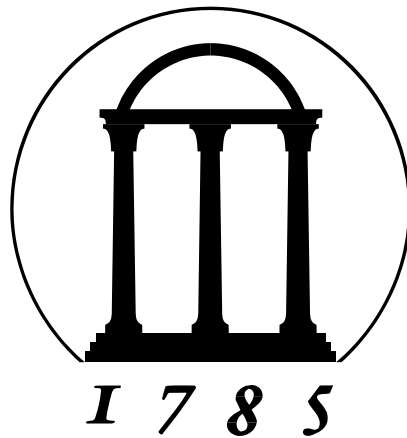


GRADUATE PROGRAM



Department of Sociology
The University of Georgia

2007 - 2008

Graduate Program
Department of Sociology
The University of Georgia
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This booklet is intended to inform students and faculty about the basic policies and procedures of the Graduate Program in Sociology. Since it does not cover all University regulations governing graduate education at the University of Georgia, it should be treated as a supplement to the *Graduate School Bulletin* and to *Theses and Dissertations: Student Guide to Preparation and Processing*. The Graduate Program in Sociology operates within an administrative structure established by the Graduate School. It is the responsibility of all faculty and graduate students to familiarize themselves with the relevant Graduate School policies.

The University of Georgia is committed to the principle of affirmative action and Equal Opportunity. The Department encourages applications from qualified minorities and women. Presented in Appendix E (*p. 27*) is the Department's Human Rights Statement.

Graduate Coordinator: Dr. Jody Clay-Warner
Degree Program Assistant: Kathy Lou

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I. Overview

The Graduate Program in Sociology at the University of Georgia is directed primarily toward students seeking the degree of Doctor of Philosophy. Although we offer a Master of Arts Degree, we do not have separate M.A. and Ph.D. curricula. Instead, students receive the M.A. on the way to the Ph.D. All students entering the program will receive strong basic training in research methods and analytic techniques, as well as a grounding in several major substantive areas. More concentrated advanced study may then be pursued within one or more broadly defined specialty areas. The Department of Sociology currently offers advanced training in the following specialty areas:

- (1) Criminology, Deviance, and Law
- (2) Work, Occupations and Organizations
- (3) Social Psychology
- (4) Race, Gender, and Class
- (5) Sociology of Culture

A favorable faculty-to-student ratio permits an emphasis on individualized instruction and student-faculty collaboration in research activities. Students are strongly encouraged to engage in research and scholarship and to share the results of their efforts with other social scientists through presentations at professional meetings and by publishing their work.

The Doctoral program is based on a four-year curriculum. Course work during the first year of study concentrates on the fundamentals of sociology, including the required research design and theory courses, two required courses in statistical analysis of sociological data, the pro-seminar, and elective courses in major substantive areas. The elective courses will normally

include one or more of the "foundations" courses which are intended to provide introductions to the theoretical and research literature for the Department's specialty areas. During the second year, most students will complete the required course work for the Master's degree and begin to take advanced seminars in one or more of the specialty areas. All students who intend to enter the doctoral program must complete the Pro-seminar in Sociology during the first year and a Research Practicum during the second year, culminating in a written research paper. Students who wish to receive the Master of Arts degree may also use the Research Practicum or a revision of the paper to satisfy the thesis requirement.

Students continuing work toward the Doctoral degree will use the third year to begin a more advanced program of study. During this phase, the student will focus more intensively on particular substantive problems and research issues. Advanced study involves additional course work, independent reading, and research directed toward the Doctoral comprehensive examinations. These examinations are a Graduate School requirement. They include a written component and an oral examination that may consist in part of a defense of the student's written prospectus for the dissertation. Following successful completion of these examinations, the student will be admitted to candidacy for the Ph.D. degree. During the fourth year, the student's attention will begin to focus more narrowly on the dissertation topic.

Appendix A (*p. 22*) presents the "normal progress" schedule for students in the Graduate Program. **Note that the structure of our program means that we normally admit students prior to the Fall Semester only.**

II. Pre-Ph.D./Master of Arts Program

Proseminar

All students entering the graduate program in sociology must take during their first year SOCI 6190: Proseminar in Sociology. The Proseminar, which is organized by the Graduate Coordinator, socializes students into the discipline of Sociology. Each week, faculty and advanced graduate students present on a different professional topic. A wide range of topics are included, such as teaching, time management, choosing a thesis topic, and writing for publication.

Research Practicum

The Research Practicum is important to a student's training in two respects. First, it offers many students their first opportunity to experience the kinds of individual research and writing projects that are central to a successful academic career in Sociology. Second, it provides Graduate Faculty members in Sociology with an important criterion for assessing students' promise for admission to the Doctoral program. For students seeking Departmental assistantship support, timely completion of the Research Practicum is also a consideration in funding for the third year.

