



DEPARTMENT OF SOCIOLOGY



GRADUATE PROGRAM HANDBOOK

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Table of Contents

Introduction to the Sociology Graduate Program	2
<i>Proseminar</i>	2
PRE-PhD/Master of Science Program	2
<i>The Master of Science (MS) Degree in Sociology</i>	2
<i>MS Committees</i>	3
<i>Master's Plan of Study</i>	3
<i>Master's Analytic Project Proposal</i>	4
<i>Master's Analytic Project</i>	5
PhD Program in Sociology	5
<i>PhD Committees</i>	6
<i>The PhD Plan of Study & Dissertation Hours</i>	6
<i>The PhD Preliminary Examination</i>	7
<i>The PhD Dissertation & Defense</i>	8
Time Limits	8
Annual Graduate Student Review & Satisfactory Progress	8
<i>Review Procedures</i>	9
<i>2nd Year Master's Student Review</i> :	9
Financial Support and Departmental Awards	9
Departmental Teaching Assignments	10
Leaves	11
Research in Absentia	11
Waivers/Appeals	11
Grievances and Rights	11
Academic Integrity and Honesty	12
Dual-Title PhD & Certificates	12
Appendix A Preliminary Exam	13
Appendix B PhD Dissertation & Defense	15
Appendix C Satisfactory Progress.....	16
Appendix D Dual-Title PhD and Certificates.....	19

Introduction to the Sociology Graduate Program

The graduate program in Sociology at Purdue University is designed to prepare students to become researchers, scholars and teachers. The program offers students a well-balanced theory and methods core curriculum and an individualized plan of study designed to enable students to conduct sociological research at the forefront of the field. We also offer a number of opportunities to help graduate students become first-rate classroom instructors.

The first two years of the program, leading to an MS degree, focus on the core curriculum and one field of research specialization, and culminate in each student producing an original research product, the analytic project. Further study toward the PhD introduces students to other areas of specialization and emphasizes the development of greater depth of knowledge within the area that will be the subject of a student's major research product, the dissertation. In order to be successful on the job market, students are strongly encouraged to publish and to teach as they work toward the doctorate.

A low student-faculty ratio provides graduate students with the opportunity to work closely with faculty members in their research, teaching, and publication activities. The department sponsors travel to professional meetings and a colloquium series featuring outstanding sociologists. The Graduate Committee organizes informal professional seminars and meetings to assist students in developing their plans for conducting research and teaching. The department maintains up-to-date computer hardware and software to assist the research process. Students entering at any level are required to do CITI training (protection of human subject in research) within their first two semesters.

Most students in the PhD program teach their own classes at some point while pursuing their degree. Some teaching experience is nearly a requirement for the academic job market. Students prepare to teach in part by assisting faculty as teaching assistants during the MS program and by taking SOC 610 "Seminar on Teaching Sociology" as an elective. In addition, students are encouraged to take advantage of graduate teaching certificates offered through Purdue's Center for Instructional Excellence.

Pro-seminar

All students entering the graduate program in sociology must take SOC 591: Pro-seminar in Sociology during their first year. The Pro-seminar, which is organized by the Graduate Director, socializes students into the discipline of Sociology. A wide range of topics are included, such as teaching, time management, choosing a thesis topic, and writing for publication.

PRE-PhD/Master of Science Program

The Master of Science (MS) Degree in Sociology

The MS degree program is a two-year program that requires a minimum of 38 semester hours beyond the BA/BS degree. One required theory course and four required methods and statistics courses must be completed. Students must also complete SOC 591 (Pro-seminar in Sociology) in both the fall and spring of their first year and SOC 610 (Seminar on Teaching Sociology) in the spring of their second year. Four elective courses, and a total of 6 credit hours of SOC 695 "Analytic Project in Sociology" are required. The schedule shown below in the section titled "MS Plan of Study" shows the sequence of coursework and SOC 695 credits for the MS degree.

MS Committees

Major Professor: Every student in a degree program is required to select a major professor who acts as the chair of the advisory committee and who agrees to supervise the student's graduate study, research, and writing. The major/student relationship must be a mutually acceptable one.

Advisory Committee: Faculty members who assist the student in the preparation of the plan of study and offers advice during the period of graduate work, including research and preparation of Analytic Project (AP).

Examining Committee: Faculty members who will be assessing the student's exams. While most of the time a student's advisory committee is the same as the examining committee, it is not required. If the examining committee is different from the advisory committee, the student must notify the graduate secretary of this change at time of scheduling the exam.

A student working toward the MS degree should select a major professor and consult with the major professor to select an advisory committee by the end of the first year of the graduate program and before submitting a Plan of Study (see below). The major professor must be a member of the Sociology Department. Students request approval of their major professor on a department form, "Major Professor Appointment Request Form", which needs to be signed by the student and the major professor and returned to the Graduate Secretary for the Director's signature.

