



TEXAS A&M UNIVERSITY
Department of
Sociology

Graduate Student Handbook 2023

October 2023 Version

TABLE OF CONTENTS

| | |
|--|----|
| PREFACE | 5 |
| 1.0. GENERAL INFORMATION | 5 |
| 1.1. Graduate Program Leadership Team | 5 |
| 1.2. Graduate Program Staff Support | 6 |
| 1.3. Degrees Offered | 6 |
| 2.0. PROGRAM OVERVIEW | 6 |
| 2.1. Advising in the Graduate Program | 6 |
| 2.1.1. Selecting a Master’s and/or Doctoral Advisor | 6 |
| 2.1.2. Forming Committees | 7 |
| 2.2. Degree Plans | 7 |
| 2.3. 96-Hour Doctoral Program | 8 |
| 2.3.1. Overall Program Structure | 8 |
| 2.3.2. Options for Master of Science in Sociology | 10 |
| 2.4. 64-Hour Doctoral Program | 13 |
| 2.5 Waiver for Required Courses | 14 |
| 2.6. Course Offerings and Rotations | 14 |
| 2.7. Minimum Grades for Required Courses, Cumulative GPR, and Degree Plan | 15 |
| 2.8. Doctoral Preliminary Examination | 15 |
| 2.9. Dissertation Proposal Hearing | 16 |
| 2.10. Ph.D. Final Examination | 16 |
| 2.11. Time Limits | 17 |
| 3.0. GRADUATE STUDENT FUNDING AND SUPPORT | 17 |
| 3.1. Graduate Assistantships | 17 |
| 3.11. Graduate Assistantship Teaching (GAT) | 17 |
| 3.12. Instructor of Record/Graduate Assistant Lecturer (IOR/GAL) | 18 |
| 3.13. Graduate Assistantship Researcher (GAR) | 18 |
| 3.14. Assigning Graduate Assistantships | 18 |
| 3.2. Work Accommodations | 19 |
| 3.3. Overloads | 19 |

| | |
|---|-----------|
| 3.4. Fellowships | 19 |
| 3.5. Outside Employment | 20 |
| 3.6. Summer Funding | 20 |
| 3.7. Research and Travel Support | 20 |
| 4.0. GRADUATE STUDENT EVALUATION | 21 |
| 4.1. Graduate Assistant Teaching (GAT) Evaluation | 21 |
| 4.2. Graduate Assistant Research (GAR) Evaluation | 21 |
| 4.3. Graduate Student Annual Evaluation | 21 |
| 5.0. PROBATION AND DISMISSAL FROM GRADUATE PROGRAM..... | 22 |
| 5.1. Probation | 22 |
| 5.2. Dismissal from Graduate Program | 23 |
| APPENDIX A1: 96-Hour PhD Requirements and Program Benchmark Worksheet— Thesis/Paper Option (Students entering program from Fall 2022 to present) | 25 |
| APPENDIX A2: 96-Hour PhD Requirements and Program Benchmark Worksheet—Nonthesis Option (Students entering program from Fall 2022 to present) | 31 |
| APPENDIX A3: 64-Hour PhD Requirements and Program Benchmark Worksheet (Students entering program from Fall 2022 to present) | 37 |
| APPENDIX B1: 96-Hour PhD Requirements and Program Benchmark Worksheet— Thesis/Paper Option (Students entering program prior to Fall 2022) | 43 |
| APPENDIX B2: 96-Hour PhD Requirements and Program Benchmark Worksheet—Nonthesis Option (Students entering program prior to Fall 2022) | 48 |
| APPENDIX B3: 64-Hour PhD Requirements and Program Benchmark Worksheet (Students entering program prior to Fall 2022) | 53 |
| APPENDIX C: Assigning Graduate Assistants..... | 57 |
| APPENDIX D: Annual Review Guidelines and Process | 63 |
| APPENDIX E: Example of Form for Graduate Student Annual Evaluation | 75 |
| APPENDIX F: Teaching Assistant/Research Assistant Evaluation Form | 88 |

PREFACE

The purpose of this handbook is to provide a convenient reference for answering questions students and faculty may have about the structure and current policies or procedures of our graduate program. For students new to the program, we hope the handbook provides a useful overview of departmental life and, even more, an encouragement to become an active participant in that life. Our hope is to create an environment for graduate students where they can become active productive scholars and teachers, present at professional conferences, publish their research in journals, and demonstrate excellence in their teaching.

This handbook is meant to serve as a guide. It is not an official statement of university policy and should not be relied upon in place of graduate catalogs or other official university publications. While every effort has been made to provide correct and up to date information about university policies, students and faculty should consult the Texas A&M University Graduate Catalog (<https://catalog.tamu.edu/graduate/>) for the official statements on university policies regarding degree requirements and related matters. View this handbook as a potential starting place to find out what you need to know on a wide variety of important topics.

1.0. GENERAL INFORMATION

The graduate program in Sociology at Texas A&M University supports a wide array of research interests including crime, law, and deviance; culture; demography; organizational, political, and economic sociology; race, class, and gender, and social psychology. We are a community of scholars that are committed to fostering excellence in research and scholarship. Our faculty are nationally and internationally known and have earned numerous professional awards for their scholarship. Each student's interests and goals are unique and we have designed the graduate program to be flexible allowing students to create a plan of study that includes a major and a minor that may cover a broad range of subject matter areas. Our goal is to create an environment that promotes excellence in scholarship and teaching that facilitates the professional goals of our students.

1.1. Graduate Program Leadership Team

Nancy Plankey-Videla (Director of Graduate Studies)

plankeyvidela@tamu.edu

Areas of responsibility include graduate registration issues, international student issues, graduate funding questions, graduate student life issues, graduate curriculum, graduate student, annual reviews, graduate student professional development, and graduate student handbook.

Robert Durán (Director of Graduate Recruitment)

rjduran@tamu.edu

Areas of responsibility include graduate student recruiting, fellowship nominations, and coordination of recruiting events.

Alexander A. Hernandez (Coordinator of Graduate Instruction)

aahernandez@tamu.edu

Areas of responsibility include supervision of graduate assistants teaching as Instructors of Record and teaching graduate instructional classes (SOCL 680 & 681).

1.2. Graduate Program Staff Support

Dulce M. Vasquez (Administrative Coordinator I)

dulcemv@tamu.edu

Areas of responsibility include prelims coordination (laptop check-out, room reservation, exam distribution), course registration issues, and tuition and fees.

1.3. Degrees Offered

Students may earn a Master of Science degree and a Doctoral degree in the Sociology Department. The Master's degree requires a minimum of thirty-two credit hours of coursework. The Doctoral degree requires a minimum of sixty-four credit hours beyond a Master's degree or master's paper program. Those who enter without a Master's Degree (or a Master's Degree in an unrelated field) will require a minimum of ninety-six credit hours to obtain the doctoral degree.

2.0. PROGRAM OVERVIEW

2.1. Advising in the Graduate Program

2.1.1. Selecting a Master's and/or Doctoral Advisor

Upon entering the Ph.D. program at Texas A&M, each new student is initially advised by the Director of Graduate Studies. The Director of Graduate Studies responsibilities include helping the new student understand the requirements and course options in the graduate program, assisting in the assessment of curricular needs with relation to previous coursework at both the BA and MA levels, and familiarizing the student with the graduate faculty, their research interests, and their expertise in anticipation of selecting a permanent advisor and advisory committee.

A permanent advisor should be selected by the end of the second semester of the program. The permanent advisor can be changed during the course of the program as circumstances require. However, it is critical that an advisor be selected early in the program in order to help design a

program of study, make decisions about mentorship opportunities, and start thinking about thesis or dissertation project possibilities.

2.1.2. Forming Committees

All master's and doctoral students are required to form a committee and maintain an approved degree plan in addition to satisfying courses, exams, and thesis/dissertation requirements. Typically, your permanent advisor serves as the committee chair. Forming a committee to guide one's graduate study is a big decision and should be done with care and in consultation with your permanent advisor.

Master's committees must have at least three members, one of whom must come from outside the department. Ph.D. committees must have at least four members, one of whom must come from outside the department. The chair of any Master's or Ph.D. committee must be a member of the department.

Once students know their interest areas and how they overlap with those of the faculty, they should visit with the faculty whose interests they share, take courses with them if possible, talk with them at department gatherings, and by appointment in their offices. Make your shared interests known. If you can, reveal something about why you find the area intellectually interesting and what your professional aspirations are. You may also find talking with fellow graduate students especially helpful in this regard. Make sure you visit with each potential member of your committee to make sure they are good matches with your future course of study and professional development.

Sometimes it becomes clear to the student or the committee members that the student's progress through the program would be better served by making a change in the committee, whether changing a member or even changing the chair. If so, the change should be made as soon as possible, by petitioning the Graduate and Professional School. Currently, the changes to the committee membership are made via long form petition through the Graduate and Professional School's Document Processing Submission System (<https://ogsdpss.tamu.edu/> as of August 1, 2023).

2.2. Degree Plans

Degree Plans are filed with the Graduate and Professional School which lists the student's committee and courses that a graduate student plans to take to fulfill the degree requirements for a Master's or Ph.D. degree. Filing the degree plan requires that students have formed a committee to supervise their graduate studies and that both the student and the committee agree on a proposed outline of courses to satisfy degree requirements.

The Degree Plan is submitted online through the Graduate and Professional School's Document Processing Submission System (<https://ogsdpss.tamu.edu/> as of August 1, 2023). The graduate course listings can be found in the TAMU Graduate Course Catalog

(<https://catalog.tamu.edu/graduate/course-descriptions/soci/>). Questions and requests for clarifications may be addressed to the Director of Graduate Studies in the Sociology Department or the Graduate and Professional School.

Students are required to complete a degree plan before the end of their third semester. If the degree plan is not filed, the University will place a registration hold on the student's record in the middle of their third semester. If the student is unable to file the degree plan by the deadline due to reasonable circumstances, please contact the Director of Graduate Studies to request an exemption. The degree plan can be easily changed at a later date if the list of courses or committee membership changes.

You may find the following checklist helpful in filling out your degree plan:

- Make sure you have included all required courses and sufficient electives and research hours.
- List only courses to be utilized for credit toward the degree being sought. No course hours listed on the form for one degree (Master's) may be listed again for another degree (Ph.D.).
- Do not list a course that has been used previously toward another degree.
- Provide official course numbers and department abbreviations.
- List all TAMU courses by exact course title and as reflected in your registration record.
- List official grades received or leave them blank for courses not yet taken.
- All committee members should be on the graduate faculty.
- Provide correct names and official department abbreviations for committee members.
- The Degree Plan form must be approved and signed by the student's committee and the Department Head.

2.3. 96-Hour Doctoral Program

Students entering the **96-hour doctoral program** must complete the Master of Science program (32 credit hours) and the Ph.D. program (64 credit hours). Entry into the Master's program presupposes that students have completed preliminary courses in sociological theory, research methods, and statistics, equivalent to our courses SOCI 430, SOCI 420, and STAT 651. Students who have not completed the required preliminary courses will be required to pass the missing coursework here as a condition of their enrollment in the program.

2.3.1. Overall Program Structure

Students entering the 96-hour doctoral program must complete the 32-hour Master of Science program and the 64-hour Ph.D. program. Students may complete the Master of Science program by: (1) writing a Master's thesis, (2) taking a paper option, or (3) completing a nonthesis option. Students completing the non-thesis option will receive a terminal Master's and not the doctorate unless an exception is granted by the Director of Graduate Studies. Additional information on these three options for the Master's program is provided in 2.3.2 Options for

Master of Science in Sociology. No more than 9 hours may be taken at 400-level to meet the requirements of the 96-hour doctoral program.

The overall course structure of the 96-hour doctoral program is as follows.

PART 1: MASTER'S COURSEWORK (MINIMUM 32 HOURS)

Required Courses (19 hours)

Theory Courses (6 hours)

SOCI 611: Classical Sociological Theory
SOCI 615: Contemporary Sociology Theory

Methods Courses (12 hours)

SOCI 623: Measurement of Sociological Parameters
SOCI 600: Introduction to Sociological Data Analysis
SOCI 631: Seminar in Sociological Research (Quantitative)
SOCI 624: Qualitative Methodology or SOCI 604: Comparative Historical Methods

Professional Development Courses (1 hour)

SOCI 680: Teaching Undergraduate Sociology (1 hour)
SOCI 681: Professional Seminar in Sociology (0 hours)
SOCI 681: Professional Seminar in Sociology (0 hours)

Master's Elective Courses (6 hours)

Any 600-689 or 400-level course in SOCI or outside-of-department course

Master's Research Hours (7 hours)

SOCI 691: Research

Note #1: A minimum of 32 semester credit hours of approved courses and research is required for the thesis or paper option for the Master of Science degree. A minimum of 36 semester credit hours of approved coursework is required for the Non-Thesis Option.

Note #2: Required theory courses (SOCI 611 and SOCI 615) and methods courses (SOCI 600, 623, 631, and 624 or 604) should be completed during the first two years of the program.

Note #3: Quantitative methods courses (SOCI 600 & SOCI 631) should be taken as a sequence during one academic year.

Note #4: At least 3 credits of Research Hours (SOCI 691) should be taken with the Master's committee chair during the first 3 semesters of the program to facilitate the work on the

semester's thesis paper or take the elective Master's Paper class (SOC 691) during the first year.

Note #5: The number and distribution of coursework listed above remains the same if you choose a Master's Thesis Option or Master's Paper Option. If you select a Master's Non-Thesis Option the number of Elective Hours is increased to 13 and no Master's Research Hours are required.

PART 2: PH.D. COURSEWORK (MINIMUM 64 HOURS)

Major Area Coursework (9 hours)

SOCI courses 600-689 or out-of-department courses related to a focus of an American Sociological Association (ASA) section subject to consultation with advisor and committee

Minor Area Coursework (3 hours)

SOCI courses 600-689 or out-of-department courses related to a focus of an American Sociological Association (ASA) section subject to consultation with advisor and committee

Doctoral Elective Courses (12-34 hours)

Any 600-689 SOCI course or course in a department outside of SOCI

Doctoral Research Hours (18-40 hours)

SOCI 691: Research

NOTE #6: At least two of the courses in the major and minor have to be regular Sociology courses; not Directed Studies (SOC 685) or courses outside the department. The focus of the major and minor areas should be different.

NOTE #7: No more than 12 credit hours of out-of-department courses can be counted toward the Ph.D. program out of all the 96 credit hours.

NOTE #8: No more than 9 hours of 400-level classes can be taken during the 96-hour program.

NOTE #9: No more than two SOC 685 Directed Study courses can be taken during the 96-hour program.

2.3.2. Options for Master of Science in Sociology

There are three options for completing the Master of Science in Sociology. Students should consult with their committee chair when deciding which option to pursue.

Option #1: Thesis option. Students can earn an official Texas A&M Master's degree by taking this option. This option involves completing a formal thesis in addition to the 32 hours of coursework. A thesis is typically of journal article length and potentially publishable in quality, reporting on empirical research or a critical review of literature. Writing a thesis entails preparing a research proposal. Although not required, it is recommended that the student present the proposal to the committee through an oral defense.

The thesis requires an oral defense. Before graduating, at the end of their degree program, Master's students taking the thesis option must pass a final oral examination. The examination is conducted by the student's committee, and other faculty are welcome to attend. The major focus of the examination is on the thesis project; however, committee members may also ask questions regarding the student's degree program. A student who fails will have one opportunity to repeat the examination.

Students are expected to take at least 3-research hours in one of the student's first three semesters in the program. This requirement may be fulfilled by: (a) taking a 3-credit-hour SOCI 691 that is designated as the Master's Paper Class during their first year in the program, or (b) taking three hours of SOCI 691: Research to work on their Master's thesis with their committee chair.

