin and the rules of the Graduate College set forth in the Manual of Rules and Regulations of the Graduate College, constitute the body of regulations which govern students pursuing an advanced degree in Sociology.

A. Objectives

The department of Sociology has three goals:

1. To foster scientific research in the background in the behavioral sciences and to disseminate it through scholarly publication;
2. To develop excellence in teaching at both the graduate and undergraduate levels through well-formulated curricula as well as individual teaching effort; and
3. To serve the larger community in the proper application of sociological knowledge.

The graduate program in the Department of Sociology intends to develop professionals who are qualified both to conduct research and teach. The Department's academic program has two major objectives:

1. The attainment of general competence in theory, methods, and the substantive literature of sociology, and
2. The attainment of special competence within an area of concentration or "major" plus substantial competence in a "minor" field.

B. Advising

1. To facilitate the student's adjustment to the Department and to guide their professional training, Department policy is that every student selects a faculty advisor. Students new to the Department will utilize the Director of Graduate Studies (DGS) as advisor until the student has time to select an advisor and M.A. committee chair. We encourage students to select an advisor by the end of the first year in the program. Students should submit an advising form to the Sociology Department Office by the end of their first year. Students may change advisors at any time by submitting an updated advising form to the Sociology Department Office.
2. Prior to their first registration, each new graduate student will confer with the DGS to review the student's previous preparation in sociology. New students in the M.A. program must take all the theory and methods/statistics courses required for the M.A. degree.

II. ADMISSION TO THE M.A. AND PH.D. PROGRAMS

A. Registration Requirement

The doctorate is granted on the basis of achievement rather than on the accumulation of semester hours of credit. However, the University of Iowa expects a candidate to complete at least 39 semester hours while registered in the University of Iowa Graduate College. Part of this registration must be spent in full-time involvement in one's discipline at this

University; beyond the first 21 semester hours of graduate work students must complete and additional 18 semester hours to be taken as follows:

1. Enrollment as a full-time student (9 semester hours minimum) in each of two semesters, or
2. Enrollment for a minimum of 6 semester hours in each of three semesters.

The doctoral program will contain a minimum of 72 semester hours of graduate work. (See the Graduate College Manual: <http://www.grad.uiowa.edu/graduate-college-manual/>.)

B. Students with Disabilities

Equal access to education is achieved when barriers to learning are removed and students with disabilities can compete solely based on their academic skills and abilities. Students with disabilities who need accommodations should contact Student Disability Services (SDS) at 3015 (lower level) Burge Hall. Students will need to submit a SDS Application form and the appropriate documentation to SDS. After determining what accommodations are judged reasonable, the SDS office provides the student with a Student Accommodation Request form. The student should also meet with the instructor (or exam committee chair or dissertation committee chair or the relevant faculty member) to provide them with a copy of the form and to make any necessary arrangements for the accommodations. See the Student Disability Services website: <https://sds.studentlife.uiowa.edu/>.

C. The M.A. Program

Admission to the graduate program as a candidate for the M.A. degree requires

1. A minimum undergraduate grade point average (GPA) of 3.25 and
2. A minimum score of 300 or better (quantitative plus verbal) and, preferably, a 4.0 or better writing score on the aptitude test of the Graduate Record Examination (GRE).

The Graduate Admissions Committee has authority to make limited exceptions to these standards when a candidate meets at least one of the criteria and shows strong evidence of graduate school potential, e.g. a high performance in the last two years of college or unusually high grades in social science or statistics.

D. Students Entering with Previous Graduate Coursework in Sociology

Persons entering with an M.A. degree who have written an empirical M.A. thesis may submit the thesis to a committee of three faculty. The student should first select a chairperson and review the thesis with them. The chairperson may request minor or major revisions or may determine that the student should consider an alternative research project. The M.A. committee chair will work with the student on any revisions. The thesis research paper is then submitted to the full M.A. committee and a Final Examination (oral) over the M.A. thesis and related matters is held. This procedure follows the M.A. with thesis and M.A. with research paper options described below.

