



EMORY
UNIVERSITY

Department of Sociology

Graduate Handbook

2015-2016

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I. INTRODUCTION

The Department of Sociology Graduate Program trains students to become productive scholars, ready to pursue academic or other research-oriented careers. This Handbook outlines the program requirements. They include:

- Courses in methods, statistics, and theory
- Second-year research paper
- Teaching seminar
- Preliminary exam
- Dissertation proposal by end of fourth year
- Teaching a course
- Dissertation

Several of the requirements, including core courses in theory and methods, aim to provide a strong basis for independent scholarship. Substantive courses, the second-year research paper, and the preliminary exam help to build the students' expertise.

In addition to training students to conduct high-quality research, the department strives to develop their teaching skills, especially through a required seminar on teaching and at least one independently taught class. This dual focus on research and teaching strengthens student achievement and placement.

Two regular seminars guide students' professional socialization. During the first year, students participate in a Pro-Seminar, which helps them navigate through the program and gain insight into the sociology profession. The department also offers a Job Seminar to assist advanced students as they apply for academic and other research-oriented positions.

Excellent resources support our graduate training. Online databases, various data *sets*, a great library, and powerful computational facilities are among the resources available. The library offers tours of its main building and instructions for use of its services. (Students may apply at the circulation desk of Woodruff Library for a carrel for purposes of reading and studying.)

We expect all students to know the provisions in the Handbook and fulfill the department and the university's requirements for a degree. Since a successful graduate career involves more than meeting formal requirements, we also expect students to read widely, initiate independent research, engage in discussion with faculty and peers, attend departmental seminars and other events, and become active in the wider profession. In keeping with a tradition of active mentoring, we encourage students to consult with the Director of Graduate Studies (DGS), their advisors, and other members of the faculty to develop a course of study that reflects their personal interests and growing knowledge.

NOTE: CHECKLISTS OF PROGRAM REQUIREMENTS, IN GENERAL AND FOR EACH YEAR OF THE PROGRAM, ARE PROVIDED IN APPENDIX 1. WE STRONGLY RECOMMEND THAT YOU USE THESE CHECKLISTS TO KEEP TRACK OF YOUR PROGRESS IN THE PROGRAM.

II. PLANNING A COURSE OF STUDY

The *Graduate School Handbook* and the *Graduate School Catalog* (accessible on the Laney Graduate School [website](#)) provide information on the requirements for advanced degrees. **Students should read them carefully and take full responsibility for understanding them.** Each semester, students must anticipate requirements that affect them, particularly those involving preliminary examinations, change of graduate classification, and applications for admission to candidacy. Detailed information about these and other requirements, with the respective dates by which they should be fulfilled, is located in the *Catalog*. Failure to meet the specific deadlines may delay completion of a degree. Whenever necessary, students may consult their advisors, the Director of Graduate Studies, or the Graduate Coordinator about any requirement.

A. Registration

Students can be registered for course work, typically for credit (though in some cases, students may opt to audit a course, thereby earning no credit), **or** for "Graduate Residence," which carries no credit. Seminars, classes (such as the Methods sequence), and Directed Readings are considered "course work." Students cannot be simultaneously registered for course work and Graduate Residence.

Graduate Residence is for students who continue to study at Emory, receive assistantship and/or fellowship stipends, use the facilities, but are not enrolled in courses. Once a student reaches "tuition-paid status" (48 hours in residence while in Advanced Standing) he or she may register for courses or Graduate Residence Full-Time during summer semester and either SOC 599R or SOC 799R during the academic year. Students who have completed all credit requirements but need to maintain registration for various reasons must also be registered for either courses or residency.

Students register for coursework through Patricia Hamilton, the Graduate Coordinator. With the help of the advisor, the student chooses the courses for the semester. Students may use the department's classification of its major areas (Social Psychology, Social Inequality, Health, and Culture) to guide their choice of relevant course.

The Graduate Program Coordinator assists with registration as long as fees are paid and there is no hold against the student's account; in case of a hold or unpaid fees, the student must speak to someone in the Laney Graduate School (LGS) office.

Students *must* be registered for courses or Graduate Residence during the summer, especially if they plan to use the library or computer facilities.

According to immigration regulations, all international students holding student visas (J1) must be enrolled as full-time students (9 hours or more per semester) and carry full health insurance. If a student has been registered the previous spring and will register for the next fall term, summer is an authorized vacation. Therefore, international students are not required to maintain enrollment even if they will remain in the US during the summer.

B. Regulations Relating to Course Withdrawals

After the midpoint of the semester (Date of Record), a student will not be permitted to withdraw from a course unless there are clear mitigating circumstances beyond his or her control. The student must request that the Director of Graduate Studies send a letter supporting the proposed withdrawal to the Graduate School. This letter must be accompanied by a request from the student explaining the reasons for the withdrawal. Absolutely no change in a student's registration can be made past the end of the semester. This is a University regulation that cannot be waived under any circumstance. Tuition refunds are only partial in all cases of cancellation or withdrawal; after the fifth week of the semester, there is no refund. This applies regardless of the source of the tuition (*i.e.*, the tuition represented is lost to the department and Graduate School just as it is lost to an individual, self-funded student). Students may not change the letter grade (L/G) option to the satisfactory/unsatisfactory (S/U) option after the end of the L/G and S/U change period.

III. REQUIREMENTS FOR THE PH.D. IN SOCIOLOGY

The following ***Five-Year Plan (FYP)*** gives students a general idea of their expected progress. Of course, individual needs and departmental fluctuations will cause variations. Courses and requirements are explained in more detail in this Handbook. This plan will be referred to throughout this section.

The Sociology graduate program focuses primarily on doctoral training. The department awards a Master's degree when a student achieves Ph.D. candidacy after the completion of course work, research paper, preliminary examinations, TATTO (teaching) requirements, and dissertation proposal. Graduate students, however, may opt to complete a Master's degree through a thesis option, as described in Section IV below.

A. Residence Requirements

Full-time students must enroll for a minimum of 9 credit hours each semester to fulfill residence requirements, especially if they hold fellowships paid through Emory. Full Standing students must accumulate a minimum of 54 hours in course or seminar work. (Unless instructed otherwise by the department, once students complete 18 hours, the Graduate School automatically alters their status to "Advanced Standing.") Students enter "tuition paid" status, which indicates that students will only be charged student fees no matter what they register for, once they complete 54 hours. In order to keep using Emory's facilities, such as the library, computer center, or PE Center, a student must be registered for Graduate Residence or course work. All courses (except Sociology 767, "Teaching Sociology," and Sociology 590R, "Second Year Research Seminar") must be taken for letter grades, and a B average (GPA = 3.0) must be maintained.

B. English Language Assessment

All international students are required to take an English language proficiency test, and, if necessary, language support classes to be eligible for Teaching Assistantships. The test is offered at the beginning of the Fall semester (first year), and should be taken at that time. For further information, consult the [English Language Support Program](#). {Note: This requirement means that international students will take JPE 600 (a mini ethics-seminar offered by the Laney Graduate School) in August of their second year.}

FIVE YEAR PLAN OF GRADUATE STUDENT PROGRESS

	FALL	SPRING	SUMMER
1st YEAR	SOC 500 SOC 501 Elective (typically in specialty area)	SOC 506 Soc Theory Class (SOC 540, 740 or 742)Eiective (ty in specialty area)	Begin research paper TATIO training
2nd YEAR	Fourth Methods Course (509, 701etc.) Electives	SOC 590R (Research Seminar) Electives	Work on research paper
3rd YEAR	SOC 767 (Teaching Seminar) Electives Submit research paper	Prelim-s Electives	Prelim-s
** Preliminary Examination Completed by Summer of Third Year**			
4th YEAR	Dissertation proposal Teach course (or in Spring)	Dissertation proposal	Dissertation proposal (defend by end of June)
** Paper accepted for professional presentation by Fall of Fourth Year ** **Teach one course, typically during the fourth year** ** Must be in Candidacy by August of 4th year to be eligible for 5th year funding**			
5th YEAR	Dissertation research Teach course or write	Dissertation research Teach course or write	Dissertation research

C. Advisor

The Director of Graduate Studies (DGS) will assign each student a faculty advisor during the summer before they enter Emory. Students may request a different advisor as their work progresses. Typically advising and mentoring are discussed with first-year students as part of the Pro-Seminar. Seeking good advice and building a relationship with faculty mentors is part of being an effective student.

To change advisors, students must submit a form that requires signatures from both the current advisor and the new advisor (see Appendix 2). The DGS is available to counsel students on how to change advisors in a professional manner. Often, this occurs as students prepare for their preliminary examinations and develop their dissertation topic. Dissertation chairs assist students in the job search process, review materials in the dossier, contact colleagues in departments across the country, and provide advice on aspects of the job search process.

For all students, the DGS is a good source of information on Graduate School or departmental rules and regulations. The Graduate Program Coordinator may also provide knowledge about forms that must be submitted and other details of the program.

Any questions pertaining to Graduate School requirements that cannot be answered by someone in the department may be directed to Laney Graduate School staff members. See Patricia Hamilton, the Graduate Coordinator, for further information.

D. Required and Elective Courses

There are seven *required courses* in the program: four required courses in methods and statistics, one required course in theory, Teaching Sociology, and the Second-Year Research Seminar (also noted in the FYP). In addition, the students are required to take at least two substantive courses in their major area (health, culture, social inequality, or social psychology) and one regular (not Directed Study) substantive course in the department in an area outside their major area.

1. Methods and Statistics

- SOC 500- Research Methods/Models: Statistics
- SOC 501- Research Methods & Models: Design
- SOC 506- Applied Regression
- A fourth course chosen by the student and approved by the student's advisor. This course may be one of the other methods courses offered in the department in advanced quantitative methods, qualitative methods and fieldwork, or historical methods. Students may also take this fourth course in another department, with the approval of their advisor and the Director of Graduate Studies.

2. Theory

One course in sociological theory, including SOC 540- Basic Theoretical Problems; SOC 741- Theory Construction; OR SOC 742- Recent Theoretical Developments.

3. Substantive Courses

- At least two substantive courses in the student's major area (health, culture, social psychology, or social inequality).
- At least one regular (not Directed Study) substantive course in the department outside the student's major area.

