

# **HANDBOOK FOR GRADUATE STUDENTS**

**Academic Year 2008-2009**

## **Department of Sociology**

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## GRADUATE FACULTY AND THEIR AREAS OF INTEREST

<b>Linda Blum</b>	Sex and gender; work and labor markets; stratification
<b>Cliff Brown</b>	Social stratification; race and ethnic relations; environmental sociology
<b>Michele Dillon</b>	Religion; Culture; Sociological Theory; Life course/Aging
<b>Cynthia Duncan</b>	Social change and development; poverty and inequality; rural families and communities; social policy
<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>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>Murray Straus</b>	Family; criminology; methodology; comparative institutional analysis
<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
<b>Sally K. Ward</b>	Urban sociology; social policy; methods

## 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.

Each step of your program should be undertaken after consultation with your advisor and committee and/or the Chair of the Graduate Committee. Forms currently needed by a graduate student to request various actions on the part of the Graduate Committee are available in the department office.

The procedures outlined in the Handbook have been developed over a period of years. However, 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. For other extraordinary instances, students should know of procedures outlined in Rights and Rules for grade appeals and for grievances involving conduct. Both the Chair of the Department and the Dean of the Graduate School are available for consultation and mediation in case of dissatisfaction with decisions of the Graduate Committee or its agents.

Supplements and additions to this Handbook may be necessary under some circumstances. The Graduate Committee would appreciate your calling any errors to its attention.

## **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. Students in the doctoral program are expected to select from the areas of departmental specialization one primary and one secondary 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

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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 student's guidance committee

2) Written **Ph.D. Examination** in the area of sociological specialization and in theory and methodology. Theory and methods examinations are to be taken in the first and second semesters after admission to the Ph.D. program. Students who enter the program with an M.A. must take theory and methods 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) 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.

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 through examination -- 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.

### **Guidance and Supervision**

In planning the program of study, students are advised first by an assigned faculty member and, subsequently, in the case of doctoral students, by a guidance committee. 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.

Under such 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 must receive approval from the Graduate Committee prior to registration. Request forms are available in the 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 syllabi.

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 M.A. students should request a faculty thesis advisor using the committee request form available in the department office. 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.

The advisor for Ph.D. students is the person who chairs their Guidance Committee. After completion of the Preliminary Examinations, the student must request the appointment of a Doctoral Committee which is responsible for the work on the dissertation. The chair of this committee then becomes the student's advisor. The Chair of the Guidance Committee often, but not always, becomes the Chair of the Dissertation Committee.

### Financial Support: Department Awards

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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. For more information, see the Graduate Schools'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 Ph.D. students who did not already have a Master's degree when they entered the program, the maximum is four years (8 semesters) of support (including the period working toward the Master's degree).

"Good standing" 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**

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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 and 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.

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 mid-December for any scholarships which might become vacant in the spring.

Dissertation Fellowships. Students apply directly to the Graduate School. See next section for 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 here by July 1. Work study is available for the academic year and for summer.

Extra-University Grants. Students are encouraged to make application to such agencies as the Social Science Research Council, the Fulbright Commission, the American Association of University Women, etc. The department office maintains a file with announcements of fellowships from various foundations and agencies; and the Information Officer of the Office of Sponsored Research maintains a file for graduate students. Warning: early deadlines are the rule!

## **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 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.

Finally, students can apply for support (up to \$500) from the Department's Linsky Fund (named after retired Professor Arnold Linsky). The Graduate Committee normally solicits proposals for this Fund in late Fall.

### **Time Requirements**

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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 getting an M.A. thesis or Ph.D. dissertation started (i.e., obtaining permission to work in a given setting, computer difficulties, etc.); b) need extra time in order to gain teaching experience; c) have opportunities to prepare papers for presentation at sociological association meetings or for publication or to follow out 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 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 develop the thesis. The Ph.D. course work might then be completed in two more years (see specific degree requirements on pages 14 and 17 of 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. At the same time, note well that it is assumed that the taking of preliminary examinations and teaching/research requirements have been worked into the regular program of the student.

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

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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 must 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 submits student input to the Department Chair.

### **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 and then will be circulated to the student's advisor for signature. 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**

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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**

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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 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 subject matter 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 by means of annually elected representatives. Two of these representatives have full voting rights in department meetings. Elected representatives to the department meeting 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; (4) **Human**

**Subjects:** reviews research proposals involving human subjects in accordance with federal guidelines. 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.