The Research Practicum is an independent research project carried out under the supervision of faculty members in the Department. It is intended to provide practical research experience in an area of substantive interest to the student. During Spring Semester of the first year, the student selects a Practicum Advisor to assist in identifying a suitable research topic. By

early Fall Semester of the second year, the student selects two additional members of the Practicum Reading Committee, who are involved in shaping the research topic. The Practicum Advisor and one other member of the Reading Committee must be members of the Graduate Faculty. (Appendix B lists current members of the graduate faculty.) One of the other members may, with the agreement of the Advisor and Graduate Coordinator, be a University of Georgia faculty member from outside the department. The student's petition should include a brief explanation of the reasons for including an external committee member.

In style and format, the Research Practicum resembles a manuscript submitted to a professional journal. It is single-authored, prepared by the student in consultation with members of the Practicum Reading Committee. The Practicum must be submitted to this Committee by **April 15**. The practicum requirement is satisfied after the student's Reading Committee has approved the Practicum.

After the Research Practicum has been approved, students are strongly encouraged to revise and publish their work and/or present research findings at meetings of the state, regional, or national professional associations. Depending on the amount of faculty input to the research, this may be submitted as a single-authored piece or as a co-authored piece with the Practicum Advisor or other faculty.

Master of Arts Degree

Although not required to do so, most students completing the Research Practicum choose to complete the Master's degree. For those pursuing a Master of Arts, the thesis will typically be a revision of the Research Practicum. The Practicum Advisor and Reading Committee often

become the Master's Major Professor and the Master's Advisory Committee, respectively.

Students seeking an M.A. degree must file a *Designation of Major Professor* form with the Department. In addition, the Graduate School requires M.A. Degree candidates to file an *Advisory Committee for Master of Arts Candidates* and a *Master of Arts Program of Study*. Both forms require the approval of the Major Professor and the Graduate Coordinator. A student may petition to have a faculty member from outside the department but within the university on the Committee. The petition must be approved by the Major Professor and Graduate Coordinator. Students who continue work toward a Ph.D. degree may select a different Major Professor for Doctoral work and must also prepare a new, non-overlapping Program of Study (see p. 10).

Once the M.A. Advisory Committee has been appointed and approved, any requests for changes must be made in writing using the *Request for Change in Advisory Committee* form. Committee changes require the approval of the Graduate Coordinator, in consultation with the Major Professor of record and, if necessary, with the Graduate Program Committee. All current and past committee members shall be notified of such changes. A revised *Advisory Committee for Master of Arts Candidates* form must be completed and approved by the Graduate Coordinator as well.

The Graduate School requires that Master's candidates pass an oral examination, covering the program of study and the thesis. The Graduate School requires advance notification of the date of the exam. The oral examination is conducted by the student's Advisory Committee and chaired by the student's Major Professor. **All members of the Advisory Committee must be physically present for the final examination.**

The Master of Arts Program of Study

As noted above, the Graduate School requires prospective Masters degree students to complete a *Program of Study for Master of Arts Candidates*. The Program of Study includes all relevant graduate course work for the Masters and must contain a minimum of 36 hours of course work. Graduate course offerings will vary from year to year, and students are encouraged to communicate with the Degree Program Assistant and appropriate Specialty Area Committees about scheduling substantive courses in a timely fashion. By developing a preliminary Program of Study, the student will help faculty in the specialty areas identify courses that need to be offered and give the Department sufficient time to respond to these needs.

The courses listed below are required of all sociology graduate students and should be completed within the first two years of residence.

For students admitted to the M.A. program Fall 2002 and later, the M.A. Program of Study must include:

- (1) SOCI 6600: Research Methods and Models
- (2) SOCI 6620: Analysis and Interpretation of Sociological Data I
- (3) SOCI 6630: Analysis and Interpretation of Sociological Data II
- (4) SOCI 6220: Development of Sociological Theory or
SOCI 6410: Current Trends in Sociological Theory.
- (5) SOCI 6190: Proseminar in Sociology
- (6) No more than 3 credit hours in each of the following courses:
 - a. SOCI 7000M: Master's Research, Directed Study
 - b. SOCI 7300M: Master's Thesis
 - c. SOCI 8000: Special Topics in Sociology

Students seeking a Masters Degree in Sociology may include on their Program of Study no more than six hours of course work outside the Department. Courses taken outside the Department and included on the Program of Study must be part of a coherent program toward a Masters Degree in Sociology. Students may petition the Graduate Program Committee for approval to

include on their M.A. Program of Study additional hours outside the Department. Please note, that regardless of course prefix, courses taught by faculty members in Sociology are **not** considered courses outside the Department.