4. Research Seminar

- SOC 590R- Second-Year Research Paper

5. Teaching seminar

- SOC 767- Teaching Sociology

Students must earn at least a B-in all of these required courses. Students entering the department with an M.A. or M.S. in Sociology or a closely related field may, upon approval of the Director of Graduate Studies, count nine hours of work taken at the masters' level toward these requirements. To exempt a required course, students must receive the approval of the instructor for the course and petition the Director of Graduate Studies. The Five Year Plan (FYP) indicates how a student may combine the required and elective courses.

Prior to taking the preliminary examination, students must take at least *two* courses in one of the department's major areas of concentration: (1) **Social Psychology** (interpersonal and group processes, social structure and personality, symbolic interactions); (2) **Social Inequality** (stratification, education, race and ethnicity, gender); (3) **Health** (health and illness, mental health, religion and public health); or (4) **Culture** (media, religion, social change, music, literature and the arts, identity construction).

Often, students will find that work in one course complements work in another. It is possible for a student to work on one paper for multiple classes. However, should a student pursue this option, it is absolutely necessary to inform faculty of the intention to do so and obtain their permission. If a paper is being revised for a subsequent class, there must be evidence of significant differences from the prior draft. Submitting the same paper concurrently or sequentially without a professor's consent constitutes an ethical violation.

E. Distribution of Courses by Principal Areas

The following list classifies courses by each major area as a guide to preparing for the preliminary examinations. While the department strives to offer core courses across areas of specialization on a regular basis, offerings and coverage will vary from year to year and some courses on the list may be offered infrequently. Some courses may appear under more than one area (although in the *Graduate School Catalog* the courses for areas appear mutually exclusive to conserve space). Students should consult with the chairs of the area committees to discuss courses and reading lists pertinent to the exams.

1. **Social Psychology**

- SOC 550- Socialization, Society, and the Life Cycle (Same as PSYC 531)
- SOC 551- Interactionist Approach to Social Relations (Same as PSYC 532)
- SOC 552- Structural Aspects of Social Interaction (Same as PSYC 533)
- SOC 553- Evaluations in Social Interaction (Same as PSYC 534)
- SOC 554- Causes of Crime
- SOC 555 -Controlling Crime
- SOC 563 -CASPER Workshop

SOC 759R- Seminar in Social Psychology (Social Psychology of Race or Intergroup Relations)

2. **Social Inequality**

SOC 511- Comparative Social Organizations
SOC 513- Perspectives on Mental Health
SOC 514- Bureaucratic Organization
SOC 515- Social Stratification
SOC 516- Schooling and Society
SOC 517- Race and Ethnic Relations
SOC 518- Race, Gender, and Economic Inequality
SOC 714- Communities and Crime
SOC 711- Sociology of Work and Industry
SOC 719R- Seminar in Social Inequality

3. **Culture**

SOC 514- Bureaucratic Organizations
SOC 523- Social Change
SOC 525- Global Structures and Processes
SOC 560- Sociology of Culture
SOC 561- Sociology of the Arts
SOC 562- Sociology of Mass Media
SOC 563 -CASPER Workshop
SOC 564- Religion & Public Health
SOC 720- Morality and Society
SOC 725 -Sociology of Religion
SOC 726- Approaches in Contemporary Religious Study
SOC 769R- Seminar in Culture

4. **Health [note: list includes Public Health courses; students should discuss with advisor]**

SOC 719R- Sociology of Health and Illness
SOC 513- Perspectives on Mental Health
SOC 527- Gender and Global Health
SOC 564- Religion and Public Health
SOC 5xx- Social Inequality, Race, and Health [in planning stage]
SOC 5xx- Sociology of Health Care Organizations [in planning stage]
EPI 590R- Epidemiology of Aging
BSHE 540- Behavioral Methods
BSHE 535- Macrosocial Determinants of Health
BSHE 538- Qualitative Research Methods
GH 502- Global Health Survey Research Methods
GH 522- Qualitative Methods for Research in Global Health
GH 523- Obesity and Society
GH 569- Introduction to Demography for Public Health
GH 40- Population Dynamics

Note: In addition to the department's graduate course offerings, 400-level undergraduate courses count toward graduate coursework, with extra work typically being assigned to graduate students who take such courses.

F. Research Paper Requirement

Required and elective course work, along with development of research skills, provides the basis for completing the Research Paper Requirement (RPR). During the second year of the program (see FYP), students must write a quantitative or qualitative research paper suitable in substance and format for publication in a sociology journal. The paper should demonstrate professional skill in investigating and writing for journal publication.

1. **Topic:** The topic of the paper is of the student's choosing, with direction from his or her advisor. Generally, the topic emerges from extensive reading in an area of interest. The student should work closely with an advisor and consult with at least one other faculty member on the paper.
2. **Seminar:** To assist students in preparing their research paper, all students will take the SOC 590R (*Second-Year Research Seminar*) in the second semester of their second year. This seminar will focus on the ongoing revision of their research paper and guide students toward producing publishable papers.
3. **Form:** Once a student has decided on a paper topic and chosen an advisor, he/she should complete the first part of the form, "Completing the Research Paper Requirement" (Appendix 3) and submit it to the Graduate Program Coordinator. The form documents the student's progress and provides the possibility of signing up for SOC 599R (*Pre-candidacy*), which allows students to enroll for credits to work on the research paper.
4. **Deadline:** The research paper *must be completed by the end of the fifth semester in the program (December of the third year)*. This is a key marker of adequate progress in the program.
5. **Approval:** The research paper must be reviewed and approved by two faculty members prior by December of the third year. They should sign the "Completing the Research Paper Requirement" form (Part 3).
6. **Presentation/publication:** The paper *must be accepted for presentation at a professional meeting or publication in a refereed journal by the beginning of the fourth year*. This must be noted on the "Completing the Research Requirement" form (Part 4). Although students who have published a paper in a refereed journal can petition the faculty on the Graduate Program Committee to have the research paper requirement waived, such students must still take the Research Seminar described above or one of the substantively focused research seminars in the department, such as the "CASPER Workshop."
7. **Human subjects:** If the proposed research involves collecting data from human subjects, the student needs to contact the Departmental Human Subjects Committee (See § III.J.).

G. Professional Presentation/Publication

Generally, with the completion of the Research Paper Requirement, students are ready to present their work at a professional meeting. Usually, by Fall of the fourth year (prior to achieving

candidacy}, students should have had one paper accepted for presentation at a professional conference or for publication in a professional journal. Approval from the student's advisor is necessary to ensure that the forum for presentation of the student's work meets high professional standards.

H. Preliminary Examinations (Prelim)

Students are required to take one preliminary examination, focusing on their major and minor areas of interest, *by the end of the third year* in the program (see FYP). This exam has the following features:

1. Reading lists: The reading lists are comprised of approximately 90-100 total "book equivalents" for the major and minor areas (3-5 articles comprise one book). Roughly two-thirds of the reading list will cover the major area and roughly one-third of the reading list will cover the minor area. (The proportions depend on the amount of overlap in the major and minor areas.) For the major area, the department determines the list and the faculty committee. For the minor area, students develop the reading list in conjunction with the minor area committee members (see below)

Topic areas for minor prelim: Minor prelim areas should be sufficiently broad to enable a student to understand the main debates in the area and situate his/her research topic within these debates. The topic area for the minor prelim exam can be determined from one of three sources: a) the ASA sections; b) a list of minor topic areas developed by the major prelim committee; c) student petition, with approval by the major/minor prelim committee.

Committees: The prelim committee will consist of three faculty in the major area and two faculty in the minor area. Students should meet with the chair in their major area, who will indicate the three faculty who will write and grade the major area prelim questions, as well as discuss the two faculty in the minor area. (Major Area Chairs= Karen Hegtvedt for Social Psychology, Ellen Idler for Health, Irene Browne for Social Inequality, Tim Dowd for Culture). Students should then ask the two faculty to serve in the minor area. Only one of the faculty in the minor area may also be in the major area. Therefore, the major/minor prelim committee will consist of a total of four or five members.

2. Exam format: The exam consists of six questions from the major area of which students are required to answer three, and four questions from the minor area of which students are required to answer two. Typically, questions are arranged in pairs, requiring students to choose one from each pair. Students will receive all questions at the beginning of the exam, and will have three consecutive days (72 hours) to complete the prelim. We encourage students to integrate major and minor areas and we encourage faculty to write integrative questions on the minor exam.
3. Grading criteria: For each portion of the exam (major area and minor area), a student can receive a grade of "pass," "rewrite," or "fail."

Pass- A student receives a "pass" in an area if s/he passes all the questions. Students can also receive a "pass with distinction," for exceptional performance.

Rewrite- A student receives a "rewrite" in an area if s/he fails one question and passes the other questions. *Students can only rewrite one question for the entire exam.* If a student fails one question on the major exam *and* one question in the minor area, then s/he can rewrite one of the failing questions and must retake the prelim in the other exam area the next time it is offered (August or January) or in May. The prelim committee will decide which area is a "rewrite" and which is a "fail." Students have one week to rewrite the question from the time they receive their prelim exam grade. The rewritten answer can be no longer than 10 pages, double-spaced (12-point font).

Fail- A student receives a "fail" on the exam area if s/he fails two or more questions in that area. A student who fails a prelim in January can retake the exam in May or in August of that year. A student who fails the exam in August must retake the exam the next time that the prelim is offered (in January). Students who fail the prelim twice in their minor or major area cannot continue in the program.

4. Page limits: Each response to a prelim exam question must be no longer than ten, double-spaced typed pages (using 12 point type).
5. Dates for exams: The major/minor prelim will be given in AUGUST and JANUARY of every year. (The August prelim date will be either the week prior to the ASA meetings or the week following the ASA meetings). Students taking an exam in the same area will be taking the exam during the same week. Under extremely extenuating circumstances, students can petition the Graduate Program Committee to take the prelim on a different date than the regularly scheduled August or January dates. (See Appendix 4, Preliminary Examination Application.)