### 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 minimum to retain funding.

#### M.A. PROGRAM

##### STEP

Consult with initial advisor or Chair of the Graduate Committee about first semester program

##### WHEN

Choose M.A. thesis advisor

On arrival or first semester of residency

Choose two additional thesis committee members and submit committee request form to Graduate Committee

By end of first semester in residence

Meet with M.A. Committee to discuss thesis plans. Develop thesis proposal. Graduate Committee approval of proposal

By middle of second semester

Develop thesis abstract, and after M.A. Committee approval, circulate to all department faculty and graduate students

By end of second semester

Submit first complete thesis draft to M.A. Committee to maintain continued funding

Ideally by end of second semester

Complete M.A. thesis

By middle of fourth semester

Ideally by end of third semester. In every case, the thesis must be completed by the end of the fourth semester for assurance of continued funding

## PH.D. PROGRAM

### STEP

<p>Application for admission to Ph.D. program (Graduate Committee and Graduate School forms)</p>	<p>Final <b><u>oral defense</u></b> of dissertation Submit dissertation to Graduate School</p> <p style="text-align: center;"><b>WHEN</b></p>
<p>Process <b><u>Guidance Committee</u></b> request form (Chair and two others) through the Graduate Committee</p>	<p>Last semester of work at the M.A. level</p>
<p>Submit <b><u>Ph.D. Program Statement</u></b> to Guidance Committee and Graduate Committee</p>	<p>At start of residence in Ph.D. program</p>
<p><b><u>Theory and Methods preliminary exams</u></b></p>	<p>No later than end of first semester in Ph.D. program</p>
<p>Complete courses specified for examination in specialization area.</p> <p><b><u>Complete Examination in an area of specialization.</u></b> Complete remaining courses.</p>	<p>Start of first semester in Ph.D. program with M.A. from UNH Soc. Dept.; start of third semester otherwise*</p>
<p>Fill out <b><u>Program Completion Checklist</u></b> and process form to <b><u>Advance to Doctoral Candidacy</u></b> for Graduate Committee and Graduate School approval. A <b><u>Dissertation Committee</u></b> (a chair and four members) may be nominated at this time or separately later once advancement is fully approved.</p>	<p>End of second year in Ph.D. program for UNH MA's; third year otherwise</p>
<p><b><u>Registration</u></b> for doctoral research, Soc.999, <b><u>is required</u></b> every semester while working on dissertation</p>	<p>Immediately after completion of preliminary examinations, i.e. all requirements except the dissertation</p>
<p>Meet with Dissertation Committee to review <b><u>proposal</u></b>. When approved, circulate proposal abstract to all faculty and graduate students</p>	<p></p>
<p>Present <b><u>colloquium</u></b> to the department</p>	<p>As soon as possible after preliminary examinations</p>

After preliminary exams

Upon completing dissertation by Graduate School  
deadline for graduation

\*Ph.D. students who begin the program with a non-UNH masters 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

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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 Soc. 899.

## **M.A. Thesis Proposal**

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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 that the student 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**

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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**

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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.

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

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The Graduate School has available a MANUAL FOR THE PREPARATION OF THESES, which should be consulted by all those writing an M.A. thesis. 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**

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The Department requires that all students completing an M.A. have five copies of their theses bound. They are to be distributed as follows: two for the Graduate School, one for the department, one for the student's advisor, one for the student. In addition, the 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 (two of which may be taken outside the 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 and Appointment of Guidance Committee

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 MARCH 15 (OR THE MIDDLE OF THE FOURTH SEMESTER AT THE M.A. LEVEL) 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. A subcommittee will review the academic record and read the master's thesis of the student before making a recommendation to the Graduate Committee. Additional course work or research may be required as a condition of acceptance.

### **Ph.D. Guidance Committee and Program**

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Ph.D. Guidance Committee. Soon after admission to the Ph.D. program, the student should submit a list of three faculty members, one of whom will be nominated as chairperson of the Guidance Committee, together with a Ph.D. Program Statement, for approval to the Graduate Committee. Students should consult with faculty members before submitting their request. Once approved, the names of the proposed committee members will be transmitted to the Dean of the Graduate School as the departmental recommendation. If the interests of a student change during the course of their studies, a new committee may be requested. If the interests of students make it desirable, a fourth member of the committee may be appointed. This can be a person in sociology or some other department. The Guidance Committee works with the student to develop a Ph.D. Program Statement, and to ensure that the various elements of the student's program are coherent and that accomplishment takes place in a timely fashion. Thus the committee should scrutinize the rationale and articulation of choice of the area of specialization, alert the student to special opportunities with regard to choice of electives, and periodically assess the student's pace in fulfillment of program requirements.

