

**UTAH STATE UNIVERSITY  
SOCIOLOGY GRADUATE PROGRAM**

***GRADUATE STUDENT  
HANDBOOK, 2020-21***

**July 2020**

**Department of Sociology, Social Work and Anthropology**

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## **I. INTRODUCTION**

The Graduate Program in Sociology at Utah State University was organized in 1927 through the efforts of Dr. Joseph Geddes, the founder and first head of the department. The Sociology Doctoral Program was established in the 1950s. In the ensuing decades the Sociology Graduate Program at USU has emerged as a regional, national and international leader in providing graduate training and research in selected areas of specialization linked to USU's location in the Western US and its status as Utah's Land and Space Grant University.

The Graduate Program in Sociology provides Master's and Doctoral level training with a combination of environmental, demographic, organizational, political-economic, and historical orientations to major domestic and global issues. At the graduate level, we place particular emphasis on three areas of specialization: Demography (with an emphasis on Health), Environment & Community, and Social Inequality (including race, ethnicity and gender). Students have the opportunity to merge foundational coursework in sociological theory and research methods with focused training in the selected specialty areas and apprenticeship roles in both basic and applied research projects. Sustained personal interaction between faculty and students is a hallmark and strength of the program.

The Sociology Program houses two active research units: the Yun Kim Population Research Laboratory and the Institute for Social Science Research on Natural Resources. Faculty also play key roles in a number of interdisciplinary research and training units across campus including the Center for Society, Economy and the Environment, Center for Epidemiologic Studies, Center for Intersectional Gender Studies and Research, Center for Persons With Disabilities, Ecology Center, Utah Water Research Laboratory, Mountain West Center for Regional Studies, Climate Adaptation Science Program, the Institute for Outdoor Recreation and Tourism, and the Wasatch Front Research Data Center.

Consistent with the primary mission of Utah State University and a long-standing research relationship between the Sociology program and the Utah Agricultural Experiment Station, rural sociological issues have long been, and remain, an important component of the graduate curriculum and research efforts of many faculty and students. Each of the designated graduate program specialty areas provides opportunities to investigate rural social conditions and changes from multiple perspectives. At the same time, our research activities and course offerings address a broad range of issues that extend well beyond the rural-urban focus to encompass a broad array of regional, national, and global-scale issues.

### **A. Purpose of the Handbook**

The purpose of this handbook is to outline the program requirements for the USU Master of Science (MS) and the Doctor of Philosophy (PhD) degrees in Sociology. The handbook provides guidance to students and faculty in the Sociology Graduate Program as well as others who may have an interest in the program. As such, the handbook supplements the information in the current Utah State University Catalog.

## B. Notice of Non-Discrimination

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

### **Executive Director of the Office of Equity**

Alison Adams-Perlac  
[alison.adams-perlac@usu.edu](mailto:alison.adams-perlac@usu.edu)  
Old Main Rm. 161  
435-797-1266

### **Title IX Coordinator**

Hilary Renshaw  
[hilary.renshaw@usu.edu](mailto:hilary.renshaw@usu.edu)  
Old Main Rm. 161  
435-797-1266

For further information regarding non-discrimination, please visit <https://equity.usu.edu/>, or contact:

U.S. Department of Education  
Office of Assistant Secretary for Civil Rights  
800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)

U.S. Department of Education  
Denver Regional Office  
303-844-5695  
[OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

## C. Introduction to the Supervisory Committee

The student's supervisory committee helps in design and approval of the program of study in accordance with University, Departmental, and Program requirements. However, the careful planning required for acquisition of a systematic, integrated knowledge of your field is primarily up to each individual student; thus, you should consider thoroughly what courses and individualized plans will assist you in gaining this competence. *The student and the student's committee should understand that the requirements set forth in this document represent minimums.* The supervisory committee is responsible to work with each student to establish a program of study according to his or her individual interests and the committee's judgment of the student's needs and competencies. Students are responsible for knowing and meeting the

requirements of the University and the Program. While the Supervisory Committee and especially your major professor are committed to assisting you, it is your responsibility to see that all necessary university forms are properly executed and filed with the School of Graduate Studies Office.

Individual deviations from the policies set forth in this handbook will be considered only on a case-by-case basis and only under exceptional circumstances. These changes must have the approval of the student's Supervisory Committee and the Department Head the Department Head's delegated representative (typically the Director of Graduate Studies).

## II. GRADUATE PROGRAM OVERVIEW

### A. Programs of Study

The Sociology Program offers graduate work on the Logan campus leading to the MS and PhD degrees in Sociology. The Master's program in Sociology is focused on foundation courses in sociological theory, methodology, and a set of electives consistent with the student's career goals. At the PhD level, the Program offers three interdependent specialization areas: (1) Demography; (2) Environment & Community; and (3) Social Inequality. A basic underpinning of the Program's doctoral program is the integration of general sociological theory and methods into these areas of program strength.

### B. Specialization Areas

#### (1) Demography

The Demography area of specialization is administered through the Yun Kim Population Research Laboratory. Graduate coursework is provided in social demography, population theories and policy and demographic methods, as well as various special topic seminars. The orientation is twofold: (1) basic and policy oriented research on sociological aspects of demographic structure and processes including migration, marriage and fertility, morbidity and mortality and technical demographic topics such as population estimates and projections; and, (2) the provision of demographic training to domestic and international students relevant to their respective settings. Research endeavors encompass a broad range of local, regional, national, and international projects in the areas of health, migration and population redistribution, family demography, life course and aging, disability, population/environment interactions, labor force, and population estimates and projections.

#### (2) Environment & Community

The faculty in this specialization maintain active research agendas in natural resource development and social change, global environmental change, coupled human and natural systems, natural resource dependency patterns, energy development, landscape and land use planning, community change and social well-being, public participation in environmental planning, social responses to hazardous technologies and other environmental risks, environmental equity and environmental justice concerns, public land management policies, linkages of environmental conditions with population change, applied community development, and a variety of other natural resource policy and management issues. Our faculty members have extensive domestic and international experience examining rural community development, labor market restructuring,

agrarian transformations, population and development, social movements, human-nature relationships, and land use changes. Faculty members are engaged in cooperative research ventures with faculty in many other disciplines, including engineering, natural resource sciences, applied economics, geography and other physical and social sciences. Graduate curriculum offerings are focused on the sociology of natural resources, environmental sociology, community sociology, public sociology, and historical sociology.

(3) Social Inequality

The Social Inequality specialization allows graduate students to explore how states, policies, organizations and labor markets come together to create differing opportunities and outcomes for diverse groups within society, as well as across societies. Our faculty conduct research on gender, racial, ethnic, and class inequalities within the United States and other countries, as well as comparative, cross-national research. Many important topics studied by faculty within our program – migration behavior, the effects of job quality on family stability and child well-being, health outcomes, environmental problems, labor market outcomes, the promotion of women and minorities to leadership positions, community development, etc. – are integrally linked to various forms and consequences of social inequality.

### III. THE GRADUATE FACULTY

#### A. Sociology Core Faculty

GABRIELLE CICIURKAITE, PhD, University of Kentucky. Medical Sociology, Research Methods, Aging and the Life Course, Mental Health

COURTNEY FLINT, PhD, Pennsylvania State University. Natural Resource, Community and Rural Sociology, Interdisciplinarity, Mixed-Methods Research

JENNIFER GIVENS, PhD, University of Utah. Environmental Sociology, Comparative International Sociology, Political Economy

CHRISTY GLASS, PhD, Yale. Work and Inequality, Organizations, Gender, Race/Ethnicity

ERIN HOFMANN, PhD, University of Texas-Austin. Demography, Migration, Gender, Russia and Eurasia

JASON LEIKER, PhD, Southern Illinois University. Criminology and Deviance, Teaching

SOJUNG LIM, PhD, University of Wisconsin-Madison. Demography, Health, Work and Inequality, East Asia

GUADALUPE MARQUEZ-VELARDE, PhD, Texas A&M University. Race, Ethnicity, Demography

MARISELA MARTINEZ-COLA, PhD, Emory University. Race, Ethnicity, Qualitative Methods, Historical Sociology

J. TOM MUELLER, PhD, Pennsylvania State University. Population and Environment, Rural Development, Natural Resources, Rural Sociology.

HYOJUN PARK, PhD, University of Wisconsin-Madison. Life course, Demography, Adolescence

PEGGY PETRZELKA, PhD, Iowa State University. Environmental Sociology, Community and Rural Sociology, Qualitative Methods

ERIC REITHER, PhD, University of Wisconsin-Madison. Demography, Health Disparities, Determinants and Consequences of Obesity, Social Epidemiology, Research Methods and Statistics

MEHMET SOYER, PhD, Texas Women's University. Social Stratification, Social Movements, Social Theory, Environmental Sociology

JESSICA ULRICH-SCHAD, PhD, University of New Hampshire. Community, Agriculture, Environmental Sociology

STEPHEN VANGEEM, PhD, University of South Florida. Mental Health, Criminology

EMILY (BETH) WILSON, PhD, Utah State University. Demography, Aging, Health

### **B. Sociology Emeritus Faculty**

LEON ANDERSON, PhD, University of Texas-Austin. Mental Health, Deviance

E. HELEN BERRY, PhD, The Ohio State University. Demography, Migration, Aging, Rural and Urban Sociology

STEVE DANIELS, PhD, Duke. Rural and Natural Resource Community Development, Collaborative Learning and Conflict Mediation, Natural Resource Policy

RICHARD S. KRANNICH, PhD, Pennsylvania State University. Environment, Community, Natural Resources, Rural Sociology

GARY MADSEN, PhD, University of Utah. Environment, Natural Hazards

WILLIAM F. STINNER, PhD, Pennsylvania State University. Demography, Marriage, Humor

MICHAEL B. TONEY, PhD, Brown University. Migration, Community, Rural Sociology.

#### **IV. GRADUATE PROGRAM EXECUTIVE COMMITTEE AND GRADUATE PROGRAM COORDINATOR**

The Graduate Program Executive Committee (GEC) is comprised of four members: the Director of Graduate Studies (DGS; who serves as chair), and one member of the graduate faculty selected to represent each of the three PhD program specialization areas.