ENFORCEMENT OF PRELIM EXAM PROCEDURES

1. A student who does not meet a deadline for a prelim will be placed on probation for a semester. When on probation, a student cannot teach and cannot receive travel or research money from the Graduate School (unless the research money is needed to complete the research paper).
2. A student who does not complete the requirement in the probation semester will be terminated from the program.
3. Students experiencing exceptional circumstances can petition to be reinstated to the program or to extend the requirement deadline. The petition requires a letter of support from the student's advisor and must be approved by the Graduate Program Committee. Decisions are at the discretion of the faculty

I. Departmental Teaching Apprenticeship

All students must complete a teaching apprenticeship. The apprenticeship provides the student with experiences assisting a faculty member in teaching and eventually co-teaching or teaching his/her own undergraduate course. As detailed in Section V, this comprises a number of steps. The Graduate School offers a mandatory Teacher Assistant and Teacher Training Opportunities (TATIO) program for students. In addition, the department requires students to take a special seminar (SOC 767), typically in their third year, to train them to teach. By the time a student graduates, he/she will have had instruction in various teaching methods and syllabi construction, and will have taught at

least one course. Faculty members supervise and evaluate the teaching apprenticeship. This requirement must be met before achieving Candidacy.

The majority of students will also teach one course in their fifth year and have the other semester dedicated solely to their writing and research. If students do not teach a course in their fifth year, they are assigned TA/RA duties for both semesters.

J. The Dissertation Proposal

1. Getting started: Typically at the end of the third year or the beginning of the fourth year, a student should ask a department or associated faculty member to serve as dissertation advisor and committee chair. It is an important *student responsibility* to find a suitable chair in a timely fashion. To this end, students should start consulting with faculty and peers no later than their third year. After the student selects a topic and makes a preliminary assessment of the research task, the student works in consultation with the chair to develop a proposal.
2. The Committee: In conference with the dissertation advisor, the student will select a dissertation committee. The dissertation committee should contain at least four faculty members: the Chair, two additional members of the department, and one member from outside the department. At least three of these people must be members of the LGS faculty. At least two must be *regular* members of the department. The third member must be a regular, adjunct, or associated faculty in the department. (Note: the Chair must be a regular or associated faculty in the department). The fourth member from outside the department *may* be an adjunct or associated faculty. (Note: See the Department of Sociology website for a list of regular, adjunct, and associated faculty.) If the fourth member is from outside Emory, the Chair and LGS Dean must approve this member (see #3 below). Be sure to complete the "Dissertation Committee" Form- you cannot defend your proposal until doing so.
3. External committee member: If an external member from outside Emory is desired, the dissertation advisor must approve the appointment of this external committee member. The student then must provide the Director of Graduate Studies with the following information: (a) a message stating that the advisor has approved this request; (b) a summary paragraph of the dissertation project; (c) a paragraph explaining why and how this external member will contribute to the dissertation project; (d) a listing of committee members, and (e) a recent CV (pdf) of the outside member. Upon receipt of this information, the DGS will then request the required approval of this appointment from the Dean of the Graduate School. When confirmation of this appointment is received, the student should submit a completed Graduate School Dissertation Committee Form (see LGS website).
4. Form. The department requires students to obtain approval of their committee before defending the dissertation proposal by completing the Dissertation Committee Form.
5. Process: The committee will meet to discuss the student's proposal. The student is expected to explain and defend the proposal to the committee members, and other faculty members who may attend. When the proposal is judged to be satisfactory, the committee notifies the Director of Graduate Studies by providing a copy of the proposal and of the "Dissertation Proposal Approval Form" (Appendix 5) signed by the chair of the committee.

6. **Deadline:** The dissertation proposal must be defended by the end of the student's *fourth* year in the program (that is, **by the end of June**, in order to meet the LGS deadline- see FYP). If the proposal is not defended by this time, the student will *not* be eligible for Candidacy AND fifth year funding.
7. **Human subjects:** If the proposed research requires the use of human subjects, as may happen in sociology, the students must receive approval from the Emory Institutional Review Board (IRB) before recruiting subjects or collecting any data. The IRB application is submitted online through e-IRB. The student should follow these steps in preparing his/her IRB application materials:
 - a. Students must obtain certification in protecting human subjects by taking the online exam through the IRB website. The student's advisor must also be certified. (Certification is mandatory before submitting the application to the IRB.)
 - b. The completed IRB application materials should be reviewed by the student's advisor.
 - c. The student should submit the completed application to the IRB through e-IRB. The IRB approval process can take up to 6 weeks, so students should prepare their application well in advance of beginning their research.

K. Admission to Candidacy and the Master's Degree

After meeting all requirements listed above and *immediately* following completion of the dissertation proposal defense, students must submit an application for Admission to Candidacy through the department to the Graduate School (see Patricia Hamilton, the Graduate Coordinator). **Students must also submit the "Report of the Completion of Requirements for Master's Degree" form through the department to the Laney Graduate School. This will ensure that you are awarded the Master's Degree in Sociology** when you achieve candidacy. You must be registered during the semester the degree is awarded, and submit an Application for Degree by the Laney Graduate School deadline.

- Complete the Graduate School's form Application for Admission to Candidacy and give it to Pat Hamilton, the Graduate Coordinator.
- Complete the Report of Completion of Requirements for the Master's Degree and give it to Pat Hamilton.
- After achieving candidacy submit an Application for Degree to the Graduate School prior to the scheduled deadline posted each semester on the Graduate School home page (with copy to the department via the Graduate Program Coordinator before it is submitted)

Note: Upon entering Candidacy, students are qualified to sign up for SOC 799R (Dissertation Research), in lieu of classes. Students must not enroll for this course until they achieve Candidacy. (SOC 599R with the research topic listed as "Pre Candidacy" has been designated for enrollment purposes for students who have completed course work and begin to prepare for Candidacy.)

Note: For Students Leaving with a Terminal MA. While we only admit PhD students, some students may leave with a terminal MA degree- perhaps because they have failed to make good/satisfactory progress in

the program or for personal reasons. To leave with a terminal MA you must successfully complete a MA Thesis and satisfy the other requirements for the MA (see pages 13-15 of the Sociology Graduate Handbook). Once this is done, you must submit the "Report of the Completion of Requirements for Master's Degree" form to the Laney Graduate School, leaving that portion of the form involving the examination blank.

I. Completing the Dissertation

Keeping in close contact with the dissertation advisor is essential to successful completion of the program. Students should also keep other committee members informed of their progress. When students prepare outlines or a draft of chapters, they should submit them to their chair and possibly other committee members. Typically, drafts go first to the committee chair. Chairs may coordinate with other committee members with regard to the review of early drafts.

The chair of the dissertation committee will determine an appropriate time for a defense of the dissertation. An oral defense of the completed dissertation is required. The full committee will hear the defense, but other members of the faculty and graduate students may attend and participate. The department encourages advance notice of dissertation defenses to all faculty and students. Students are strongly encouraged to complete their dissertation in their fifth year of study or, if necessary, the sixth year. The Graduate School allows up to eight years for the completion of the Ph.D., however. Under special circumstances, it may grant up to three one-year extensions. Students seeking extensions must make their request for an extension through the Director of Graduate Studies. Students enrolled beyond their eighth year in Advanced Standing will be responsible for the payment of all tuition and fees.

M. Application for Ph.D. Degree

The Application for Degree should be submitted during the semester in which students anticipate receiving the degree. In addition, students must be registered during the semester that they expect to receive their degree. If the deadline for submitting the application (see the *Graduate School Catalog*) is missed, the Graduate School will assess a late fee.

Each semester the deadline for the Electronic Theses and Dissertations (ETD) submission is about five weeks before the end of the term. Usually, the Graduate School must also receive a Report of Completion of Requirements for Doctoral Degree approximately at the same time as the dissertation. This form is filled out and signed by all committee members at the formal defense of the dissertation. Arrangements should be made to have a dissertation signature page at the formal defense so that all committee members can sign at that time. For a schedule of deadlines for all of the paperwork that must be submitted to the Graduate School, follow the Academic Calendar published by the Graduate School. The student and advisor must work together to follow the guidelines and deadlines set up by the Graduate School.

The high points in the dissertation process, after completion of the proposal (see steps listed in III.J. above), are these:

1. Calendars: Be fully aware of the academic calendar and all relevant deadlines throughout the process of completing the dissertation-this is the student's responsibility.

2. Research and writing: Complete data collection and research. Develop dissertation, *keeping in touch with the chair of the committee*, revise chapters according to comments.
3. Registration: Register the semester in which the degree will be received.
4. Defense: In consultation with and with the approval of the chair, schedule oral defense, and defend the dissertation before the committee.
5. Degree application: Apply for degree through the Graduate School (within first couple of weeks of semester).
6. Submission: Submit dissertation (about five weeks before the end of the semester). Make sure Departmental Report of Completion of Requirements for Doctoral Degree is submitted along with dissertation. Graduate School standards for submission are strict so be sure to check their home page for ETD submission guidelines.

IV. REQUIREMENTS FOR THE M.A. DEGREE

As noted above, Ph.D. students typically receive the M.A. degree upon achieving Candidacy. If they so choose, the student may opt to complete a formal M.A. degree prior to taking preliminary examinations and preparing a dissertation proposal. To do so, he/she must complete course work, as described below, and write an M.A. thesis.

A. Residence Requirements

Full time students must enroll for a minimum of 9 credit hours each semester to fulfill residence requirements. If a student registers for fewer hours in a semester, he or she will earn a credit of part of a semester (*e.g.*, six hours would earn a credit of half a semester). Students must accumulate a minimum of 18 hours in course or seminar work, including no more than three hours of 599R. All courses must be taken for letter grades, and a B average must be maintained.

B. Advisor

An advisor will provide necessary guidance to plan courses and information about what is expected of a graduate student in the Sociology Department. Students may seek out their own advisor, whose interests correspond with their own, or ask the Director of Graduate Studies to appoint one. A student must have an advisor for the M.A. thesis requirement.

If the selected faculty member is not familiar with all the Graduate School or departmental rules and regulations, the Director of Graduate Studies continues to be the best source of information on these topics. Also, students should not hesitate to ask the Graduate Program Coordinator who has particular knowledge about the forms that must be submitted and other details of the program.

C. Required and Elective Courses

The M.A. program requires students to take the following four-credit courses: SOC 500- *Introduction to Statistics*, SOC 501 -*Research Methods & Models: Design*, an elective statistics/methods course (SOC 506- *Applied Regression*), and one sociological theory class (SOC 540, 741, or 742). The Five Year Plan (see§ III) indicates how a student may combine these classes with electives. For elective courses, students may consult the list under§ III.E.