III. THE M.A. DEGREE

A. General Requirements

1. The M.A. requires 30 semester hours with thesis or research paper and 38 hours without thesis. A GPA of 3.25 or higher (in the major) is required over all courses applied to the M.A., and each of the following required courses must be passed with a grade of at least a B-:
 - a. SOC:5110 History of Sociological Theory
 - b. SOC:5160 Research Design and Methods
 - c. SOC:6170 Introduction to Sociological Data Analysis
 - d. SOC:6180 Linear Models in Sociological Research

M.A. students must also take SOC:5000 (Scholarly Professionalism and Integrity) for two semesters. Students are strongly encouraged to take SOC:6110 (Theory Construction and Analysis) while completing their M.A.

2. The M.A. candidate should select a chairperson for their Examining Committee who is within their major field in the first year of residence. The chairperson and the candidate agree on two additional members for the M.A. Examining Committee. The three-person committee should include two faculty members for the student's major and at least one person with methodological/statistical skills related to the person's major.

B. The M.A. with Thesis (30 hours)

1. It is important for students' Ph.D. programs that they integrate their M.A. course and thesis work and plan the scope and length of their theses to complete them within two years. The M.A. Thesis Paper should be of journal article length and should be viewed as a learning experience. Students who have not completed the M.A. degree requirements in five semesters will be placed on probation. If the M.A. degree is not completed after six semesters, the student may be terminated.
2. The M.A. student will have a Final Examination (oral) over the thesis and related matters. It may also include material for which the student has been told to prepare but will not merely duplicate course examinations. The student's M.A. Examining Committee decides whether the student passes or fails.

C. Non-Thesis M.A. with Research Paper

The same requirements as for a formal M.A. thesis will apply, but the student need not meet the Graduate College requirements or deadlines. The M.A. Research Paper should be of journal article length and should be viewed as a learning experience. The student should defend the Paper by the end of the 4th semester. Students who have not completed the M.A. degree requirements in five semesters will be placed on probation. If the M.A. degree is not completed after six semesters, the student may be terminated.

D. The M.A. without Thesis OR Research Paper (38 hours)

This degree is awarded to a candidate who completes 38 semester hours of course work and passes a Final Examination (oral) over the master's program of study conducted by their Examining Committee. This exam is not merely to duplicate course work but test a candidate's mastery of some subject matter and higher integrative abilities.

Registrations that would bring the candidate's accumulated graduate hours in sociology to more than 40 hours will not be approved

The M.A without thesis does not qualify a student for the Ph.D. program.

E. Admission to the Ph. D Program Following Completion of M.A. with Thesis or Research Paper

Prior to the M.A. Final Examination, students should submit 9departmental) Requests for Admission to the Ph.D. Program forms to their M.A. Committee Chair. At the Final Examination, The M.A. Committee will review the student's record, including performance in classes, the M.A. research, and Graduate Assistantship (RA/TA) assignments. The Committee has the following options and will make a written recommendation regarding admission to the Ph.D. program on the forms provided:

1. To advance the student into the Ph.D. program without the need for additional course work;
2. To postpone the decision concerning the Ph.D. program until additional course work (as specified by the committee) is completed.
3. To allow the student to complete a terminal M.A. (with no continuance in the Ph.D. program); or
4. To refuse the student further enrollment in the graduate program. If the student involved has an M.A. from another institution, the committee's choices normally will be limited to the first and fourth of the above alternatives.

This recommendation must be approved by the DGS.

IV. THE PH.D. PROGRAM

A. General

The Ph.D. requires a minimum of 72 semester hours total graduate credit and a minimum of 36 hours in addition to those credited toward the M.A. degree. These 36 hours may not include any credit for SOC:7090, Ph.D. Dissertation. A GPA of 3.25 is required over all courses (exclusive of the 300-level) applied to the Ph.D. and B- is required in each of these required courses:

1. A Ph.D. level theory course offered by the Sociology Department (e.g. SOC:6110 Theory Construction and Analysis)
2. SOC:7010 Teaching Sociology (if the student wants to teach their own course)

3. Two courses (excluding SOC:7030 or any other independent reading or research course) of at least 3 s.h. in research methods or statistics selected by the student and their advisor.