The GEC is responsible for making admissions decisions and for developing, amending, and enforcing specific graduate program rules and requirements (in consultation with the full sociology graduate faculty, as appropriate). The GEC oversees the work of the DGS and can authorize the DGS to make day-to-day decisions relating to graduate program operations. Some specific responsibilities of the GEC are described in other sections of this handbook.

The Graduate Program Coordinator (GPC) works closely with the Director of Graduate Studies to guide students through the completion of the required Student Committee Advisory Forms (SCAF), Program of Study forms (POS) and the many related forms required by the USU Graduate School.

## V. SOCIOLOGY GRADUATE STUDENTS ASSOCIATION

All matriculated graduate students in the Sociology Program are eligible for voluntary membership in the Sociology Graduate Students Association. In addition to fostering friendships with fellow graduate students, the SGSA elects representatives to several decision making bodies, including Graduate Student Senate. Also, the SGSA may be asked to send representatives to participate in *ad hoc* departmental committees. The SGSA often provides input into revisions of sociology graduate program rules, department policies and procedures, faculty hiring decisions, and graduate student funding policy.

SGSA maintains a constitution and an elected slate of officers consisting of a president, vice president, secretary, and representative of the incoming student cohort.

## **VI. ADMISSION AND FINANCIAL AID**

### **A. Introduction**

The screening and selection of graduate students and the decisions regarding financial support for their studies are critically important tasks. Success in attracting the most qualified students has long range implications for the effectiveness of our program, the quality of our research and our impact on the profession. The constantly changing budgetary position of the Department as well as the changing job market for our graduates demand a flexible yet efficient set of procedures by which these critical decisions are made. The following procedures constitute Departmental and Sociology Program policy regarding admissions and financial awards for graduate students.

### **B. Admissions and Awards Committee**

The Graduate Executive Committee of the Sociology Program functions as the Admissions and Awards committee, with the Director of Graduate Studies serving as chair. The responsibilities of this committee are as follows:

1. Make recommendations to the School of Graduate Studies regarding the admission of all incoming graduate students and, when necessary, prepare a ranking of students for awarding of financial aid to incoming and currently enrolled graduate students.
2. Establish a target number of new graduate students to be admitted to the MS and PhD programs each academic year (typically between 1 and 3 MS; 3-5 doctoral; and 1-2 BS to PhD students/year) and assist in recruitment of students.
3. Review the annual funding plan for incoming and continuing students prepared by the DGS.

### **C. Admissions: General Policies**

1. New graduate students will normally be admitted for Fall Semester only. First preference will be given to students completing their application file on or before December 20. A “late application deadline” of April 1 is utilized for possible admissions of qualified candidates who apply after the December date.
2. No waivers of the required application fee are available. Neither the Department nor the USU School of Graduate Studies has access to funds that can be used for this purpose. Files submitted without the required application fee will not be reviewed, as per USU policy.
3. Graduate students entering the PhD program with a master’s degree from another

institution will be required to complete a minimum of 51 graduate-level credits at USU. Those who have completed the MS degree in the USU sociology program must complete a minimum of 48 additional graduate-level credits. Students completing a master's degree in the USU Sociology program who desire to pursue a PhD in the Sociology Program must make formal application to the PhD program.

Applicants who have not completed the MS degree at Utah State should arrange to have all application materials (including the on-line application form, a letter of intent/statement of interest, three letters of reference, official transcripts for prior university-level work, official GRE scores, official TOEFL or IELTS scores for most international applicants, and an example of written work) submitted via the School of Graduate Studies on-line application system (<https://gradschool.usu.edu/apply/>) by December 20. Late applications will be considered for admission until April 1, but may or may not be considered for full academic funding.

Students who have completed or will complete the Sociology MS degree program at USU and who wish to be considered for continuation in the PhD program should submit a letter of intent and online application to the graduate school (<https://gradschool.usu.edu/apply/>).

4. In most instances students who have completed only an undergraduate degree will be considered for admission to the MS program. Students initially admitted to the MS program may subsequently apply for admission to the PhD program when masters-level degree requirements are nearing completion or have been completed.
5. Exceptionally well-qualified applicants who have completed an undergraduate degree in Sociology or a closely-related social science discipline and who demonstrate outstanding potential for success in the pursuit of doctoral-level training may be considered for admission directly into the PhD program. Admission into the PhD program rather than the Master's program at the time of entry will occur only for those applicants who specifically request such consideration, who can demonstrate a record of consistently excellent performance in undergraduate coursework overall and sociology coursework specifically, and who have strong GRE test scores. If admitted to the PhD program at the time of entry, students will be required to complete a minimum of 69 graduate-level credits. Continuation in the PhD program past the second year of study is conditional upon successful completion of a second-year project that is approved by the student's PhD supervisory committee, and a positive recommendation by that committee regarding the student's qualification for continuation of studies leading to the PhD. Students not approved for continuation in the PhD program may pursue completion of the MS degree, if approved by the Graduate Executive Committee.
6. The decision to grant admission to an applicant will normally be made only on the basis of a complete file. Files lacking key information such as test scores, transcripts, letters of

recommendation, etc. will not be reviewed until all required information has been received or explicitly waived.

7. Criteria for Admission Evaluation:

- (a) Grades achieved in previous work, with more weight assigned to the last two years of undergraduate work and to any existing graduate work. Particular emphasis is placed on grades in Sociology and other social science courses.
- (b) Three letters of recommendation from individuals familiar with the applicant's accomplishments and potential for success in graduate school.
- (c) A 40th percentile or higher score on both the verbal and quantitative sections of the Graduate Record Examination (GRE) is preferred.
- (d) Evidence of strong writing ability, as evidenced by a submitted example of the applicant's written work.
- (e) TOEFL or IELTS scores are required for international applicants, with a minimum TOEFL score of 100 (internet-based test) or a minimum IELTS score of 6.0 (and minimum score of 5 on each subscale) deemed acceptable by the Program. International students with a prior degree from an English-speaking university in the United States, Canada, Australia, New Zealand or Europe are exempted from the TOEFL or IELTS exam.
- (f) Evidence of commitment to, and a clear rationale for pursuing, a graduate degree with a focus consistent with the Program's areas of specialization, as reflected in the candidate's statement of educational objectives and career plans.
- (g) Ability of the Program to provide training in the areas in which the student has expressed interest.

All of these criteria are examined carefully in evaluating a student's acceptability for admission to the program. No single criterion is used as the primary determinant of the admission decision; in some cases students who show exceptional promise according to some of the criteria listed above may be recommended for admission even if they may fall short on one or more of the other criteria.

8. On the basis of a thorough evaluation of the application with respect to the above criteria the Program will recommend to the Vice-Provost for Graduate Studies whether an applicant should be: (a) admitted as a matriculated student; or (b) rejected. USU does not offer a "provisional" or "non-matriculated" admission option.

9. Official decisions on admission are made by the School of Graduate Studies. The DGS and/or Department Head typically send out the notice of acceptance decisions after approval of the School of Graduate Studies. Applications submitted for fall semester admission consideration received by the December 20 application deadline are generally reviewed as a group in early January with admission decisions announced between the end of January and early February. Files submitted at other times of the year are reviewed as they are received and are considered only if the current class is not yet filled.

#### **D. Financial Support: Introduction**

The Sociology Program offers an array of research and teaching assistantships as well as a limited number of fellowships.

New applicants wishing to be fully considered for financial support should have their application files completed by December 20. Applications received after the deadline may be considered for funding if such funding is available.

All currently enrolled graduate students should also file their annual progress reports with the Director of Graduate Studies by April 15<sup>th</sup> in order to be considered for financial aid from the department and university for the following year.

#### **E. Financial Support: General Policies**

##### **1. Funding Types**

###### **(a) Teaching and Research Assistantships**

The Department Head will provide funds for allocation by the DGS to support graduate student teaching assistantships, and in some instances research assistantships. Assistantships generally come with a specific work obligation. A full-time assistantship is considered to be a 20 hour/week assignment. Fractional appointments are possible.

The total amount of monies designated for **teaching** is determined by the annual Department budget. Teaching funds may be used for either graduate teaching assistant (TA) or graduate course instructor (GI) appointments. MS program students are not assigned independent responsibility for course instruction, but may be appointed as graduate teaching assistants. Teaching assistants usually will be assigned to work with specific faculty and assist with undergraduate courses. The Department seeks to provide a diverse array of graduate instructor opportunities to help doctoral students develop a good portfolio of teaching experiences to enhance their employability on the job market. As a general rule, graduate TAs should not be assigned to doctoral students who are working as course instructors.

The total amount of funds available for **research** assistantships is determined primarily by individual faculty research contracts and grants (including internal USU grants, external grants, and allotments for Utah Agricultural Experiment Station projects). The Director of Graduate Studies will consult with each individual faculty member to determine the faculty member's desired allocation of their research funds to provide support for research assistantship appointments.

When possible, the department will endeavor to provide a mix of both teaching and research opportunities for funded graduate students in both the MS and PhD programs.

(b) Scholarships and Fellowships

The Director of Graduate Studies will nominate and encourage formal applications from exceptional students for any University Fellowships and Scholarships for which they qualify.

The Department also administers a set of specific fellowships and scholarships that can be awarded depending on availability of funds, student qualifications for specific awards, and other indicators of student performance. Students are not required to apply for these awards.

(c) Tuition Awards

Tuition awards for up to 9 credits of resident and/or nonresident tuition per semester can be provided to graduate students who meet minimum qualifications. As per USU policy, to qualify for either resident or nonresident tuition awards, students must

- i. Register as a full-time student (between 3 and 9 credits)
- ii. Maintain a minimum GPA of 3.0
- iii. Be making acceptable progress toward their graduate degree
- iv. Receive an assistantship stipend worth a minimum of \$10,000 per academic year (2 semesters) for MS students and \$20,000 per year (3 semesters) for PhD students with an 0.5 FTE appointment for the entire semester in which they receive the award
- v. All domestic students must become Utah residents within one year of admission

Tuition awards can only be given for credits that count directly toward the sociology graduate degree and that appear on the student's program of study.

Non-resident tuition awards are generally provided for no more than one year for U.S. citizens, after which point students must apply for and be granted Utah residency. International students may be offered nonresident tuition awards for up

to 2 years for MS students, and 4-5 years for PhD students if the student can demonstrate need and as long as tuition award funds are available.