A 96-Hour Ph.D. Requirements and Program Benchmark Worksheet for the thesis option is provided in the appendix. Part 1 of Appendix A1 is for students who started Fall 2022 and beyond and Part 1 of Appendix B1 is for students who enrolled prior to Fall 2022. Please note, the number and distribution of required, elective, and research hours may vary if you enrolled prior to Fall 2022 or started Fall 2022 and beyond. The Texas A&M University requirements for documentation are listed on the Graduate and Professional School website at Master's Degree Requirements/Steps to Master's Degree (<https://grad.tamu.edu/academics/degree-completion>). As a first step, those wanting to do the official MS degree need to add a secondary curriculum to their program (<https://grad.tamu.edu/knowledge-center/forms/request-to-add-secondary-curriculum>). Please consult with your advisor regarding the necessary paperwork to complete this option.

Option #2: Paper option. Students will not earn an official Texas A&M Master's Degree by taking this option. This option is for students who are pursuing their doctoral degree, are working directly through all the requirements, and do not wish to earn an official Master's Degree. Course requirements for the master's paper option are identical to those for the master's thesis option. For the master's paper option, the quality of the paper has to be the same as the formal thesis, but it does not have to follow the same formatting guidelines as the formal thesis has to because it is not submitted to the Graduate and Professional School.

Students who pursue the paper option may have an oral examination and present their work to other interested faculty. However, this is a committee decision and not a requirement. The requirement is that the paper is approved by the committee members.

Students are expected to take at least 3-research hours in one of the student's first three semesters in the program. This requirement may be fulfilled by: (a) taking a 3-credit-hour SOCI 691 that is designated as the Master's Paper Class during their first year in the program, or (b) taking three hours of SOCI 691: Research to work on their Master's thesis with their committee chair.

A 96-Hour Ph.D. Requirements and Program Benchmark Worksheet for the paper option is provided in the Appendix. Part 1 of Appendix A1 is for students who started Fall 2022 and beyond and Part 1 of Appendix B1 is for students who enrolled prior to Fall 2022. Please note, the number and distribution of required, elective, and research hours may vary if you enrolled prior to Fall 2022 or started Fall 2022 and beyond. The master's paper does not go through the formal university channels of a thesis. In other words, the paper does not have to meet the requirements by the Texas A&M University Graduate and Professional School. The student's committee members sign an internal Sociology Department document when the paper is completed to the satisfaction of the committee. No formal diploma is granted to the student in the master's paper option. Please consult with your advisor regarding the necessary paperwork to complete this option.

Option #3: Non-thesis option. Students can earn an official Texas A&M Master's Degree by taking this option. The non-thesis option provides good preparation for work in an applied research setting. The non-thesis option is not recommended for students who want to continue in the Ph.D. program after finishing their Master's, since it does not expose students to all research steps of conducting a scientific thesis/paper, which is an essential preparation for the work in the Ph.D. dissertation.

Course requirements for the Master's Non-Thesis Option are the same as those for the Master's Thesis Option except that: (a) the number of elective hours is increased from 6-13 hours, and (b) no research hours [SOCI 691] are required. At least 6-credit hours may be taken as Directed Studies (SOCI 685) in consultation with the committee. At least 6-credit hours to be taken in courses offered outside the department in a supporting field, as approved by the student's advisory committee.

A Program Benchmark Worksheet for the non-thesis option is provided in the Appendix. Appendix A2 is for students who started Fall 2022 and beyond and Appendix B2 is for students who enrolled prior to Fall 2022. Please note, the number and distribution of required, elective, and research hours may vary if you enrolled prior to Fall 2022 or started Fall 2022 and beyond. The Texas A&M University requirements for documentation are listed on the Graduate and Professional School website at Master's Degree Requirements/Steps to Master's Degree (<https://grad.tamu.edu/academics/degree-completion>). If the student wants to just change from PhD to non-thesis Master's, then they need to change this in the DPSS system (<https://grad.tamu.edu/knowledge-center/general-faqs/how-do-i-change-my-major,-degree-or-department>). Please consult with your advisor regarding the necessary paperwork to complete this option.

2.4. 64-Hour Doctoral Program

Students entering the **64-hour doctoral program** need to complete 64 credit hours of required classes, classes for a major and minor area of concentration, electives, and research. The specific types and distribution of courses required for the 64-hour doctoral program are listed below.

Required Courses (19 hours)

Theory Courses (6 hours)

SOCI 611: Classical Sociological Theory
SOCI 615: Contemporary Sociology Theory

Methods Courses (12 hours)

SOCI 623: Measurement of Sociological Parameters
SOCI 600: Introduction to Sociological Data Analysis
SOCI 631: Seminar in Sociological Research (Quantitative)
SOCI 624: Qualitative Methodology or SOCI 604: Comparative Historical Methods

Professional Development Courses (1 hour)

SOCI 680: Teaching Undergraduate Sociology (1 hour)
SOCI 681: Professional Seminar in Sociology (0 hours)
SOCI 681: Professional Seminar in Sociology (0 hours)

Major Area Coursework (9 hours)

SOCI courses 600-689 or out-of-department courses related to a focus of an American Sociological Association (ASA) section subject to consultation with advisor and committee

Minor Area Coursework (3 hours)

SOCI courses 600-689 or out-of-department courses related to a focus of an American Sociological Association (ASA) section subject to consultation with advisor and committee

Doctoral Elective Courses (9-15 hours)

Any 600-689 SOCI course or course in a department outside of SOCI

Doctoral Research Hours (18- 24 hours)

SOCI 691: Research

Note #1: Required theory courses (SOCI 611 and SOCI 615) and methods courses (SOCI 600, 623, 631, and 624 or 604) should be completed during the first two years of the program.

Note #2: Quantitative methods courses (SOC 600 & SOC 631) should be taken as a sequence during one academic year.

NOTE #3: At least two of the courses in the major and minor have to be regular Sociology courses; not Directed Studies (SOC 685) or courses outside the department. The focus of the major and minor areas should be different.

NOTE #4: No more than 12 credit hours of out-of-department courses can be counted toward the Ph.D. program out of all the 96 credit hours.

NOTE #5: No more than 9 hours of 400-level classes can be taken during the 64-hour program.

NOTE #6: No more than 6 credit hours of 685s can count towards the 64-hour program.

A 64-Hour Ph.D. Requirements and Program Benchmark Worksheet is provided in the Appendix. Appendix A3 is for students who started Fall 2022 and beyond and Appendix B3 is for students who enrolled prior to Fall 2022. Please note, the number and distribution of required, elective, and research hours may vary if you enrolled prior to Fall 2022 or started Fall 2022 and beyond. The Texas A&M University requirements for documentation are listed on the Graduate and Professional School website at Master's Degree Requirements/Steps to Master's Degree (<https://grad.tamu.edu/academics/degree-completion>).

2.5 Waiver for Required Courses

A student can request a waiver from a required course if they have taken a similar course elsewhere at another University for another degree. In order to obtain a waiver, the student has to provide the Director of Graduate Studies a syllabus from the course they have taken. The Director of Graduate Studies will consult with the faculty teaching the course in the Texas A&M Sociology Department to determine whether the course covers similar material as in the required course. If the waiver is approved, a memo is placed in the student's file that waives the student from taking that particular required course and the student may take an elective course instead.

2.6. Course Offerings and Rotations

Graduate offerings in sociology may be found at <https://catalog.tamu.edu/graduate/course-descriptions/soci/>. Required courses in theory, methods, and teaching are offered at least once every year. Other courses listed in the catalog are offered at least once every three years. Seminars listed as rotating topics within specific areas (e.g., SOC 607, 627, 647, 657, 667, 677) or as special topics (SOC 689) may also occasionally be offered in a semester.

Up to 9 hours of 400-level courses may be taken to fulfill the Master's degree if they are necessary for a thesis project and/or have the approval of the student's advisor. Graduate students are allowed to enroll for a total of 9 hours of 400-level courses over the entire 96- and 64-hour doctoral program subject to the approval of their advisor. Enrollment in such courses should be considered only when no comparable graduate course is available, and when the class is being taught by a member of the graduate faculty. Given that the class is being taken as part of the students' graduate coursework, it is not unusual for faculty to require additional work in the form of reading, paper, or research assignments and projects. Students should also be alert for courses offered in other departments in the social sciences or humanities that may supplement instruction critical for their scholarly development.

2.7. Minimum Grades for Required Courses, Cumulative GPR, and Degree Plan

Required courses are defined as the 19 core hours of theory, methods, and teaching courses. Students must earn a grade of B or higher in all required courses to receive credit. Students who fail to do so may retake the required course one time. Failure to earn a B after repeating the course will result in the student being dismissed from the program. The 0-credit-hour Professional Seminar in Sociology (681) courses are graded on Satisfactory/Unsatisfactory scale and require a Satisfactory grade to receive credit.

The Office of Graduate and Professional Studies requires that you have a cumulative GPR of 3.0000 and a GPR of 3.0000 in your degree plan for you to be eligible to take your preliminary examination.

2.8. Doctoral Preliminary Examination

Doctoral students will take preliminary examinations in both their major and minor areas of concentration. The preliminary examination tests students' competence in their areas of specialization. Students decide on specialty areas in consultation with their committee.

The preliminary examination has both a written and an oral component. The examination is created, administered, and graded by the students' committee. Students should meet with their advisor and committee to discuss the scope of the examination, potential reading lists, and the examination format related to major and minor areas. Three grades are possible: (1) pass with distinction, (2) pass, or (3) fail. A student who fails the examination may retake the exam after a period of six months. Students who fail a second time are dismissed from the program.

According to the university Graduate and Professional School (<https://grad.tamu.edu/academics/degree-completion/steps-to-doctoral-degree>), students should complete the preliminary examination no later than the end of the semester following the completion of the formal coursework on the degree plan. Results

must be received by the Graduate and Professional School 10 working days after the exam date.

At the end of the semester in which the preliminary exam is taken, students should have no more than 6 hours of coursework remaining on their degree plan, excluding the required Research (SOCL 691) courses. The preliminary Examination Checklist to file one's preliminary exam is available on the Graduate and Professional School website (<https://grad.tamu.edu/knowledge-center/forms/preliminary-examination-checklist-and-report>).

2.9. Dissertation Proposal Hearing

Students must prepare a written proposal of the research they intend to do for their Ph.D. dissertation. The proposal must be approved by the students' committee. Final approval occurs after the proposal has been presented and defended at a hearing. A dissertation thesis proposal must be received by the Graduate and Professional School at least 20 working days before the request for final defense (which is officially called the final examination). Keep in mind that if human participants are involved, compliance issues must be addressed.

Committees vary in their expectations of how detailed a proposal should be and on how far along students should be in their research before having their hearing. What is constant, however, is that the proposal specify clearly *what* the research project intends to accomplish (to refute a widely accepted theory, to gather new evidence on subject about which we know too little, to offer a new theory, etc.) and *how* the study has been organized to make the research goal attainable.

Students who are unsure about how to write a proposal should consult with their committee, read previously approved proposals, and check the library for sources on the subject.

2.10. Ph.D. Final Examination

After the dissertation is completed, students defend their work in an oral examination. The examination is conducted by the student's advisory committee. The examination may cover the broad field of the student's training. The major portion of the time, however, is usually devoted to the dissertation.

Students should make sure to check deadline dates announced each semester by the Graduate and Professional School. The committee may require students to submit their dissertation via Turnitin, which checks for plagiarism, however, it is not required prior to submitting the dissertation to the Graduate and Professional School.

2.11. Time Limits

The University requires students to complete degree requirements in a timely fashion. As such, a student has a maximum of **10 years** to complete degree requirements (after 10 years, courses begin to “expire”). Also, after passing preliminary exams, doctoral students have **4 years** to successfully defend a dissertation.

The department will grant extensions only in cases where: (1) an extenuating circumstance has delayed progress on the degree, and (2) there is evidence that substantive work toward fulfilling degree requirements has been accomplished. To request an extension, a student must submit a memo to the Director of Graduate Studies and Department Head detailing how the above qualifications have been met. This memo must be accompanied by the student’s advisor verifying that condition two has been met.

3.0. GRADUATE STUDENT FUNDING AND SUPPORT

3.1. Graduate Assistantships

The Department of Sociology annually awards graduate assistantships to qualified students. Funded graduate students within the Department of Sociology typically hold a .50 FTE position (20 hours/week effort). There are three types of work roles that students perform to fulfill the work expectations associated with their graduate assistantship.

3.1.1. Graduate Assistantship Teaching (GAT)

GATS are usually assigned to assist a faculty instructor in teaching classes, grading, preparing teaching materials, and facilitating other aspects of teaching. GAT responsibilities vary greatly and may include, but are not limited to:

- Working in a teaching or computer lab for the purpose of educating students,
- Assisting a faculty instructor in teaching students in discussion or laboratory sessions,
- Tutoring individuals or small groups of students,
- Facilitating, contributing to, and monitoring class discussions,
- Holding office hours, answering student emails in a timely manner, and meeting with students,
- Giving guest class lectures and proctoring exams,
- Assisting with grading or student assessment (with or without student interaction),
- Preparation and organization of materials and assessments for the course, and
- Attending class when possible and as requested by the instructor of record.

3.12. Instructor of Record/Graduate Assistant Lecturer (IOR/GAL)

Advanced students may be assigned to teach a course or courses as an Instructor of Record (IOR), under the supervision of appropriate faculty, and perform all duties and responsibilities associated with teaching a stand-alone course. IORs are either in a Graduate Assistant Lecturer (GAL) title (assigned in the final years of their graduate program or in a Graduate Assistantship Teaching (GAT) title. In order to be eligible to work as Instructor of Record, students must successfully complete their Master's program (for those in the 96--hour doctoral program) and complete SOCI 680: Teaching Undergraduate Sociology. IOR responsibilities are defined by and may include, but are not limited to:

- Designing the class and preparing the syllabus,
- Preparing and delivering lectures,
- Generating, proctoring, and evaluating assignments and examinations,
- Student performance evaluation and assignment of grades,
- Office hours and student consultation, and
- All other duties associated with instruction as assigned by the Head or Head's delegate.

3.13. Graduate Assistantship Researcher (GAR)

GAR responsibilities are defined by and may include, but are not limited to:

- Conducting literature, library, laboratory or other forms of reviews or research,
- Designing research strategy, data collection, and analysis plan,
- Collecting, coding, cleaning, or analyzing data,
- Preparing materials for submission to funding agencies and foundations,
- Preparing materials for IRB review, and
- Designing, generating, or writing reports, presentations, and publications.

3.14. Assigning Graduate Assistantships

The assignment of GATS is made by the Department Head in consultation with members of the departmental Leadership Team. Faculty request GATs for specific classes they are teaching and graduate students are also asked to provide information regarding their schedule and teaching preferences. This information is used to make GAT assignments.

The assignment of IORs is made by the Department Head. Typically, a call is distributed to graduate students to determine their interest in serving as an IOR for the upcoming semester. The criteria for assigning graduate students as IORs to courses include, but are not limited to: (1) an alignment with the student's research interests, preparation, and training, (2) completion of the Master's degree, and (3) passing the SOCI 680 Teaching Undergraduate Sociology course. Graduate students are strongly encouraged to confer with their advisor when requesting courses. The Department Head typically consults with members of the Leadership Team when making graduate student IOR assignments.

The assignment of GARs is typically made by the faculty member who has received funding. Faculty often receive funding for GARs from external grants provided by agencies such as NSF, internal grant programs, endowed professorships offered by Texas A&M, faculty start-up packages, and retention offers.

A detailed explanation regarding the guidelines for assigning GATs, IORs/GALs, and GARs can be found at: Appendix C.