The Ph.D. candidate must also pass the Ph.D. Area Examinations, and then write and make a successful defense of a dissertation.

B. Advising and Planning a Ph.D. Program

A Ph.D. advisor (in the student's major area) must be selected within one semester after a student enters the Ph.D. program.

C. The Ph.D. Area Examinations

1. General

- a. The Ph.D. Area Examinations are intended to determine whether the candidate is intellectually prepared to undertake the dissertation project and to assume professional status. The student should demonstrate mastery of the relevant research methods, as well as the major, minor, and related fields of study for a given area. In the exam, the candidate should demonstrate professional competence. The area exams are the principal examinations in the graduate career, and they are to be prepared for and passed expeditiously so that the dissertation project can be initiated; otherwise, the graduate career is unduly lengthened. The examinations should be taken immediately after the completion of the courses required for the Ph.D. and the courses critical to the areas the student has selected (see below).

2. Eligibility

- a. 3.25 GPA (exclusive of 300-level courses);
- b. A student who has accumulated 45 hours of course work after the M.A. without taking the area exams will not be permitted to register for additional Ph.D. credit until taking this examination.

3. Exam Areas

Students must take one exam from List A. For the second exam, students can elect to take an exam from List A or List B, or they can elect to write two review essays.

- a. Students must take one exam from List A, which reflects major areas of sociological study and departmental areas of strength. There will be a standing committee of three faculty appointed by the chair, for year-long terms, who will write and evaluate these exams.

LIST A

Social Psychology

Crime

Law

Stratification

Organizations
Gender
Political Sociology

- b. List B sit-down exams may be taken in any area for which the student can find three faculty willing to write and evaluate in that area. List B areas must also receive Graduate Committee approval

LIST B

Examples of potential List B areas:

Aging/Life Course
Sociology of Culture
Sociology of Education
Family
Medical Sociology
Theory
Methods

(this list is not meant to be exhaustive or necessarily representative of what might be possible. We have always allowed students to “manufacture” a legitimate exam area if there are sufficient faculty to write and evaluate it, and if it is approved by the DGS and the Graduate Studies Committee.)

- c. For the second exam (either an additional List A topic or one from List B), students may choose to complete a two-paper option.
 - i. Paper ONE: demonstrates Annual Review of Sociology type organization of an approved “B” sociological subfield.
 - ii. Paper TWO: demonstrates article-level review of a specific sub-topic within the “B” subfield covered in Paper One
 - 1. Ideally, this paper will also overlap with an “A” area and be a potential literature review springboard into a dissertation proposal.

Students will produce two review essays for their second comprehensive exam, which will be due at the same time as written exams are given, in August and January. Students are expected to be the sole author of the paper and are not to get outside assistance (either academic or with editing). Students should consult with the committee for defining the scope of the papers, but once the proposal (see below) is accepted by the Graduate Studies committee, they are not to receive external guidance until their examination committee provides the official results.

Students will select their own committee for the review essay exams at least three months prior to the due date. At this time, students may consult committee members about potential readings and topics, but the committee members are to

provide only general guidance and will not review drafts before the papers are due. Students will get a short (one page) proposal for each of the two papers accepted by the committee, and then submit it to the Graduate Studies committee for final approval.

1. The first review essay requires the student to *critically* cover the breadth of knowledge in an area in 30 – 35 (double-spaced) pages. This essay should be written like an *Annual Review of Sociology* article. The exact format of the review essay may depend on the area of study, but should generally include the following sections:
 - History and classic theoretical traditions of the field.
 - Prominent theoretical camps and contemporary theoretical developments
 - General overview of relevant trends
 - Methodological challenges in the field has faced or is facing
 - Recent advances, recent turns, or currently visible questions in the field
 - Potential avenues for future research
2. The second essay requires the student to demonstrate depth of knowledge in a subarea. The second essay should be 10-15 (double-spaced) pages long. The exact format of the essay may depend on the area of study but should generally be written as the literature review of a focused research article. This paper should motivate active study in a specific manner, ideally forming the basis for a dissertation proposal or a potential research publication.