Second-year Review

The Second-year Review is held at the end of the Spring Semester of the second year of study and includes all second-year students who wish to enter the Doctoral program. This review involves an evaluation by the Department's Graduate Faculty of the student's progress and accomplishments during his/her first two years of work in the Department of Sociology. The dossier for this review includes the following:

- (1) a letter from student requesting admission to the Ph.D. program
- (2) a curriculum vitae
- (3) transcripts of formal course work
- (4) Research Practicum and reviews of Reading Committee
- (5) papers completed as part of graduate-level sociology courses

Faculty review of these materials result in one of the following decisions:

- (1) Accepted into the Ph.D. program
- (2) Accepted into the Ph.D. program on a conditional basis, with conditions to be specified; or
- (3) Not accepted into the Doctoral program; recommend completion of the Master's degree.

Students with Previous Graduate Study

Students entering with a recent Master of Arts degree and a Master's thesis from a U.S. Sociology Department may elect not to complete a Research Practicum. However, applicants whose Master's degree is more than five years old or in a field other than sociology, or whose Master's or similar degree was awarded by an institution outside of North America, must submit the thesis to the department's Academic Program Committee as part of the application packet.

The Academic Program Committee will review the submitted thesis to determine whether it meets Departmental standards to serve in lieu of the Research Practicum. If the committee does not accept the thesis, the applicant may still be admitted into the graduate program, but will be expected to complete the Research Practicum.

Students entering with prior graduate course work may include up to 6 hours of such course work towards the Master's degree at the University of Georgia, only if the courses involved have not been used to fulfill any other degree requirements. Students entering with graduate courses taken elsewhere may also petition to waive required courses. Students who wish to petition for a course waiver should assemble the necessary documentation, including a course syllabus that demonstrates comparable course content, and submit this material, along with a cover letter, to the Graduate Coordinator at least one week prior to the semester in which the course-to-be-waived is offered.

Students entering with a prior Master of Arts degree or prior graduate course work in sociology must take SOCI 6190 and SOCI 6600..

III. The Doctoral Program

Advanced Doctoral training during the third and fourth years of residence are structured by the student's selection of an area in which to concentrate his or her studies. During the Fall Semester of the third year, students select a Major Professor and, in consultation with the Major Professor, the remaining members of the Ph.D. Advisory Committee. A Committee may have as few as three and as many as five members. The fourth and fifth members may be appointed from other departments in the University of Georgia, provided they are members of the Graduate

Faculty. Either the fourth or fifth member may be appointed from outside the University of Georgia, provided that he or she holds a Ph.D. At least **three** members of the Advisory Committee must be listed as members of the Specialty Area in which the student plans to take Doctoral Comprehensive Examination (see Appendix D, *p. 27*). All Committee members must be members of the Graduate Faculty.

The Ph.D. Advisory Committee is responsible for the following:

- (1) plan the Doctoral Program of Study with the student;
- (2) prepare and evaluate the Doctoral Written Comprehensive Examination;
- (3) conduct and evaluate the Doctoral Oral Comprehensive Examination;
- (4) conduct and evaluate a hearing on the dissertation prospectus; and
- (5) serve on the student's dissertation committee.

Designation of the Major Professor and the Doctoral Advisory Committee requires the completion of two forms: *Request for Appointment of Major Professor and Designation of Specialty Area* and *Advisory Committee for Doctoral Candidates*. Once the Advisory Committee has been appointed and approved, requests for changes require completion of two forms: *Request for Change in Advisory Committee - Doctoral Degrees* and a revised *Advisory Committee for Doctoral Candidates*. Committee changes must be approved in writing by the Graduate Coordinator in consultation with the Major Professor of record and, if necessary, by the Graduate Program Committee. All current and past committee members shall be notified of such changes.

Doctoral Program of Study

The Ph.D. training program focuses primarily on defining and mastering an area of theoretical and research literature that can serve as a foundation for advanced study. The courses included on the Doctoral Program of Study should therefore form a coherent whole. As indicated above, development of the Program of Study rests not just with the student, but also with his or her Major Professor, in consultation with the Ph.D. Advisory Committee.

For students admitted to the Doctoral program before Fall 1996, the Program of Study requires a minimum of 45 consecutive hours of (quarter) course work and must include:

- (1) SOC 863: Advanced Research Methods
- (2) A graduate-level Sociology methods course
- (3) One course outside the Department
- (4) No more than 5 credit hours each of the following:
 - a. SOC 800: Special Topics in Sociology
 - b. SOC 900: Doctoral Research
 - c. SOC 930: Doctoral Dissertation
- (5) No more than 10 credit hours outside the Department.