3.2. Work Accommodations

Reasonable accommodations to the performance of critical job functions may be made to a graduate assistant's work environment for students with disabilities. The appropriate mechanism to request accommodations is through Texas A&M's [Division of Human Resources and Organizational Effectiveness](#). The process for requesting accommodations and the contact person for submitting requests may change over time. Please contact the Department Head or the Director of Graduate Studies for additional information regarding accommodations.

3.3. Overloads

Graduate assistants are sometimes hired by the Sociology Department, Texas A&M research institutes, or other units within Texas A&M University to work beyond the standard .50 FTE or 20 hours a week load. Graduate assistants may take on an overload not to exceed an additional 9 hours a week.

Per federal law, international students cannot work more than 20 hours a week. Since the graduate assistantship at .50 FTE assumes a 20-hour work week, international graduate students on assistantship are not eligible for overloads.

Per university policy, a domestic graduate student on an assistantship cannot exceed a .725 FTE or a 29-hour work week.

All overloads must be approved by the student's advisor and the Department Head. The minimum requirements for Department Head approval are: (1) the student is to be in good standing, and (2) the student is making satisfactory progress toward degree completion.

3.4. Fellowships

Fellowships are occasionally awarded by the university and may have special registration requirements.

3.5. Outside Employment

Graduate students employed as graduate assistants in the Department of Sociology must receive permission from the Department Head before accepting employment from another unit at Texas A&M or from an entity external to the University. Failure to comply with this policy could result in the termination of the assistantship.

3.6. Summer Funding

Summer funding is not guaranteed by the department. It is not unusual for the department to have a small number of summer school classes that graduate assistants may teach as an Instructor of Record or for some faculty to have funding to hire graduate students to assist with research. Historically, the department has funded summer fellowships for graduate students depending on funding. However, such funding is limited and graduate students should plan accordingly.

3.7. Research and Travel Support

The Student Awards Committee disburses funds to support graduate students for research-related activities and participation in professional conferences, with the goal being to promote student research accomplishments, as shown ultimately in publication. Research-related activities include any activities essential for conducting research, including but not limited to acquiring data sets or software, conducting interviews or surveys, or traveling to collect data. Research-related activities also include participation in workshops or seminars designed to increase research skills, ranging from specialized instruction in research methods (e.g., summer workshops offered by ICPSR) to in-depth instruction in a substantive topic for research (e.g., participation in an NEH summer seminar). Participation in professional conferences refers to presentation of a research paper at a scholarly conference, clearly related to one's professional development as a sociologist. To be eligible for funding, the participating student must be either the sole author of the conference paper or the first author if the paper is co-authored.

Awards will typically be made on a first-come-first-serve basis. However, students may receive no more than two travel-to-conference grants in any one academic year and, if forced to decide between equally qualified applications for support, preference may be given to applicants who have not received a grant in the past year. Students applying for assistance from the department are also expected to apply for assistance from other sources from within or outside the university (for example, many conferences also sponsor travel awards). Students who receive funds from multiple sources may only be reimbursed up to the total costs of the conference expenses, as authorized by the university.

Students may submit the application forms on the department's student awards website (<https://liberalarts.tamu.edu/sociology/graduate/student-awards/>) to apply for funds to support research activities or conference travel.

4.0. GRADUATE STUDENT EVALUATION

4.1. Graduate Assistant Teaching (GAT) Evaluation

The supervising faculty member of the GAT they have been assigned completes an evaluation form assessing the GAT's performance of their duties at the end of each semester. The GAT also completes a form as part of their annual evaluation regarding their experience. If either the faculty member or student would like to bring something to the attention to the DGS, then a follow-up conversation may be scheduled at the end of the semester.

4.2. Graduate Assistant Research (GAR) Evaluation

The supervising faculty member of the GAR they have been assigned completes an evaluation form assessing the GAR's performance of their duties at the end of each semester. The GAR also completes a form as part of their annual evaluation regarding the experience. If either the faculty member or student would like to bring something to the attention to the DGS, then a follow-up conversation may be scheduled at the end of the semester.

4.3. Graduate Student Annual Evaluation

Annual evaluations of graduate students provide an assessment about the accomplishments of students to the department and mentors. All graduate students must submit their material for annual evaluations during the spring semester at a date set by the Director of Graduate Studies. The Graduate Program and Evaluation Committee is responsible for this evaluation under the coordination of the Director of Graduate Studies.

A detailed description of the annual review process can be found in Appendix E. The annual evaluation uses the following indicators to assess graduate student performance:

- Progress in the program. Progress in the program is defined as hitting milestones such as defending your thesis, completing preliminary examinations, and defending your dissertation proposal. A list of benchmarks is provided in the graduate student worksheets found in the appendix.
- Assistantship evaluation. Completed faculty GAT and GAR evaluation forms provide information regarding this indicator. Student input is also solicited as part of the annual review process. In the case of graduate assistants who serve as Instructors of Record, items such as student course evaluations, course syllabi,

and observations conducted by the Coordinator of Graduate Instruction may also be included.

- Professional activity. Professional activity is operationalized as research and teaching activity. Research and teaching benchmarks are provided in the graduate student worksheets found in the appendices.
- Grade point ratio.

The four indicators are used to construct an overall numerical score reflecting a graduate student's level of progress within the program.

5.0. PROBATION AND DISMISSAL FROM GRADUATE PROGRAM

Students may be placed on probation or dismissed from the graduate program if they fail to remain in good standing, engage in unethical behavior, or both.

5.1. Probation

Probation is not a punishment but rather an opportunity for the student, advisor, and DGS to make a proactive plan to get the student back into good standing. Good standing is defined as meeting the minimum GPR (3.0), minimizing incompletes, and making good progress toward the degree. If a student is placed on probation, it is important that a mutually agreeable plan is negotiated by the student, the advisor, and the Director of Graduate Studies (e.g., postponing preliminary exams for a semester) or the reason for failing to make adequate progress (e.g., establishing a committee) is addressed prior to the start of the next semester. If an agreement is not reached or the reasons for not making adequate process are not addressed prior to the start of the next semester, the student will not be allowed to receive funding. A student may be placed on probation if they fail to meet one or more of the following criteria.

Minimum GPR.

- (1) Graduate students are expected to earn an A or a B in all required classes. If a student receives a lower grade in a required course, the student must meet with their advisor and the DGS to discuss the issue and develop a plan and timeline for raising the grade. The student can retake the course once and must earn a B or higher to remain in the program.
- (2) Graduate students are expected to maintain an overall GPR of 3.00. If a student's overall GPR falls below 3.00 for one semester, the student must meet with their advisor and the DGS to discuss the issue and develop a plan and timeline for raising the GPR. The student may continue to be on probation if they fail to raise their GPR within the timeline established.

Excessive incompletes. If a graduate student accumulates two or more incompletes during a single semester—or has two or more outstanding incompletes at the end of a semester—the student will not be allowed to receive departmental funding the following long semester unless the two incompletes are converted to a satisfactory grade prior to the start of the following long semester. (“Long” semesters are the fall and spring semesters.) An alternative timeline may also be generated through consultation among the student, the advisor, and the DGS (e.g., an extended timeline for conversion of the incompletes because of extenuating circumstances). If the incompletes are not resolved prior to the beginning of the following long semester or the alternative timeline negotiated, the student will remain on probation.

Not passing preliminary exams. If a student does not pass their preliminary exams, they must meet with their advisor and the DGS to plan to retake preliminary exams. The student can retake the preliminary exams once and must pass to remain in the program.

Failure to make normal progress toward the degree. A list of benchmarks can be found at the end of the various Requirements and Program Benchmark Worksheets in the appendices. A failure to make normal progress toward the degree includes, but is not limited to:

- (1) Not submitting your degree plan by the end of 5th semester;
- (2) Not defending your Master's paper by the end of 7th semester;
- (3) Not passing preliminary examinations by the end of 9th semester; and
- (4) Not defending your dissertation proposal by the end of 12th semester.

If a student does not make normal progress toward the degree, they must meet with their advisor and the DGS to generate a timeline for meeting the expectations.

Unethical activity. If a student acts unethically in their academic activities, work activities, or scholarship, they may be placed on probation. Unethical behavior is codified in University rules (see <https://student-rules.tamu.edu/>), Honor Code (<https://aggiehonor.tamu.edu/>), and Title IX (<https://titleix.tamu.edu/>). Unethical conduct includes, but is not limited to, acts such as inappropriate relationships with students, plagiarism, improper use of university funds or equipment, and falsification of academic records. Unethical acts may be so serious as to lead to dismissal without probation (see next section).

Students placed on probation will not be eligible for department funding until they have a mutually agreeable plan in place to resolve the reason for the probation.

5.2. Dismissal from Graduate Program

Students may be dismissed from the program if: (1) they fail to meet the conditions of their probation agreement in the time allotted or (2) they have committed unethical conduct that is so severe, persistent, or pervasive that it warrants skipping the probationary step (e.g., because beginning with a probationary step places others in danger). Depending upon the nature of the

issue, extenuating circumstances may be taken into consideration by the Head and Director of Graduate Studies when making a decision to dismiss a student from the program.

Students have a right to appeal dismissal from the program. The following five-step process should be followed when making an appeal.

1. Student Notification. A letter will be sent by the DGS electronically to the student notifying them of dismissal from the program. The letter will summarize the reasons for the dismissal and specify the date the dismissal goes into effect.

2. Conference with the DGS. The student may make a written request to the DGS to discuss the dismissal. If a mutually agreeable alternative to dismissal is negotiated during the meeting, the DGS will write a letter summarizing the resolution and provide a written copy to the student. A copy will also be placed in the student's file.

3. Departmental Head and Graduate Program and Evaluation Committee Review. If the issue is not successfully resolved by the conference with the DGS, the student may request in writing for the Department Head to review the dismissal decision. The Head will request a review by the Graduate Program and Evaluation Committee. The committee will hear evidence and testimony regarding the dismissal decision and the grounds for disputing the decision. Using a majority vote, the committee will recommend to the Head to uphold, reject, or modify the dismissal decision, and the Head will make the decision.

4. Dean Review. If the issue is not successfully resolved, the student or DGS may make a written appeal to the Dean of the College of Arts and Sciences, or the Dean's designee, regarding the Graduate Program and Evaluation Committee's recommendation and the Head's decision. The Dean or the Dean's designee will provide additional information regarding the way the Dean's review is to be conducted and what kinds of evidence and testimony will be permitted.

5. Graduate Appeals Panel. If the decision by the Dean or the Dean's designee is not satisfactory to either the student or the DGS, either party may request the Graduate Appeals Panel to take action. Information regarding the way the request may be made and the appeal is to be managed may be found in Rule 59 of the Student Rules (student-rules.tamu.edu).

APPENDIX A1: 96-Hour PhD Requirements and Program Benchmark Worksheet—Thesis/Paper Option (Students entering program from Fall 2022 to present)

Student's Name _____

Semester and year of admission to the graduate program: _____

Use this worksheet if:

- You are on the 96-credit-hour program (entered without a recent M.A. or M.S. in Sociology).
- If you are on the 64-credit-hour program, please use the worksheet found in Appendix A4.

Please keep in mind the following guidelines:

- No more than 15-credit hours of out-of-department courses can be counted towards the PhD program (out of all of the 96-credit hours).
- Theory courses (SOCI 611 and 615) and methods courses (SOCI 600, 623, 631, and 624 or 604) should be completed during the first two years in the program.
- Quantitative methods courses (SOCI 600 and 631) should be taken as a sequence during one academic year.
- No more than 6 credit hours of Directed Studies (SOCI 685) can count for the 96-hour program.
- NOTE: The department changed the number of required theory courses in May 2023. Students entering in Fall 2022 only may elect to take one or two required theory courses. Please confer with the Director of Graduate Studies to confirm your choice.

DEGREE REQUIREMENTS

PART 1: MASTER'S REQUIRED COURSEWORK (MUST TOTAL 32 HOURS)

Note: Enter N/A if you have been formally exempted from taking a required course. Formal exemption requires a memo signed by the Graduate Advisor and Department Head. If exempt, you should, instead, take another elective course.

Theory Courses (6 hours)

SOCI 611: Classical Sociological Theory

Semester completed _____

SOCI 615: Contemporary Sociology Theory

Semester completed _____

Methods Courses (12 hours)

SOCI 623: Measurement of Sociological Parameters

Semester completed _____

SOCI 600: Introduction to Sociological Data Analysis

Semester completed _____

SOCI 631: Seminar in Sociological Research (Quantitative)

Semester completed _____

SOCI 624: Qualitative Methodology

Semester completed _____

or SOCI 604: Comparative Historical Methods

Professional Development Courses (1 hour)

SOCI 680: Teaching Undergraduate Sociology (1 hour) Semester completed _____
SOCI 681: Professional Seminar in Sociology (0 hours) Semester completed _____
SOCI 681: Professional Seminar in Sociology (0 hours) Semester completed _____

Master's Elective Courses (6 hours)

Elective #1: _____ Semester completed _____
Elective #2: _____ Semester completed _____

Master's Research Hours (7 hours)

At least 3 credits of research program Hours (SOCI 691) should be taken with the Master's Committee Chair during the first three semesters of the program to facilitate work on the Master's thesis/paper or take the elective Master's paper class (SOCI 691) during the first year.

SOCI 691: Research (number of hours) _____ Semester completed _____
SOCI 691: Research (number of hours) _____ Semester completed _____
SOCI 691: Research (number of hours) _____ Semester completed _____

Name of Master's Committee Chair: _____
Master's Committee Member's (minimum 2 members, 1 outside department):

Master's Program Plan Approved (Complete only if taking thesis Semester completed _____
Option)
Master's Thesis/Paper Completed Semester completed _____

PART 2: PH.D. REQUIRED COURSEWORK (MUST TOTAL 64 HOURS)

Note: Please keep the following guidelines in place when determining major and minor areas.

- Major and minor should be selected in consultation with student's advisor and committee from ASA Sections (<https://www.asanet.org/communities-sections/sections/current-sections>).
- At least 2 courses in the major/minor structure should be regular Sociology graduate seminars, not including Directed Studies (SOCI 685).
- No more than 2 out-of-department courses can count towards the major/minor structure.

Major Area Coursework Name _____ 9 (hours)
Course #1 _____ Semester completed _____
Course #2 _____ Semester completed _____
Course #3 _____ Semester completed _____

Minor Area Coursework Name _____ (3 hours)
Course #1 _____ Semester completed _____

Doctoral Elective Courses (12-34 hours)

| | |
|-------|--------------------------|
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
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| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |

Doctoral Research Hours (18-40 hours)

| | |
|-------|--------------------------|
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
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| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |

Name of Ph.D. Committee Chair: _____

Ph.D. Committee Members (minimum 3 members, 1 outside department):

| | |
|--|--------------------------|
| Ph.D. Degree Program Plan Approved | Semester completed _____ |
| Completion of Preliminary Examinations | Semester completed _____ |
| Completion of Dissertation Proposal | Semester completed _____ |
| Completion of Dissertation | Semester completed _____ |

PROGRAM BENCHMARKS

YEAR #1

Fall semester

Complete following required coursework:

SOCI 600: Introduction to Sociological Data Analysis

SOCI 611: Classical Sociological Theory

SOCI 623: Measurement of Sociological Parameters

SOCI 681: Professional Seminar in Sociology

Spring semester

Complete the following coursework:

SOCI 615: Contemporary Sociology Theory

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 681: Professional Seminar in Sociology

SOCI 691: Research Hours

Complete a minimum of four required theory and/or methods courses

Select advisor and major

Work on Master's paper or thesis

NOTE: Theory courses (SOCI 611 and SOCI 615) and methods courses (SOCI 600 and SOCI 631) may be taken either in Year #1 or Year #2, but they must be taken in sequence within the same academic year.