The pool of available tuition award dollars will be determined by the School of Graduate Studies and the College of Humanities and Social Sciences each year, and the Director of Graduate Studies will make recommendations for allocating available Departmental and Program resident and nonresident tuition awards to eligible MS and PhD students based on (a) the need to recruit top applicants, (b) the need to meet prior commitments to students for funding; and (c) the desire to reward continuing students for exceptional performance. Generally speaking, doctoral students will have higher priority for tuition awards than master's students.

International students are generally required by their visa status to enroll in at least 6 credits per semester, but may enroll in only 3 if they file a "Full Time at 3 Credits" form, which can be found in ServiceNow: <tps://gradschool.usu.edu/apply/>

## 2. New Students

- a. As soon as the annual Department budget is approved by the University, the Department Head will inform the Director of Graduate Studies of the approximate amount of funding available to support new and continuing graduate students.
- b. In December of each year, the DGS will request that all graduate faculty provide a listing of money that they have available for new and continuing graduate student support (from grants or other sources), which will be checked against the budget provided by the department head to ensure complete and accurate information.
- c. The Graduate Program Executive Committee, as part of its review of applications, will establish a priority ranking of all admitted graduate student applicants according to their qualifications for the receipt of financial aid. Available teaching assistantships or instructor assignments will be assigned to the highest ranking applicants. Research assistants will be selected by individual faculty with responsibilities for directing funded research projects, in consultation with the Director of Graduate Studies. Exceptional applicants will be nominated by the Program for University fellowships and other scholarships, as appropriate.
- d. Students selected for the receipt of financial support will whenever possible be notified of the Department's financial commitment to them before February 1. These students will be asked to accept or reject the offer of financial support by no later than April 15 (although exceptions may be granted in extraordinary circumstances). A non-response will be taken as indication of refusal of the award. Assistantships made available through rejections and non-responses will be offered to other incoming students who have been approved for admission (with a two-week reply deadline), or retained for the support of currently

enrolled graduate students.

- e. Applicants who have been admitted but not given a commitment for financial aid will be notified as soon as possible of their position on the priority ranking and provided any other information which may assist them in estimating the likelihood of their receiving support (e.g., number of awards available in previous year).
- f. Criteria for granting of assistantships and fellowships are the same as for admission (see Section VI-C).

### 3. Currently Enrolled Students

- a. As soon as the annual Department budget is approved by the University the Department Head will notify the Director of Graduate Studies of the approximate amount of funding available to support currently enrolled graduate students.
- b. In December of each year, the DGS will request that all graduate faculty provide a listing of money that they have available for new and continuing graduate student support (from grants or other sources), which will be checked against the budget provided by the department head to ensure complete and accurate information.
- c. All currently enrolled graduate students will notify the Director of Graduate Studies of their desire to be considered for future financial support as part of their annual progress report (due April 15).
- d. As soon after April 15 as possible, the Director of Graduate Studies will develop a funding plan for the next academic year to identify priority rankings for funding and to outline an initial approach to allocate available funds to both incoming and currently enrolled graduate students. Criteria for granting of financial aid will include classroom performance, performance on prior assistantships, and evidence of normal progress toward degree completion consistent with the program of study. See Section F (2) below for definition of normal progress. Available teaching assistantship awards will be assigned to the highest ranking applicants. Research assistants are selected by faculty responsible for directing funded research projects in consultation with the Director of Graduate Studies. An example of the student self-evaluation can be found in Appendix III.
- e. Students selected for financial support will be notified of the Department's commitment by approximately June 30 or earlier. These students will be asked to accept or reject the offer of funding within two weeks following receipt of the funding offer.
- f. Students not given a commitment for financial support will be notified by

approximately June 30 of their position on the priority ranking and/or of the likelihood of support and will be provided any other information which may assist them in estimating the likelihood of support.

- g. If a master's-level student is admitted to the PhD program with funding and he or she has not completed the requirements for the master's degree by the start of the first semester of doctoral study, the student will receive funding at the master's level until he or she has the thesis approved and signed by the committee. The student will have one semester in which to have the thesis approved and signed by his or her committee. If the student does not meet this condition, then his or her funding is subject to reallocation at the discretion of the GEC. These conditions apply to all students admitted to the PhD program.

Students who are admitted directly to the PhD program after completion of an undergraduate degree and who receive funding upon admission **must complete the required second-year project** by the end of the fourth semester of study. In addition, *a positive recommendation for continuation in the PhD program must be submitted by the student's supervisory committee to the Sociology Director of Graduate Studies within two weeks following the end of the fourth semester of study.* If the student does not meet these conditions allocation of funding and continuation in the Sociology graduate program may be suspended at the discretion of the GEC. Students who fail to receive a positive recommendation for continuation may with approval of the GEC have the opportunity to complete a Plan A thesis and any other requirements to earn the Master of Science degree.

4. The Awarding of Financial Aid to New and Current Students after June 30.
  - a. The Department Head and faculty members will immediately notify the Director of Graduate Studies of any graduate student funding which may become available after June 30. The Director of Graduate Studies in consultation with the GEC and individual faculty will make recommendations regarding the disposition of these funds.

## **F. Limitations on Receipt of Funding**

1. Unless the department is confronted with severe funding shortfalls, Master's students who are awarded full funding from departmental sources (e.g., departmental assistantships and/or fellowships) at the time of admission will normally be awarded continued funding for 2 academic years. PhD students who enter the program with a master's degree will normally be awarded continued funding for 4 academic years; those who enter the PhD program with a bachelor's degree will generally receive funding for 5 years. In all cases these funding assurances are contingent upon continued evidence that the student is making acceptable progress toward degree completion. Extensions of funding beyond these time periods may be granted to students who are deemed to be making good progress toward completion of their degrees, contingent on the availability of funds for departmental allocation.

2. *Acceptable progress* means:
  - a. On the first day of class of fall semester, the student does not have more than 2 incompletes in non-thesis courses remaining from the previous year or years coursework;
  - b. The student has maintained a minimum grade point average of 3.0 in courses completed;
  - c. The student is taking a minimum of 6 credits of approved non-thesis/non-dissertation coursework per semester until substantive coursework listed on the program of study is completed;
  - d. Selection of supervisory committee within established time frames.
  - e. Student progress is reviewed annually (in the spring) by the Director of Graduate Studies. Students who are identified as having difficulty in the program or who are not making acceptable progress will be provided with specific guidelines on areas of improvement that need to occur and a time frame for doing so. Continued failure to make acceptable progress will result in termination of funding support and/or termination from the program.
3. The above time limitations for funding receipt pertain to both teaching assistantships and research assistantships supported by USU Agricultural Experiment Station and other USU derived funds. They do not apply to funding obtained under consulting arrangements or external grants.

**A Summary of Deadlines for Graduate Admission and Awards is contained in APPENDIX I.**

## VII. THE ADVISORY SYSTEM

When you enter the Sociology Graduate Program, the Director of Graduate Studies will be your temporary advisor. The DGS will discuss with you your plans for graduate work, USU School of Graduate Studies and Program requirements, the graduate program's advisory system, course offerings and any other academic matters you wish to have clarified. The DGS will also assist you in becoming acquainted with other faculty members and their areas of research, preparatory to the selection of a permanent advisor and a Supervisory Committee.

***All new students must attend a graduate program orientation seminar during Fall Semester of their first year.*** The seminar, which is designed to provide new students with exposure to departmental policies and procedures as well as to the research interests of individual faculty, does not have a course number, and does not carry credit toward the degree. This seminar, coursework, informal contacts, and your own interests, provide the foundation for selecting a permanent advisor. In some instances, the advisor (e.g., chair of the thesis or dissertation committee) is identified at the time of admission, based on a student's acceptance of a research assistantship or fellowship appointment tied to a funded project involving that faculty member. For those who enter the program without an appointed major advisor, your preference for a particular advisor will usually be honored. It is important to select as your advisor a faculty member who has a research interest in the area in which you plan to do your thesis or dissertation.

The selection of a supervisory committee is a critical decision for students because of its role in helping to design a program of study that is consistent with student needs and interests and Program and University requirements. The permanent advisor, aka major professor, will chair the Supervisory Committee. In this capacity the major professor typically assists the student in selecting the remaining members of that committee to facilitate the inclusion of individuals with areas of expertise consistent with the student's research interests. Information concerning the composition and role of this committee is available in the University Catalog.

***Masters students are expected to have their MS supervisory committee appointed and approved by the third week of their second semester in the program.*** The committee must include at least three faculty members, with one member representing an area of emphasis other than that which is the focus of the student's program of study and thesis. One or more members may be from outside of the sociology program, but outside representation is not required.

***Doctoral students are expected to have their PhD supervisory committee appointed and approved before the start of the third semester of study.*** The PhD committee must include at least 5 faculty members, one of whom must be from outside of the sociology program. A maximum of two committee members from other academic institutions is allowed. All committee members must hold PhDs.

Appointing and approving a committee requires the completion of a Supervisory Committee Approval Form (SCAF). SCAFs are reviewed and approved by the Director of Graduate Studies (or Department Head if appropriate). Upon recommendation of the Director of Graduate Studies,

the Vice Provost for Graduate Studies officially appoints the Supervisory Committee. The SCAF is available on USU's School of Graduate Studies website:  
<https://gradschool.usu.edu/supervisory-committee-approval/>

The chair of the Supervisory Committee, in close collaboration with other members of the committee, will guide and direct the program of study as specified in the USU Graduate Catalog until the program is completed. Students should meet with their supervisory committee at least once annually to discuss their progress in the graduate program.

Any subsequent change in committee membership requires a revision to the SCAF and the approval of the DGS and the Vice Provost for Graduate Studies. Changes in committee membership are not allowed within six weeks of the thesis/dissertation defense except in extraordinary circumstances. In circumstances where a faculty member is unable to fulfill obligations, that person may be replaced on the committee at the recommendation of the major professor and Department Head/Director of Graduate Studies after reasonable efforts have been made to solicit that person's participation.

## VIII. TRANSFER AND RESIDENCY CREDITS

Both USU and the Graduate Program in Sociology have a general policy not to accept transfer credits for incoming students to meet requirements of our graduate degrees. When appropriate, courses taken at other universities may be considered to meet substantive course requirements in methods and theory, but must be approved by the advisory committee and the Director of Graduate Studies. Other requests to use transfer credits will be addressed on a case-by-case basis.