For students admitted to the Doctoral program Fall 1996 or later, the Program of Study requires a minimum of 30 consecutive hours of (semester) course work and must include:

- (1) A graduate-level Sociology methods course
- (2) One course outside the Department
- (3) No more than 3 credit hours each of the following:
 - a. SOCI 8000: Special Topics in Sociology
 - b. SOCI 9000: Doctoral Research
 - c. SOCI 9300: Doctoral Dissertation
- (4) No more than 6 credit hours outside the Department.

The methods requirement (#1) will be waived for students who have taken a methods course as an elective while pursuing their M.A. degrees. As was the case for the Masters Program of Study, courses taken outside the Department and included on the Program of Study must be part of a coherent program toward the Doctoral Degree in Sociology. Courses taught by

faculty members in Sociology, regardless of course prefix, are not considered courses outside the Department. Note that the Graduate School requires a doctoral program of study to consist primarily of 8000- and 9000- level courses.

Written and Oral Comprehensive Examinations

The Graduate School requires that all Doctoral students pass a Written and Oral Comprehensive Examination before they are admitted to candidacy for the Doctoral degree.

Students planning to take the Written Comprehensive Examination must meet with their Advisory Committee, as a whole, to discuss the reading list and the examination. No student will be allowed to take the examination without having attended such a meeting.

Written Comprehensive Examinations take place in the third week of the Fall and Spring semesters. Students must take the Written Comprehensive Examination no later than the Spring of their second year in residence in the doctoral program. The examination has an open book format, lasts one week, consists of 5 questions, with a 10-page maximum per question, exclusive of bibliography. Departmental procedures for the examination are detailed in Appendix D (pp. 25-26).

The final step before Admission to Candidacy is the Oral Comprehensive Examination, administered by the Advisory Committee. According to the Graduate School, the Oral Comprehensive Examination may include, but must not be limited to, the presentation, discussion and defense of the dissertation prospectus (*Bulletin*). It is an inclusive examination within the student's field of study, and it must be held within one month of the grading of the written examination. The Graduate School requires notification of the Oral Comprehensive

Examination two weeks before it is to be held. **All members of the Advisory Committee must be physically present for the entire period of this Examination.** Once the Oral Comprehensive Examination has been passed, the student will be admitted to candidacy for the Doctoral degree. **Admission to candidacy expires in 5 years.** If the dissertation is not completed within 5 years, the student must pass another set of Written and Oral Comprehensive Examinations and be readmitted to candidacy. The student may also request an extension of the 5-year time limit from the Dean of the Graduate School. Such a request requires the endorsement of the student's major professor and the Graduate Coordinator.

Third-year Review

In compliance with Graduate School regulations, the Graduate Faculty evaluates each Doctoral student's progress at the end of the Spring Semester of their first year of study in the Doctoral program. The basis of the evaluation will be a report by the Major Professor on work completed during the first year of Doctoral work. In addition to this report, the student's dossier must include the following:

- (1) *Request for Appointment of Major Professor and Designation of Specialty Area* form; no student shall complete the review successfully without this form, signed by the Graduate Coordinator and Major Professor;
- (2) transcript of graduate course work
- (3) written work completed such as papers, the Research Practicum, and Master of Arts thesis

As a result of this review, the Graduate Faculty will recommend one of the following:

- (1) Continue in the Ph.D. Program or
- (2) Do not continue in the Ph.D. Program

Dissertation Prospectus

After completing the Doctoral Comprehensive Examinations, the student prepares a preliminary prospectus for a dissertation. This prospectus will be reviewed by the major professor and revised by the student until it provides a clear picture of the proposed dissertation, including reviews of relevant theoretical, substantive, and methodological issues raised by the proposed research project and an outline of how the proposed research would proceed. The dissertation prospectus is then distributed to members of the Advisory Committee. While there can be no guarantee that a dissertation research effort will develop exactly along the lines proposed, the dissertation prospectus offers the student and faculty advisors an opportunity to work together to identify important issues and to agree on an approach to address those issues.

The Graduate School requires that the dissertation prospectus be approved in a formal meeting of the Advisory Committee and the student (*Bulletin*). The members of the Advisory Committee must sign the *Dissertation Prospectus Approval* form, available from the Degree Program Assistant. That form, along with a copy of the approved prospectus, must be submitted to the Graduate Coordinator and retained in the student's file.