An MS advisory/examining committee must include at least two faculty members in addition to the major professor. Professors from outside the department who are qualified and willing to assist students in graduate study may serve on the advisory committee. Retired faculty members and faculty members from other universities may be on the committee if certified by the Graduate School and if they do not make up a majority of the members.

Master's Plan of Study

The major professor, the advisory committee, and the graduate student jointly develop and submit a plan of study (POS) for the MS degree to the Graduate School. A plan of study includes a primary research area, the specific courses the student will complete to satisfy degree requirements, and expected date of degree completion. An approved POS constitutes formal admission to candidacy for the MS degree. Students must submit the POS to the Graduate School for approval no later than the end of their third semester in the program. **Failure to submit a complete POS before the end of the third semester in the MS program may preclude graduation in the fourth semester.** The POS should be submitted at least 1 week prior to the defense of the AP Proposal.

Only courses numbered at the 500 or 600 levels should be included on the POS. Only one SOC 590 may appear on the POS for the MS degree. Coursework used to satisfy the requirements for one master's degree may not be used on the plan of study for another degree.

Semester I: SOC 580 (Methods of Social Research I) (3 credits)
 SOC 581 (Methods of Social Research II) (3 credits)
 SOC 591 (Pro-seminar in Sociology) (1 credit)
 Graduate Elective* (3 credits)

- Semester II: SOC 600 (Development of Sociological Theory) (3 credits)***
 SOC 680 (Advanced Social Research Methods - Multivariate Statistics) **OR** SOC
 686 (Qualitative Research Methods) (3 credits)
 SOC 591 (Pro-seminar in Sociology) (1 credit)
 Graduate Elective* (3 credits)
- Semester III: SOC 695 “Analytic Project in Sociology” (3 credits)
 Graduate Elective* (3 credits)
 Graduate Elective* (3 credits)
- Semester IV: SOC 680 (Advanced Social Research Methods - Multivariate Statistics) **OR** SOC
 686 (Qualitative Research Methods) (3 credits)
 SOC 695 (Analytic Project in Sociology) (3 credits)
 Graduate Elective** (3 credits)

* Typically, graduate electives are taken in the Department of Sociology; students may request permission from the Graduate Committee to substitute graduate-level courses outside of the department.

**These requirements will be effective for students who were admitted fall 2017 and beyond. Up to that date, students currently enrolled in the program may choose to adhere to the requirements in place at the time they were admitted to the program or to the new requirements shown above.

***SOC 600 is the preferred theory course during the MS degree. However, if it is unavailable, students should take SOC 602. Otherwise, SOC 602 should be taken during the PhD program.

Incomplete grades (“I”) for coursework or SOC 695 credits are given only under special circumstances such as a prolonged illness or a personal crisis. University policy requires that incomplete coursework must be completed and graded by the 12th week of the second semester following the semester in which the incomplete was received. “I” grades automatically turn into “F” grades if the work is not completed and graded by that time.

Master’s Analytic Project Proposal

The student completes a proposal for the research project by the end of the third semester. The major professor, the student, and the student’s advisory committee meet for an oral defense of the proposal typically by the end of that semester. The advisory committee signs a departmental form showing that the committee met and discussed the project with the student. If the project is not approved by the student’s advisory committee at the first meeting, a second date for an oral proposal must be set. All analytic project proposals or abstracts must be approved in this manner. The major professor grades the 3-credit SOC 695 analytic project proposal. Only grades higher than B- are acceptable.

The analytic project in Sociology is designed to give MS students a research experience that includes:

- the definition of a research problem
- an assessment of relevant literatures
- the use of appropriate sociological theory and methods
- when necessary, the preparation of an application to secure approval or exemption from review as required by Purdue’s Committee for the Use of Human Research Subjects
- the preparation of a written document, prepared in the style of a professional journal article

The expectation is that the analytic project be comparable in quality to a manuscript prepared for submission to an academic journal for publication. In addition to publishing their work, students are strongly encouraged to present their research at scholarly conferences. The analytic project is completed over a two-semester period during the second year in residence.

Approval or decision to exempt from review by the Purdue's Committee on the Use of Human Research Subjects must be presented to the major advisor and Director of Graduate Studies before data collection or analysis begin. If the student will be using data from a project that has already been given IRB approval, no additional IRB submission is required. Further, the CITI Certification must be current. Complete information about the Purdue Committee on the Use of Human Research Subjects and all forms can be found at their website (<http://www.irb.purdue.edu/>). Students and/or the major professor should give the graduate program secretary copies of the e-mails sent from the IRB to the major professor indicating approval of the research plan or exemption from review so that these can be kept on file.

Master's Analytic Project

Students must complete the Analytic Project (AP) by the end of the second year in residence prior to Annual Graduate Student Review. It should be comparable in quality to a manuscript prepared for submission to a professional journal for publication. The major professor grades the 3-credit SOC 695 analytic project. Only grades higher than B- are acceptable.