School of Graduate Studies Policies on Transfer Credits  
(Excerpted from USU 2019/20 Online General Catalog)

### Transfer Credits

Provided Utah State University residency requirements (see specific credit requirements under each degree) will be met, a student's supervisory committee may recommend transfer of graduate credits earned at another accredited institution, including credits with earned P grades. The credits **must not** have been used for another degree.

No more than 12 semester credits taken at Utah State University or another institution prior to matriculation at Utah State University may be used in a program of study for a graduate program at Utah State University. Credits with P grades may be transferred **only** with committee approval. Transfer credits **cannot** replace required residency credits. Transfer credits are subject to approval of the supervisory committee and the Vice Provost of Graduate Studies and are subject to the same time limit as Utah State University course credits. Transfer credits will be shown on official Utah State University transcripts upon completion of the degree.

## IX. TEACHING AND RESEARCH ASSISTANTSHIPS

The Sociology graduate program is committed to the development of its graduate students as effective teachers and researchers. Assistantships give students opportunities to develop those teaching and research skills (See also <https://gradschool.usu.edu/assistantships/>).

### A. Teaching Assistantships and Lectureships

All graduate students are required to successfully complete the Teaching Assistant (TA) Training course (USU 7920) sponsored by the School of Graduate Studies. International students must also complete an additional workshop (IELI 7920) <https://gradschool.usu.edu/teaching-assistant-training/>

4. These training courses are typically conducted just prior to the start of or during the Fall semester. There is no cost to students, and credits earned for participation cannot be counted on a graduate Program of Study.
5. Teaching assistantship assignments will be made by the Director of Graduate Studies no less than 2 weeks prior to the start of each semester. Factors that guide TA assignments will include:
  - a. The student's knowledge of the subject matter;
  - b. The student's prior TA experiences;
  - c. The size and administrative demands of the course;
  - d. Coordination with the undergraduate teaching fellow program; and
  - e. A student's good standing in the graduate program.
6. Doctoral students may be selected to teach an undergraduate course as a graduate instructor. To allow adequate time for preparation, doctoral students should, whenever possible, be informed about instructorship appointments at least 3 months in advance of the first day of classes. The selection criteria for assigning instructorship opportunities to doctoral students include:
  - a. Most importantly, knowledge of subject matter;
  - b. Successful completion of the TA workshop;
  - c. Completion of additional teacher training including the *Teaching Sociology Seminar*, coordinated by the Director of Graduate Studies;
  - d. Prior successful experience teaching one's own course;
  - e. Adequate interpersonal and communication skills; and
  - f. Good standing in the graduate program.
7. When a student is selected to teach their own course, a faculty mentor will be assigned to help the student enhance his or her teaching ability. The faculty mentor will assist with syllabus construction, course content, assignments, grading criteria and procedures, teaching methods, as well as other topics. In addition, the faculty mentor will in most cases observe the student teaching and provide information to aid

the student to develop teaching skills (see also Appendix II).

8. Graduate TAs and/or Undergraduate Teaching Fellows can be assigned to doctoral students who are working as a lecturer. However, we typically seek to avoid situations where a doctoral student is supervising the work of another doctoral student.

## **B. Research Assistantships**

1. All graduate students in sociology are required to successfully complete the Research Integrity course (USU 6900) offered by the School of Graduate Studies in conjunction with new graduate student orientation activities, immediately prior to the start of fall semester. All students must also complete the Collaborative Institutional Training Initiative (CITI) online human subjects research course provided by the USU Institutional Review Board (<https://research.usu.edu/compliance/responsible-conduct/> AND <https://research.usu.edu/irb/training/>
2. Research assistantship opportunities are normally provided by individual faculty through internal and external research grants. Faculty are expected to notify the Director of Graduate Studies regarding the availability of research assistantship funding opportunities and their plans to employ particular students as RAs.
3. Decisions about which students will receive RA positions will be the responsibility of the faculty member who oversees the particular source of research funding, usually through consultation with the DGS.
4. In cases where departmental funds are made available for research assistantship positions, the DGS will be in charge of allocating these funds. The selection criteria for assigning departmental RA opportunities will include:
  - a. Ability to do the work required of the RA;
  - b. Successful completion of the USU Responsible Conduct of Research Workshop and the CITI training course;
  - c. Successful completion of graduate program research methods courses;
  - d. Benefits to the student from acquiring additional research experience; and
  - e. Good standing in the graduate program.

## **C. Responsibilities of Teaching and Research Assistants**

Teaching and research assistantship responsibilities must be taken seriously. Students in these positions must adhere to the highest standards of professional ethics and responsibilities. Effective performance of these responsibilities not only provides important learning and professional socialization experiences, but also provides a basis for faculty to provide positive letters of recommendation for students seeking employment or applying for admission to other graduate programs. Conversely, failure to effectively carry out assistantship responsibilities negatively affects prospects for positive recommendations, and if continued will lead to a withdrawal of assistantship support.

## **X. CREDIT LOADS AND PERFORMANCE**

### **A. Full-time enrollment**

1. For students on 20-hour per week assistantships, 6 credits is the minimum for full-time enrollment, and 10 credits is the maximum.
2. For students with no assistantship, or whose assistantship is less than 20 hours per week, 9 credits is the minimum for full time enrollment and 13 is the maximum.
3. For ALL students, once all formal coursework on the program of study is completed, 3 credits of dissertation or thesis research per semester is typically the maximum that the department will provide a tuition waiver for. To be officially considered a full-time student with a 3 credit load, you must submit a Full-Time at 3 credits (FT3) form. The FT3 form is useful for students who wish to defer payment on student loans. But it is not required by the department to maintain your assistantship. International students are subject to a separate set of requirements described below. The FT3 form can be found here: <https://gradschool.usu.edu/full-time-three-credits>

### **B. Assistantship work requirements**

Students on assistantship assignments cannot be required to work more hours than they have been contracted or paid to work. Normally this will not exceed an average of 20 hours a week for students on a full assistantship. For graduate students who are teaching their own course, teaching two courses a year will be counted as a full graduate assistantship work assignment. No other work is to be accepted during terms in which a graduate student is teaching except with prior approval from the Director of Graduate Studies. No more than two classes will be assigned during any given year, except under exceptional circumstances. Stipends for teaching will be at the level of a full graduate assistantship, at the rate applicable to the student's status at the time of assignment.

### **C. International students**

All international students are reminded that the U.S. government requires full-time student status to be maintained to retain your visa. This means that international graduate students must in most instances enroll for 9 or more credits, not including duties associated with assistantships.

Exceptions can be allowed in the following cases:

1. The student is serving as a lecturer or graduate instructor for the department.
2. The student is at the end of coursework and needs only a few hours for graduation.
3. The student is ill and has a doctor's statement of verification.

These circumstances should be cleared in advance with the Office of Global Engagement at Utah State to avoid any legal status problems. A form is available from the OGE to request a reduction in course load.

### **D. Registration and Performance Requirements**

All students should discuss their plans for course registration with their advisors prior to

registering for courses and prior to dropping or adding any courses. If a student has not selected a permanent advisor, approval should be secured from the DGS. Students are responsible for adding and dropping courses by the appropriate deadlines, and will assume the cost of any fees and tuition waiver penalties associated with late registration or changes.

Students must maintain a minimum cumulative grade point average of 3.0. A supervisory committee can approve no more than two courses with a grade below B towards the total number of credits required for any of the Program's graduate degrees.

## Graduate Registration, Continuous From 2020-21 University Catalog

Graduate students using University facilities or faculty time must be registered for a minimum of 3 graduate credits every semester until completion of all degree requirements, except, in some cases, the semester of final thesis or dissertation approval (see below). Students employed as graduate assistants or graduate instructors during all semesters, except for summer semester, must be registered as full-time matriculated students. More than 3 credits of continuous registration may be required by a department. An off-campus student in a planned Regional Campuses and Distance Education program who is enrolled in a 1- or 2-credit course that is the only course offered locally that semester may be approved by the graduate dean for continuous registration upon written recommendation of the department head. Continuous registration may be met with courses, seminars, independent study, research credit, or 6990 or 7990 (Continuing Graduate Advisement). The continuous registration requirement goes into effect the semester a student matriculates in the School of Graduate Studies.

A graduate student who is not using University facilities or faculty time may meet the continuous registration requirement by paying the Continuous Registration Fee of \$100 per semester (not necessary for summer semester). This alternative requires a written request from the department head, including verification that the student is not using University facilities and/or faculty time. International students usually do not qualify to pay the Continuous Registration Fee because of immigration regulations.

The semester a student defends (or redefends) a thesis, Plan B paper, or dissertation or takes final oral examinations, he or she must be registered for at least 3 credits. Doctoral and master's Plan A, Plan B, and Plan C students will be given until the last day of the next semester (known as a "grace" semester) following the defense to finish degree requirements, and Plan C students will be given until the last day of the next semester after coursework completion to finish degree requirements. If a student has not completed all degree requirements by the end of the grace semester, the student must pay a \$100 Late Completion Fee for each semester following the grace semester. If working with faculty involves more than routine submission of the thesis or dissertation to the assistant dean, registration for 3 or more credits is required. After one year, redefense may be required.

Because of SEVIS regulations, a student holding an F-1 or J-1 visa is not eligible to pay the \$100 fee to complete the degree, but must be registered as a full-time student through the semester of completion.

## **XI. EXCHANGE PROGRAMS**

Arrangements can be made for coursework to be taken at other accredited graduate schools in the United States and abroad. The student's thesis or dissertation committee is responsible for reviewing and approving or disapproving requests to include such coursework in the student's program of study. When considering such exchanges, keep in mind the Graduate School policy concerning transfer credits: no more than 12 credits may be transferred without special graduate school permission.

## **XII. INTERNSHIP CREDIT**

Under limited circumstances students who pursue outside training and educational experiences through work in applied settings can receive graduate credit for such activity. Allocation of credit for internship programs and approval of that credit for inclusion in the student's program of study is the responsibility of the student's thesis or dissertation committee. A *maximum* of 6 credits of internship program activity can be counted toward degree requirements.