Assessment:

In general, the procedures (pass, fail, pass with reservations) for the “B” -list exam and the “B” -list paper are identical. In the case of “reservations” for either/both of the list “B” papers, students will have ONE month from receipt of committee feedback to turn in revised paper(s). At that time, the committee will judge the papers to be “Pass” or “Fail.”

Failure of the papers, either at deadline or after “reservations,” count as one “Fail” in the area exam process (see procedures for List “A’ exams). A failure of the paper-option necessitates taking the written exam for the student’s second attempt.

The quality of writing should be on par with the writing quality of essays in middle-tier journals in Sociology.

The second essay is intended to provide depth and should be assessed accordingly. Students should be able to demonstrate that they fully understand the nuance of and corresponding theoretical debates for the subtopic.

3. Exam Procedures
 - a. Ph.D. students may take an exam anytime they feel they are ready. Concrete advice about courses and preparation will be provided, however. Students should consult with their advisors about this

- b. Students may take a “B” list exam first if they will be taking two separate exams.
- c. The two exams need not be taken during the same semester.
- d. Students who have failed an exam two times will not be allowed to retake exam and will be considered to have not met Ph.D. requirements. These students will not be allowed to advance in the program.
- e. Exams taken in person will be “closed book” and will typically be eight hours in length
- f. Students may bring a bibliography or reference list into the examination. This list will contain alphabetized references only and will be check before the examination begins.
- g. There will ne no required oral exam.

D. The Ph.D. Comprehensive Examination

The completion of the second area exam will include an evaluation of the student’s mastery of relevant fields of the study and research methodologies. This evaluation will serve as the comprehensive examination, certifying the student’s readiness to proceed to their dissertation work. The comprehensive examination committee will consist of the three members of the second area exam committee and two additional faculty members with relevant expertise. Each committee member will evaluate the examination as satisfactory, reservations, or unsatisfactory and will indicate their decision on the examination report. If two committee members deem the examination unsatisfactory, then the committee report will also be unsatisfactory. A student whose comprehensive exam is unsatisfactory will be allowed one more examination. In accordance with Graduate College policy, the second exam must take place no sooner than four months after the initial exam and within twelve months from the initial exam. In the absence of extenuating circumstances, a second unsatisfactory evaluation will lead to the dismissal of the student from the graduate program.

V. THE PH.D. DISSERTATION

A. Dissertation Committee

The Dissertation Committee, consisting of a minimum of 5 faculty members (including at least one external member), is to be formed upon completion of the comprehensive exam. The dissertation must be written in the student’s major area (one of the two area exams) and the members should be familiar with particular theories methods, and substantive areas relevant to the dissertation topic. It is generally assumed that at least two members will be from the major area. More specifically, the committee should include:

- 1. At least three members from the Sociology Department
- 2. At least two members from the student’s major area
- 3. At least one member from outside the department

B. The Dissertation Prospectus

All Ph.D. candidates shall prepare a detailed prospectus of research for the dissertation within one year of their comprehensive exam. The Prospectus is considered a finished product, separate from the dissertation, in which the candidate shows the capability of planning research and communicating his/her plans to others (similar to an application for research funds). It will include all pertinent information for the research in view, such as theoretical orientation, literature review and bibliography, pilot research, design, population, sampling and data gathering procedures, detailed analysis plans (including, where appropriate, dummy tables) and the inferences made possible by the research. The Prospectus should be written in consultation with Dissertation Committee members; it should allow the Dissertation Committee to evaluate the feasibility of the dissertation research and make suggestions to improve it. The Prospectus should be of professional quality; it is a public document within the Department

C. Final Ph.D. Dissertation Defense

After the first deposit of the dissertation with the Graduate College (see the Graduate College Thesis Manual for official dissertation formatting instructions, available only on their website: <http://www.grad.uiowa.edu/theses-and-dissertations>), the candidate must pass an oral examination by their dissertation defense committee (the comprehensive exam committee). The examination is open to the public. It covers the candidate’s doctoral dissertation and research and all matters relating to it. It must be taken no later than five years after passing the comprehensive examination. Failure to meet this deadline entails the re-examination of the candidate to determine the student’s qualifications for the final dissertation defense. The final defense is graded as satisfactory or unsatisfactory. The requirements for the doctoral degree are met after first passing this dissertation defense and then making the final dissertation deposit with the Graduate College.