D. The M.A. Thesis

The selection of a topic and soliciting a member of the faculty to serve as a thesis advisor is *the student's responsibility*. Students should discuss ideas for the thesis with faculty members and other students and seek their advice. Students are expected to take the initiative in finding a suitable advisor. Since time to complete an M.A. thesis is limited, the topic must be reasonable in scope. The expectation for an M.A. thesis is a publishable paper in a scholarly sociology journal. When the student has selected a topic, any member of the Graduate Faculty may be asked to oversee progress on the thesis. With the advisor a student should select a committee consisting of two additional faculty members to guide the development of the research (Appendix 6, "Request for the Appointment of the Thesis Committee").

After selecting a topic, the student should review the relevant literature to refine the focus of the study and determine the research design. A thesis proposal, incorporating the design, is submitted to the committee for review and approval *before proceeding further* with any research. The committee will meet and discuss the student's proposal. The student is expected to explain and defend the proposal to the committee members, and other faculty members who may attend. When the proposal is judged to be satisfactory, the committee notifies the Director of Graduate Studies by providing a copy of the "Thesis Proposal Approval Form" (Appendix 7), signed by the chair of the committee, and a copy of the proposal. If the research involves human subjects, the student must follow procedures listed in § III.J. to obtain the approval of the Human Subjects Review Committee.

Students should continue to work on their research in close contact with their advisors. When the chair judges the student to be ready, he or she will defend the completed thesis before their committee and others, if warranted.

The deadline each semester for the submission of a thesis is about four weeks before the end of the term. Students must fill out an Application for Degree and submit it directly to the Graduate School during the semester in which a degree is to be conferred. The Graduate School requires that a student be registered for the semester in which a degree is awarded. Additionally, the Graduate School must receive an M.A. Degree Clearance Form ("Report of Completion of Requirements for Master's Degree") approximately five weeks before the end of the term. This form is filled out and signed by all committee members at the formal defense of the thesis. For a schedule of deadlines for all of the paperwork that must be submitted to the Graduate School, follow the Academic Calendar published by the Graduate School. The student and advisor must work together to follow the guidelines and deadlines set up by the Graduate School.

The guidelines for thesis submissions are posted on the Graduate School home page. Follow these guidelines for thesis preparation and submission.

The high points in the thesis process are:

1. Be fully aware of the academic calendar and all relevant deadlines throughout the process.
2. Select topic and faculty member to be thesis advisor.
3. Choose committee with advisor's advice.
4. Request Director of Graduate Studies to formally appoint committee.
5. Review literature.
6. Write Proposal.
7. Defend proposal.

8. Obtain permission from Departmental Human Subjects Review Committee if necessary.
9. Submit a signed "Departmental Thesis/Dissertation Proposal Approval Form" and a copy of the thesis proposal to the Director of Graduate Studies.
10. Complete research and data collection.
11. Write first draft of thesis.
12. Revise thesis according to advisor and committee's recommendations.
13. Register for the semester in which the degree is expected.
14. Apply for degree through the Graduate School (within first couple weeks of the semester).
15. Defend thesis.
16. Make certain the Graduate Program Coordinator submits the "M.A. Degree Clearance Form," which is completed and signed by all committee members at the oral defense (about five weeks before the end of the semester).
17. Submit thesis and clearance form (also about four weeks before the end of the semester). Remember that the Graduate School standards are strict and complicated.

Optimally, students complete the thesis before the end of their second year.

V. LEARNING TO TEACH: TATTO AND DEPARTMENTAL GUIDELINES

A. TEACHING ASSIGNMENTS

Students are expected to have five one-semester teaching experiences in total, including assisting faculty in teaching, and teaching independently. Students typically act as a Teaching Assistant (TA) one semester each year during their first three years in the program (they act as a Research Assistant (RA) the other semester each year). TAs work up to 15 hours per week on average, and are involved in grading, administrative work, and meeting with students. At the discretion of the faculty member they are assigned to, students may also give one or two guest presentations in the course. Faculty and students are asked who they would like to work with several weeks before the semester begins. Students should consult with the faculty they want to work with to ensure that the feeling is mutual. If a faculty member and student request one another, they will usually be paired. If more than one student requests a faculty member, the faculty member is asked to decide who they will work with. When students cannot be assigned to the faculty member of their choice, consideration is given to their interests and needs in making assignments (e.g., assigning culture students to TA for a culture class, students with limited background in sociology to TA for Soc 101). The DGS also consults with such students before making assignments. Students are notified of their TA assignments at least four weeks before the semester begins. (Note: A similar process is used in making RA assignments.)

Students typically teach or co-teach their own course in their fourth year or, occasionally, third year, after having successfully completed TATT 605 and the Teaching Sociology course. The semester that students do not teach is taken as a "research/writing" semester, with no formal TA or RA requirements. Students may also teach or co-teach their own course during their fifth year. If they do not teach or co-teach their own course, they are assigned as a TA for one semester (with the other semester being a "research/writing" semester). (See below for information on how students are assigned courses to teach/co-teach.)

B. TATTO REQUIREMENTS

The Graduate School sponsors a Teaching Assistant Training and Teaching Opportunity (TATTO) program for graduate students. All Ph.D. students are expected to participate in TATTO.

The program contains the following steps:

1. Training Workshop: Late August of first year, organized by the Graduate School.

The first assignment of the program is attendance at a training workshop in the summer prior to the second year in graduate school (exceptions may be made to delay attendance for a year). The workshop will normally last for two days prior to the week in which fall semester begins. After completing the workshop, students are expected to complete several types of teaching assignments. These assignments dovetail with the additional teacher training/mentoring offered by the Sociology Department.

2. Teaching Assistantship (TATT 605): Second year, guest lecture in course, observed, guided, and *evaluated by faculty, requiring registration for TATT 605 in the relevant semester.*

The TATTO program specifies that in their first teaching opportunity following the training workshop (typically in the second year of study), students will assist a faculty member in the teaching of a course (as *Teaching Assistants* or TAs). Students may be leaders of discussion sections or lab sections. Thus TA experiences during the second year often involve attending class, assisting students, writing examination questions, and grading exams or papers. In addition, the student should give at least one guest lecture. A faculty member (typically the instructor for the course) should, guide, observe and evaluate the student's teaching performance and write-up his/her evaluation. The faculty member should provide the student with his/her evaluation and together they should review it. The evaluator provides a copy to the departmental TATTO coordinator and the Graduate Program Coordinator. It becomes part of the student's file and may be used for future fellowship applications. It is also a good idea to receive feedback from students. After giving a lecture, the graduate student should have students complete the TATTO form, "Instructional Observation for Students" (available from the Graduate Program Coordinator). The student is responsible for calculating mean scores on each item.

Note: because this course requires a grade, the student and evaluator must make sure the TATTO coordinator (usually, the DGS) receives a copy of the faculty observation prior to the end of the semester grading period.

3. Teaching seminar: Fall of third year (sometimes spring), departmental course Sociology 767 ("Teaching Sociology").

The design of the course provides students with opportunities to discuss the context of teaching, characteristics of good teachers, diversity in the classroom, problems of instruction, and issues of evaluation. In addition, students begin to develop substantive and non-substantive goals, as well as lecture and discussion materials, assignments, and exam questions, for a course that they intend to teach. Requirements for the course, such as guest lecturing, coincide with expectations of the TATTO program. Ultimately, students teach the course they have designed.

4. Teaching Associateship: Fourth year (sometimes Spring of third year), independent teaching or co-teaching of a class, observed and *evaluated twice* by faculty, *requiring registration for TATT 610* in the relevant semester.

Occasionally, students' second teaching opportunity will involve co-teaching a course with a regular faculty member. As a TATTO Teaching Associate, the student will collaborate with the faculty member in the

design and teaching of the course. Co-teaching faculty should provide written evaluations. In addition, Teaching Associates should have students in their course complete evaluations provided by the department about midway during the semester. A summary of these evaluations should be submitted to the departmental TATTO coordinator and to the Graduate Program Coordinator. In addition, students should have their class members complete the College and Departmental evaluation forms at the end of the semester.

More often, the Sociology Department has fourth year students (and occasionally third year students) serve as Teaching Associates by teaching their own course (usually the specialty course developed in Sociology 767). Students wishing to teach such courses should discuss the course they want to teach with the Chair of the department and their advisor when the “call for courses” is announced early in the previous semester. Students typically teach courses in their major area(s) of interest, although the Chair may ask students to teach particular classes in their major area(s) given curricular needs. Graduate students are required to invite two faculty members to observe their classes who will provide written and oral feedback to the student. Copies of the written assessment go to the TATTO Coordinator and the Graduate Program Coordinator. It is the *student’s responsibility* to request and arrange these observations in a timely fashion, well before the end of the relevant semester. Graduate students should seek the evaluations of the students in their course *midway through the semester and at the end of the semester*. Note: because this course requires a grade, the student and evaluator must make sure the TATTO coordinator (usually, the DGS) receives a copy of the faculty observation prior to the end of the semester grading period.

NOTE: Students who teach or coteach their own course during one semester take the other semester that academic year as a “writing/research” semester – with no TA/RA responsibilities. Students who are teaching/coteaching for the second plus time only need to obtain one faculty observation.

Again, the Graduate School expects students to *register* for the Teaching Assistantship and Teaching Associateship. The graduate coordinator, Pat Hamilton MUST registers you for these TATT classes. Those doing the Teaching Assistantship should register for TATT 605 (a 2 credit course graded S/U), while those doing the Teaching Associateship should register for TATT 610 (also a 2 credit course graded S/U). Failure to register will affect the student’s status.

C. TEACHING EVALUATIONS OF GRADUATE STUDENTS

When students give lectures as part of their assistantship or teach their own courses, faculty should be invited to observe a class session and to write an evaluation. As noted, *graduate students should make arrangements for faculty to observe* their classes. Similarly, students are also responsible for arranging their own mid-year student evaluations. To compile a complete teaching portfolio, students will need the following:

- Teaching Assistantship: *One written assessment* of the guest lecture, typically by the instructor for the relevant course.
- Teaching Associates (teaching or coteaching for the first time): *Two written assessments* by faculty observers. Mid-semester and end-of-semester student evaluations.