### XIII. GRADUATE DEGREE REQUIREMENTS

#### A. The MS Degree in Sociology

##### 1. Program of Study Approval

Students should select and meet with their Supervisory Committee to review degree requirements and gain approval of the **Program of Study** form before the last day of their second semester in the graduate program.

##### 2. Curriculum

The credit requirement for MS degree is 30 credit hours, which can include 6-9 hours for the thesis (normally thesis credits will be approved). Ordinarily no more than 3 credit hours of independent readings (Soc 6900) will be granted towards the 30-credit minimum. The 30-credit requirement is a minimum, but the Department will only approve tuition waivers coursework beyond the required 30 hours in unusual circumstances. A Program of Study that exceeds 30 total credit hours must be approved by the Department Head.

If the student's undergraduate major was in a field other than Sociology, an evaluation of this work will be made by the Director of Graduate Studies in consultation with the GEC at the time of admission. Any deficiencies must be made up before beginning graduate studies or during the first year of residency.

Students are responsible for the recommended programs of study outlined below. Individual students can petition in writing for an exception to the specified curricular requirements. Such a petition should be directed to the supervisory committee, if one has been formed. Otherwise, it should be directed to the Director of Graduate Studies. If a committee approves an exception to established curriculum requirements it must inform the Director of Graduate Studies of that recommendation in writing.

##### i. THEORY (3 credit hours)

**Soc 6010** (3) - Development of Sociological Theory

##### ii. METHODS (6 credit hours)

**Soc 6100** (3) - Advanced Methods of Social Research

**Soc 6150** (3) - Social Statistics II

Prerequisite for Soc 6150 is completion of acceptable undergraduate statistical coursework and demonstrated ability to utilize a statistical data analysis package.

iii. ELECTIVES (minimum 12 credit hours)

- a. Electives will normally be taken in Sociology, but with approval by the Supervisory Committee may also include courses in other programs outside the Department. A minimum of 6 credits hours of substantive graduate seminars in Sociology must be taken as part of the MS degree. The Supervisory Committee will assist in selecting electives most appropriate to the student's interests and career objectives.
- b. Electives chosen within the Sociology Program must be 6000 level or higher. Ordinarily, no more than 3 credits of independent readings will be counted toward the MS degree. No more than six credits of 3000-5999 level classes from other programs may be applied toward an advanced degree; and approval of the Supervisory Committee and the Graduate Dean is required.
- c. Students need to keep in mind that nearly all sociology program graduate courses are taught on an alternate year schedule. Therefore, it is important to register for courses that need to be included in your program of study as they are offered, since in some cases they may not be offered again prior to the time when your degree program should be completed.
- d. THESIS (6-9 credit hours)

**Masters students must take a minimum of 6 (and no more than 9) credits of Thesis Research (Sociology 6970).** While these credits can be taken at any time, it is important for students to actively work on thesis preparation, research, analysis or writing during the time they take these credits. After the 30 credit degree requirements are met, MS students still enrolled in the program may take up to 10 additional credits of Sociology 6990 (Continuing Graduate Advisement) as they continue to work toward degree completion. As noted above, however, these additional credits may not be supported by a tuition waiver.

**3. Prerequisites**

Students who enter the master's program without strong undergraduate training in social theory, methods, or disciplinary sociology may be required, as a condition of admission or after evaluation by appropriate faculty, to demonstrate familiarity with theory, methods, or sociological subjects. Familiarity may be demonstrated by taking additional coursework prior to enrolling in the sociology graduate program, or by taking prerequisite courses/equivalents during their first semester (with the consent of the Director of Graduate Studies). Courses taken to meet master's program prerequisites will not count toward graduate program degree requirements.

a. THEORY

One course in contemporary sociological theory, equivalent to Soc 4010. Students entering without this background will be expected to gain proficiency in sociological theory; this may involve taking Soc 4010 without graduate credit.

b. METHODS AND STATISTICS

One course each in research methods and social statistics. Students entering without this background will be required to gain proficiency in methods and/or statistics; this may involve taking Soc 3110 and/or Soc 3120 without graduate credit.

c. SUBSTANTIVE SOCIOLOGY

One or two courses in substantive areas of the discipline of sociology, ideally exposing students to work in both macro- and micro-level sociological content. Students entering without an appropriate coursework background will be required to gain proficiency in these or similar areas; this may involve completion of an undergraduate course in each of the above areas without graduate credit.

4. **Thesis**

Students must complete and satisfactorily defend a thesis for which 6 to 9 credits may be awarded. The thesis must be a contribution to the field of knowledge. It can be based either upon the student's own research or on a treatment and presentation of known subject matter from a new point of view.

Students will present their thesis proposal at a meeting of their Supervisory Committee. Copies of the proposal should be given to Supervisory Committee members no later than two weeks prior to the date of the proposal hearing.

The chairperson of the Supervisory Committee will chair the proposal hearing. At the conclusion of the proposal presentation the Supervisory Committee will evaluate the proposal and indicate approval or disapproval by majority vote.

If their research involves human subjects, each master's student and their committee chair will submit the appropriate application for research approval to the USU Institutional Review Board along with a copy of the approved thesis proposal.

The completed thesis will be presented at a formal thesis defense seminar when the thesis has been reviewed by the Supervisory Committee and determined to be sufficiently complete to merit a defense hearing. The thesis presentation is open to the public and should be publicly announced within the Department at least one week prior to its occurrence. The supervisory committee will be responsible for

determining whether persons other than the student and committee members are permitted to remain during the remainder of the examination process.

An oral examination will be conducted by the candidate's Supervisory Committee after the completion of the thesis presentation. This examination will be largely focused on the thesis, but may include questions concerning the general field of sociology.

*Copies of the thesis should be given to members of the Supervisory Committee no later than two weeks prior to the date when forms for scheduling the defense are to be submitted to the School of Graduate Studies. Forms required for scheduling of the defense must be signed by all committee members and turned in to the School of Graduate Studies no later than ten working days prior to the desired defense date.*

At the conclusion of the examination the Supervisory Committee will vote. Majority vote will prevail. If approved with minor revisions, any recommended revisions will be accomplished under the direction of the chairperson of the Supervisory Committee.

The results of the examination are recorded on the form, Record of Examination Completion, with any additions or changes required on the thesis noted. This form is submitted by a member of the Supervisory Committee to the School of Graduate Studies office immediately after the defense.

## **B. Doctor of Philosophy in Sociology**

### **1. Program of Study Approval**

Doctoral students should select an advisor and meet with their Supervisory Committee before the start of their third semester to determine the specific courses that will be taken in preparation for the student's comprehensive examinations and to meet sociology program and university degree requirements. A completed Program of Study must be approved by the student's Supervisory Committee and filed with the School of Graduate Studies prior to the beginning of the third semester.

### **2. Curriculum – General Policies**

Students take general coursework in sociological theory and methods, and in major and minor specialty areas. Established doctoral specialty areas in sociology include Demography, Environment & Community, and Social Inequality. However, the program is sufficiently flexible to permit students with a strong interest in an area other than the above to elect that area as their *minor* specialty area with approval of the Supervisory Committee and the Department Head or his or her delegated representative (normally the Director of Graduate Studies). In this case the student would select a series of courses in that area in consultation with their supervisory committee.

In those cases where a course overlaps a student's two specialty areas, students are permitted to count the course toward the minimum credit requirements of both specialty areas.

3. **Doctoral Degree Requirements – For Students Entering with a Master’s Degree**

The minimum credits beyond the Master's degree for the doctoral degree are:

**51 credits** if a student received their master’s degree from a different graduate program.

**48 credits** if the student received their MS in Sociology from our graduate program.

These credit requirements, but the Department will only approve tuition waivers coursework beyond the required 51/48 hours in unusual circumstances. A Program of Study that exceeds 51/48 total credit hours must be approved by the Department Head.

If the Master's degree was earned in a field other than Sociology, an evaluation of prerequisite requirements will be made by the Director of Graduate Studies in consultation with the GPEC at the time of admission. Any deficiencies must be made up during the first year of residency.

Students who complete a MS degree in Sociology at USU and who are admitted into the Sociology PhD degree program will be able to petition their supervisory committee to reduce up to 9 credits of graduate substantive coursework that normally would be required of PhD students to meet the requirements of their degree (although a total of 48 post-MS credits are still required to receive the doctoral degree, which may allow taking electives or additional dissertation credits). However, as per USU policy, specific classes cannot be counted toward both the Masters and PhD degrees to meet minimum degree or credit requirements. Petitions to waive up to 9 credits of required PhD coursework for continuing MS students are designed to facilitate the efficient completion of the PhD degree and to recognize that continuing MS/PhD students have often had exposure to PhD coursework prior to finishing their MS degrees. Petitions should be granted as long as the supervisory committee is satisfied that the student has mastered sufficient theory, methods, and substantive literature in their areas of specialization.

Students are responsible for the recommended programs of study outlined below. Individual students can petition in writing for an exception to the specified curricular requirements. Such a petition should be directed to the supervisory committee, if one has been formed. Otherwise, it should be directed to the Director of Graduate Studies.

Students need to keep in mind that nearly all graduate courses in sociology are taught on an alternate year schedule. Therefore, it is important to register for courses that need to be included in your program of study as they are offered, since in some cases they may not be offered again prior to the time when your degree program should be completed.

## Curriculum – Specific Requirements

### a. THEORY (6 credit hours)<sup>a</sup>

**Soc 6760** (3) – Theory and Research in Social Inequality

**Three additional coursework credits** involving a designated “theory intensive” graduate-level sociology course, to be selected from the following list:

SOC 6120 (3) – Population and Health

SOC 6270 (3) – Global Migration

SOC 6310 (3) – Sociology of Work & Occupations

SOC 6460 (3) – Sociology of Health and Medicine

SOC 6480 (3) - Race and Ethnicity

SOC 6620 (3) – Environment, Technology and Social Change

SOC 7720 (3) – Community Theory and Research

### b. METHODS (6 credit hours)

**Soc 7110** (3) – Advanced Quantitative Analysis

**Soc 7150** (3) – Advanced Qualitative Methods in Sociology

Elective coursework in sociological methods may include:

**Soc 7100** (3) – Advanced Survey Techniques

**Soc 6230** (3) – Techniques of Demographic Analysis

**Soc 6280** (3) - Event History Analysis

### c. ELECTIVES (minimum 21 credit hours)

In addition to the theory and methods courses listed above, doctoral students are required to take substantive sociology graduate courses to prepare for their comprehensive examinations and dissertation research. As discussed below, doctoral students will take courses and successfully complete a written comprehensive examination in one MAJOR specialization area. They will also be required to take graduate courses in a second approved MINOR specialization area. Doctoral students should develop a list of electives in consultation with their advisor and supervisory committee to prepare for both Major and Minor specializations. All courses used to meet requirements for the doctoral degree must appear on an approved program of study. Minimum elective course requirements for the doctoral degree are as follows.