Note: Deadlines for degree application, first deposit of thesis, final examination and final thesis deposits are noted on the Graduate College website and are available from the Registrar’s Office <http://www.grad.uiowa.edu/deadlines> <http://registrar.uiowa.edu/calendars-deadlines>

VI. GUIDE TO SEQUENCE OF DEPARTMENTAL EVENTS DURING A GRADUATE CAREER

<u>Semester in Residence</u>	<u>Departmental Events</u>
Prior to Registration	Consult with the DGS of the Department concerning registration
2nd - 3rd Semester	Form M.A. Examining Committee and present outline of proposed M.A. Thesis/Research Paper to advisor
Prior to 5 th Semester	<ul style="list-style-type: none"> • M.A. Final Oral Examination • Admission to Ph.D. Program
5th - 6 th Semester	<ul style="list-style-type: none"> • Select a major advisor for Ph.D. • Take relevant courses, seek advice and prepare for area exams • Seriously consider taking one area exam

7th - 8 th Semester	<ul style="list-style-type: none"> • Finish taking area exams • Form Ph.D. Dissertation Committee • Ph.D. Prospectus Hearing – Comprehensive Exam
9 th Semester	Ph.D. Final Examination (Defense of the Dissertation)

VII. STUDENT EVALUATION

A. Course Grades and Instructors' Evaluation Reports

Grades in graduate courses can run from A through F, but the meaning of each grade is not the same as that found at the undergraduate level. Any grade below B represents an inadequate performance. Although some variance occurs from instructor to instructor, a student is well advised to regard A- as the minimum grade indicating good performance in a class.

Course work is expected to be completed in a timely manner, that is, by the end of the semester. This expectation should only be set aside in unusual circumstances. In such instances, students may be assigned an "Incomplete." Normally, incompletes must be removed during the student's next semester of registration by the date established in the academic calendar, or the incomplete automatically becomes an F. Grades of an F can result in a student being placed on departmental academic probation.

The work of students employed as teaching assistants is similarly evaluated at the end of each semester by the faculty member in charge of the course or research activity to which the student is assigned.

As required by the University Operations Manual, first-time teaching assistants leading their own discussion sections need to be evaluated by the eighth week of class. Thus, by the eighth week of class, instructors that have a graduate teaching assistant (GTA) are to submit an evaluation of their first-time communications competence of the GTA, and an evaluation of the teaching competence of the GTA. Instructors may use a variety of methods to evaluate first time GTAs, including a recommended classroom observation. IF the instructor's evaluation indicates that the GTA needs assistance, the DGS and instructor will develop a plan for assisting the GTA.

VIII. STUDENT ACADEMIC STATUS: GOOD STANDING/PROBATION

To be eligible for the Ph.D. degree, a student must be in "good standing" and must be registered at the University in the semester during which the degree is to be awarded. "Good standing" is indicated by a grade-point minimum of 3.25. In addition, graduate students in sociology must meet the general requirements of the Graduate College.

Students may be placed on probation if they fall below the minimum grade point average or miss any of the minimum time requirements. Consequences of probation include:

- A. Ineligibility to take examinations for the Ph.D.;
- B. Ineligibility for admission to candidacy for an advanced degree;

- C. Ineligibility for renewal, and possible termination, of financial awards; and
- D. Dismissal from the graduate program if probation continues for **two** consecutive semesters following that in which the deficiency occurred. (Summer sessions do not count for this purpose.)

Students on probation will be returned to good standing immediately if probation was for failure to maintain a satisfactory grade-point average, and if that average – both semester and cumulative- is raised to the required level in the semester following that which led to probation; or at the discretion of the department if probation was for failure to show promise of scholarly distinction and achievement. While on probation, classes taken to raise GPA to minimum requirements must be in the student's major, i.e. sociology.