YEAR #2

During Year #2, you should complete the following required courses:

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 624: Qualitative Methodology or SOCI 604: Comparative Historical Methods

SOCI 680: Teaching Undergraduate Sociology (1 hour)

Fall semester

Select committee members

Submit Degree Plan of Study with Graduate and Professional School

Spring semester

Complete Master's paper or thesis

Start submitting to conferences

YEAR #3

By the end of Year #3, you should have:

- Completed your coursework for your major and minor
- Met with committee to plan PhD Preliminary Examination
- Presented a paper at a conference (e.g., regional, national, specialty) or a department brown bag
- Completed a teaching workshop or similar teaching activity. This may include workshops available on campus.

YEAR #4

By the end of Year #4, you should have:

- Submitted a single-authored article or two co-authored articles to peer-reviewed sociology journal(s).
- Attended teaching activities at a professional conference or guest lecture in a faculty member's class.

Fall semester

- Complete preliminary examination

Spring semester

- Defend dissertation proposal

YEAR #5

By the end of Year #5, you should have:

- Published a single-authored article or two co-authored articles in peer-reviewed sociology journal(s)
- Taught a sociology course at a college or university.

Fall semester

- Prepare to enter the job market
- Revise materials for job applications.
- Prepare research job talk
- Practice research job talk

Spring semester

- Complete dissertation
- Schedule final examination
- Submit dissertation to Graduate & Professional School

APPENDIX A2: 96-Hour PhD Requirements and Program Benchmark Worksheet—Nonthesis Option (Students entering program from Fall 2022 to present)

Student's Name _____

Semester and year of admission to the graduate program: _____

Use this worksheet if:

- You are on the 96-credit-hour program (entered without a recent M.A. or M.S. in Sociology).
- If you are on the 64-credit-hour program, please use the worksheet found in Appendix A4.

Please keep in mind the following guidelines:

- No more than 15-credit hours of out-of-department courses can be counted towards the PhD program (out of all of the 96-credit hours).
- Theory courses (SO CI 611 and 615) and methods courses (SO CI 600, 623, 631, and 624 or 604) should be completed during the first two years in the program.
- Quantitative methods courses (SO CI 600 and 631) should be taken as a sequence during one academic year.
- No more than 6 credit hours of Directed Studies (SO CI 685) can count for the 96-hour program.
- NOTE: The department changed the number of required theory courses in May 2023. Students entering in Fall 2022 only may elect to take one or two required theory courses. Please confer with the Director of Graduate Studies to confirm your choice.

DEGREE REQUIREMENTS

PART 1: MASTER'S REQUIRED COURSEWORK (MUST TOTAL 32 HOURS)

Note: Enter N/A if you have been formally exempted from taking a required course. Formal exemption requires a memo signed by the Graduate Advisor and Department Head. If exempt, you should, instead, take another elective course.

Theory Courses (6 hours)

SO CI 611: Classical Sociological Theory Semester completed _____
SO CI 615: Contemporary Sociology Theory Semester completed _____

Methods Courses (12 hours)

SO CI 623: Measurement of Sociological Parameters Semester completed _____
SO CI 600: Introduction to Sociological Data Analysis Semester completed _____
SO CI 631: Seminar in Sociological Research (Quantitative) Semester completed _____

SOCI 624: Qualitative Methodology

Semester completed _____

or SOCI 604: Comparative Historical Methods

Professional Development Courses (1 hour)

SOCI 680: Teaching Undergraduate Sociology (1 hour) Semester completed _____
SOCI 681: Professional Seminar in Sociology (0 hours) Semester completed _____
SOCI 681: Professional Seminar in Sociology (0 hours) Semester completed _____

Master’s Elective Courses (13 hours)

Six hours should be Directed Studies (685). Six hours should be out-of-department courses.

Elective #1: _____ Semester completed _____
Elective #2: _____ Semester completed _____
Elective #3: _____ Semester completed _____
Elective #4: _____ Semester completed _____
Additional elective (if needed) _____ Semester completed _____

Name of Master’s Committee Chair: _____

Master’s Committee Member’s (minimum 2 members, 1 outside department):

Master’s Program Plan Approved Semester completed _____
Master’s Oral Examination Completed Semester completed _____

Note: If you take the non-thesis option and take a terminal Master’s, you end your courses here. If, on the other hand, you decide to go onto the Ph.D., you must also take the courses noted below. If you want to go into an academic or academic-adjacent career, we highly encourage you to do the Master’s thesis or paper option instead of this non-thesis option.

PART 2: PH.D. REQUIRED COURSEWORK (MUST TOTAL 64 HOURS)

Note: Please keep the following guidelines in place when determining major and minor areas.

- Major and minor should be selected in consultation with student’s advisor and committee from ASA Sections (<https://www.asanet.org/communities-sections/sections/current-sections>).
- At least 2 courses in the major/minor structure should be regular Sociology graduate seminars, not including Directed Studies (SOCI 685).
- No more than 2 out-of-department courses can count towards the major/minor structure.

Major Area Coursework Name _____ **9 (hours)**
Course #1 _____ Semester completed _____
Course #2 _____ Semester completed _____
Course #3 _____ Semester completed _____

Minor Area Coursework Name _____ (3 hours)
Course #1 _____ Semester completed _____

Doctoral Elective Courses (12-34 hours)

| | |
|-------|--------------------------|
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
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| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |

Doctoral Research Hours (18-40 hours)

| | |
|-------|--------------------------|
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
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| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |

Name of Ph.D. Committee Chair: _____
Ph.D. Committee Members (minimum 3 members, 1 outside department):

| | |
|--|--------------------------|
| Ph.D. Degree Program Plan Approved | Semester completed _____ |
| Completion of Preliminary Examinations | Semester completed _____ |
| Completion of Dissertation Proposal | Semester completed _____ |
| Completion of Dissertation | Semester completed _____ |

PROGRAM BENCHMARKS

YEAR #1

During Year #1, you should complete a minimum of four required theory and/or methods courses

Fall semester

Complete following required coursework:

SOCI 600: Introduction to Sociological Data Analysis

SOCI 611: Classical Sociological Theory

SOCI 623: Measurement of Sociological Parameters

SOCI 681: Professional Seminar in Sociology

Spring semester

Complete the following coursework:

SOCI 615: Contemporary Sociology Theory

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 681: Professional Seminar in Sociology

SOCI 691: Research Hours

NOTE: Theory courses (SOCI 611 and SOCI 615) and methods courses (SOCI 600 and SOCI 631) may be taken either in Year #1 or Year #2, but they must be taken in sequence within the same academic year.

YEAR #2

During Year #2, you should complete the following required courses:

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 624: Qualitative Methodology or SOCI 604: Comparative Historical Methods

SOCI 680: Teaching Undergraduate Sociology (1 hour)

Fall semester

Select committee members

Submit Degree Plan of Study with Graduate and Professional School

Spring semester

Complete Master's Oral Examination

Start submitting to conferences

YEAR #3

By the end of Year #3, you should have:

- Completed your coursework for your major and minor
- Met with committee to plan PhD Preliminary Examination
- Presented a paper at a conference (e.g., regional, national, specialty) or a department brown bag
- Completed a teaching workshop or similar teaching activity. This may include workshops available on campus.

YEAR #4

By the end of Year #4, you should have:

- Submitted a single-authored article or two co-authored articles to peer-reviewed sociology journal(s).
- Attended teaching activities at a professional conference or guest lecture in a faculty member's class.

Fall semester

- Complete preliminary examination

Spring semester

- Defend dissertation proposal

YEAR #5

By the end of Year #5, you should have:

- Published a single-authored article or two co-authored articles in peer-reviewed sociology journal(s)
- Taught a sociology course at a college or university.

Fall semester

- Prepare to enter the job market
- Revise materials for job applications.
- Prepare research job talk
- Practice research job talk

Spring semester

- Complete dissertation
- Schedule final examination
- Submit dissertation to Graduate & Professional School

APPENDIX A3: 64-Hour PhD Requirements and Program Benchmark Worksheet (Students entering program from Fall 2022 to present)

Student's Name _____

Semester and year of admission to the graduate program: _____

Use this worksheet if:

- You are on the 64-credit-hour program (entered with a recent M.A. or M.S. in Sociology).
- If you are on the 96-credit-hour program, please use the worksheet found in Appendix B4.

Please keep in mind the following guidelines:

- No more than 12-credit hours of out-of-department courses can be counted towards the PhD program (out of all of the 64-credit hours).
- Theory courses (SOCI 611 and 615) and methods courses (SOCI 600, 623, 631, and 624 or 604) should be completed during the first two years in the program.
- Quantitative methods courses (SOCI 600 and 631) should be taken as a sequence during one academic year.
- No more than 6 credit hours of Directed Studies (SOCI 685) can count for the 64-hour program.
- NOTE: The department changed the number of required theory courses in May 2023. Students entering in Fall 2022 only may elect to take one or two required theory courses. Please confer with the Director of Graduate Studies to confirm your choice.

DEGREE REQUIREMENTS

DOCTORAL REQUIRED COURSEWORK (19 HOURS)

Note: Enter N/A if you have been formally exempted from taking a required course. Formal exemption requires a memo signed by the Graduate Advisor and Department Head. If exempt, you should, instead, take another elective course.

Theory Courses (6 hours)

SOCI 611: Classical Sociological Theory

Semester completed _____

SOCI 615: Contemporary Sociology Theory

Semester completed _____

Methods Courses (12 hours)

SOCI 623: Measurement of Sociological Parameters

Semester completed _____

SOCI 600: Introduction to Sociological Data Analysis

Semester completed _____

SOCI 631: Seminar in Sociological Research (Quantitative)

Semester completed _____

SOCI 624: Qualitative Methodology

Semester completed _____

or SOCI 604: Comparative Historical Methods

Professional Development Courses (1 hour)

SOCI 680: Teaching Undergraduate Sociology (1 hour) Semester completed _____
SOCI 681: Professional Seminar in Sociology (0 hours) Semester completed _____
SOCI 681: Professional Seminar in Sociology (0 hours) Semester completed _____

MAJOR AND MINOR AREA COURSEWORK (12 HOURS)

Note: Please keep the following guidelines in place when determining major and minor areas.

- Major and minor should be selected in consultation with student’s advisor and committee from ASA Sections (<https://www.asanet.org/communities-sections/sections/current-sections>).
- At least 2 courses in the major/minor structure should be regular Sociology graduate seminars, not including Directed Studies (SOCI 685).
- No more than 2 out-of-department courses can count towards the major/minor structure.

Major Area Coursework Name _____ **9 (hours)**
Course #1 _____ Semester completed _____
Course #2 _____ Semester completed _____
Course #3 _____ Semester completed _____

Minor Area Coursework Name _____ **(3 hours)**
Course #1 _____ Semester completed _____

DOCTORAL ELECTIVE COURSES (9-15 HOURS)

_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____

DOCTORAL RESEARCH HOURS (18-24 HOURS)

_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____
_____ Semester completed _____

Name of Ph.D. Committee Chair: _____

Ph.D. Committee Members (minimum 3 members, 1 outside department):

| | |
|--|--------------------------|
| Ph.D. Degree Program Plan Approved | Semester completed _____ |
| Completion of Preliminary Examinations | Semester completed _____ |
| Completion of Dissertation Proposal | Semester completed _____ |
| Completion of Dissertation | Semester completed _____ |

PROGRAM BENCHMARKS

YEAR #1

Fall semester

Complete the following required coursework:

SOCI 600: Introduction to Sociological Data Analysis

SOCI 611: Classical Sociological Theory

SOCI 623: Measurement of Sociological Parameters

SOCI 681: Professional Seminar in Sociology

Spring semester

Complete the following coursework:

SOCI 615: Contemporary Sociology Theory

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 681: Professional Seminar in Sociology

Complete a minimum of four required theory and/or methods courses

Select advisor and major

NOTE: Theory courses (SOCI 611 and SOCI 615) and methods courses (SOCI 600 and SOCI 631) may be taken either in Year #1 or Year #2, but they must be taken in sequence within the same academic year.

YEAR #2

By the end of Year #2, you should have:

Completed remaining required courses:

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 624: Qualitative Methodology or SOCI 604: Comparative Historical Methods

SOCI 680: Teaching Undergraduate Sociology (1 hour)

Continue to take coursework for your major and minor

Met with your committee to plan Ph.D. Preliminary Examination

Presented a paper at a conference (e.g., regional, national, specialty) or a department brown bag

Completed a teaching workshop or similar teaching activity. This may include workshops available on campus.

Fall semester

Select committee members

Submit Degree Plan of Study with Graduate and Professional School

Spring semester

No specific benchmarks listed

YEAR #3

By the end of Year #3, you should have:

Submitted a single-authored article or two co-authored articles to peer-reviewed sociology journal(s).

Attended teaching activities at a professional conference or guest lectured in a faculty member's class.

Fall semester

Complete coursework for major and minor

Complete preliminary examinations

Spring semester

Defend dissertation proposal

YEAR #4

By the end of Year #4, you should have:

Published a single-authored article or two co-authored articles in peer-reviewed sociology journal(s)

Taught a sociology course at a college or university.

Fall semester

Prepare to enter the job market

Prepare material for job applications

Prepare research job talk

Practice research job talk

Spring semester

Complete dissertation

Schedule final examination

Submit dissertation to Graduate & Professional School

APPENDIX B1: 96-Hour PhD Requirements and Program Benchmark Worksheet—Thesis/Paper Option (Students entering program prior to Fall 2022)

Student's Name _____

Semester and year of admission to the graduate program: _____

Use this worksheet if:

- You are on the 96-credit-hour program (entered without a recent M.A. or M.S. in Sociology).
- If you are on the 64-credit-hour program, please use the worksheet found in Appendix B3.

Please keep in mind the following guidelines:

- No more than 15-credit hours of out-of-department courses can be counted towards the PhD program (out of all of the 96-credit hours).
- Theory courses (SOCI 611 and 615) and methods courses (SOCI 623, 631, and 624 or 604) should be completed during the first two years in the program.
- No more than 6 credit hours of Directed Studies (SOCI 685) can count for the 96-hour program.
- Starting in Fall 2022, SOCI 680 shifted from being a three-credit to one-credit class. The current worksheet is written with the assumption that you received three credits for SOCI 680 (prior to Fall 2022).

DEGREE REQUIREMENTS

PART 1: MASTER'S COURSEWORK (MUST TOTAL 32 HOURS)

Note: Enter N/A if you have been formally exempted from taking a required course. Formal exemption requires a memo signed by the Graduate Advisor and Department Head. If exempt, you should, instead, take another elective course.

Theory Courses (6 hours)

| | |
|---|--------------------------|
| SOCI 611: Classical Sociological Theory | Semester completed _____ |
| SOCI 615: Contemporary Sociology Theory | Semester completed _____ |

Methods Courses (9 hours)

| | |
|---|--------------------------|
| SOCI 623: Measurement of Sociological Parameters | Semester completed _____ |
| SOCI 631: Seminar in Sociological Research (Quantitative) | Semester completed _____ |
| SOCI 624: Qualitative Methodology | Semester completed _____ |
| or SOCI 604: Comparative Historical Methods | |

Professional Development Courses (6 hours)

SOCI 680: Teaching Undergraduate Sociology Semester completed _____
SOCI 681: Professional Seminar in Sociology (0 hours) Semester completed _____
SOCI 691: Master’s Paper Class Semester completed _____

Master’s Elective Courses (6 hours)

Elective #1: _____ Semester completed _____
Elective #2: _____ Semester completed _____

Master’s Research Hours (5 hours)

These hours are in addition to the Master’s Paper Class.