The Dissertation Defense

The dissertation project is the culmination of the student's graduate program. The dissertation constitutes an original and independent research project undertaken by the student with the advice of the Major Professor and Advisory Committee. The topic for the dissertation will usually fall within one of the Department's specialty areas. It is expected that the dissertation will advance knowledge in the field by addressing a new issue or by clarifying or

successfully reinterpreting an existing sociological problem. All methods of research employed in sociology, including experimental, historical, survey, qualitative, and theoretical methods are considered potentially viable for purposes of the dissertation project.

The final step in the graduate training program in Sociology is the Oral Defense of the dissertation before the Advisory Committee. To ensure that the student benefits from the knowledge and experience of all members of the Advisory Committee, the candidate should submit a draft of the dissertation to each member and allow a reasonable time (2 or 3 weeks) for him or her to evaluate the dissertation and suggest changes. Although the Graduate School requires written approval by the committee with no more than one dissenting vote, **all members of the Advisory Committee be physically present for the entire defense (*Bulletin*)**.

Students with Previous Graduate Study

Students who are admitted to the Ph.D. Program with a Master's degree from any other institution must meet the course requirements listed for Master's students listed earlier. For more details, (see p. 7-8).

IV. Financial Assistance and Other Resources

Assistantships

Four types of competitive assistantships are available to graduate students in Sociology at the University of Georgia: Graduate School assistantships, Departmental assistantships, Graduate Teaching assistantships, and Research assistantships through individual faculty members with external funding. Students with assistantships receive a tuition waiver, but must pay nominal

matriculation, health insurance, and activities fee each semester. Graduate School and Departmental assistantships are paid in ten monthly checks, with the first check issued by the beginning of September.

Students with assistantships must enroll for a minimum of 12 credit hours each semester the assistantship is in effect (and 12 hours for Summer Semester, if enrolled). Ordinarily, they may not take more than 9 hours of course work per semester (making up the remaining hours by registering for SOCI 7000, 7300, 9000, or 9300). [Unfunded students are allowed to take up to 15 hours of course work per semester.] Under special circumstances the University allows funded students to take an "overload." Consult the Graduate Coordinator for further information on course loads.

Graduate School assistantships. These assistantships are awarded to individuals nominated by the Department and selected on the basis of a university-wide competition. The major criteria used in determining Graduate School assistantships include undergraduate grade point average, graduate grade point average, G.R.E. scores, letters of recommendation, and evidence of professional participation. The Department's Graduate Program Committee nominates students for consideration. Final selection is made by Graduate Coordinators from all departments and schools within the University.

Although departmental graduate assistantships are assigned on the basis of the Department's instructional needs, graduate students Graduate School assistantships have the discretion to select the professor or professors with whom they wish to work. They may alter their faculty supervisor on semester-to-semester basis. Recipients of Graduate School assistantships and the professor of their choice mutually agree upon the tasks to be performed by

the student, which may involve collaborative research projects or instructional activities. The assignment of a Graduate School assistantship shall not be treated as necessarily meeting the instructional needs of the professor with whom the graduate assistant has chosen to work. The professor supervising the graduate assistant shall evaluate, in writing, the graduate student's performance.

Departmental graduate assistantships. These assistantships are awarded to new and continuing students by the Graduate Program Committee. Students who hold Departmental assistantships are required to work 17 hours per week for the nine-month academic year. Beginning in January 2008, the academic-year salary for M.A.- level students is \$14,060 and \$15,000 for Ph.D.-level students. Students awarded Departmental assistantships will be assigned to one or more faculty members on a semester basis, to assist them with instructional activities. Typical tasks include leading discussion groups, proctoring and grading exams, giving lectures, or operating audio-visual equipment. Prior to assuming any teaching responsibilities, students are required to enroll in GRSC 7770: Graduate Internship. This 2-credit hour course is designed to provide graduate teaching assistants with knowledge of pedagogical approaches and available support systems.

Several important rules apply to Departmental assistantships:

- (1) Only students taking courses that lead to a Sociology degree objective are eligible for Departmental funding.
- (2) Assistantships are awarded on a yearly basis by the Graduate Program Committee, but may be withdrawn during the year for failure to carry out assigned tasks in a competent, timely and professional manner.
- (3) Students who receive a Departmental assistantship can normally expect to receive funding through the Department as long as the student is making satisfactory progress toward the Ph.D. degree and departmental funds are available. Students with advanced training should also be more competitive for Research Assistantships funded by external grants.

- (4) Assistantships are awarded annually on the basis of a competitive screening of all applicants. Screening is based on course and assistantship performance and progress towards the degree objective. Second and Third-year Reviews are important in ranking advanced students for access to Departmental funding.