IX. DISMISSAL AND REVIEW

The Director of Graduate Studies, on behalf of the Department, will advise a student by letter of any decision placing the student on probation no later than two weeks after the decision is made.

It is the right of every student receiving such notification to seek further clarification from individual instructors, members of any examining committee concerned, the Director of Graduate Study, and the Chair of the Department Chair outlining the grievances in detail and describing any prior informal efforts to secure redress.

Within five days of receipt of the student's letter, the Graduate Studies Committee (GSC) meets to begin review of the case. The DEO attends during GSC meetings ex officio. IT is likely that more than one meeting will be needed to review the material and formulate a decision. Within ten working days of the initial meeting will be needed to review the material and formulate a decision. Within ten working days of the initial meeting the GSC determines what action is to be taken. Any actions must be consistent with the Graduate College policy as indicated in the College manual. IF the DEO upholds the original department decision, the student may appeal in writing to the Graduate College. This process is outlined at <http://www.grad.uiowa.edu/academic-grievance-procedure>.

X. POLICY CONCERNING DEPARTMENT ASSISTANTSHIPS

A. General Practice

Each year, students without a formal agreement for future funding must compete for financial support. Prior departmental support is not, in itself, an assurance of future support. Historically, the vast majority of students in degree programs in sociology at the University of Iowa have been given major financial support for at least five years of their graduate Ph.D. training.

The Department strives to ensure that all students making satisfactory progress toward the Ph.D. receive financial support. However, awards may be terminated at any time if a recipient is not satisfactorily performing all duties connected with the appointment or stops making satisfactory progress toward a graduate degree. A student who fails to maintain "good standing" (see the Section on STUDENT ACADEMIC STATUS: GOOD STANDING/PROBATION above) is not making satisfactory progress toward a degree.

Given the time difference between the date when awards are allocated (spring) and the date they go into effect (fall), it may be necessary to make all awards conditional on continued adequate

performance. The most important condition is that awards for the fourth academic year of residence are contingent on completing the M.A. degree before the award period begins (mid to late August).

B. Eligibility Criteria

The following list gives the eligibility criteria for funding consideration.

1. A minimum grade point average of 3.25
2. Adequate progress toward a degree
3. Satisfactory performance in the candidate's current appointment, as defined by their supervisor.

C. Selection Procedures

For those candidates in residence who request financial assistance, the Department has established procedure to rank-ordering students for receiving assistantships. Faculty evaluations will be a primary source of information about the students. Each spring semester, faculty provide evaluations of students' potential, academic performance, RA/TA performance, and also indicate the context in which the evaluations were made. Students beyond the first year will be asked to prepare a vita that identifies their professional activities, such as conference presentations, papers submitted, etc. (First year students may provide a vita, if they wish.) Students will also be asked to provide a list of courses taken by semester, a chronology indicating when they selected an advisor, completed the M.A., took the area exams and formed a dissertation committee, and information about teaching skills and experience (e.g., course syllabus and course evaluation). First year students will be evaluated separately from the more advanced students. Teaching needs and student teaching qualifications will be considered in making award decisions.

D. Other Appointment Criteria

1. When an appointment is considered for both a Ph.D. and an M.A. candidate, preference should be given to the doctoral candidate when other things are equal.
2. Students who have not taken their comprehensive exam (hearing on the dissertation prospectus,) within a year of finishing area exams will receive the lowest priority for department funding.
3. Teaching Assistants must successfully complete one area exam prior to teaching their own courses. They must also have completed SOC:7010 or an equivalent Ph.D. level course on teaching, approved by the DGS. (see section IX.)

Students are expected to accept or reject the Department's appointment offer as soon as possible. Normally, no student will be given departmental financial support beyond their tenth semester of enrollment. In some extraordinary circumstances, however, a student may receive additional support. These extraordinary appointments are made based upon the following criteria that are ranked in order of importance:

1. The teaching and other program needs of the Department
2. Faculty and student evaluation of the student's prior instructional performance.

3. Evidence that the student is making very strong progress towards completing their dissertation. This could include completed chapters of the dissertation, data collection and/or analysis, or other evidence that the dissertation will be finished in a timely manner.