#### i. MAJOR SPECIALIZATION AREA (minimum 12 credit hours)

At least 12 credits of substantive seminars are required prior to a student taking a comprehensive examination in their major area. At least 9 of these credits must be in substantive seminar courses taken in the Sociology graduate program (ordinarily

no more than 3 of these may be from independent readings courses unless approved by supervisory committee).

ii. MINOR SPECIALIZATION AREA (minimum 9 credit hours)

Doctoral students are required to take at least 9 credits of substantive seminars to meet the coursework requirements for their minor specialization major area. At least 6 of these credits must be in substantive seminar courses taken in the Sociology graduate program (and ordinarily no more than 3 of these may be from independent readings courses).

d. DISSERTATION CREDITS (12-21<sup>1</sup> credit hours)

**Doctoral students must take a minimum of 12 and no more than 21 credits of Dissertation Research (Sociology 7970).** While these credits can be taken at any time, it is important for students to actively work on dissertation preparation, research, analysis or writing during the time they take these credits. After the 51 (or 48) credit degree requirements are met, doctoral students still enrolled in the program may take up to 10 additional credits of Sociology 7990 (Continuing Graduate Advisement), although, as noted above, these additional credits are not generally covered by tuition waivers.

IMPORTANT NOTE: Once doctoral students have completed all theory, methods, substantive courses required for their program of study, they are encouraged to register for no more than 3 to 6 credits of dissertation research (7970) credits per semester until they reach the 48 (or 51) total post-MS credits required for the PhD degree. After this point, they should register for only 3 credits per semester of 7990 until they defend their dissertation. Note that all graduate students must be registered for 3 credits during the semester in which they defend to satisfy “full time” enrollment requirements and maintain eligibility for funding. Otherwise, students may be registered for only 1 credit in the semester when the dissertation defense takes place.

4. **Doctoral Degree Requirements – For Students Entering with a Bachelor’s Degree**

A minimum of 69 credits beyond the Bachelor’s degree are required for the doctoral degree for students who enter the program without first completing a master’s degree.

Students are responsible for the recommended programs of study outlined below.

Individual students can petition in writing for an exception to the specified curricular requirements. Such a petition should be directed to the supervisory committee, if one has been formed. Otherwise, it should be directed to the Director of Graduate Studies. Students need to keep in mind that nearly all graduate courses in sociology are taught on an alternate year schedule. Therefore, it is important to register for courses that need to be included in your program of study as they are offered, since in some cases they may not be offered again prior to the time when your degree program should be completed.

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<sup>1</sup> Normally, doctoral students will take no more than 12 credits of SOC 7970. However, in the special case of a USU Sociology MS student who moves into the PhD program, it may be possible to take as many as 21 credits of dissertation research credits.

## Curriculum – Specific Requirements

### a. THEORY (9 credit hours)

**Soc 6010** (3) – Development of Social Theory

**Soc 6760** (3) – Theory and Research in Inequality

**Three additional coursework credits** involving a designated “theory intensive” graduate-level sociology course, to be selected from the following list:

SOC 6120 (3) – Population and Health

SOC 6270 (3) – Global Migration<sup>2</sup>

SOC 6310 (3) – Sociology of Work & Occupations

SOC 6460 (3) – Sociology of Health and Medicine

SOC 6480 (3) - Race and Ethnicity

SOC 6620 (3) – Environment, Technology and Social Change

SOC 7720 (3) – Community and Natural Resources

### b. METHODS (12 credit hours)

**Soc 6100** (3) – Advanced Methods of Social Research

**Soc 6150** (3) – Social Statistics II

**Soc 7110** (3) – Advanced Quantitative Analysis

**Soc 7150** (3) – Advanced Qualitative Methods in Sociology

#### **Electives**

Soc 7100 (3) – Advanced Survey Techniques

Soc 6230 (3) – Techniques of Demographic Analysis

Soc 6280 (3) – Seminar in Event History Analysis

### c. SECOND YEAR PROJECT – Students in the BS to PhD program - (**SOC 7910**, 3 credits; Pass/fail grading)

For students in the BS to PhD program, only: With the guidance of the five-member supervisory committee, prior to the end of the fourth semester of study the student will prepare and submit for evaluation ONE of the following types of research products. *Successful completion of this project requirement is a condition for continuation into the third year of PhD study.*

Preparation of an **in-depth research proposal for an empirical study**, suitable for submission to a potential external (non-USU) funding source. The proposal will include an Introduction, Review of Literature, Statement of Research Questions/Project Objectives, Detailed Presentation of Research Procedures, Project Timeline, and Proposed Project Budget. The proposal must be completed and submitted for review and evaluation by the student’s supervisory committee prior to the end of the fourth

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<sup>2</sup> Course is on hold, no plans to offer it until at least Fall 2023.

semester (normally spring semester in the second year of study). Successful completion will be indicated by assignment of a grade of “Pass”, as reported to the Director of Graduate Studies by the major professor.

Preparation of a **publication-quality research paper**, on a topic approved by the student’s Supervisory committee. This paper may under some circumstances be a work on which the student is a co-author, but only if the committee determines that the student has made a substantial intellectual contribution to conceptualization, analysis, and interpretation of findings. The paper must be completed and submitted for review and assignment of a grade by the supervisory committee prior to the end of the fourth semester (normally spring semester in the second year of study), and must also be submitted for presentation at a professional conference or submitted for publication consideration by a peer-reviewed journal prior to the start of the third year of PhD study. Successful completion will be indicated by a grade of “Pass”, as reported to the Director of Graduate Studies by the major professor.

**The supervisory committee will evaluate the second-year project and, by also considering overall academic performance and progress, make an overall recommendation regarding the student’s qualification for advancement into the third year of doctoral study and continuation in the PhD program.** That recommendation must be submitted to the Director of Graduate Studies within two weeks following the end of the student’s fourth semester of study. In the event that a student does not receive a positive committee recommendation for continuation in the PhD program, he or she may choose to request approval to continue in the Sociology graduate program and complete any remaining requirements (including a Plan A thesis) necessary to earn the Master of Science degree. Decisions regarding the approval of such requests will be determined by vote of the Sociology Graduate Executive Committee.

d. ELECTIVES (minimum 30 credit hours)

In addition to the theory and methods courses listed above, doctoral students are required to take substantive graduate courses to prepare for their comprehensive examinations and dissertation research. As discussed below, doctoral students will take courses and successfully complete a written comprehensive examination in one MAJOR area of specialization. They will also be required to take graduate courses in a second approved MINOR specialization area. Doctoral students should develop a list of electives in consultation with their advisor and supervisory committee to prepare for both Major and Minor specializations. All courses used to meet requirements for the doctoral degree must appear on an approved program of study. Minimum elective course requirements for the doctoral degree are:

i. MAJOR SPECIALIZATION AREA (minimum 12 credits)

At least 12 credits of substantive seminars are required prior to a student taking

a comprehensive examination in their major area. At least 9 of these credits must be in substantive seminar courses taken in the Sociology graduate program (and ordinarily no more than 3 of these may be from independent readings courses).

- ii. MINOR SPECIALIZATION AREA (minimum 9 credits)  
Doctoral students are required to take at least 9 credits of substantive seminars to meet the coursework requirements for their minor specialization major area. At least 6 of these credits must be in substantive seminar courses taken in the Sociology graduate program (and ordinarily no more than 3 of these may be from independent readings courses).

e. DISSERTATION CREDITS (12-21<sup>3</sup> credit hours)

**Doctoral students who enter the program with a bachelor's degree background must take a minimum of 12 and no more than 21 credits of Dissertation Research (Sociology 7970).** While these credits can be taken at any time, it is important for students to actively work on dissertation preparation, research, analysis or writing during the time they take these credits. After the 69 credit-hour degree requirements are met, doctoral students still enrolled in the program may take up to 10 additional credits of Sociology 7990 (Continuing Graduate Advisement). As noted above, these credits will not normally be covered by a tuition waiver.

**IMPORTANT NOTE:** Once doctoral students who enter the program without previously completing a Master's degree have completed all theory, methods, and substantive courses required for their program of study, they are encouraged to register for no more than 3-6 credits of dissertation research (SOC 7970) per semester until they have passed comprehensive examinations. After this point they should register for only 3-6 credits per semester of SOC 7970 until they have reached the 69 post-bachelor's degree credits required for the PhD degree. If continued enrollment needs to occur after this point, they should register for only 3 credits per semester of SOC 7990 until they defend their dissertation. Note that all graduate students must be registered for 3 credits during the semester in which they defend to satisfy "full time" enrollment requirements and maintain eligibility for funding. Otherwise, students may be registered for only 1 credit in the semester when the dissertation defense takes place.

Full-time enrollment is particularly important for international students to maintain their visa status. There is a "3 credits as full time" form that both domestic and international students may use to receive formal permission for full-time status at 3 credits. The form may be found on the Graduate School website.

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<sup>3</sup> Normally, doctoral students will take no more than 12 credits of SOC 7970. However, in the special case of a USU Sociology MS student who moves into the PhD program, it may be possible to take as many as 21 credits of dissertation research credits.

5. **Designated Specialization Area Courses**

As mentioned above, the doctoral program in Sociology has three specialty areas: Demography, Environment & Community, and Social Inequality.