For the mid-term evaluations, students are free to use the departmental and/or college-wide forms and/or the form provided by the Graduate School’s TATTO program and/or to construct their own. These mid-

terms evaluations need not be evaluative, but aim instead to elicit information from the students on what works and doesn't work. The goal is to be able to make adjustments that will improve the course and end-of-semester evaluations (which are crucial for future teaching experiences as well as teaching fellowships). Mid-term evaluations need not become part of the student's portfolio.

End-of-term evaluations use the qualitative evaluation forms provided by the department as well as the college-wide quantitative evaluation forms. Students are free to supplement them with other evaluation forms of their choice.

- Other graduate student teaching: *One written faculty assessment* of students teaching their own course or co-teaching for the second and subsequent times.

The departmental TATTO Coordinator assists in record-keeping by reminding faculty to submit assessments. However, it is the student's responsibility to make sure faculty observers submit their written evaluations, which is necessary for a grade to be submitted. Copies should go to the student, the TATTO Coordinator (appointed annually), and the Graduate Program Coordinator. Students should retain the summary of the quantitative as well as all qualitative student evaluations for their records (provided by the Course Evaluation Coordinator).

D. DEAN'S TEACHING FELLOWSHIPS

Students who complete departmental teaching requirements and demonstrate exceptional teaching ability and dedication may be eligible for appointment as a *Dean's Teaching Fellow* (DTF) during their sixth year. The Graduate School requires that nominees have completed all program requirements except the dissertation and must have been admitted officially into Ph.D. Candidacy. Awards of the DTF's are competitive throughout the university. During the spring semester, the Graduate School will solicit applicants for these positions. Fifth-year students with outstanding records should ask a close faculty teaching mentor to write a letter of nomination. In addition, they should prepare a package of teaching materials to submit with the nomination letter typically written by their advisor (e.g., statement of teaching philosophy, syllabi of courses taught, and evaluations). These materials are submitted electronically by the department. The Director of Graduate Studies composes a general cover letter to accompany all application materials to support the nomination of each candidate, and, when relevant, to rank the applicants from the department. The number of these DTF's depends upon funding resources for a particular year.

Students who receive the DTF will be responsible for developing and teaching one course in the academic year. In effect, the DTF provides a sixth year of funding for talented students committed to teaching.

At times the department will ask graduate students to teach courses usually taught by faculty who are on leave. Thus, even if students do not compete for or receive a DTF, they may have the opportunity to teach courses in the department *after* their first five years of funding. Opportunities to teach will depend upon the availability of College funding and are *not* guaranteed.

VI. FINANCIAL, TEACHING, AND RESEARCH AWARDS

A. Financial Awards to New Students

Students admitted to the Sociology program with full funding (tuition waiver and stipend) have: (1) demonstrated excellence in academic work as indicated by scores on the Graduate Record Examination and by Grade Point Average at the students' undergraduate institutions; (2) received recommendations from their advisors indicating their readiness and potential for graduate work; (3) taken appropriate course work in Sociology and/or other related disciplines; and (4) indicated interests that fit with those represented by faculty members in the department.

The base stipend of \$22,000 is for a ten-month period. This is subject to change. It carries with it a 15 hour/week work obligation. Funded graduate students will be assigned a faculty member with whom to work as a Teaching Assistant or as a Research Assistant. Funding of this sort is guaranteed for a period of five years, unless the student fails to demonstrate adequate progress toward his or her degree. As noted below, failure to make such progress may threaten continuation in the program.

B. Continuation of Aid through Assessment of Progress

The department will ensure continued funding of graduate students on the basis of the faculty's evaluation of their academic performance and progress in the program. Assessment of academic performance focuses in part on course grades. Students must maintain at least a 3.0 GPA and earn no grade less than B-in required course work. In addition, to assess progress in the program as a basis for continuation, the faculty examines whether students are completing requirements in a timely fashion ("normal progress" as defined by the Five Year Plan) fulfilling the responsibilities of their graduate assistantships (including teaching assignments), showing the aptitude necessary for independent teaching in TATIO, and developing independence as scholars by consistently demonstrating skills formulating research questions, compiling data, and writing up findings for publication.

In the Spring semester, the Director of Graduate Studies sends out a request for each student to complete the departmental Graduate Student Progress Report. It is very important that this form, along with an updated CV, be submitted to both the DGS and the Graduate Program Coordinator after being signed by the advisor. Students will be preregistered for summer or the next fall semester once these forms are received by the Graduate Program Coordinator. The Department uses these materials to ensure that student and departmental records are correct and to assess whether students are making successful progress through our program. Once these forms are compiled, advisors will submit an evaluation on each of their students to the DGS. These comments will be summarized by the DGS for use at the annual Graduate Student Progress Meeting in May. After the meeting the DGS will prepare a letter to each of our students with information regarding the faculty's recommendations. If a student is progressing successfully, nothing else will need to be done. If it is recommended that a student may need guidance as determined by departmental and Graduate School guidelines, they should meet with their advisor to discuss their progress. In their letter, recommendations for improvement will be outlined. It is the student's responsibility to follow up on any recommendations. In some cases, continuation is contingent on satisfying certain conditions, such as passing a mid-year review in the following academic year. For general guidelines regarding "successful progress" refer to the Five Year Plan. The specific goal of the Graduate School is for each of our students to progress into Candidacy by the end of their fourth year. Fifth-year funding is awarded *only* if Candidacy has been achieved by this time.

Failure to make normal progress and grounds for discontinuation are indicated by the following conditions (the first four are dictated by the Graduate School's guidelines for financial assistance and the remaining items are designed by the Sociology Department):

1. An "F" in any course.
2. More than one incomplete in one academic term. (If a student has two incompletes on his or her record, one of the incompletes must be removed by the end of the following semester).
3. An incomplete that is not removed from the student's record within one year, which will turn into an "F."
4. A term GPA less than 2.7 ("B-").
5. Two consecutive failures on a prelim exam.
6. Failure to complete the research paper requirement by December of the student's third year.
7. Failure to complete the prelim exams by the summer semester of the student's third year of study.
8. Failure to have a completed and approved dissertation proposal by June of the student's fourth year of study.
9. Failure to complete successfully the dissertation after the eighth year of study.
10. Gross negligence in the fulfillment of RA or TA duties.
11. Evidence of serious difficulty in carrying out independent research at the expected level or preparing for independent teaching.

E. Teaching and Research Awards

Each year, the department announces two graduate student awards: one for excellence in teaching and one for excellence in research. The faculty nominates students for each of these awards. For the first award, a committee consisting of the Director of Undergraduate Studies, the Director of Graduate Studies, and the previous two student award winners review students' teaching evaluations, etc., to choose the award winner. For the Maureen Blyler Research Award, a committee

consisting of the Director of Graduate Studies, the two former student winners, and another faculty member review papers of the nominated students. Awards are presented at the end of spring semester at the End of Year Awards Ceremony.

VII. GRADUATE STUDENT LIFE

Social contact with faculty and fellow students makes graduate study more pleasant and productive. Casual get-togethers are important aspects of intellectual development. Informal seminars and discussions provide an opportunity to exchange and test ideas.

Departmental Pro-Seminar. As noted in the introduction to this handbook, during the first year, entering graduate students take a non-credit, informal seminar. The seminar introduces students to the research facilities of the university, and provides helpful tips for the first year and beyond. Members of the seminar also discuss, in more detail, aspects of the graduate program, professionalism, *etc.*, often with select members of the graduate student community and faculty.

Departmental Seminars and Brown Bag Series. During the regular academic year the department has a series of seminars and brown bag luncheons given by outside speakers, faculty and graduate students. These seminars are devoted to current research or a matter of important intellectual or professional concern to the sociological community. They are an important part of a student's educational experience and every student is expected to attend and participate in them.

Alpha Kappa Delta is a national honorary scholastic fraternity in sociology. At some institutions undergraduates with exemplary academic records become members of A.K.D., as they do at Emory. Students who are already members should make their membership known to the graduate student officers of A.K.D. Students who are not members should await an invitation to join by election of the present members. A.K.D. has a program that varies from year to year, including seminars, discussions, and social affairs. Every other year, A.K.D. sponsors the Southeastern Undergraduate Sociology Symposium, which attracts students from campuses throughout the region who come to present their research.

The Graduate Student Council is a formal graduate student organization at Emory set up by the Graduate Student Association for Arts and Sciences. Each department elects a graduate student to represent its interests on the Council. The Council considers and takes action on matters of concern to graduate students.

The Coalition of Graduate Sociologists (C.O.G.S.) was formed in the Spring of 2008 to better meet the needs of graduate students in our department. It serves as a forum for communication across cohorts of graduate students, and promotes cohesion, unity, and camaraderie among graduate students. COGS strives to provide broad representation for all voices within the graduate student community (*e.g.*, international students, students with children, students of color) and provides a formalized structure for communication between faculty, *staff*, alumni, and graduate students. COGS membership is open to all graduate students enrolled in Sociology and participation is encouraged throughout the year. As funds permit, COGS organizes and hosts events such as talks by outside speakers.

VIII. BECOMING A PROFESSIONAL SOCIOLOGIST

To become a professional sociologist, students should participate in as many sociological activities as

possible to improve their knowledge of sociology and to expand their network of friends and acquaintances within the profession. Joining regional and national sociological associations gives access to many professional activities and helps the development of a professional library because subscriptions to professional journals are included in many memberships as part of the dues.

The **American Sociological Association**, 1430 K Street, NW, Suite 600, Washington, DC 20005, holds an annual meeting in late August. The subscriptions for *American Sociological Review* or another ASA sponsored journal are part of membership dues. Membership in the ASA entitles individuals to join sections representing their areas of specialty. ASA's homepage may be located at: <http://www.asanet.org/>.

The **Southern Sociological Society** meets annually in April. Typically, every third year the meeting is held in Atlanta. Students and faculty from throughout the Southeast and from other regions attend these meetings. A subscription to the journal *Social Forces* comes with the student membership dues of \$15.00. Applications are available at www.southernsociologicalsociety.org.

The **Georgia Sociological Association** meets annually in the Fall. The meetings are well attended by students and faculty from Georgia colleges and universities. They provide opportunities for graduate students and faculty to present papers and meet other professionals. Information can be obtained from Robert Agnew.