SOCI 691: Research (number of hours) _____ Semester completed _____
SOCI 691: Research (number of hours) _____ Semester completed _____

Name of Master’s Committee Chair: _____
Master’s Committee Member’s (minimum 2 members, 1 outside department):

Master’s Program Plan Approved Semester completed _____
Master’s Thesis/Paper Completed Semester completed _____

PART 2: PH.D. REQUIRED COURSEWORK (MUST TOTAL 64 HOURS)

Major Area Coursework Name _____ (12 hours)
Course #1 _____ Semester completed _____
Course #2 _____ Semester completed _____
Course #3 _____ Semester completed _____
Course #4 _____ Semester completed _____

Minor Area Coursework Name _____ (9 hours)
Course #1 _____ Semester completed _____
Course #2 _____ Semester completed _____
Course #3 _____ Semester completed _____

Publishing Course (3 hours)

SOCI 682 Grant Writing for the Social Sciences Semester completed _____
OR
SOCI 683 Professional Writing and Publication Semester completed _____

Doctoral Elective Courses (0-22 hours)

Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____

Doctoral Research Hours (18-40 hours)

Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____

Name of Ph.D. Committee Chair: _____

Ph.D. Committee Members (minimum 3 members, 1 outside department):

| | |
|--|--------------------------|
| Ph.D. Degree Program Plan Approved | Semester completed _____ |
| Completion of Preliminary Examinations | Semester completed _____ |
| Completion of Dissertation Proposal | Semester completed _____ |
| Completion of Dissertation | Semester completed _____ |

PROGRAM BENCHMARKS

YEAR #1

Fall semester

Complete following required coursework:

SOCI 600: Introduction to Sociological Data Analysis

SOCI 611: Classical Sociological Theory

SOCI 623: Measurement of Sociological Parameters

SOCI 681: Professional Seminar in Sociology

Spring semester

Complete the following coursework:

SOCI 615: Contemporary Sociology Theory

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 681: Professional Seminar in Sociology

SOCI 691: Research Hours

Complete a minimum of four required theory and/or methods courses

Select advisor and major

Work on Master's paper or thesis

NOTE: Theory courses (SOCI 611 and SOCI 615) and methods courses (SOCI 600 and SOCI 631) may be taken either in Year #1 or Year #2, but they must be taken in sequence within the same academic year.

YEAR #2

During Year #2, you should complete the following required courses:

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 624: Qualitative Methodology or SOCI 604: Comparative Historical Methods

SOCI 680: Teaching Undergraduate Sociology (1 hour)

Fall semester

Select committee members

Submit Degree Plan of Study with Graduate and Professional School

Spring semester

Complete Master's paper or thesis

Start submitting to conferences

YEAR #3

By the end of Year #3, you should have:

- Completed your coursework for your major and minor
- Met with committee to plan PhD Preliminary Examination
- Presented a paper at a conference (e.g., regional, national, specialty) or a department brown bag
- Completed a teaching workshop or similar teaching activity. This may include workshops available on campus.

YEAR #4

By the end of Year #4, you should have:

- Submitted a single-authored article or two co-authored articles to peer-reviewed sociology journal(s).
- Attended teaching activities at a professional conference or guest lecture in a faculty member's class.

Fall semester

- Complete preliminary examination

Spring semester

- Defend dissertation proposal

YEAR #5

By the end of Year #5, you should have:

- Published a single-authored article or two co-authored articles in peer-reviewed sociology journal(s)
- Taught a sociology course at a college or university.

Fall semester

- Prepare to enter the job market
- Prepare material for job applications
- Prepare research job talk
- Practice research job talk

Spring semester

- Complete dissertation
- Schedule final examination
- Submit dissertation to Graduate & Professional School

APPENDIX B2: 96-Hour PhD Requirements and Program Benchmark Worksheet—Nonthesis Option (Students entering program prior to Fall 2022)

Student's Name _____

Semester and year of admission to the graduate program: _____

Use this worksheet if:

- You are on the 96-credit-hour program (entered without a recent M.A. or M.S. in Sociology).
- If you are on the 64-credit-hour program, please use the worksheet found in Appendix B3.

Please keep in mind the following guidelines:

- No more than 15-credit hours of out-of-department courses can be counted towards the PhD program (out of all of the 96-credit hours).
- Theory courses (SOCI 611 and 615) and methods courses (SOCI 623, 631, and 624 or 604) should be completed during the first two years in the program.
- No more than 6 credit hours of Directed Studies (SOCI 685) can count for the 96-hour program.
- Starting in Fall 2022, SOCI 680 shifted from being a three-credit to one-credit class. The current worksheet is written with the assumption that you received three credits for SOCI 680 (prior to Fall 2022).

DEGREE REQUIREMENTS

PART 1: MASTER'S COURSEWORK (MUST TOTAL 32 HOURS)

Note: Enter N/A if you have been formally exempted from taking a required course. Formal exemption requires a memo signed by the Graduate Advisor and Department Head. If exempt, you should, instead, take another elective course.

Theory Courses (6 hours)

| | |
|---|--------------------------|
| SOCI 611: Classical Sociological Theory | Semester completed _____ |
| SOCI 615: Contemporary Sociology Theory | Semester completed _____ |

Methods Courses (9 hours)

| | |
|---|--------------------------|
| SOCI 623: Measurement of Sociological Parameters | Semester completed _____ |
| SOCI 631: Seminar in Sociological Research (Quantitative) | Semester completed _____ |
| SOCI 624: Qualitative Methodology | Semester completed _____ |
| or SOCI 604: Comparative Historical Methods | |

Professional Development Courses (3 hours)

SOCI 680: Teaching Undergraduate Sociology Semester completed _____
SOCI 681: Professional Seminar in Sociology (0 hours) Semester completed _____

Master’s Elective Courses (14 hours)

Six hours should be Directed Studies (685). Six hours should be out-of-department courses.

Elective #1: _____ Semester completed _____
Elective #2: _____ Semester completed _____
Elective #3: _____ Semester completed _____
Elective #4: _____ Semester completed _____
Additional elective (if needed) _____ Semester completed _____

Name of Master’s Committee Chair: _____

Master’s Committee Member’s (minimum 2 members, 1 outside department):

Master’s Program Plan Approved Semester completed _____
Master’s Oral Examination Completed Semester completed _____

Note: If you take the non-thesis option and take a terminal Master’s, you end your courses here. If, on the other hand, you decide to go onto the Ph.D., you must also take the courses noted below. If you want to go into an academic or academic-adjacent career, we highly encourage you to do the Master’s thesis or paper option instead of this non-thesis option. encourage you to do the Master’s thesis or paper option instead of this non-thesis option.

PART 2: PH.D. REQUIRED COURSEWORK (MUST TOTAL 64 HOURS)

Major Area Coursework Name _____ (12 hours)
Course #1 _____ Semester completed _____
Course #2 _____ Semester completed _____
Course #3 _____ Semester completed _____
Course #4 _____ Semester completed _____

Minor Area Coursework Name _____ (9 hours)
Course #1 _____ Semester completed _____
Course #2 _____ Semester completed _____
Course #3 _____ Semester completed _____

Publishing Course (3 hours)
SOCI 682 Grant Writing for the Social Sciences Semester completed _____
OR
SOCI 683 Professional Writing and Publication Semester completed _____

Doctoral Elective Courses (0-22 hours)

Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____

Doctoral Research Hours (18-40 hours)

Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____
Semester completed _____

Name of Ph.D. Committee Chair: _____

Ph.D. Committee Members (minimum 3 members, 1 outside department):

| | |
|--|--------------------------|
| Ph.D. Degree Program Plan Approved | Semester completed _____ |
| Completion of Preliminary Examinations | Semester completed _____ |
| Completion of Dissertation Proposal | Semester completed _____ |
| Completion of Dissertation | Semester completed _____ |

PROGRAM BENCHMARKS

YEAR #1

Fall semester

Complete following required coursework:

SOCI 600: Introduction to Sociological Data Analysis

SOCI 611: Classical Sociological Theory

SOCI 623: Measurement of Sociological Parameters

SOCI 681: Professional Seminar in Sociology

Spring semester

Complete the following coursework:

SOCI 615: Contemporary Sociology Theory

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 681: Professional Seminar in Sociology

SOCI 691: Research Hours

Complete a minimum of four required theory and/or methods courses

Select advisor and major

Work on Master's paper or thesis

NOTE: Theory courses (SOCI 611 and SOCI 615) and methods courses (SOCI 600 and SOCI 631) may be taken either in Year #1 or Year #2, but they must be taken in sequence within the same academic year.

YEAR #2

During Year #2, you should complete the following required courses:

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 624: Qualitative Methodology or SOCI 604: Comparative Historical Methods

SOCI 680: Teaching Undergraduate Sociology (1 hour)

Fall semester

Select committee members

Submit Degree Plan of Study with Graduate and Professional School

Spring semester

Complete Master's paper or thesis

Start submitting to conferences

YEAR #3

By the end of Year #3, you should have:

- Completed your coursework for your major and minor
- Met with committee to plan PhD Preliminary Examination
- Presented a paper at a conference (e.g., regional, national, specialty) or a department brown bag
- Completed a teaching workshop or similar teaching activity. This may include workshops available on campus.

YEAR #4

By the end of Year #4, you should have:

- Submitted a single-authored article or two co-authored articles to peer-reviewed sociology journal(s).
- Attended teaching activities at a professional conference or guest lecture in a faculty member's class.

Fall semester

- Complete preliminary examination

Spring semester

- Defend dissertation proposal

YEAR #5

By the end of Year #5, you should have:

- Published a single-authored article or two co-authored articles in peer-reviewed sociology journal(s)
- Taught a sociology course at a college or university.

Fall semester

- Prepare to enter the job market
- Prepare material for job applications
- Prepare research job talk
- Practice research job talk

Spring semester

- Complete dissertation
- Schedule final examination
- Submit dissertation to Graduate & Professional School

Spring semester

- Defend dissertation proposal

APPENDIX B3: 64-Hour PhD Requirements and Program Benchmark Worksheet (Students entering program prior to Fall 2022)

Student's Name _____

Semester and year of admission to the graduate program: _____

Use this worksheet if:

- You are on the 64-credit-hour program (entered with a recent M.A. or M.S. in Sociology).
- If you are on the 96-credit-hour program, please use the worksheets found in Appendices B1 and B2.

Please keep in mind the following guidelines:

- No more than 12-credit hours of out-of-department courses can be counted towards the PhD program (out of all of the 64-credit hours).
- Theory courses (SOCI 611 and 615) and methods courses (SOCI 623, 631, and 624 or 604) should be completed during the first two years in the program.
- No more than 6 credit hours of Directed Studies (SOCI 685) can count for the 64-hour program.
- Starting in Fall 2022, SOCI 680 shifted from being a three-credit to one-credit class. The current worksheet is written with the assumption that you received three credits for SOCI 680 (prior to Fall 2022).

DEGREE REQUIREMENTS

DOCTORAL REQUIRED COURSEWORK (21 HOURS)

Note: Enter N/A if you have been formally exempted from taking a required course. Formal exemption requires a memo signed by the Graduate Advisor and Department Head. If exempt, you should, instead, take another elective course.

Theory Courses (6 hours)

SOCI 611: Classical Sociological Theory Semester completed _____
SOCI 615: Contemporary Sociology Theory Semester completed _____

Methods Courses (9 hours)

SOCI 623: Measurement of Sociological Parameters Semester completed _____
SOCI 631: Seminar in Sociological Research (Quantitative) Semester completed _____
SOCI 624: Qualitative Methodology Semester completed _____
or SOCI 604: Comparative Historical Methods

Professional Development Courses (6 hours)

| | |
|---|--------------------------|
| SOCI 680: Teaching Undergraduate Sociology | Semester completed _____ |
| SOCI 681: Professional Seminar in Sociology (0 hours) | Semester completed _____ |
| SOCI 682 Grant Writing for the Social Sciences | Semester completed _____ |
| OR | |
| SOCI 683 Professional Writing and Publication | Semester completed _____ |

MAJOR AND MINOR AREA COURSEWORK (21 HOURS)

| | |
|---|--------------------------|
| Major Area Coursework Name _____ | (12 hours) |
| Course #1 _____ | Semester completed _____ |
| Course #2 _____ | Semester completed _____ |
| Course #3 _____ | Semester completed _____ |
| Course #4 _____ | Semester completed _____ |

| | |
|---|--------------------------|
| Minor Area Coursework Name _____ | (9 hours) |
| Course #1 _____ | Semester completed _____ |
| Course #2 _____ | Semester completed _____ |
| Course #3 _____ | Semester completed _____ |

DOCTORAL ELECTIVE COURSES (0-4 HOURS)

| | |
|-------|--------------------------|
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |

DOCTORAL RESEARCH HOURS (18-22 HOURS)

| | |
|-------|--------------------------|
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |
| _____ | Semester completed _____ |

Name of Ph.D. Committee Chair: _____

Ph.D. Committee Members (minimum 3 members, 1 outside department):

| | |
|--|--------------------------|
| Ph.D. Degree Program Plan Approved | Semester completed _____ |
| Completion of Preliminary Examinations | Semester completed _____ |
| Completion of Dissertation Proposal | Semester completed _____ |
| Completion of Dissertation | Semester completed _____ |

PROGRAM BENCHMARKS

YEAR #1

Fall semester

Complete the following required coursework:

SOCI 600: Introduction to Sociological Data Analysis

SOCI 611: Classical Sociological Theory

SOCI 623: Measurement of Sociological Parameters

SOCI 681: Professional Seminar in Sociology

Spring semester

Complete the following coursework:

SOCI 615: Contemporary Sociology Theory

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 681: Professional Seminar in Sociology

Complete a minimum of four required theory and/or methods courses

Select advisor and major

NOTE: Theory courses (SOCI 611 and SOCI 615) and methods courses (SOCI 600 and SOCI 631) may be taken either in Year #1 or Year #2, but they must be taken in sequence within the same academic year.

YEAR #2

By the end of Year #2, you should have:

Completed remaining required courses:

SOCI 631: Seminar in Sociological Research (Quantitative)

SOCI 624: Qualitative Methodology or SOCI 604: Comparative Historical Methods

SOCI 680: Teaching Undergraduate Sociology (1 hour)

Continue to take coursework for your major and minor

Met with your committee to plan Ph.D. Preliminary Examination

Presented a paper at a conference (e.g., regional, national, specialty) or a department brown bag

Completed a teaching workshop or similar teaching activity. This may include workshops available on campus.

Fall semester

Select committee members

Submit Degree Plan of Study with Graduate and Professional School

Spring semester

No specific benchmarks listed

YEAR #3

By the end of Year #3, you should have:

Submitted a single-authored article or two co-authored articles to peer-reviewed sociology journal(s).

Attended teaching activities at a professional conference or guest lectured in a faculty member's class.

Fall semester

Complete coursework for major and minor

Complete preliminary examinations

Spring semester

Defend dissertation proposal

YEAR #4

By the end of Year #4, you should have:

Published a single-authored article or two co-authored articles in peer-reviewed sociology journal(s)

Taught a sociology course at a college or university.

Fall semester

Prepare to enter the job market

Prepare material for job applications

Prepare research job talk

Practice research job talk

Spring semester

Complete dissertation

Schedule final examination

Submit dissertation to Graduate & Professional School

APPENDIX C: Assigning Graduate Assistants

NOTE: The following information is drawn from the document on Graduate Assistant-Faculty Working Relationships that was approved by faculty vote on May 3, 2023.

Overview

This advisory document is an outgrowth of a Workshop on Graduate Assistant-Faculty Working Relationships held by the Department of Sociology on March 3, 2023. The workshop brought together graduate students and faculty to discuss best practices to build constructive working relationships when students serve as Graduate Assistant Teachers (GATS), Graduate Assistant Lecturers (GALS), and Graduate Assistant Researchers (GARS). A committee was then formed to develop the ideas discussed in the workshop.