Faculty members affiliated with each specialty area have identified a set of graduate courses in Sociology that are regularly offered and which can be assumed to meet the minimum course credit requirements associated with major and minor specializations. In addition, the program maintains a list of selected courses in allied departments that have been frequently used by Sociology graduate students to complement their Sociology training. Doctoral students should use the following course lists as a guide when selecting courses to place on their program of study. Ultimately, the advice and consent of each student's Supervisory Committee is required to determine the exact courses that can be used to meet doctoral degree requirements.

a. **DEMOGRAPHY**

Soc 6120 – Population and Health  
Soc 6200 – Social Demography  
Soc 6230 – Techniques of Demographic Analysis  
Soc 6270 – Global Migration<sup>4</sup>  
Soc 6280 – Event History Analysis  
Soc 6460 – Sociology of Health and Medicine  
Soc 6480 – Race and Ethnicity  
Soc 6800 – Topical Seminar: Demography<sup>5</sup>  
Soc 7640 – Population and Environment

b. **ENVIRONMENT AND COMMUNITY**

Soc 6620 – Environment, Technology and Social Change  
Soc 6800 – Topical Seminar: Environment & Community<sup>6</sup>  
Soc 7620 – Sociology of Environmental Hazards and Risks<sup>7</sup>  
Soc 7640 – Population and Environment  
Soc 7660 – Public Sociology: Ecological & Community Justice<sup>8</sup>  
Soc 7720 – Community and Natural Resources

c. **SOCIAL INEQUALITY**

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<sup>4</sup> Course is on hold, no plans to offer it until at least Fall 2023.

<sup>5</sup> Offered irregularly

<sup>6</sup> Offered irregularly

<sup>7</sup> Course is on hold, no plans to offer it until at least Fall 2023

<sup>8</sup> Course is on hold, no plans to offer it until at least Fall 2023.

Soc XXX<sup>9</sup> – Gender and Sexuality  
Soc 6130 – Sociology of Work and Occupations  
Soc 6270 – Global Migration<sup>10</sup>  
Soc 6460 – Sociology of Health and Medicine  
Soc 6480 – Race and Ethnicity  
Soc 6760 – Theory and Research in Social  
Inequality  
Soc 6800 – Topical Seminar: Social Inequality<sup>11</sup>  
Soc 7350 – Political Sociology

**6. Qualifying Review**

- a. All doctoral students in Sociology must complete the core PhD theory and methods courses outlined above with a combined grade point average of no less than 3.50.
- b. Each supervisory committee will be required to confirm that their doctoral student has met this minimum GPA requirement before scheduling a student for their major specialization area comprehensive examination (see section below).
- c. If a student does not attain a 3.50 GPA in these core theory and methods courses, the student will normally not be allowed to continue in the doctoral program. Students have the right to appeal the termination decision to the full Graduate Executive Committee.

**7. Major Specialization Area Comprehensive Examination**

- a. An important part of graduate study is development as an independent scholar who is familiar with the breadth of the chosen discipline, able to synthesize and communicate knowledge in specialized areas, and develop and execute their own research inquiries. Recipients of the PhD degree should also demonstrate a professional competency in advanced sociological theory and research methods. As a result, before being admitted to candidacy, doctoral students must pass a written comprehensive examination in their major area of specialization.
- b. Comprehensive examinations are tests of a student's command of both general and specialized areas of knowledge. While comprehensive examinations may be based in part on material covered in coursework, they also reflect the need for students to supplement course work with considerable personal study. The exams are designed to assess a candidate's mastery of a substantially broader range of theoretical and research literature in their chosen areas of emphasis than can be covered in just a few courses. Therefore, students who expect to do well

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<sup>9</sup>This is a new course and does not have an assigned number yet. It will be taught for the first time in Fall 2021.

<sup>10</sup> Course is on hold, no plans to offer it until at least Fall 2023.

<sup>11</sup> Offered irregularly.

on the exams will find it necessary to devote significant effort to in-depth study and independent preparation in the months prior to taking these exams.

- c. The written comprehensive exam will be developed, administered, and evaluated by all sociology faculty on the candidate's supervisory committee. Non-sociology members of the committee may participate as appropriate. The Supervisory Committee may solicit input and recommendations from other faculty when such input is necessary and appropriate. In this event, participating non-committee faculty members will not have an official vote on the outcome of an examination but will serve in an advisory capacity.
- d. The Supervisory committee will incorporate questions addressing
  - elements of general sociological theory
  - elements of research methods
  - as well as a broad range of topics within the specialty area.
- e. Timing of examinations will be determined in the normal course of student advisement by the supervisory committee subject to the following conditions:
  - i. Comprehensive examinations will be offered only during three specified time periods during each academic year:
    - First week of the Fall semester
    - First week of the Spring semester
    - The 12<sup>th</sup> week of the Spring semester (not counting spring break week)
  - ii. The student should normally have completed all theory and methods coursework requirements as well as all other coursework in the specific specialty area as approved by his or her Supervisory Committee in their Program of Study prior to taking their comprehensive examinations.
  - iii. Students petition the Chairperson of their Supervisory Committee to schedule their comprehensive examination no later than the second week of May (for a fall exam), the 5<sup>th</sup> week of classes in the fall semester (for a spring exam), or the 5<sup>th</sup> week of classes in the spring semester (for a late spring semester exam). This will allow adequate time for student consultation with supervisory committee members regarding format and content expectations and for development of the examination.
  - iv. Students have the right to be informed in writing by the Chair of their Supervisory Committee shortly after receiving approval to schedule the exam regarding details of the examination process such as timing, length, format, grading, and notification time. Supervisory Committee members will have the responsibility to determine exam content and format details. The full Supervisory Committee will meet with students to review expectations regarding comprehensive exam content and format.

- v. Students are expected to take exams as scheduled. Unless there are extenuating circumstances involving medical problems or other documented emergencies, students who schedule an examination and then withdraw prior to taking it less than 4 weeks of the scheduled exam date will be required to take that examination in the next regularly scheduled examination period.
- f. The development of the comprehensive examination questions is a Supervisory Committee process. It is the responsibility of the chair to oversee this process. The format of the exam will be determined by the committee prior to the solicitation of exam questions by the committee chair. The chair should make every effort to solicit questions from each committee member well in advance (at least 2-3 weeks) of the time an exam period is scheduled. The committee members should respond to the call for questions from the chair in a timely fashion.
- g. The chair will circulate a final exam draft for final approval no less than 2 days before the scheduled exam. Committee members should respond to the chair's request for final approval immediately. If there are disagreements concerning an exam question or format of the exam that cannot be resolved informally through discussion, the chair will convene the committee as soon as possible prior to the administration of the exam to discuss the concerns, propose solutions, and work for consensus. Majority vote for exam format and content will prevail in cases of disagreement when consensus cannot be reached. In the event of a tie, the chair can make the final determination for exam format and content.
- h. The administration and evaluation of examinations shall be the responsibility of the examination committee subject to the following conditions:
  - i. Each member of the Supervisory Committee shall read and evaluate the examination independently. The evaluation options for the written examinations will be:
    - Pass with distinction
    - Pass
    - Conditional Pass (see (g) (iii) below)
    - Fail
  - ii. The chair of the Supervisory Committee will convene or poll the committee to vote on the grade for the examination(s) **within two weeks of the examination date**. Majority vote is required to award a passing grade. Supervisory Committee examination decisions are final.
  - iii. In the event of a conditional pass in the written examination the options may include an oral examination, remedial coursework, a written paper, review of special readings, some combination of the above, or other work

as specified by the committee. With the exception of remedial coursework, this work must be completed and evaluated within 12 weeks of the date that it is assigned. The committee can require the student to retake the examination if his/her work is not completed within the required time frame.

- iv. The chair of the committee will notify the DGS of the outcome of the comprehensive examination(s) and any subsequent work associated with a conditional pass. *The DGS will, in turn, provide official notification of the results to the student, Department Head and Dean of the School of Graduate Studies.* Debriefing of students is the responsibility of the examination committee.
- v. If a student wishes to clarify the reasons for a decision on their written comprehensive examination, they may request a meeting of the full Supervisory Committee.
- vi. Students will be permitted one retake of their major comprehensive examination. Retake examinations must be completed within one year of a failed exam.
- vii. If a student fails a retake exam, within 2 weeks the DGS will make a recommendation to the GEC regarding whether (a) the student failing the retake examination in any area should be dropped from the program, (b) the student will be allowed to continue, but must pass a comprehensive examination in a new area, or (c) another resolution or outcome. The GEC will make a final decision. The Department Head or delegated representative will notify the student of the final decision regarding such recommendations.

## 8. **Minor Specialization Area**

- a. In addition to passing a written comprehensive examination in their major area of specialization, doctoral students are required to declare a second minor area of specialization and to complete 9 credit hours of graduate coursework designed to provide in-depth training in this minor specialization area.
- b. Minor specialization areas may be selected from the list of official specializations offered by the program or a student can petition their supervisory committee to approve a custom minor specialization area.
- c. Courses used to support the minor specialization cannot be used to meet course requirements associated with the major specialization. A minimum of 6 credits of Sociology program graduate coursework must be completed to meet the minor specialization requirements.

9. **Dissertation Proposal**

- a. Following successful completion of all course and comprehensive examination requirements, a doctoral student is required to develop and formally present his or her dissertation proposal to their Supervisory Committee for approval.
- b. This proposal presentation will be made at a Departmental colloquium convened by the chairperson of the candidate's Supervisory Committee, attended by all members of the Supervisory Committee, and open to the public. The colloquium will be chaired by the chairperson of the candidate's Supervisory Committee.
- c. The candidate is responsible for supplying members of the Supervisory Committee with copies of the dissertation proposal no later than one week prior to the date of the colloquium. An additional copy of the proposal should be placed on file with the GPC for public perusal.
- d. At the conclusion of the colloquium, the Supervisory Committee will evaluate the proposal and indicate approval or disapproval. Majority vote will prevail.
- e. A copy of the approved dissertation proposal, signed by the Supervisory Committee, must be submitted to the DGS and the GPC.
- f. If their research involves human subjects, each doctoral student and their committee chair will submit the appropriate application for research approval to the USU Institutional Review Board along with a copy of the approved dissertation proposal. If the approved dissertation proposal involves human subjects data collection already approved by the USU IRB, the student and their major professor are responsible for submitting an amendment the IRB indicating that this research will be used for a dissertation.