The **American Association of University Professors (AAUP)** serves the academic profession by publishing a journal, promoting improvements in salaries, by forming local committees to protect university professors' rights from infringement, particularly where academic freedom is involved, and providing valuable services such as charter air travel at reduced rates. The Association invites graduate students to apply. Please use the link www.aaup.org/aaup to apply for membership or contact: Current Secretary, American Association of University Professors, 1012 14th Street, NW, Suite 500, Washington, DC 20005.

IX. FINDING A JOB

The job market for sociologists includes positions in both academic and non-academic, typically research, settings. Students who are nearing the completion of their dissertations participate in a **Job Seminar** beginning the summer of their last year at Emory. The seminar meets regularly throughout the course of the year to discuss applying for jobs, developing application materials, working on job presentations, issues that arise in interviewing, and other strategies/issues relevant to securing employment. Depending on demand, the department also offers a **Job Market Workshop** focusing on the availability of non-academic jobs, in addition to academic jobs. This workshop will be provided for students in all cohorts.

Perhaps the most important document for a sociologist is his or her Curriculum Vitae. The CV is an academic resume. Students should prepare a vita by the end of their first year in the program and add to it as they present papers at professional meetings and submit papers for publication. Information basic to the vita includes:

Name and current address, home and office telephone numbers, E-mail address
Present degrees, dates, institutions granting them

Status of graduate study: completed prelims, completed dissertation, writing dissertation, *etc.*
Dissertation topic, advisor, and expected date of completion
Areas of interest in research and teaching, specifying the courses the student is prepared to teach
Awards, grants, scholarships
Teaching experience
Research experience
List of publications (most recent listed first)
Other papers in progress, under review
List of papers presented at professional meetings
Service activities
Names of references

Because the vita is the prospective employer's first introduction to a job candidate, its preparation is of the utmost importance. Students should consult with the Director of Graduate Studies and their faculty advisors in preparing their vita.

The major source of information about academic jobs is the online ASA Job Bank. Students who are actively looking for a job should subscribe to ASA and review the *Job Bank* carefully. The *Job Bank* also advertises some non-academic jobs and post-doctoral positions. In addition, the department receives announcements of job openings that are relayed by e-mail to all graduate students on a regular basis. Faculty members should also be consulted about job opportunities. The University Placement Office and the Career Center may be a useful source of information about openings in non-academic positions in industry, government, and the private service sector. This Department is located in the North Decatur Building: Pre-Professional Office at the Career Center, 1784 North Decatur Road, Suite 200, Atlanta, Georgia 30322, (404) 727-6053

Preparation for the job market begins early in the student's graduate career, not when the student actually begins looking for a job. Students' choice of areas of concentration, their academic record in graduate school, and their record of presentation and publication of scholarly work, their teaching skills and areas of teaching interests are all important factors in securing a position. Students should consult with their faculty advisor and the Director of Graduate Studies early in their graduate career for advice on structuring their career that will facilitate a successful job search. During the job search, faculty members should be consulted for advice on all aspects of applying and interviewing for jobs. Once students obtain an interview, they should give a practice job talk to selected faculty and fellow students.

PhD candidates interested in pursuing a position at the Centers for Disease Control (CDC) should look at the GS-12 or GS-13 level jobs. Information about jobs and job announcements are on the web at: <http://www.usajobs.gov/>. In addition, some of our students have entered CDC through a fellowship program that partners with CDC called ORISE. Their website is <http://www.orau.gov/cdc/>. Other students have initiated their work at CDC through the EIS officer training program. Their website is <http://www.cdc.gov/eis/index.html>. Also, students can join the public health commissioned corps, another form of employment in the department of Health and Human Services. Their website is: <http://www.usphs.gov/student/>. Finally, some students have entered CDC as a contractor on projects. See the Director of Graduate Studies for more details about opportunities at CDC

For sociologists starting on a career, GS-9 or 11 will be the entering professional levels depending on training and experience. College and university students considering a career in the Federal Government should be especially alert to the opportunities afforded by early qualification on the Federal Service

Entrance Examination and its "Management Internship Option." Also see the Civil Service Commission's publication, "Federal Career Directory--A Guide for College Students." Sociologists with several years of career experience will be interested in the broad entrance opportunities offered by the "Mid-Level Position" and "Senior Level Position" Examinations as well as in the specialized examinations for which they may qualify.

X. GRIEVANCE PROCEDURES

If a student has a problem or grievance that cannot be resolved through informal discussions with a professor or the department chair, the student should present the grievance to the Graduate Program Committee through the Director of Graduate Studies. If a grievance cannot be resolved by the Graduate Program Committee, the student may present the grievance to the Graduate School Sub-Committee on Grievances via the Dean of the Graduate School. Guidelines for this procedure are found in the Laney Graduate School Handbook.

Sociology Graduate Requirements Checklist
(Check if Requirement Satisfied)

Name _____

Register for classes each semester through Pat Hamilton
Grade of B- or higher in **All** graduate classes_

TYPICALLY COMPLETED DURING FIRST YEAR OF STUDY

1. Methods/Stat Courses: **500_ 501_ 506** ____
2. One Soc Theory Course (540,741,742) _____ (indicate course number(s))
3. TATTO Requirement: Summer TATTO course at end of first year _____.
4. LGS Jones Program in Ethics: Take JPE 600 ____.

TYPICALLY COMPLETED DURING SECOND YEAR OF STUDY

1. Advanced methods/stat course (e.g.,509, 701) -----(**indicate** course number)
2. Soc 590R, Research **Seminar**_
3. TATT 605 (enroll via Pat) (with faculty teaching observation sent to DGS and Pat **Hamilton**)_
4. Two or more courses in student's MAJOR area (soc psy, health, inequality, or **culture**)_
5. IGS Jones Program in Ethics: Complete JPE 610 (See IGS Handbook/Website, LGS keeps track).

TYPICALLY COMPLETED DURING THIRD YEAR OF STUDY

1. Soc 767, Teaching **Sociology**_ (some may take in 4th year)
2. Teach or coteach own course in **third or fourth year**_
2. When teaching or coteaching, take TATT 610 (enroll via Pat) (with **TWO** teaching observations by separate faculty sent to DGS and Pat **Hamilton**)_
3. Pass Major/Minor **Prelim**_
4. Complete Research Paper requirement by DECEMBER and turn in the "Completing the Research Paper Requirement Form" to Pat Hamilton ____

TYPICALLY COMPLETED DURING FOURTH YEAR OF STUDY

1. By **FALL**, have Research Paper accepted for presentation at professional meeting or for publication in referred journal approved by advisor, note presentation or publication on the "Completing the Research Paper Requirement Form" ____
2. Form Dissertation Committee (see Soc Graduate Handbook) and give "Dissertation Committee Form" to Pat Hamilton and DGS
3. Defend dissertation proposal **NO LATER** than third week of June in **fourth year**_
4. Immediately after defending, submit "Dissertation Proposal Approval Form" to Pat Hamilton ____
5. Immediately after defending, submit "Application for Admission to Candidacy Form" to Pat Hamilton

TYPICALLY COMPLETED DURING FIFTH YEAR OF STUDY

1. Teach or coteach own course and send faculty evaluation of teaching to DGS and Pat Hamilton OR TA/RA both semesters
2. Submit "Application for Degree" form to Pat Hamilton the semester you anticipate receiving your PhD
3. Defend your **dissertation**_
4. Immediately after defending, submit "Departmental Report of Completion of Requirements for Degree" to Pat Hamilton

Requirements for 1st Year Graduate
Students
Emory University Department of
Sociology

- Know the provisions in the Department of Sociology Graduate Handbook.
- Take at least 9 credit hours (3 courses) each semester, including Soc 500 and Soc 501 in the fall and Soc 506 and Soc Theory in the spring, the remaining two courses will typically be electives in your specialty area(s). You must earn at least a B- in all courses. Pat Hamilton will enroll you in your classes.
- Attend the Proseminar for 1st year students (schedule to follow).
- If you wish to bypass required classes, please see Pat Hamilton for the appropriate form.
- If enrolling in a Directed Study course, get permission form signed by both the instructor and DGS (see Pat Hamilton for the proper form).
- Take the Laney Graduate School (LGS) TATTO (teacher training) course at the end of the summer before your second year in the program.
- Satisfy the requirements for the LGS Jones Program in Ethics, including enrollment in JPE 600 (most of you have already completed JPE 600, some of you will take it at the end of the summer before your second year in the program)
- (For international students) Take the English Language Proficiency test at the beginning of the fall semester.
- Fulfill your TA or RA responsibilities each semester (talk to the faculty member you have been assigned to before the start of each semester to get a clear idea of your responsibilities).
- Know the provisions in the LGS Handbook and browse the LGS website (consult at the start of each academic year).

STRONGLY RECOMMENDED:

- Begin your Research Paper no later than the summer before your second year in the program.
- Meet periodically with your faculty advisor to discuss courses, research, and plans. (See the DGS if you would like to change your advisor).
- Read widely, beyond your coursework. Discuss your interests with relevant faculty and fellow students.
- Regularly attend the departmental seminars and job talks.
- Participate in the LGS "First Year Grant Forum" in the fall or spring.
- Join the American Sociological Association (ASA) and other relevant organizations (e.g., Southern Sociological Society (SSS), specialty organizations)

For further info, see the Sociology Graduate Handbook and the Sociology Graduate Program site on Blackboard. Please contact the Director of Graduate Studies, Bob Agnew, if you have any questions, concerns, or problems (bagnew@emory.edu, Tarbutton 217C, MW 9:50-12 and by appointment). Contact Pat Hamilton, the Graduate Program Coordinator, for administrative assistance (phamil2@wemory.edu, 404 727-7512, Tarbutton 225)

Emory University Department of Sociology
Requirements for 2nd Year Graduate Students

- Know the provisions in the Department of Sociology Graduate Handbook (consult at the start of each academic year).
- Take at least 9 credit hours (3 courses) each semester, including a fourth methods course (e.g., Soc 509, 701) in the fall or spring, and Soc 590R (Research seminar) in the spring. The fourth methods course may be outside the department, with the approval of your advisor and the DGS. The remaining courses will include electives in your specialty area(s). Please note that you must take at least two courses in one of the department's major areas of concentration to take the prelim exam (during your third year). And you must take one regular course in the Department in a substantive area outside your major area. You must earn at least a B- in all courses. See Pat Hamilton to enroll in classes.
- Work on your Research Paper, which is due no later than December of your third year (but aim to finish by the end of your second year). Once you have selected a topic and chosen an advisor, submit the appropriate form to Pat Hamilton. After doing so, you can enroll for credits to work on your Research Paper (Soc 599R).
- Enroll in TATT 605 in the Fall or Spring, give a guest lecture in the course for which you are TAing; obtain a written evaluation of the lecture by one of our faculty, typically the course instructor; and have the students complete the "Instructional Observation for Students" evaluation form, available from Pat Hamilton, immediately after the lecture. Make sure the faculty evaluation of your lecture is submitted to Bob Agnew and Pat Hamilton; this is necessary in order to receive a grade for TATT 605.
- If taking a Directed Study course, get permission from the instructor and DGS (see Pat Hamilton for the proper form).
- Fulfill your TA or RA responsibilities each semester (talk to the faculty member you have been assigned to before the start of each semester to get a clear idea of your responsibilities).
- Know the provisions in the Laney Graduate School (LGS) Handbook and examine the LGS website (consult at the start of each academic year).