The Head for the Department of Sociology has historically made GAT, GAL, and GAR assignments or has delegated those decisions to other administrators and staff. This is normal practice for departments at A&M as the Department Head is responsible for making personnel assignments such as teaching. Therefore, we view this document as advisory, laying out a set of values, commitments, and guidelines that we strongly suggest Department Heads use when developing specific procedures that inform: (1) the assigning of GATS, GALS, and GARS, (2) the negotiation of graduate assistant-faculty work relationships, and (3) the management of disagreements and disputes that may emerge within the work relationship. We hope that this advisory document facilitates a work climate that is conducive to the intellectual, personal, and professional development of every member of our community.

Background

The funding model for graduate programs has significantly changed with the creation of the new College of Arts and Sciences. Of the three legacy colleges that now form the new college, the College of Liberal Arts was perhaps most affected by the change in funding models. Funding for graduate programs is given to the College of Arts and Sciences by the central administration and is subsequently divided among the graduate programs of the 18 departments comprising the college.

It is important to recognize that funding is given primarily to departments to support the undergraduate teaching mission by paying graduate students to serve as Graduate Assistant Teachers (GATS). This funding cannot be used to fund GATS that support graduate seminars. While some state funding is allocated to pay Graduate Assistant Researchers (GARS), the level of funding is fairly small and is declining. For example, in the 2022-2023 academic year, the Department of Sociology received approximately \$46,000 in tuition and fee money to support GARS compared to roughly \$277,500 in tuition and fees to support GATS and Graduate Assistant Lecturers (GALS). Historically, sociology has used its state funding for GARS to

supplement funding that faculty have received from grants and endowments to create GAR positions.

The difference in funding sources that can be used to support GATS and GARS has implications for the kind of work that graduate assistants are expected to perform. For example, if a graduate assistant is funded with state money that supports GATS, they cannot perform research as part of their job duties. If a graduate assistant's stipend, tuition, and fees are paid using funding that supports GARS, they cannot be expected to perform work related to undergraduate instruction. Simply, the source of funding determines whether a graduate student is a GAT or a GAR and they can only perform those duties that are associated with that position.

It is possible for graduate assistants to simultaneously serve as a GAT and a GAR. This can occur when a graduate assistant's overall effort is divided between the two positions and different funding sources are used to fund the two positions. For example, a .50 FTE graduate assistant is expected to work 20 hours per week. A graduate assistant could work as a .25 FTE GAT for one professor and a .25 FTE GAR for a different professor provided different funding sources are used. This kind of arrangement is common in many departments.

Graduate Assistant Position Duties

The Department of Sociology typically assigns graduate assistants to three different positions: (1) Graduate Assistant Teachers or GATS, (2) Graduate Assistant Lecturers or GALS, and (3) Graduate Assistant Researchers or GARS. The associated job duties and responsibilities assigned to each position are provided below.

Graduate Assistant Teachers (GATS)

GAT responsibilities vary greatly and may include, but are not limited to:

- Working in a teaching or computer lab for the purpose of educating students,
- Assisting a faculty instructor in teaching students in discussion or laboratory sessions,
- Tutoring individuals or small groups of students,
- Facilitating, contributing to, and monitoring class discussions,
- Holding office hours, answering student emails in a timely manner, and meeting with students,
- Giving guest class lectures and proctoring exams,
- Assisting with grading or student assessment (with or without student interaction),
- Preparation and organization of materials and assessments for the course, and
- Attending class when possible and as requested by the instructor of record.

Depending on a student's progress in the program, a GAT may also be assigned to serve as an Instructor of Record (IOR) for a course. The responsibilities associated with being assigned as an

IOR are outlined in the section describing the responsibilities for Graduate Assistant Lecturers (GALS).

Graduate Assistant Lecturers (GALS)

The responsibilities for a GAL include all duties and responsibilities associated with teaching a stand-alone course as an Instructor of Record. GALs are typically in the final years of their graduate program and are supervised by the Head or the Head's delegate. GAL responsibilities are defined by and may include, but are not limited to:

- Designing the class and preparing the syllabus
- Preparing and delivering lectures,
- Generating, proctoring, and evaluating assignments and examinations,
- Student performance evaluation and assignment of grades,
- Office hours and student consultation, and
- All other duties associated with instruction as assigned by the Head or Head's delegate.

Graduate Assistant Researchers (GARS)

GAR responsibilities are defined by and may include, but are not limited to:

- Conducting literature, library, laboratory or other forms of reviews or research,
- Designing research strategy, data collection, and analysis plan,
- Collecting, coding, cleaning, or analyzing data,
- Preparing materials for submission to funding agencies and foundations,
- Preparing materials for IRB review, and
- Designing, generating, or writing reports, presentations, and publications.

Making Graduate Assistant Assignments

Graduate Assistant Teachers (GATS)

While the Department Head is afforded discretion making graduate assistant teaching assignments, we believe that a set of eight core principles should inform any system for assigning GATS to assist with a particular course. We strongly suggest the following principles inform the system created by the Department Head for assigning graduate assistant teachers.

1. The allocation of graduate assistant teachers to support instructional efforts involve, but is not exclusive of, the following: number of students taught in a section, undergraduate enhancement, departmental priorities, and special pedagogical commitments or initiatives (e.g., writing-intensive classes).
2. Graduate student preferences for course assignments should be solicited.
3. Faculty should be given the opportunity to identify specific courses they are teaching that may require graduate assistant teaching support and request graduate assistant

teaching support. The request should stipulate time commitment (e.g., 10 hours/week, 20 hours/week) for a GAT, specify the duties and responsibilities that will be performed by the GAT, and identify the skills and background a GAT needs in order to perform those duties and responsibilities.

4. The Head will try their best to take these different elements—graduate student preferences, faculty preferences, and departmental priorities—into consideration when making decisions.
5. The criteria for assigning graduate students to courses include, but are not limited to, an alignment with the student’s research interests, preparation, and training. Graduate students are strongly encouraged to confer with their advisor when requesting courses.
6. Graduate assistant teachers should work with a variety of faculty members during their tenure in the department. We recognize there needs to be a balance between maintaining continuity with a particular faculty member or course and working with multiple faculty members. For example, it would make sense for graduate assistant teachers to assist with a specific course for two consecutive semesters in order to develop pedagogical expertise and experience in a course. However, they should expect to rotate and become a GAT for a different course after two consecutive semesters. We recognize the continuity of assisting the same course for two semesters is contingent on the same course being offered in two consecutive semesters.
7. The Department Head should consult with the Director of Graduate Studies (DGS) and others as needed when making decisions regarding GAT assignments.
8. An effort will be made to assign courses that do not conflict with the graduate students’ course schedule.

Graduate Assistant Lecturers (GALS)

We strongly encourage the Department Head to use the following principles when assigning GALS. The Department Head should solicit graduate student preferences for serving as a GAL for a specific semester. The criteria for assigning graduate students to courses include, but are not limited to: (1) an alignment with the student’s research interests, preparation, and training, (2) completion of the Master’s degree, and (3) passing the SOCI 680 Teaching Undergraduate Sociology course. Graduate students are strongly encouraged to confer with their advisor when requesting courses. The Department Head should consult with the Director of Graduate Recruitment (DGR), Director of Graduate Studies (DGS), and others as needed when making decisions regarding GAL assignments.

Graduate Assistant Researchers (GARS)

Faculty may receive external funding from agencies such as NSF or funding from internal grant programs or endowed professorships offered by Texas A&M. Part of the external or internal funding may provide faculty opportunities to hire GARS. In those instances, the faculty member who has received the funding typically selects the GAR.

Setting Work and Performance Expectations

Faculty members are simultaneously mentors and supervisors to graduate students within the graduate assistant-faculty work relationship. An important factor in developing a constructive graduate assistant-faculty working relationship is setting clear work and performance expectations. Whether a graduate student is serving as a GAT or GAR, we strongly encourage graduate students and faculty to discuss the duties and responsibilities of the position and how the work is to be accomplished prior to the start of the position. This discussion should be continued during the semester as it not uncommon for new concerns to surface requiring that work and performance expectations be modified.

We strongly encourage that a structured process such as a Teaching or Research Compact be used to initially set work and performance expectations between graduate assistants and faculty. A compact lays out the responsibilities and mutual accountabilities of both graduate assistants and faculty to one another in the work relationship, commitments to civil and constructive communication within the working relationship, parameters for when and how the work will be accomplished, and other important issues central to developing a positive graduate assistant-faculty relationship. Best practice would be for graduate assistants and faculty members to have a discussion prior to the onset of work where they talk through and complete a Teaching or Research Compact with each retaining a copy of the completed document. This document may then be updated throughout the semester as needed.

Reasonable accommodations to the performance of critical job functions may be made to a graduate assistant's work environment for students with disabilities. The appropriate mechanism to request accommodations is through Texas A&M's [Division of Human Resources and Organizational Effectiveness](#). The process for requesting accommodations and the contact person for submitting requests may change over time. We suggest that this information be placed in the graduate handbook and updated yearly.

Dispute Resolution Processes

Disagreements and disputes may emerge between graduate assistants and faculty within their working relationship. We would recommend that any system for managing disagreements and disputes within the graduate assistant-faculty working relationship should encourage conversation between the graduate assistant and the faculty member and provide a mechanism for a third-party to provide mediation or facilitation to resolve the dispute. This structure parallels dispute resolution processes that are commonly used at Texas A&M for resolving grade dispute and work conflicts.

Such a dispute resolution system in sociology may consist of two steps. First, the graduate assistant and faculty member should discuss the concern or issues that has prompted the dispute. We recognize that power differences between graduate assistants and faculty members exist, so it would not be unusual for graduate students to seek advice from their mentors, graduate mentors, the graduate student member of the Diversity Committee, or

advisors about how to initiate such conversations. Similarly, we might anticipate that a faculty member may seek advice from colleagues on how to initiate and manage such conversations. If a mutually agreeable resolution is achieved through the conversation, it would be important to modify the working agreement between the graduate assistant and faculty member such as updating the Teaching or Research Compact.

Second, if an agreeable resolution cannot be negotiated between the graduate assistant and faculty member by mutual consent, the dispute may be taken to the Department Head. The Department Head would then work with the graduate assistant and faculty member to facilitate a resolution. The Department Head would need to take actions that are consistent with university and system policy. If a Department Head has been assigned a GAT or GAR, the student or faculty member should work with the Associate Head.

Managing disagreements and disputes can be challenging. If graduate students and faculty are unsure of the process, we would encourage them to contact members of the leadership team or the Chair of the Diversity Committee to ask questions or seek clarification.

Beyond department resources, graduate assistant and faculty should be aware of other campus resources for conflict resolution including the [Department of Civil Rights and Equity Investigations](#) and the [ombuds services of the Graduate and Professional School](#). The Department of Civil Rights and Equity Investigations (CREI) is charged with the investigation and resolution of alleged violations of Texas A&M University civil rights policies, including Title IX. The Texas A&M University Graduate and Professional Student Ombuds Office serves as an informal, independent, and neutral resource that anyone from the graduate and professional community can use to obtain assistance with a conflict, misunderstanding, concern, or issue related to graduate education.

APPENDIX D: Annual Review Guidelines and Process

Annual evaluations of graduate students provide an analysis about accomplishments of students to the department and mentors. Results of this evaluation are utilized to guide the assignment of assistantships to continuing students without guaranteed funding or outside of the time-frame of guaranteed funding. The results of this evaluation are also used to identify potential candidates for fellowship nominations. In addition, the annual evaluations can be used to identify whether a student needs to be placed on probation or dismissed from the program, including students with guaranteed funding. All graduate students (with guaranteed funding, without guaranteed funding, or outside of the timeframe of guaranteed funding) have to submit their material for annual evaluations. The Graduate Program and Evaluation Committee is responsible for this evaluation under the coordination of the Director of Graduate Studies. The evaluation is conducted through the analysis of the following criteria:

- Progress in the program.
- Assistantship evaluation.
- Professional activity.
- Grade point ratio.

Applicants will be scored on each of the criteria on a scale of 1 to 5, where a score of 5 indicates the highest evaluation. The assignment of scores will be left to the judgments of committee members following the guidelines detailed below with the exception of grade point ratio, which will convert the cumulative GPR to a 5-point basis using a formula noted below.

Usually, the Director of Graduate Director assigns scores for all students on progress in the program, assistantship evaluation, and professional activity. The other three voting members of the Graduate Program and Evaluation Committee usually assign scores for all students for one of these three criteria (progress in the program, assistantship evaluation, and professional activity). Thus, each student will have at least two scores in each of these three criteria, which are averaged by the committee.

Faculty members on the Graduate Program and Evaluation Committee are to excuse themselves from scoring graduate students and who were assigned to them for the previous calendar year (Spring and/or Fall semesters) as a departmental assistant or for whom they are chairperson of either a thesis or dissertation committee.

An example of the form to conduct graduate student annual evaluations is available on Appendix E.

Progress in the Program

Graduate students in the 96-credit-hour program are expected to finish the program in five years and will be evaluated based on the following standard of progress in the program:

- At the end of 2 semesters, students are expected to have completed a minimum of 4 required courses, and all required courses should be completed by the end of 4 semesters.
- At the end of 4 semesters, students are expected to complete their master's thesis.
- At the end of 7 semesters, students are expected to complete their comprehensive exams.
- At the end of 8 semesters, students are expected to complete their dissertation proposal.
- At the end of 10 semesters, students are expected to complete their dissertation.

Summary of Evaluation Guidelines for Progress in the Program by Year: 96-Credit-Hour Program, 5 Years

| 1 st Year* | 2 nd Year* | 3 rd Year | 4 th Year | 5 th Year |
|--|--|---|--|---|
| <p>Fall</p> <ul style="list-style-type: none"> – SOCI 600 Introduction to Sociological Data Analysis or elective – SOCI 611 Classical Sociological Theory or elective – SOCI 623 Measurement of Sociological Parameters – SOCI 681 Professional Seminar in Sociology (zero-hour course) <p>Spring</p> <ul style="list-style-type: none"> – SOCI 615 Contemporary Sociological Theory or elective – SOCI 631 Seminar in Sociological Research (Quantitative) or elective – SOCI 681 Professional Seminar in Sociology (zero-hour course) – SOCI 691 Research Hours (work on Master's paper) | <p>Courses</p> <ul style="list-style-type: none"> – SOCI 624 Qualitative Methodology or – SOCI 604 Comparative Historical Methods – SOCI 680 Teaching Undergraduate Sociology (one-hour course) – One elective class – SOCI 691 Research Hours (in addition to the previous ones, according to course checklist) <p>End of the year</p> <ul style="list-style-type: none"> – Master's paper – Start submitting to conferences | <p>Courses</p> <ul style="list-style-type: none"> – Major courses – Minor courses <p>Others</p> <ul style="list-style-type: none"> – Preparation for preliminary exam – Conferences – Papers | <p>Fall</p> <ul style="list-style-type: none"> – Preliminary exam <p>Spring</p> <ul style="list-style-type: none"> – Dissertation proposal <p>Others</p> <ul style="list-style-type: none"> – Continue working on publications | <p>Fall</p> <ul style="list-style-type: none"> – Enter job market <p>Spring</p> <ul style="list-style-type: none"> – Dissertation defense |

| | | | |
|---|--|--|--|
| End of the year – Select advisor and major – Start thinking about Master’s paper | | | |
|---|--|--|--|

* *Theory courses (611 and 615) and methods courses (600 and 631) may be taken either in year 1 or year 2, but they must be taken in sequence within the same academic year.*

Graduate students in the 64-credit-hour program are expected to finish the program in four years and will be evaluated based on the following standard of progress in the program:

- At the end of 2 semesters, students are expected to have completed a minimum of 4 required courses, and all required courses should be completed by the end of 4 semesters.
- At the end of 5 semesters, students are expected to complete their comprehensive exams.
- At the end of 6 semesters, students are expected to complete their dissertation proposal.
- At the end of 8 semesters, students are expected to complete their dissertation.