10. **Admission to Candidacy**

After successful completion of all required substantive coursework, the written comprehensive examination, certification of the minor specialization requirements, and approval of a dissertation proposal by their Supervisory Committee, doctoral students should complete the *Application for Candidacy-Doctoral Degree* form and submit it to the School of Graduate Studies. If approved by the SGS, candidates may list themselves as being 'ABD' on their curriculum vitae. At this point, doctoral students will not be required by the department to take additional coursework and are expected to devote their energies toward work on their dissertation project.

11. **Dissertation Defense**

- a. Students must complete and satisfactorily defend a dissertation for which 12 to 21 credits in dissertation research courses (Soc 7970) may be given.

- b. Once a dissertation proposal is approved, doctoral students will conduct the appropriate research activities and write a dissertation that meets the appropriate professional and institutional standards for doctoral degrees in sociology.
- c. Students should submit a copy of the dissertation to all members of the Supervisory Committee two weeks prior to the date when the forms for scheduling the defense are to be submitted to the School of Graduate Studies; those forms must be submitted to the School of Graduate Studies a minimum of 10 working days prior to the proposed defense date. The scheduling of the final dissertation defense should be publicly announced by the chairperson of the Supervisory Committee at least one week prior to the date of the defense.
- d. The Supervisory Committee will conduct the final examination and will be the only voting members. The examination will be chaired by the outside member of the Supervisory Committee (as designated by the School of Graduate Studies).
- e. The student's presentation of the dissertation findings will be open to the public. The supervisory committee will be responsible for determining whether persons other than the student and committee members are permitted to remain during the remainder of the examination process. Guidelines for doctoral dissertation examinations include:
  - i. The examination will be primarily focused on the dissertation and that portion of the candidate's field of specialization in which the dissertation falls. However, other substantive, theoretical or methodological areas in the general field of Sociology may be covered.
  - ii. At the conclusion of the examination the Supervisory Committee will vote. Majority vote will prevail. If a grade of pass is awarded, any recommended minor revisions will be completed under the direction of the chairperson of the Supervisory Committee.
  - iii. The results of the examination are recorded on the Record of Examination Completion form, with any additions or changes required on the dissertation noted. This form is submitted to the USU School of Graduate Studies.
  - iv. After all content revisions are completed and the cover page is signed by all members of the supervisory committee, doctoral candidates are required to submit to the DGS, or designated departmental thesis format reviewer, for format review a final copy of their dissertation, formatted to comply with all USU School of Graduate requirements.

- v. The candidate is responsible for meeting all other graduation requirements and deadlines established by the School of Graduate Studies.

#### **XIV. PETITIONING PROCEDURES FOR PROGRAM REQUIREMENT WAIVERS**

Should a student be unable to meet any of the requirements established by the Supervisory Committee or by the USU Sociology Program Graduate Student Handbook, the student may petition the Supervisory Committee for an exception. This also pertains to those instances where the student requests approval of a program that deviates from the normal program requirements as outlined in this Handbook.

If an exception is not granted, or if the student wishes to appeal a decision of the Supervisory Committee, the student may petition the Director of Graduate Studies. The Director of Graduate Studies will have the right to convene a Grievance Committee.

The Graduate Executive Committee will function as the Grievance Committee. It is anticipated that members of the student's Supervisory Committee who also sit on the GEC will excuse themselves from the Grievance Committee. If requested by the Grievance Committee, or by the student and/or the chair of the student's Supervisory Committee, the student or the Supervisory Committee representative may appear before the Grievance Committee.

Procedures for the Grievance shall be designated by the Grievance Committee. Appeal of decisions by the Grievance Committee shall be heard by the Department Head. Appeal of decisions by the Department Head shall be made to the Dean of Graduate Studies.

## **XV. GRANDPARENT CLAUSE**

Students who were enrolled in the Sociology Graduate Program prior to the 2017-18 academic year, and whose Program of Study was approved prior to January 1, 2017, may choose to complete their program under either the old program guidelines (as set forth in the November, 2013 version of the Graduate Student Handbook, with periodic updates through July 2018) or the guidelines set forth in this handbook.

## **APPENDIX I: Summary of Deadlines for Graduate Admission and Awards**

### **A. Incoming Graduate Students**

- December 20 - All application materials must be on file with the School of Graduate Studies in order to receive full consideration for admission and for potential assistantship and fellowship awards.
- February 1 - Initial commitments for assistantship or fellowship awards made by the Department. Accepted applicants not receiving commitment of financial support will be notified of their position on priority ranking of applicants.
- April 1 - Late application deadline
- April 15 - Final date for notification of acceptance of financial aid made by the student to the department.

### **B. Currently Enrolled Graduate Students**

- April 1 - Department notifies currently enrolled graduate students of the opportunity to submit an annual progress report and request financial aid for the following academic year.
- April 15 - Final date for currently enrolled graduate students to submit the annual progress report and request financial aid.
- June 30 - Department notifies currently enrolled graduate students of commitments to provide financial aid or their position on a priority ranking of graduate students who have applied for funding, but have not received a commitment. (note: this date is approximate, and will depend on the timing of USU budget allocation announcements).

## **APPENDIX II: Teaching Mentors and Teaching Sociology Certificate**

### ***Teaching Mentorship Program***

1. All teaching students are assigned a mentor, usually at the beginning of the semester before the one when they are assigned to teach.
2. Students will prepare a syllabus for the course, including an outline for the course, and submit both the syllabus and outline to the teaching mentor, at least three weeks before the beginning of the teaching semester
3. Students will include the faculty mentor on their Canvas course list, as an “observer”
4. Faculty will approve the syllabus within a week (unless otherwise arranged with the student), and will arrange for two (2) class observation days
5. At the end of the term, both faculty and student will submit a brief assessment to the director of graduate studies that describes how the semester went.

### ***Assignment of teaching mentors***

1. First year professors, post-docs, and temporary lecturers are exempt from serving as mentors
2. Faculty on sabbatical are exempt
3. Faculty shall mentor on a rotating basis (if 6 faculty are mentors in 2020-2021, then ideally a different 6 faculty shall mentor in 2021-2022 but if 7 are needed in 20-21, then one of the 6 from an earlier year could be in the rotation for the 20-21 year but will not need to be included in the 21-22 rotation, etc.)
4. No faculty shall mentor more than 2 students per semester but the preferred number is 1.
5. Ideally, faculty should mentor a student for whom they are not the major professor. The reason for this is so that students receive a diversity of experiences from a diversity of faculty.
6. Ideally, faculty should mentor students who are teaching in an area of sociology with which the faculty member is familiar.
7. All resources that are made available to students shall be made available to faculty via a “group” Box.usu.edu or a Canvas website account.
8. Students and Faculty may use a Faculty Resource Person, as appropriate.

### ***Teaching Sociology Certification***

Upon completion of :

1. At least two teaching workshops offered by ETE or CIDI or other similar teaching workshops
2. At least one semester of teaching independently with guidance from a teaching mentor
3. All teaching workshops provided during the Pro-Seminar.

PhD students will receive a *Departmental Teaching Sociology Certificate*

Graduate students (including MS students) who do not teach but complete the remainder of the above items will receive a *Departmental Graduate Teaching Associate in Sociology Certificate*.

### Appendix III: Graduate Student Self-Evaluation Form

## Annual Graduate Student Self-Evaluation Due to Graduate Program Supervisor on \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of your major professor: \_\_\_\_\_ Degree Sought: \_\_\_\_\_

The purpose of evaluation is to help graduate students (and their advisors) assess the student's performance over the past year as a means toward fostering scientific and professional growth. The evaluation includes a variety of topics to help stimulate your self-assessment, and should be discussed with your advisor prior to renewal of funding for the next academic year.

Not all of the topics are appropriate for all students or for all years. For instance, if you did not take any courses or did not TA since last year, you would not complete that section. Skip topics that are not relevant to you. Type your responses into this word document, expanding the space between topics/questions as required. Your responses need not be lengthy, but they should be thoughtful and accurate.

#### Accomplishments/activities during the past year

- A. Formed your committee?** MS students must form their 3 person committee by the end of the 2<sup>nd</sup> term in graduate school; PhD students must form their 5 person committee by the end of the 3<sup>rd</sup> term in graduate school.  
**Who is on the committee?**

**B. Coursework, seminar attendance, departmental citizenship**

1. Courses taken and grades (note—include only courses taken since last year)
  
2. Approximately how often did you attend seminars in our department or others?  
Please realize that (a) seminar attendance, as well as (b) attendance at job-talks, (c) job-breakfast/luncheons, etc., are critical to your learning! Please list those that you attended.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  
3. If you did not attend seminars, please explain.

**C. Research**

1. List scientific papers in preparation, completed, submitted, or accepted for publication (briefly

note topic or prospective title, and status; don't include unless you have actually begun to write). For manuscripts in preparation, indicate expected timeline for submission.

2. List any fellowships or grants that you applied for during the previous year or that you plan to apply for during the coming year. If you received a fellowship during the previous year, list under the "Awards" section below.
3. Meetings/conferences attended or planning on attending, **and** professional talks or posters given. Please supply dates and locations of meetings as well as title of conference:

Did you apply for funding to attend these conferences? Where did you apply and were you successful?

#### **D. Teaching**

1. Courses TA'ed or taught:

2. Other teaching experience (ie, guest lectures in classes):

**E. Departmental, University, Community, or National Service:** (reviewing papers or abstracts for conferences, reviewing for journals, chairing sessions, serving committees, etc.)

**F. Awards:** (e.g. fellowships, scholarships, travel awards, or grad teaching fellowship of the year, etc.)

**G. Other accomplishments:** If you have any other accomplishments from the past year that are not listed here, please describe them here.

#### **Future goals/Career goals and Aspirations**

1. Currently, what are your career goals, post graduation?

2. If you are within ~1 year of finishing, what have you done to achieve those goals? For instance, have you talked to others who are working in the career you are interested in, requested letters of recommendation, or applied for any positions?

**Funding issues:**

Are you applying for RA/TA/other funding for the coming year?

Yes

No

Do you have a preference on the type of funding for the next year? (e.g. TA/RA/GI, or have you applied for a fellowship or scholarship?)

**Final Thoughts:**

Did you encounter any difficulties or unforeseen circumstances that prevented you from making progress?  
Can you describe the circumstances/difficulties?

Other comments?

*In order to maintain your own privacy, please put this into an envelope, and seal it, before returning to Graduate Director. Thank you for your evaluation!*