STRONGLY RECOMMENDED:

- Meet periodically with your faculty advisor to discuss courses, research, and plans. (See the DGS if you would like to change your advisor).
- Read widely, beyond your coursework. Discuss your interests with relevant faculty and fellow students.
- Regularly attend the departmental seminars and job talks.
- Participate in relevant Laney Graduate School workshops, etc., especially those involving grants.
- Maintain membership in the American Sociological Association (ASA) and other relevant organizations (Southern Sociological Society (SSS), specialty organizations)

For further info, see the Sociology Graduate Handbook and the Sociology Graduate Program site on Blackboard. Please contact the Director of Graduate Studies, Bob Agnew, if you have any questions, concerns, or problems (bagnew@emory.edu, Tarbutton 217C, MW 9:50-11 and by appointment). Contact Pat Hamilton, the Graduate Program Coordinator, for administrative assistance (phamil2@wmory.edu, 404 727-7512, Tarbutton 225)

Emory University Department of Sociology
Requirements for 3rd Year Graduate Students

- At the start of each academic year familiarize yourself with the provisions in the Department of Sociology Graduate Handbook and the Emory Graduate School (IGS) Handbook (and website).
- Take at least 9 credit hours each semester including Soc 767 (Teaching Sociology). (Students typically teach or coteach their own course in the 4th year and sometimes in their 3rd year, after taking Soc 767. If you teach or coteach your own course you must register for TATT 610 and have two faculty evaluate your teaching and have your students complete mid-semester and end-of-the-semester evaluations. The Soc Grad Handbook provides further info). The remaining courses will typically be electives in your specialty area(s). Please note that you must take at least two courses in one of the department's major areas of concentration to take the major prelim exam. And you must also take a regular course in the Department in a substantive area outside your major area. You must earn at least a B- in all courses. See Pat Hamilton to enroll in classes.
- Take your major/minor area prelim in January or August of your third year. (See the Soc Grad Handbook for info here, including info on the composition of your Prelim Committee and the major and minor area reading lists.)
- Complete your Research Paper by December. The "Completing the Research Paper Requirement" form must be signed by two faculty members. Submit your Research Paper for presentation at a professional meeting or publication in a refereed journal, with the meeting or journal approved by your Advisor. (The Research Paper must be *accepted* for presentation or publication by the start of your 4th year, with this acceptance noted on the "Completing the Research Paper" form.)
- Consult with your advisor and other relevant faculty and peers about beginning work on your dissertation proposal and selecting the Chair of your dissertation committee (typically your Advisor). The Chair should be appointed by the end of your third year or beginning of your 4th year. NOT: You MUST successfully defend your dissertation proposal no later (and ideally earlier) than the end of June in your 4th year.
- If taking a Directed Study or Research course, get permission from the instructor and DGS (see Pat Hamilton for the proper form).
- Students have the *option* of completing a formal M.A. degree prior to taking the prelim and completing the dissertation program (see Soc Handbook for further info). Otherwise, students receive the M.A. degree when they are admitted to candidacy for the Ph.D. (i.e., after successful defense of the dissertation proposal and completion of all other Ph.D. requirements, except the dissertation itself).
- Fulfill TA or RA responsibilities each semester per responsibilities outlined by the faculty member to whom you have been assigned at the start of each semester. (NOTE: If you are teaching or coteaching your own course you are not given a TA/ RA assignment but you receive a "reading semester" with no TA/RA duties the semester you are not teaching.)

STRONGLY RECOMMENDED:

- Meet periodically with your faculty advisor to discuss courses, research, and plans. (See the DGS if you would like to change your advisor).
- Read widely, beyond your coursework. Discuss your interests with relevant faculty and fellow students.
- Regularly attend the departmental seminars and job talks.
- Participate in relevant Emory Graduate School workshops, etc., especially those involving grants.
- Maintain membership in the American Sociological Association (ASA) and other relevant organizations (Southern Sociological Society (SSS), specialty organizations)

For further info, see the Sociology Graduate Handbook and the Sociology Graduate Program site on Blackboard. Please contact the Director of Graduate Studies Bob Agnew, if you have any questions, concerns, or problems (bagnew@emory.edu, Tarbutton 217C, MW 9:50-11 and by appointment). Contact Pat Hamilton, the Graduate Program Coordinator for administrative assistance (phamil2@wemory.edu, 404 727-7512, Tarbutton 225

Emory University Department of Sociology
Requirements for 4th Year Graduate Students

- At the start of each academic year,review the Sociology Graduate Handbook (and Blackboard site) and the laney Graduates School(IGS) Handbook (and website).
- Teach or coteach your own course in the 4th year (after having taking Soc 767),*unless* you have done so in your 3'd year.If you teach or coteach your own courseyou must register for TATT 610 and have two faculty evaluate your teaching and have your students complete mid-semester and end-of-the-semester evaluations. See the Soc Grad Handbook for further info. If you teach on coteach one semester,you take the other semester as a research/writing semester.
- Note: Your Research Paper must be *accepted* for presentation or publication by the start of your 4th year, with this acceptance noted on the "Completing the Research Paper" form.
- Register for courses and/or Directed Research (Soc 599R or 799R) during the Fall and Spring semesters,and Graduate Residence Full-Time during the summer. If taking a Directed Study or Research course,get permission from the instructor and DGS(see Pat Hamilton for the proper form). Note: Unless the instructor listed on the course form indicates you are making satisfactory progress,you will receive an "Unsatisfactory" for your Directed Research- putting you on probation. See Pat Hamilton to enroll in classes.
- Work on your dissertation proposal. YOU MUST DEFEND YOUR PROPOSABLY THE THIRD WEEK OF JUNE IN YOUR 4th YEAR TO ACHIEVE CANDICACY (AND TO RECEIVE 5th YEAR FUNDING)- you should ideally defend in the fall or spring of your 4th year.
- After successfully defending your proposal,complete the "Dissertation Proposal ApprovalForm." Also,complete the "Application for Admission to Candidacy" form (assuming you have satisfied all requirements for the PhD, except completion of the dissertation). The Department will submit this form to the IGS,along with the "Report o Completion of Requirements for the Master's Degree" form (you will be awarded the MA degree when your application for candidacy is approved by the IGS).
- Note: Your dissertation committee should contain at least four faculty members:the Chair,two additional members of the department,and one member from outside the department. At least three of these people must be members of the IGS faculty. At least two must be *regular* members of the department. The third member must be a regular, adjunct,or associated faculty in the department. (Note: the Chair must be a regular or associated faculty in the department).The fourth member from outside the department *may* be an adjunct or associated faculty.If the fourth member is from outside Emory,the Chair and IGS Dean must approve this member (see the Soc Handbook and DGS for further information).Be sure to complete the "Dissertation Committee" Form- you cannot defend your proposal until doing so.
- If applicable,fulfill your TA or RA responsibilities each semester as described by the faculty member to whom you have been assigned at the start of each semester

STRONGIY RECOMMENDED:

- Meet periodically with your faculty advisor to discuss your research and plans. (See the DGS if you would like to change your advisor).
- Regularly attend the departmental seminars and job talks.
- Participate in relevant laney Graduate School workshops,etc., especially those involving grants.
- Maintain mehibership in the American Sociological Association (A t\} and ther relevant organizations (Southern Sociological Society (SSS),specialty organizations}

Please contact the Director of Graduate Studies,Bob Agnew,if you have any questions,concerns,or problems (bagnew@emory.edu,Tarbutton 217C,MW 9:50-11and by appointment). For administrative questions and course enrollment,contact Pat Hamilton,the Graduate Program Coordinator,for administrative assistance (phamil2@wmory.edu,404 727-7512,Tarbutton 225}

Emory University Department of Sociology
Requirements for 5th Year Graduate Students

- At the start of each academic year,review the Sociology Graduate Handbook (and Blackboard site) and the laney Graduates School (IGS) Handbook (and website).
- Teach OR TA/RA. A). Teach your own course in the 5th year, and have a faculty evaluate your teaching and have your students complete mid-semester and end-of-the-semester evaluations.Take the other semester as a writing/research semester (no teaching or RAVTA duties). OR B) TA/RA both -semesters. You will receive an email from the DGS asking which option you prefer.
- Register for courses and/or Directed Research (799R) during the Fall and Spring semesters,and Graduate Residence Full-Time during the summer. If taking a Directed Study or Research course,get permission from the instructor and DGS (see Pat Hamilton for the proper form). Note: Unless the instructor listed on the course form indicates you are making satisfactory progressyou will receive an "Unsatisfactory" for your Directed Research- putting you on probation. See PatHamilton to enroll in classes.
- Work on your dissertation.Be sure to maintain regular contact with your Dissertation Chair and committee members.
- Submit the "Application for Degree" form the semester you anticipate receiving your degree,submit the "Departmental Report of Completion of Requirements for Doctoral Degree" form as soon as you successfully defend the dissertation.Submit to Pat Hamilton in the department,who will in turn send them to the IGS.
- Attend the department's Jobs Seminar,geared toward those who are seeking both academic and non-academic jobs.
- Ideally,you will complete your dissertation sometime during your 5th year.
- If you anticipate finishing during your 6th year, apply for grant support and investigate *competitive* funding options for the sixth year,such as the Dean's Teaching Fellowship.Info on grants and the competitive options for 6th year funding are described on the laney Graduate School website (click on "Professional Development" and also on "Financial Support," then "Advanced Student Fellowships."). INVESTIGATE THESE OPTIONS AS EARLY AS POSSIBLE since the deadlines for application are often in the fall semester or earlier.