Graduate Teaching Assistantships. Graduate students in their third year of study or beyond are eligible to serve as Graduate Teaching Assistants (GTAs). Students who hold Graduate Teaching assistantships are required to work 17 hours per week for the nine-month academic year and must have a M.A. degree. Beginning in January 2008, the academic-year salary for \$15,000 for Ph.D.-level students. A GTA assumes full responsibility for individual sections of an undergraduate course. Students often find such experiences helpful in preparing for the transition to college level teaching. Prior to assuming any teaching responsibilities, students are required to enroll in GRSC 7770: Graduate Internship. This 2-credit hour course is designed to provide graduate teaching assistants with knowledge of pedagogical approaches and available support systems.

Research Assistantships. There are typically a number of research assistantships associated with externally funded research projects. Such research assistantships, which are allocated to students by the faculty member(s) holding the grant, may provide up to 12 months support, at up to a half-time rate. The availability of such positions and their substantive foci will vary from year to year. Students should contact individual faculty members regarding these positions.

Travel Funds

Students who wish to present a paper at a professional meeting within the United States may submit a travel request to the Graduate School. To qualify for reimbursement, the student must:

- (1) have been admitted to the Doctoral program
- (2) possess a minimum cumulative GPA of 3.5 and have no incompletes, based on at least two years of full-time study at UGA.
- (3) be properly registered during the semester in which the travel is scheduled
- (4) have requested travel reimbursement for only one trip during the fiscal year (July 1-June 30)

All travel requests must be approved prior to the date of travel. The Graduate Coordinator sends applications to the Graduate School as a group, in accordance with the Graduate School deadlines. These deadlines are available from the Graduate School web site, but they generally conform to the following schedule: **(students should confirm deadlines with the Graduate School)**

Season of Travel	Travel Dates	Deadline for Application
Fall	10/1 - 12/31	September 15
Winter	1/1 - 3/31	December 15
Spring	4/1 - 6/14	March 15
Summer	6/15 - 9/30	June 1

Obtain the necessary *Request for Authority to Travel* form from the Departmental secretary. Each request, submitted to the Graduate Coordinator, must be accompanied by an abstract of the research to be presented and by written evidence that the student's paper has been accepted for presentation. Travel money is occasionally provided by the Department. Students should submit their requests along with an abstract and evidence of the paper's acceptance to the Graduate Coordinator. The deadlines are the same as those for graduate school-funded travel. Priority for funding is as follows: (1) sole author of research paper; (2) authorship of research

paper with a faculty member; (3) second presentation of academic year, with the first having been funded. See Graduate School website for additional information.

Physical Facilities

The Department of Sociology is housed in Baldwin Hall. Faculty and student offices, most seminar rooms, many classrooms, and the Computer Laboratory are all located in Baldwin Hall. The Main Library is across the street.

Graduate teaching assistants are given office space in Baldwin Hall. Students have access to computers and word processing equipment in their offices, as well as in the departments' computer laboratory.

V. Inter-Disciplinary Programs

Graduate Certificate in Women's Studies

This certificate is available to students who are currently pursuing a graduate degree or who already have a graduate degree. The purpose of the certificate is to expose students to the rapidly expanding interdisciplinary scholarship on women which might otherwise be neglected in their traditional curricula.

All Women's Studies certificate candidates are required to take 15 hours of course work, including the three-hour course WMST 8010: Women and the Construction of Knowledge. The prerequisite course is WMST 6010: Feminist Theory. The remaining three courses (9 hours) will be drawn primarily from courses devoted to topics pertaining to women or gender. These courses include SOCI 6280: Sociology of Gender; SOCI 8280: Gender Stratification; SOCI

8200: Gender, Crime, and Justice; and SOCI 8200: Gender in Global Perspective. For more information about this program, contact Dr. Patricia Richards or Dr. Susan Thomas at iwsgrad@uga.edu or 706-542-2846.

Certificate in Gerontology Program

Students with interests in aging may earn a Certificate in Gerontology, concurrently with their work toward either a Master of Arts or a Doctorate in Sociology. The basic requirements for the Certificate are completion of at least 15 semester hours of course work in aging (five courses one of which must be Seminar in Aging GRNT 6000) and an approved thesis, research activity, special problems or field placement (for a total of 18 credit hours). Sociology students who choose to focus their research practicum or dissertation on issues relevant to the study of aging will thereby satisfy the research requirement. The remaining four courses may be chosen by the student from an approved list.