XI. GRADUATE STUDENT PARTICIPATION IN DEPARTMENTAL GOVERNANCE

A. General

The power to make Departmental policy resides with the faculty. Every three years the faculty elects a chairperson (who must also be appointed to the chair by the Dean of the College of Liberal Arts.) Their duty is to administer the policies established by the faculty. Regular faculty meetings are open to graduate students. Graduate student committee members may place items on the agenda, but students do not have votes in faculty meetings, only on certain committees, eight of which have graduate students serving on the them.

B. Standing Departmental Committees

The list of standing committees in the Department, their function, and their composition is as follows:

- **Graduate Studies Committee** – recommends concerning graduate curriculum and award evaluations; supervises requirements and examination of M.A. and Ph.D. degrees; approves membership of M.A. and Ph. D Examining Committees (3 faculty, 1 graduate student)
- **Recruitment Committee** – recommends regarding visits and hiring of faculty job applicants (3-4 faculty; 1 graduate student)
- **Undergraduate Committee** – recommends regarding undergraduate curriculum and advising (2 faculty; 1 graduate student; 1 undergraduate student)
- **Theory Workshop Committee** – invites speakers to campus, schedules presentations (3 faculty, 1 graduate student)
- **Diversity Committee** – offers ideas to create a more diverse campus and community (4 faculty, 2 graduate students)
- **Computer Committee** – recommends regarding use and distribution of computers (2 faculty; 2 graduate students)
- **Communications Committee** – assists with newsletter and website (3 faculty, 2 graduate students)
- **Awards Committee** – assists with nomination applications (3 faculty; 1 graduate student)
- **Resource Development Committee** – assists in obtaining additional departmental funds (3 faculty, 2 graduate students)

C. Graduate Student Vote on Committees

1. Graduate student committee members vote on committee issues with the following exceptions:

- a. General: conventionally understood conflicts of interest which should result in self-disqualifications, e.g., when a member initiates a grievance or petition or has one initiated against them.
 - b. Graduate: direct evaluations of other graduate students, including on whom is to be admitted from the M.A. to the Ph.D. program
 - c. Recruitment: selection of job candidates for visits to the Department or to whom job offers should be made
2. The Department is open to graduate students' suggestions on any issue and the faculty wishes to participate with graduate students in designing and implementing an outstanding professional training program in sociology.

XII. POLICY ON GRADUATE STUDENT TEACHING

The department views teaching by graduate students as an important supplement to their academic work and we are committed to providing such opportunities within the constraints posed by our undergraduate teaching program. Graduate students will be eligible for such experience when they meet the minimal requirements stated below. The timing and nature of the experience will be dependent on the departmental needs and the students' areas of expertise.

A. Minimum Requirements

1. The student should have successfully completed one area exam.
2. The student should be making adequate progress toward the Ph.D. degree
3. The student should have taken the teaching seminar (SOC:7010) or an equivalent Ph.D. – level course on teaching, approved by the DGS.

B. Miscellaneous Guidelines

1. The student should have background (e.g., course work) and competence (e.g., as a teaching assistant) appropriate to the course.
2. Graduate students will usually be assigned to teach lower-level courses. Assignments to more advanced sociology courses are contingent on a student's expertise, the department's teaching needs, and sociology courses are contingent on a student's expertise, the department's teaching needs, and requirements of the College of Liberal Arts and Sciences.
3. Students should be discouraged from developing new courses for our undergraduate program.
4. Graduate students in sociology should not take a course taught by a sociology graduate student for credit.

XIII. DEPARTMENT POLICY ON SHORT-HOURS FORM

Students may fill out a short-hours form (and therefore be considered full-time for financial aid purposes while taking less than nine but at least two credit hours) the semester they take their second area exam (that is, their first attempt in a second area after passing in their first area). If they do not pass the exam, they can continue to use the short- hours form for the following semester if they take an area exam the following semester.

Students who do not take their comprehensive exam (hearing on the dissertation prospectus) within one year of passing their second area exam will not be allowed to continue using the short hours form until they take their comprehensive exam.