STRONGLY RECOMMENDED:

- Regularly attend the departmental seminars and job talks.
- Participate in relevant Laney Graduate School workshops.
- Maintain membership in the American Sociological Association (ASA) and other relevant organizations (Southern Sociological Society (SSS),specialty organizations)

Please contact the Director of Graduate Studies,Bob Agnew,if you have any questions,concerns,or problems (bagnew@emory.edu,Tarbuton 217C,MW 9:50-11and by appointment). For administrative questions and course enrollment,contact Pat Hamilton,the Graduate Program Coordinator,for administrative assistance (phami12@wmory.edu, 404 727-7512,Tarbuton 225)

Appendix 1
Department of Sociology
Application for Graduate Research Hours

Name of Student: _____

ID: _____

Course (circle one)

SOC 599R, Pre-Candidacy Research

SOC 799R, Ph.D. Dissertation Research

Semester: _____

Year: _____

Hours: _____

After consulting with the Course Instructor, describe in moderate detail the work to be performed over the semester (at least 300 words). Include a discussion of A) the major goals of the Pre-Candidacy or Dissertation Research; B) the literature you will review (in general terms, specific material does not need to be cited); C) the data collection to be performed, if any; D) the data analyses that will be conducted, if any; and E) the written materials that will be produced. Provide a course calendar, indicating approximately when major tasks will be completed during the semester. And describe how you will be graded, noting what products you will turn in for grading. This description should be attached to this form BEFORE asking for the Instructor and DGS signatures.

Instructor's Signature

Director of Graduate Studies

cc: student's file
instructor
final grade roll file

Appendix 2
Department of Sociology
REQUEST FOR CHANGE OF ADVISOR

Instructions:

Students: Use this form for the purpose of notifying the DGS if/when you wish to change Advisors. You must obtain the signature of both your previous and new Advisor. You may change advisors at any time, but this is especially likely to occur at certain stages in the program (i.e., when beginning work on your Research Paper Requirement [RPR] or dissertation proposal under the guidance of a faculty member who was not already your advisor).

Faculty: By signing below, you acknowledge the student's change of Advisor.

Student's Name: Previous _____

Advisor's Name: _____

Previous Advisor's Signature: _____

Date: _____

New Advisor's Name: _____

New Advisor's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

DGS's Signature: _____

Date: _____

Appendix 3
Department of Sociology
COMPLETION OF THE RESEARCH PAPER REQUIREMENT

To fulfill the research paper requirement, students choose a topic and work under the direction of a faculty member(s) to write a paper suitable in substance and form for publication in a sociology journal. This form documents students' progress toward that end. The first part of the form indicates the choice of topic and advisor, thereby entitling the student to sign up for research credit under Sociology 599R- "Pre-candidacy hours." The second part indicates that the student has taken the second year research seminar or its equivalent. The third part of the form indicates that two faculty members have judged the paper to meet the form and substance requirements to present the work at a professional conference. The fourth part indicates that the paper has been presented at a professional conference or accepted for publication. When all parts of this form have been completed, the student has fulfilled the Research Paper Requirement.

Part 1: Choosing a Research Paper Topic

Student: _____

Proposed Paper Title: _____

Advisor: _____ Signature: _____ Date: _____

Part 2: Completion of the Second Year Research Seminar

Course name/number: _____

Semester: _____ Course grade: _____

Part 3: Completion of the Paper

Date: _____

Current Title: _____

Faculty Signature: _____

Faculty Signature: _____

Part 4: Presentation or Publication of the Paper

Conference or Journal: _____

Date: _____ Location: _____

Appendix 4
Department of Sociology PRELIMINARY
EXAMINATION APPLICATION New Format
{Major/minor prelim}

Name: _____ Exam Period: _____

Format: The major/minor exam will consist of 3 questions in the student's major exam area and 2 questions in the student's minor exam area. The student has 72 consecutive hours during the exam week to complete all five of the questions. Each answer to a prelim question is not to exceed 10 pages.

Major exam area:

Minor exam area:

Social Inequality

Social Psychology

Health

(Reading list for minor exam must be submitted six weeks prior to the scheduled exam time)

Culture

Committee Members
{Major area}

Committee Members
{Minor area}

SIGNATURE:

{Chair, Prelim Examination Committee}

SIGNATURE

(Director of Graduate Studies)

Appendix 6
Department of Sociology
REQUEST FOR THE APPOINTMENT OF THE THESIS COMMITTEE

Name of student: _____

Title of Thesis: - - - - -

Committee Members:* - - - - -

The proposal is expected to be ready for examination by the committee around _____
(Date)

Date

Chair of Committee

Date

Director of Graduate Studies

*A minimum of three members is required for the Master's Thesis Committee.

Appendix 7
Department of Sociology
THESIS PROPOSAL APPROVAL

The thesis committee of _____ met on _____

to examine the proposal entitled:

The proposal has has not been approved.

(Circle one)

(Date)

(Chair, Thesis Committee)

Appendix 8
Department of Sociology
Request for Bypassing Course Requirement
In the PhD Program in Sociology Emory
University

Instructions:

- A doctoral student who took a graduate course in another institution in methods, statistics or theory can request that he or she be allowed to "bypass" a course requirement in the Emory PhD program in Sociology that covers the same material. Credits from a course from another institution which has been approved for bypass will be transferred to the student's Emory transcript.
- A student can request to bypass a maximum of 2 course requirements.
- Students must complete a separate form for each course bypass request.

Please complete the information below:

YourName: -----

Emory Course Requirement:

Indicate the course you are requesting to bypass:

- Statistics (Soc 500)
- Applied Regression (Soc 506)
- Research Methods and Models: Design (Soc 501)
- Advanced Methods Course
- Basic Theoretical Problems (Soc 540)
- Theory Construction (Soc 741)

Equivalent graduate course in another institution:

Semester/year course taken: _____

Institution course taken: -----

Instructor: -----

Course **name**: -----

Course number: _____

Number of credits: _____

Grade: _____

Please attach a course description and syllabus to this application. You may be asked for supplemental materials as well (such as papers and exams).

TO BE COMPLETED BY DGS:

Date: -----

Reviewed by: -----

Appendix 9
Department of Sociology
Petition for Transferring Credit From
Another Graduate Program to The
Emory Sociology PhD Transcript

Instructions:

- A doctoral student who took a graduate course in another institution that is similar to a course offered in the Emory PhD program in Sociology OR is central to the student's research may petition to transfer the credits to his/her Emory transcript.
- A student can request to bypass transfer credits for a maximum of 3 courses. Credits cannot be transferred for courses already taken at Emory.
- Students must complete a *separate* form for each course transfer credit request.

Please complete the information below:

YourName: -----

Emory Course Requirement:

Indicate the course for which you are requesting to transfer credits:

Course number: _____ Course name: -----

Instructor: _____

If the course is not offered in the Emory Sociology Department, provide a one-page explanation of how the course is central to your research.

Equivalent graduate course in another institution:

Semester/year course taken: _____

Institution course taken: _____

Instructor: -----

Course **name**: -----

Course number: _____

Number of credits: _____

Grade: _____

Please attach a course description and syllabus to this application. You may be asked for supplemental materials as well (such as papers and exams). Submit the completed petition to the DGS, and give a copy to Maggie Stephens.

TO BE COMPLETED BY DGS:

Date: -----

Reviewed by: -----

Approved/not approved: -----

Appendix 10

Department of Sociology
APPLICATION FOR DIRECTED STUDY

Name of Student: _____

ID: _____

Course (circle one)

SOC 597R, Directed Research (MA level)

SOC 797R, Directed Research (Ph.D. level)

Semester: _____

Year: _____

Hours: _____

After consulting with the Course Instructor, describe in moderate detail the work to be performed over the semester (at least 300 words). Include a discussion of A) the major goals of the Directed Study; B) the literature you will review (in general terms, specific material does not need to be cited); C) the data collection to be performed, if any; D) the data analyses that will be conducted, if any; and E) the written materials that will be produced. Provide a course calendar, indicating approximately when major tasks will be completed during the semester. And describe how you will be graded, noting what products you will turn in for grading. This description should be attached to this form BEFORE asking for the Instructor and DGS signatures.

Instructor's Signature

Director of Graduate Studies

cc: student's file
instructor
final grade roll file



LANEY
GRADUATE
SCHOOL

**Report of the Completion of
Requirements for Master's Degree**

Submit this form, completed and signed, with your approved master's thesis and an unofficial transcript to the Laney Graduate School.

Master's Degree Candidate

Name: _____ Email: _____ EmpID: _____
 Program: _____
 (If applicable, include both division and program.)
 Semester and year: _____ Is this a terminal master's degree? DYes D No
 Title of thesis or project: _____

Program

This student has completed all requirements for the master's degree as follows:

1. Residence and courses: semesters of residence and credit hours of course work.
 D The student has cleared any incomplete grades. D N/A
2. Examination dates: Written exam(s): Oral defense: D N/A
3. Language requirement met? DYes D No D N/A
4. Is this master's degree granted on the basis of doctoral candidacy? DYesD No
5. Acceptable D thesis or D project completed: DYes D No D N/A
 (Please answer both #4 and #5.)

Subject to satisfactory completion of the courses (if any) in which the student is now enrolled, I certify that the above master's candidate has completed all requirements for the degree shown. If the student is now enrolled in courses, I will notify the professors concerned that grades MUST be sent to the Registrar before the usual deadline to ensure that the candidate may receive the degree at the end of the current semester.

(Note: Advisor and two committee members must be Emory University graduate faculty.)

Advisor

Name: _____ Signature and date: _____
 Rank: _____ Program: _____

Committee Members (if applicable)

Name: _____ Signature and date: _____
 Rank: _____ Program: _____
 Name: _____ Signature and date: _____
 Rank: _____ Program: _____
 Name: _____ Signature and date: _____
 Rank: _____ Program: _____
 Name: _____ Signature and date: _____
 Rank: _____ Program: _____

Program DGS/ Director

Name: _____ Signature and date: _____

Division Director (GDBBS and GDR)

Name:

Signature and date: _____