Application to the Certification in Gerontology program should be initiated only after acceptance into the Sociology graduate program. At that time, the student and her/his Advisory Committee can plan the Program of Study that will become part of the student's application for acceptance into the Gerontology program. For more information contact the Gerontology Center, phone: (706) 425-3222 or e-mail: helpdesk@geron.gua.edu

APPENDIX A: Sample Schedule for Graduate Training

FIRST YEAR

Fall Semester

Select Temporary Faculty Advisor, in consultation with Graduate Coordinator
 SOCI 6620: Analysis & Interpretation of Sociological Data I (**required**)
 SOCI 6220 or 6410: Classic/Contemporary Theory (**required**)
 SOCI 6190: Proseminar in Sociology (**required**)
 Elective, theory, or required course outside department (select one)

Spring Semester

SOCI 6630: Analysis & Interpretation of Sociological Data II (**required**)
 SOCI 6600: Research Methods (**required**)
 SOCI 6190: Proseminar in Sociology (**required**)
 Elective, theory, or required course outside Department (select one)
 Select Practicum topic and Practicum Advisor

SECOND YEAR

Fall Semester

SOCI 7000M: Master's Research (if applicable)
 Elective, required methods, theory or required course outside Department
 (select two)
 Select Practicum Reading Committee

Spring Semester

SOC 7300M: Master's Thesis
 Elective, required methods, theory or required course outside Department
 Turn in Research Practicum - April 15
 Assemble dossier for Second-year Review
 M.A. Thesis Defense

THIRD YEAR

Fall Semester

SOCI 8000: Special topics in Sociology
 Electives, required methods and/or required course outside Department

Spring Semester

Electives and /or required course outside Department

FOURTH YEAR

Fall Semester

SOCI 8000: Special Topics in Sociology
 Complete Ph.D. Written Oral Comprehensive Exam
 Complete Ph.D. Oral Comprehensive Exam
 Dissertation Prospectus Defense

APPENDIX B The Graduate Faculty

- BALKWELL**, James W. Michigan State University, 1973. Professor.
Social Psychology; Criminal Violence; Statistics and Methods.
- BECK**, E. M. University of Tennessee, 1972. Professor.
Discrimination and Poverty; Violence Towards Blacks in the American South; Industrial Sociology.
- CLAY-WARNER**, Jody. Emory University, 1997. Associate Professor and Graduate Coordinator.
Social Psychology; Criminology; Gender.
- COONEY**, Mark. University of Virginia, 1991. Associate Professor.
Conflict Management, especially Law and Violence.
- COVERDILL**, James. Northwestern University, 1991. Associate Professor.
Quantitative and Qualitative Methods; Inequality; Organizations; Work.
- DOWD**, James J. University of Southern California, 1976. Professor.
Sociological Theory; Aging; Culture.
- FINLAY**, William. Northwestern University, 1983. Professor and Head.
Industrial Sociology; Organizations.
- GRANT**, Linda. University of Michigan, 1981. Professor.
Sociology of Gender; Medical Sociology; Qualitative Methods; Education.
- HERMANOWICZ**, Joseph. University of Chicago, 1996. Associate Professor
Occupations/Professions/Careers; Culture; Life Course Studies; Higher Education.
- McNULTY**, Thomas L. SUNY- Albany, 1996. Associate Professor.
Criminology; Deviance and Social Control; Urban Sociology; Research Methods
- PARKER**, Keith. Mississippi State Univ., 1986. Professor.
Race and Culture; Rural Sociology; Juvenile Delinquency; Social Problems

APPENDIX B The Graduate Faculty, *continued.*

- RENZULLI**, Linda A. University of North Carolina, 2001. Associate Professor.
Work; Organizations; Structured Inequality; Education.
- REYNOLDS**, Jeremy. University of North Carolina, 2001. Associate Professor.
Research Methods; Social Stratification; Sociology of Work, Occupations and
Organizations; Macro-Sociology.
- RICHARDS**, Patricia. University of Texas at Austin, 2002. Assistant Professor.
Sociology of Gender; Global Sociology; Social Movements; Social Inequality;
Qualitative Research Methods.
- ROBINSON**, Dawn T. Cornell University, 1992. Associate Professor.
Social Psychology, Collective Behavior and Social Movements, Social Networks,
Gender.
- ROMAN**, Paul. Cornell University, 1968. Professor.
Organizations; Deviance; Work.
- SIMONS**, Ronald L. Florida State University, 1974. Professor.
Deviant and Criminal Behavior; Sociology of Life Course; Family.
- SMILDE**, David A. University of Chicago, 2001. Associate Professor.
Culture; Religion; Qualitative Methods; Social Movements and Protest; Globalization
and Social Change.
- WILLIS**, Leigh. University of Alabama- Birmingham, 2004. Assistant Professor.
Sociology of Medicine; Race and Ethnicity in America