Summary of Evaluation Guidelines for Progress in the Program by Year: 64-Credit-Hour Program, 4 Years

| 1 st Year* | 2 nd Year* | 3 rd Year | 4 th Year |
|--|--|--|--|
| Fall – SOCI 600 Introduction to Sociological Data Analysis or elective – SOCI 611 Classical Sociological Theory or elective – SOCI 623 Measurement of Sociological Parameters – SOCI 681 Professional Seminar in Sociology (zero-hour course) | Courses – SOCI 624 Qualitative Methodology or – SOCI 604 Comparative Historical Methods – SOCI 680 Teaching Undergraduate Sociology (one-hour course) – Major courses – Minor courses | Courses – Major courses – Minor courses Fall – Preliminary exam Spring – Dissertation proposal Others – Continue working on publications | Fall – Enter job market Spring – Dissertation defense |

| | | | |
|--|---|--|--|
| <p>Spring – SOCI 615 Contemporary Sociological Theory or elective</p> <p>– SOCI 631 Seminar in Sociological Research (Quantitative) or elective</p> <p>– SOCI 681 Professional Seminar in Sociology (zero-hour course)</p> <p>End of the year – Select advisor and major</p> | <p>Others – Preparation for preliminary exam</p> <p>– Conferences</p> <p>– Papers</p> | | |
|--|---|--|--|

* *Theory courses (611 and 615) and methods courses (600 and 631) may be taken either in year 1 or year 2, but they must be taken in sequence within the same academic year.*

Consideration may also be given to information provided to the committee that impede students' progress in the program (e.g., unusually time-consuming data collection, severe illness), and the following factors:

- For all students: hours of coursework, completion of required courses, timely completion of incompletes (carrying two or more incompletes over two semesters is grounds to disallow participation in the assistantship assignment process).
- For master's students: formation of thesis committee and identification of a committee chair, approval of a degree plan, defense of proposal, and progress on the thesis.
- For doctoral students: identification of major and minor areas, completion of specialty coursework, formation of dissertation committee and identification of a committee chair, approval of a degree plan, approval of relevant reading lists, defense of dissertation proposal, and progress on the dissertation.

Scores for Progress in the Program is derived from the mean of at least two scores from different committee members. Based on evaluation guidelines for progress in the program (explained above), scores follow this scale:

5. Well beyond the guidelines.
4. Beyond the guidelines.
3. On track with guidelines (this is a good score).
2. Lagging behind guidelines.
1. Substantially behind guidelines.

Assistantship Evaluation

The committee will evaluate student performance who served as Graduate Assistant Teachers (GAT), Graduate Assistant Researchers (GAR), or Graduate Assistant Lecturers (GAL) both inside and outside of the department.

GATs and GARs will be scored based on the Teaching Assistant/Research Assistant Evaluation Form (Appendix D) that is filled out by the faculty member supervising the graduate student holding the assistantship. The mean score of the responses from Appendix D will be the teaching/research assistantship score. Graduate students are responsible to provide the supervising faculty members with the evaluation forms two or more weeks in advance of the deadline for submission to the Department.

GALs with full course responsibility will be evaluated based on the standard undergraduate student evaluation. As undergraduate students typically evaluate GALs with scores below 5.0, while faculty usually evaluate their GATs or GARs equal to 5.0, GALs are generally at a disadvantage. To deal with this disparity, the committee evaluates graduate instructors through the analysis of all documents submitted by the graduate student for the annual evaluation (e.g., syllabi, assignments, exams, lectures, slides, engagement activities, feedback from undergraduate students) in addition to undergraduate students' scoring.

Scores for Assistantship Evaluation is derived from the mean of at least two scores from different committee members. Based on evaluation guidelines for assistantship evaluation (explained above), scores follow this scale:

5. Exceptional teachers, TAs, RAs.
4. Very good teachers, TAs, RAs.
3. Average teachers, TAs, RAs.
2. Weak teachers, TAs, RAs, but can improve.
1. Should not teach anymore or be TA/RA.

Professional Activity

To prepare Ph.D. students' for future careers, they need to demonstrate their professional activity in the areas of research and teaching. Students will be evaluated based on their progress in the capacity to publish a peer-reviewed sociology article and to competently teach a college or university course.

The Committee will also consider the following types of professional activity:

- Submitting a grant or fellowship proposal.
- Obtaining funding from outside the department but within the university.
- Obtaining funding from outside the university.

- Taking advanced methods courses in other departments.
- Engaging in collaborative analysis with faculty.

The Graduate Program and Review Committee will place primary emphasis on professional activity during the year of the evaluation but can consider the entire record.

The committee will use the following guidelines when assigning a score to graduate students for professional activity. In these guidelines, a semester is defined as a regular academic semester (i.e., spring and fall, not including the summer semester). There are two implications of the expectations described in these guidelines:

- Over time, graduate students are expected to become competent teachers and researchers.
- Graduate students at later stages of their graduate career will not receive the same credit for the same activities as graduate students who are earlier in their graduate career (e.g., presenting a paper at a regional conference or annual meeting, guest lecturing in a faculty member's class).

Research

Graduate students in the 96-credit-hour program are expected to do the following to demonstrate professional activity in the area of research:

- At the end of 6 semesters, students are expected to present a paper at a conference (i.e., regional, national, specialty) or a department brown bag. This paper can be developed from their Master's thesis or paper.
- At the end of 8 semesters, students are expected to have submitted a single authored article or two co-authored articles to peer-reviewed sociology journal(s).
- At the end of 10 semesters, students are expected to have published a single authored article or two co-authored articles in peer reviewed sociology journal(s).

Graduate students in the 64-credit-hour program are expected to do the following to demonstrate professional activity in the area of research:

- At the end of 4 semesters, students are expected to present a paper at a conference (i.e., regional, national, specialty) or at a department brown bag.
- At the end of 6 semesters, students are expected to have submitted a single authored article or two co-authored articles to peer-reviewed sociology journal(s).
- At the end of 8 semesters, students are expected to have published a single authored article or two co-authored articles in peer-reviewed sociology journal(s).

Summary of Evaluation Guidelines for Professional Activity by Semester: Research

| Semester | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|----------------------------------|---|---|---|--|---|--|---|--|---|--|
| 96-credit-hour program (5 years) | | | | | | Present paper at a conference or at a department brown bag | | Submitted one single authored article or two coauthored articles to peer-reviewed sociology journals | | Published one single authored article or two coauthored articles in peer-reviewed sociology journals |
| 64-credit-hour program (4 years) | | | | Present paper at a conference or at a department brown bag | | Submitted one single authored article or two coauthored articles to peer-reviewed sociology journals | | Published one single authored article or two coauthored articles in peer-reviewed sociology journals | | |

Teaching

Graduate students in the 96-credit-hour program are expected to do the following to demonstrate professional activity in the area of teaching:

- At the end of 6 semesters, students are expected to complete a teaching workshop or similar teaching activity. This may include workshops available on campus.
- At the end of 8 semesters, students are expected to attend teaching activities (e.g., a workshop, sessions that focus on teaching) at a professional conference or guest lecture in a faculty member's class.
- At the end of 10 semesters, students are expected to have competently taught a sociology course at a college or university.

Graduate students in the 64-credit-hour program are expected to do the following to demonstrate professional activity in the area of research:

- At the end of 4 semesters, students are expected to complete a teaching workshop or similar teaching activity on campus. This may include workshops available on campus.
- At the end of 6 semesters, students are expected to attend teaching activities (e.g., workshop, sessions that focus on teaching) at a professional conference or guest lecture in a faculty member's class.

- At the end of 8 semesters, students are expected to have competently taught a sociology course at a college or university.

Summary of Evaluation Guidelines for Professional Activity by Semester: Teaching

| Semester | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|----------------------------------|---|---|---|---|---|---|---|---|---|--|
| 96-credit-hour program (5 years) | | | | | | Complete a teaching workshop or similar teaching activity | | Attend teaching activities at a professional conference or guest lecture in a faculty class | | Competently teach a sociology course at a college/university |
| 64-credit-hour program (4 years) | | | | Complete a teaching workshop or similar teaching activity | | Attend teaching activities at a professional conference or guest lecture in a faculty class | | Competently teach a sociology course at a college/university | | |

Scores for Professional Activity is derived from the mean of at least two scores from different committee members. Based on evaluation guidelines for professional activity (explained above), scores follow this scale:

- 5. Very high activity
- 4. High activity
- 3. Average activity
- 2. Low activity
- 1. Little or no activity

Grade Point Ratio

Students’ scores for Grade Point Ratio (GPR) will be calculated according to the following:

- **GPR Score = GPR * 1.25.**
 Example 1: A student with a GPR of 4.0, is scored $4.0 * 1.25 = 5.000$.
 Example 2: A student with a GPR of 3.5, is scored $3.5 * 1.25 = 4.375$.
- Grade point ratio is computed for all coursework including courses outside of the department (cumulative GPR). It is not limited to degree plan courses.
- SOCI 685 Directed Studies courses *are not included* when computing grade point ratios.
- Grades are obtained by department staff from official university records. Recent grade changes must be documented to be considered.

- Incompletes must be resolved within one semester. Incompletes that have not been resolved convert to F and *are* included in the calculations. They carry a grade point of 0 and thus impose a significant penalty on GPR.

Reporting Guidelines

Graduate students are responsible for ensuring that the Graduate Program Committee receives the following:

- An updated and accurate copy of Appendix A1 or A3 (64-Credit-Hour Program Requirements) or Appendix B1 or B3 (96-Credit-Hour Program Requirements).
- Documentation on accomplishment with regard to professional activity.
- When applicable (GARs and GATs), a Teaching Assistant/Research Assistant Evaluation Form (Appendix F) from each faculty member they assisted.
- When applicable (GALs), teaching evaluations and average grade assigned to the students in the class(es) taught.
- Additionally, graduate students may include a statement describing their progress in the program, professional activities, and, when appropriate, GAR/GAT/GAL responsibilities.

Program Clock Extensions

Extensions to the expected progress in the program period may be granted upon petition by the graduate student to the Department Head or the Director of Graduate Studies. The purpose of these petitions is to maintain student privacy about circumstances affecting progress in the program and evaluating students fairly.

Extensions are usually for six months or one year, but a longer period may be requested in compelling circumstances. A graduate student may petition for an extension when they have circumstances that may seriously impede progress in the program. Such circumstances might include (but are not limited to):

- Serious illness or injury.
- Having responsibility for the primary care of an infant or small child.
- Having responsibility for the primary care of a close relative who is disabled, elderly or seriously ill.
- Any serious disruption of the academic period for unexpected reasons beyond the graduate student's control.

Petitions need to provide a written description and documentation for the circumstance. Extensions to the clock are finalized by approval from the Department Head or the Director of Graduate Studies. The Graduate Program and Evaluation Committee is informed of the

decision *Faculty conducting the annual evaluation of graduate students take into account these extensions to adjust their scores for these specific students.* This extension applies solely to annual evaluations of graduate students and does not apply to requirements by the College of Liberal Arts or Texas A&M University.

Final Evaluation Scores

After scores on individual items are obtained for each student across committee members, a weighted sum of the item scores will be computed as follows.

Students who *are holding* a departmental assistantship:

- 50% Progress in the Program
- 20% Assistantship Evaluations
- 10% Professional Activity
- 20% Grade Point Ratio

Students who *are not holding* a departmental assistantship:

- 60% Progress in the Program
- 15% Professional Activity
- 25% Grade Point Ratio

Graduate students in the first or second year of the 96-credit-hour program are not evaluated on the professional activity criteria because they are expected to focus on obtaining sociological knowledge through their academic work (e.g., courses, writing a thesis) to prepare them to teach and conduct research.

When professional activity *does not apply*, students *with* an assistantship will be evaluated based on:

- 60% Progress in the program
- 20% Assistantship evaluation
- 20% Grade Point Ratio

When professional activity *does not apply*, students *without* an assistantship will be evaluated based on:

- 70% Progress in the program
- 30% Grade Point Ratio

Examples of Scoring

Student A with GPR 4.0 (scored $4.0 \times 1.25 = 5.000$) and other scores. This student is in the 64-credit-hour program or beyond the second year of the 96-credit-hour program who held an assistantship. They are evaluated on all four items.

| Criteria | Item Score | Item Weight | Contribution |
|---------------------------|------------|-------------|--------------|
| Progress in the Program | 5.000 | 50% | 2.500 |
| Assistantship Evaluations | 4.000 | 20% | 0.800 |
| Professional Activity | 4.000 | 10% | 0.400 |
| Grade Point Ratio | 5.000 | 20% | 1.000 |
| Score Based on Sum | | | 4.700 |

Student B with GPR 3.7 (scored $3.7 \times 1.25 = 4.625$) and other scores. This student is in the 64-credit-hour program or beyond the second year of the 96-credit-hour program who did not hold an assistantship in the previous year.

| Criteria | Item Score | Item Weight | Contribution |
|---------------------------|------------|-------------|--------------|
| Progress in the Program | 4.000 | 60% | 2.400 |
| Assistantship Evaluations | NA | NA | NA |
| Professional Activity | 4.000 | 15% | 0.600 |
| Grade Point Ratio | 4.625 | 25% | 1.156 |
| Score Based on Sum | | | 4.156 |

Student C with GPR 3.4 (scored $3.4 \times 1.25 = 4.250$) and other scores. This student is in the first or second year of the 96-credit-hour program and is not evaluated on professional activity.

| Criteria | Item Score | Item Weight | Contribution |
|---------------------------|------------|-------------|---------------|
| Progress in the Program | 4.000 | 60% | 2.400 |
| Assistantship Evaluations | 4.000 | 20% | 0.800 |
| Professional Activity | NA | NA | NA |
| Grade Point Ratio | 4.250 | 20% | 0.850 |
| Score Based on Sum | | | 4.0500 |

Student D with GPR 3.8 (scored $3.8 * 1.25 = 4.750$) and other scores. This student did not hold an assistantship in the previous year. This student is in the first or second year of the 96-credit-hour program and is not evaluated on professional activity.

| Criteria | Item Score | Item Weight | Contribution |
|---------------------------|-------------------|--------------------|---------------------|
| Progress in the Program | 3.000 | 70% | 2.100 |
| Assistantship Evaluations | NA | NA | NA |
| Professional Activity | NA | NA | NA |
| Grade Point Ratio | 4.250 | 30% | 1.275 |
| Score Based on Sum | | | 3.375 |

APPENDIX E: Example of Form for Graduate Student Annual Evaluation

On the next page you will find the form for the annual evaluation of graduate student performance. Every student is required to submit material for an annual evaluation. Additionally, these reviews are used for departmental and teaching assistantships.

If you are unable to finish the evaluation in one setting, you can click all the way to the end and click submit. Once you click submit, you will get an email with your responses. Once you are ready to continue working on the form, click on “Edit Response” in that email. It will take you back to this form.

A Checklist of Things to Consider Soon

The following are some items you may want to give special attention to now.

1. Finish incomplete courses

Finish incomplete courses in time to receive a grade change before the assistantship applications are due. Incompletes have a very negative impact on GPR calculations; the record system converts them to F after a certain period of time. (Be sure to allow a reasonable amount of time for grading and grade changes to be filed and processed).

2. Address any progress in the program items you can

Address any progress in the program items you can before the assistantship application forms are due. Examples include: formally identifying a supervisor and forming a committee (based on filing a degree plan), defending Master’s thesis/paper or PhD proposal, defending a Master’s thesis/paper, taking preliminary exams, etc. Here are some rough benchmarks to bear in mind (copied from the Sociology Graduate Student Handbook).