Students are encouraged to meet with the chairperson of their Guidance Committee each semester.

Doctoral Program. In consultation with the chairperson of their guidance committee, 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 all three members of the Guidance Committee 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 whole Guidance Committee to participate in the design of the program. Students who have completed an M.A. in another sociology department will normally be allowed to credit equivalent courses towards departmental requirements, subject to the approval of the Guidance Committee in light of the student's program statement.

### **Teaching and Research Opportunities**

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Teaching. Students interested in teaching a specific course should discuss the matter with the department chairperson and follow this up with a letter indicating their choice of assignment. However, students should realize that it is not always possible to realize their requests, and they should be prepared to teach other

courses, usually a section of a 400- or 500-level course.

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; (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 are ordinarily expected to teach courses on their own after they have served as a TA for four semesters and after they have earned the M.A. degree.

In order to assist students in developing their teaching skills, a faculty mentor policy has been adopted. All graduate students who are teaching courses on their own are to select a faculty teaching mentor to serve during the semester as a consultant on course matters. At least one semester a year, the faculty mentor will visit the graduate student's class twice during the semester at mutually agreeable times, provided that one visit is during the first two weeks of the semester. For students teaching on their own for the first time, the visitation is to occur during the first semester teaching. The mentor visitations to student classes are for the purpose of assisting the student in developing teaching skills. They are not intended to be the basis for evaluations of students. In light of this, any written comments to the student from the mentor will be regarded as privileged communications and will not be made a part of the student's file. If the student wishes the comments to become a part of his or her file, that is, of course, possible, but only at the discretion of the student.

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.

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

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A program description is given in the following pages for each area in which the department offers a preliminary examination. Preliminary examinations are divided into three categories:

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 an 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 Guidance Committee and with the Graduate Committee.

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

- **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** (TBA)

The core course plus three additional graduate-level sociology courses are required for a specialization area. The two additional courses may include appropriate Sociology 995/996 offerings, with the approval of the Graduate Committee.

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.

Students are encouraged to choose electives that they could use to form a secondary specialization module if they so desire. Students who choose a second area of specialization will not have to complete a preliminary examination in their secondary specialization. In addition to completing the pre-dissertation requirements, students are also encouraged to acquire proficiency in any language that will enhance the conduct of their dissertation research.

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 Guidance Committee and the Graduate Committee.

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

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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 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 should be sent first to the Graduate Committee, then forwarded to the departmental meeting with the recommendation of 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**

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

Examinations in specialization areas are given each semester on the Friday after classes end (in December and May). Theory and methods exams are offered early in each semester on the Friday after classes begin.

In instances where students are taking both methods and theory exams in the same semester, one of the exams will be scheduled on the Friday before classes begin and the other exam will be scheduled one week later, on the Friday after classes begin. 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.

Usually students who fail an examination may take the exam once again. An examination committee can override the rule if it wants a student to make a third effort.

A student wanting to take an examination should submit a form requesting permission to the department secretary, 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.

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

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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 three weeks of the examinations and given to the secretary for the graduate program to be placed in the student's file, with a copy sent to the chairperson of the student's Guidance Committee.

### **Advancement to Candidacy**

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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 insure 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.

### **Continuing Residency**

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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 University facilities or faculty advisors, mandatory fees may be waived via petitions to Health Services and the Business Office.

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**

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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 thesis "load" of faculty relatively equal. Such changes would be made only with the consent of the student and advisor. The Graduate Committee will transmit 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 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**

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After passing the preliminary examination, students should make an oral presentation of their dissertation proposal, or of other scholarly work, to the department prior to final examination on the dissertation. The presentation is in the form of a colloquium, providing opportunity for the student and the department to exchange ideas.

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

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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. The Department requires that students register for Sociology 999 during all the semesters they are working on their dissertation.

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 five copies of the dissertation bound. They are to be distributed as follows: two for the Graduate School, one for

the department, one for the student's advisor, one for the student. Other committee members may want a bound copy of the dissertation as well.

### **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. The earlier design of the student's program by the guidance committee should have been oriented in part to the job market most appropriate to the individual's talents and occupational ambitions. The department receives announcements of positions available, which, after posting for a temporary period, are filed in a notebook available in the graduate student room. Individual faculty members may know of prospective openings that are not included in these 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.