APPENDIX C Areas of Specialization

The faculty currently associated with each of the specialty areas are as follows:

Criminology, Deviance, and Law

Balkwell
Clay-Warner
Cooney
McNulty
Parker
Roman
Simons

Work, Occupations and Organizations

Beck	Hermanowicz
Clay-Warner	Renzulli
Coverdill	Reynolds
Finlay	Roman

Social Psychology

Balkwell
Clay-Warner
Grant
Hermanowicz
Robinson

Race, Gender, and Class

Beck	Reynolds
Clay-Warner	Richards
Grant	Simons
Parker	Willis
Renzulli	

Social of Culture

Cooney	Richards
Dowd	Robinson
Hermanowicz	Smilde
Parker	

For detailed listing of faculty backgrounds and interests, see Departmental website.

APPENDIX D
Policies for Doctoral Comprehensive Examination

1. All faculty members in each of the five areas shall develop an Area Reading List, which shall consist of the essential readings in the area.
2. Current copies of Area Reading List shall be on file in the Graduate Coordinator's Office and available to all students entering the program.
3. Prior to taking the written exam, a student must meet with his/her Advisory Committee, as a whole, to discuss expectations for the exam. No student will be allowed to take the examination without having attending such a meeting.
4. The written exam shall consist of five graded questions based on the Area Reading List.. Questions are selected by the student from eight questions submitted by the student's Advisory Committee. The writing and assignment of grading of questions is to be distributed approximately equally across committee members.
5. Written comprehensive examinations shall be given twice annually: on **the third Wednesday of** Fall and Spring Semesters. Students must return **hard copies** of the completed exam by the following Wednesday, at the time in which the exam was received by the student.
6. For the written exam, all answers, including footnotes, must be double spaced, typed in 12 point font, have one inch margins, and not exceed 10 pages. Students should type the question that is being answered on the face page of each response.
7. Students must take the Written Comprehensive Examination no later than the Spring of their second year in residence in the doctoral program
8. Exams shall be graded within one week after administration, with readers grading each question Pass/Fail. To pass the written portion of the exam, a student must receive a Pass on four of the five questions. A student who receives a Pass on three or fewer questions must retake the exam at a later date.
9. If two readers disagree on the grading of a question, a third reader will grade the question. The third reader's grade will be the final grade for that question.
10. Readers will write brief comments for each question that they grade. They will forward their comments to the major professor who will collate the comments and prepare a brief report for the student. The report lists the grades obtained and the comments on each question. The major professor will give a copy of the report to the student, the other committee members, and the Graduate Coordinator.

11. Normally only one retake of the Comprehensive Examination is allowed. An appeal for a second retake must be made to the Graduate Faculty as a whole. A third retake is not permitted.
12. The Oral Comprehensive Examination shall be held within one month of the grading of the Written Comprehensive Examination. The Graduate School must be notified at least two weeks in advance of the date of the Oral Exam. Students are responsible for completing the notification paperwork. They should consult with Ms. Kathy Lou as soon as the date of the oral exam has been set so that she may assist with the paperwork. In accordance with graduate school policy, a defense of the student's dissertation proposal may precede or follow this examination, but may not take the place of the Oral Comprehensive Examination.
13. This policy shall apply to students admitted to the Doctoral Program after April 30, 2003. All students admitted to the Doctoral Program on or before April 30, 2003 may operate under the old policy or may select the new policy.
14. Updated Area Reading Lists are due in the Graduate Coordinator's Office in the spring semester of odd numbered years.

APPENDIX E Human Rights Statement

All students should know that the Department of Sociology has a Human Rights Committee for the resolution of student grievances. Any student registered for a sociology course at the University of Georgia who feels that he or she has not been treated in a fair or professional manner by an instructor is advised to follow these procedures:

- (1) The student should discuss his or her problems with the instructor of the course, unless extenuating circumstances prohibit this.
- (2) If that discussion does not resolve the grievance, the student should then discuss the problem with the Head of the Sociology Department.
- (3) If that discussion does not resolve the grievance to the student's satisfaction, the student may request the activation of the Human Rights Committee by submitting a letter to the Chair of the Human Rights Committee, Department of Sociology, University of Georgia.

The Human Rights Committee will have the responsibility of investigating all charges in accordance with procedures on file at the Sociology offices, copies of which are available to students. The Committee will also have the responsibility of making recommendations in writing to the Head, copies of which will be made available to the student complainant and the instructor involved. The Department Head will review the recommendations, and make a decision, in writing, with copies to the student complainant and the instructor involved. Any appeal of that decision must be to the Dean of the College of Arts and Sciences.