Graduate students entering the program without a recent M.A. or M.S. in Sociology are expected to finish the program in five years and will be evaluated based on the following standard of progress in the program.

- After 2 semesters – students are expected to have completed a minimum of 4 required courses; Master’s thesis/paper supervisor identified; Master’s thesis/paper course completed.
- After 3 semesters – Master’s thesis/paper proposal defended (if you're doing the official thesis option, rather than the paper option).
- After 4 semesters – all required methods and theory courses completed; Master’s thesis/paper finished and defended.
- After 7 semesters – comprehensive exams completed.
- After 8 semesters – dissertation proposal completed and defended.
- After 10 semesters – dissertation completed and defended.

Graduate students entering the program with a recent M.A. or M.S. in Sociology are expected to finish the program in four years and will be evaluated based on the following standard of progress in the program.

- After 2 semesters – students are expected to have completed a minimum of 4 required courses.
- After 4 semesters – all required methods and theory courses completed.
- After 5 semesters – comprehensive exams completed.
- After 6 semesters – dissertation proposal completed and defended.
- After 8 semesters – dissertation completed and defended.

3. Update your curriculum vitae (CV)

Update your curriculum vitae (CV) to reflect your professional activities and other relevant information. It is a good idea to adopt a format suitable for submitting in applications for professional positions. Have your supervisor or a mentor comment on your CV if you need advice on what a suitable format is.

4. Extending the expected progress in the program clock

Extensions to the expected progress in the program period may be granted upon petition by the graduate student to the Department Head or the Director of Graduate Studies. The purpose of these petitions is to maintain student privacy about circumstances affecting progress in the program and evaluating students fairly.

Extensions are usually for six months or one year, but a longer period may be requested in compelling circumstances. A graduate student may petition for an extension in the following cases:

The graduate student has encountered circumstances that may seriously impede progress in the program. Such circumstances might include (but are not limited to):

- Serious illness or injury.
- Having responsibility for the primary care of an infant or small child.
- Having responsibility for the primary care of a close relative who is disabled, elderly or seriously ill.
- Any serious disruption of the academic period for unexpected reasons beyond the graduate student's control.

Petitions need to provide a written description and documentation for the circumstance. Extensions to the clock are finalized by approval from the Department Head or the Director of Graduate Studies. The Graduate Program and Evaluation Committee is informed of the decision. This extension applies solely to annual evaluations of graduate students and does not apply to requirements by the College of Arts & Sciences or Texas A&M University.

Summary of Evaluation Process for Continuing Students

Each year the members of the Graduate Program and Evaluation Committee evaluate applications for graduate assistantships. The committee follows a procedure mandated by department bylaws.

The procedure specifies that all continuing students are evaluated on four criteria: (1) Progress in the Program; (2) Assistantship Evaluation (only for students who held an assistantship); (3) Professional Activity (only for students who have completed one full year in the program); and (4) Grade Point Ratio.

The committee scores every applicant in the categories that are relevant for them and computes a simple arithmetic average of the items that apply.

The scores resulting from the evaluation process establish a department "rank list." Per department guidelines, students who received letters of guaranteed funding need to present adequate progress in the program to continue receiving financial support. Students who do not have letters of guaranteed funding may be offered a graduate assistantship based on their position on the rank list.

Identifying Information

1. Name:

2. Email:

3. University ID (UIN):

4. Semester and year you entered the program:

5. Entered the graduate program with:

Without a recent M.A. or M.S. in Sociology

With a recent M.A. or M.S. in Sociology

6. Are you on a 96-credit-hour program or 64-credit-hour program?

96-credit-hour program

64-credit-hour program

Grade Point Ratio

The Director of Graduate Studies will collect information on grades from the official database in March.

Please check to confirm that any grade changes you may be expecting have in fact been submitted and officially taken effect. A signed statement from the professor attesting to the grade change can be used to document grade changes if you are concerned that they may not be reflected in the database.

Please note that the GPR is computed using only grades from “regular” seminars.

Grades relating to the following are excluded from GPR calculations: grades from undergraduate courses, grades from non-seminar graduate courses (e.g., SOCI 685s, SOCI 681s, and SOCI 691s).

Please note the potential negative impact of Incompletes. Incompletes convert to “F” automatically after one semester. They then have a dramatic negative impact on GPR (they are assigned scores of 0 in GPR calculations).

Progress in the Program

Progress toward completing the Master's thesis/paper and Ph.D. degrees in sociology, as appropriate, is assessed using this form. If there are any special circumstances that are relevant to your situation to request an extension, please contact the Department Head or the Director of Graduate Studies.

Please, complete the course checklist of the Sociology Graduate Program. Select the appropriate course checklist, according to whether you are in the 96- or 64-credit-hour program, as well as whether you are in the previous program structure (prior to Fall 2022) or in the new program structure (starting in Fall 2022). Upload the completed document to this form. We suggest you save a copy of this document with you, which can be updated for future annual evaluations. *Course checklists are available in the Graduate Program Handbook.*

Attach the course checklist with Progress in the Program

Assistantship Evaluation

Students holding a department or a research assistantship in Spring, Summer or Fall of the previous calendar year are evaluated on their performance in these positions. Students holding an assistantship should list each faculty member who supervised them. Please provide a copy of the TA/RA Evaluation form to your faculty supervisor. Each supervisor should complete a TA/RA Evaluation form and email to the Director of Graduate Studies. *This form is available in the Graduate Program Handbook.*

Students who taught classes in the previous year should provide the syllabus and related materials (e.g., reading schedules, assignment instructions, etc.) associated with the course.

In addition, be aware that the committee reviews student teaching evaluations so be sure that you have conducted these in your classes.

In order for us to determine whether your file is complete, please indicate the faculty members who supervised you during this time and who should be submitting evaluation forms reporting on your performance. Also, indicate, the kinds of duties you performed and any other information you believe is relevant for your evaluation.

If you held an assistantship or teaching position outside of the sociology department or the university, please note the relevant department, unit, or organization.

7. Regarding assistantship, in Spring, Summer, or Fall of the previous calendar year:

I had the Diversity Fellowship (Avilés-Johnson Graduate Fellowship Program)

I had departmental assistantship

Other: _____

I did not have an assistantship (skip to question 22)

Diversity Fellowship (Avilés-Johnson Graduate Fellowship Program)

8. If you have the Diversity Fellowship, how many years have you had it?

9. How many more years of the Diversity Fellowship you have left?

10. Spring of previous calendar year assistantship supervisor:

11. Use the following space to describe the kinds of duties you performed in the assistantship(s):

12. Summer of previous calendar year assistantship supervisor:

13. Use the following space to describe the kinds of duties you performed in the assistantship(s):

14. Fall of previous calendar year assistantship supervisor:

15. Use the following space to describe the kinds of duties you performed in the assistantship(s):

16. Use this space to provide additional comments you believe are relevant to the evaluation of your assistantship performance.

17. Did you teach a course in the previous calendar year?

Yes

No (skip to question 22)

If You Taught a Course in the Previous Calendar Year

18. Upload syllabi for courses you taught in the previous calendar year

Attach the files with syllabi

19. The usage of course evaluations (completed by undergraduate students) is optional for annual evaluations. Thus, graduate student instructors should indicate if the Graduate Program and Evaluation Committee should consider their course evaluations (completed by undergraduate students). Would you want the committee to utilize these course evaluations in this review process?

Yes

No

20. Attach summary sheets for course evaluations ONLY for courses taught in the previous calendar year, if applicable

Attach the files with course evaluations

21. Optional: Add additional teaching materials for courses taught in the previous calendar year (examples include assignments, reading lists, etc.)

Attach the files with additional teaching materials

English Language Certification (International Students Only)

22. Are you an international student?

Yes

No (skip to question 26)

International students should try to obtain English Language Certification (ELC) before the end of their first year in the program.

Under Texas State Law, ELC is mandatory for international students to be eligible for teaching positions and also for many teaching assistant positions.

International students who are not English Language Certified must take the certification exam at least once each spring and fall semester to demonstrate progress toward achieving certification.

23. Are you formally English Language Certified?

Yes

No

24. If NOT English Language Certified: In which semester/year did you last take the ELC examination?

25. Please attach your scores from the last ELC examination you have taken.

Attach the files with scores from the last ELS examination

Professional Activity

Please submit documentation of your professional activities. Any documentation will be accepted, but we prefer that you submit a curriculum vitae (CV). The CV lists information and accomplishments that reflect your credentials and professional activity.

For example, a CV should list these items if they apply to you (you won't have all of these, but list it if you have it):

- Publications (make it clear whether it is peer-reviewed or not; whether it is published, accepted, submitted, received a revise and resubmit decision, etc. Usually, it is best to use full reference (for example in ASA style), for co-authored pieces it is a great idea to state in a sentence or two your role in the paper
- Presentations at professional meetings.
- Grants, fellowships, scholarships (you should also include grant applications that got rejected).
- Honors, awards.
- Participation as a discussant or organizer at a professional meeting.
- Invited presentations.
- Applications for dissertation awards.
- Reviewing for a journal.
- Service to the department.
- Participation in teaching workshops and other professional development workshops, etc.

Please submit an updated CV annually. Please note, however, that professional activity is scored only for students who have completed one full year of graduate study by the time of evaluation.

If you wish, you may submit copies of publications, papers presented at meetings, papers submitted to journals, etc. Papers presented at conferences and papers submitted for publication, but not accepted for publication, are difficult to evaluate if a copy of the paper is not submitted.

Papers co-authored with others, especially if co-authored with faculty, are more difficult to evaluate.

In view of this, if you have co-authored papers please include a short note summarizing your role in the preparation of the paper.

26. Please submit your CV.

Attach the file with your CV

27. If you published a paper(s) in the previous calendar year (book chapter, book or an article), provide the author(s), title of paper, name of journal or publishing venue and other details (like you would list the paper in the list of references). Add a description of co- authorship, if a co-authored piece:

28. Please upload your published papers here (if at all possible, upload the pdf version from the journal; if this is not possible, upload the latest version you submitted together with confirmation from the journal regarding acceptance).

Attach the files with your published papers

29. If you submitted a paper(s) for publication in the previous calendar year (book chapter, book or an article), provide the author(s), title of paper, name of journal or publishing venue and submission date. Add a description of co-authorship, if a co-authored piece:

30. Please upload proof of submission from the publisher/journal.

Attach the files with your proof of submissions from the publisher/journal

31. If you have a paper in progress, provide the author(s), title of paper, expected name of journal or publishing venue and give a brief progress report on the status of the paper. Add a description of co-authorship, if a co-authored piece:

32. If you obtained funding from outside the university, provide the institution and the name of the grant where you submitted the proposal, the title of your project, and the amount of support received:

33. If you obtained funding from outside the department but within the university, please indicate the department, agency or institution, the name of the award, and the amount of support received:

34. If you submitted a grant or fellowship proposal in the previous calendar year, provide the institution and the name of the grant where you submitted the proposal, the title of your project, and the amount of support requested:

35. If you submitted a paper(s) to a conference in the previous calendar year, provide title of paper, name of conference and submission date:

36. If you presented at a conference in the previous calendar year, provide title of paper(s), name of conference and presentation date:

37. If you presented a guest or invited lecture(s) in the previous calendar year, provide the course name/number, instructor of record or sponsoring organization, and presentation date:

38. If you engaged in collaborative work with faculty, list the project, the name of the faculty, and give a brief summary of your role in this collaboration:

39. If you took advanced methods courses or workshops, list the name of the course, semester, department and/or institution:

40. Are you obtaining certificates from other departments?

- Certificate in Women's and Gender Studies
- Certificate in Social Sciences Advanced Research Methods
- Certificate in Geographic Information Systems (GIS)

___ Other: _____

Teaching Undergraduate Sociology (SOCI 680)/Teaching Experience

41. Please indicate if you have taken the seminar on Teaching Undergraduate Sociology (SOCI 680). This is necessary to be considered for teaching. Alternatively, indicate if you have prior college teaching experience.

___ I have taken the seminar on Teaching Undergraduate Sociology (SOCI 680)

___ I have not taken the seminar on Teaching Undergraduate Sociology (SOCI 680)

42. I have teaching experience in the following courses (list as appropriate):

43. If your last teaching experience was prior to the previous calendar year or outside of our department, please attach the summary sheets for your last two teaching evaluations.

Attach the files with summary sheets for teaching evaluations

Further Informational Questions

44. Are you seeking funding from the department for the next year?

___ Yes

___ No

___ Maybe

45. For those about to graduate: Have you secured a job for after graduation?

___ Yes

___ No

46. If you have secured a job for after graduation, please tell us the position and institution:

Extending the Expected Progress in the Program Clock

Extensions to the expected progress in the program period may be granted upon petition by the graduate student to the Department Head or the Director of Graduate Studies. The purpose

of these petitions is to maintain student privacy about circumstances affecting progress in the program and evaluating students fairly.

Extensions are usually for six months or one year, but a longer period may be requested in compelling circumstances. A graduate student may petition for an extension in the following cases:

The graduate student has encountered circumstances that may seriously impede progress in the program.

Such circumstances might include (but are not limited to):

- Serious illness or injury.
- Having responsibility for the primary care of an infant or small child.
- Having responsibility for the primary care of a close relative who is disabled, elderly or seriously ill.
- Any serious disruption of the academic period for unexpected reasons beyond the graduate student's control.

Petitions need to provide a written description and documentation for the circumstance. Extensions to the clock are finalized by approval from the Department Head or the Director of Graduate Studies. The Graduate Program and Evaluation Committee is informed of the decision. This extension applies solely to annual evaluations of graduate students and does not apply to requirements by the College of Liberal Arts or Texas A&M University.

Additional Comments

47. If you have any additional comments for the evaluation committee, please write them here. Requests for the extension on the program clock should go directly to the Department Head or the Director of Graduate Studies.

Thank you for completing your annual evaluation.

If you realize that you need to make changes after the submission deadline, please email the Director of Graduate Studies.

APPENDIX F: Teaching Assistant/Research Assistant Evaluation Form

Section to be filled out by student applicant.

Name of Assistant: _____

Name of Professor: _____

Course/Project: _____ Semester/Year: _____

Section to be filled out by Professor for whom student served as TA/RA.

Please answer the following questions regarding the student's performance as a teaching or research assistant in relationship to standards that are consistent with that of a responsible future faculty member or professional sociologist.

First, please write short answers to the following questions (as stated in Graduate Student Handbook, page 11) on this page and, second, the quantitative questions on the second page:

a) Describe the task or tasks which the assistant to asked to perform.

b) Provide a statement of the assistant's strengths and weaknesses in performing each task.

c) Please add any additional comments you believe are relevant to a fair evaluation of the applicant. This might include more specific information about accomplishments or extenuating circumstances relevant to less than expected performance.

Please continue on the next page.

1. Did the student carry out the duties assigned to them?
 - 5 Excellent
 - 4 Above Average
 - 3 Average
 - 2 Below Average
 - 1 Poor

2. Did the student finish assignments in a timely manner?
 - 5 Excellent
 - 4 Above Average
 - 3 Average
 - 2 Below Average
 - 1 Poor

3. Did the quality of the student's work live up to your expectations?
 - 5 Excellent
 - 4 Above Average
 - 3 Average
 - 2 Below Average
 - 1 Poor

4. Was the student asked to make original contributions of their own?
 - 1 Yes ...Continue to question 5
 - 2 No ... Skip to question 6

5. Did the student make original contributions of their own? (Answer **ONLY IF** you responded 'Yes' on Question 4)
 - 5 Excellent
 - 4 Above Average
 - 3 Average
 - 2 Below Average
 - 1 Poor

6. Did the student meet with you on a regular basis as expected and keep appointments with others (e.g., students or project members)?
 - 5 Excellent
 - 4 Above Average
 - 3 Average
 - 2 Below Average
 - 1 Poor