The major professor determines when the final oral defense of the completed Analytic Project, (the final examination for the MS degree), will be scheduled after consulting with the other members of the examining committee. Either the student or the major professor must notify the Graduate Secretary no less than two weeks prior to the date of the exam. The defense must be held prior to the Annual Graduate Student Review meeting to meet satisfactory progress (see section X regarding the requirements and scheduling of the Annual Graduate Student Review). The *Report of the Master's Examining Committee* (Electronic Graduate School Form 7) is used to record the outcome of the oral defense.

The final oral defense is held during an open meeting announced by posted notice on the door where the defense will be held. Only the examining committee may take part in the evaluation of the student's work.

A final digital copy (e.g., .pdf file) of the analytic project should be sent to the Graduate Secretary. This copy should include any revisions required by the advisory committee.

If the oral defense of the analytic project (the final examination for the MS degree) is not successful, at least one semester must elapse before another oral defense can be scheduled.

PhD Program in Sociology

No student may enter the PhD program without an MA or MS in Sociology.

The PhD degree program is 90 credit hours of combined coursework and research. A Master's degree from any accredited institution may be considered to contribute up to 30 credit hours toward the 90 credit hours needed but those Master's degree courses should not be listed on the PhD POS. The remaining 60 credit hours of coursework or research must be completed according to PhD program requirements.

PhD Committees

Major Professor: Every student in a degree program is required to select a major professor who acts as the chair of the advisory committee and who agrees to supervise the student's graduate study, research, and writing. The major professor/graduate student relationship must be a mutually acceptable one.

Advisory Committee: Faculty members who assist the student in the preparation of the plan of study and offer advice during the period of graduate work, including research and thesis preparation when these are required components of the student's degree program.

Examining Committee: Faculty members who will be assessing the student's exams. While most of the time a student's advisory committee is the same as the examining committee, it is not required. If the examining committee is different from the advisory committee, the student must notify the graduate secretary of this change at time of scheduling the exam.

A student working toward the PhD degree should select a major professor by the end of the first year in the program and must have made this selection at the time that the Plan of Study is submitted (see below). The major professor must be a member of the Sociology Department. Students request approval of their major professor on a department form, "Major Professor Appointment Request Form," which needs to be signed by the student and the major professor and returned to the Graduate Secretary for the Director's signature.

After selecting a major professor, the student and the major professor should together select a PhD advisory/examining committee. The committee, which includes the major professor, advises the student during the process of completing the PhD Dissertation. A PhD advisory committee must include at least three faculty members in addition to the major professor. Professors from outside the department who are qualified and willing to assist students in graduate study may serve on the advisory committee. Retired faculty members and faculty members from other universities may be on the committee if certified by the Graduate School and if they do not make up a majority of the members

Along with the PhD Program of Study for Sociology, students may obtain Dual-Title in Gerontology as well as certificates throughout the university. See Appendix D for details about these opportunities.

The PhD Plan of Study & Dissertation Hours

The formal POS is submitted for approval by the Graduate School as soon as possible and no later than two weeks before the scheduled date of the prelim exam (see below). A POS includes a primary research area, the specific courses the student will complete to satisfy degree requirements, and expected date of degree completion. The POS must be filed with the Graduate School prior to a request for the appointment of a preliminary examining committee (described below).

The Sociology PhD program requires 60 credits hours to be taken during program. Of those 60 credit hours, 24 credit hours will be coursework, 18 hours minimum must be dissertation research (SOC 699, 699A, or 699B). The remaining 18 may be either additional research hours or additional coursework. A dissertation is assumed to represent 18 – 36 hours of research, and a PhD represents a minimum of 60 hours of combined coursework and research hours beyond a Master's degree.

Only PhD coursework should be listed on the PhD POS. 30 credits from one Master's degree may be used (unless the Graduate Committee or a *student's major professor determines that fewer than 30*

credit hours from a Master's degree may be used). Dissertation research hours are **not** listed on the plan of study.

A maximum of 9 hours (3 courses) may be taken toward the PhD before the MS degree is completed. Only one SOC 590 (for 3 credits) may be included on the PhD POS. The student's advisory committee may require specific coursework.

Required Courses	Credits
SOC 602 Theory**	3
Advanced Research Methods	3
Advanced Research Methods	3
Advanced Seminar (600 level: in Sociology)*	3
Advanced Seminar (600 level: in Sociology)*	3
Advanced Seminar (600 level: any dept)*	3
Elective/Seminar (any dept)	3
Elective/Seminar (any dept)	3
<i>Total required Course Credits:</i>	<i>24</i>

Additional Requirements	
Dissertation Research hours	18
Dissertation Research hours or additional coursework	18
<i>Total Additional Credits:</i>	<i>36</i>

**The advanced seminars must be 600 level seminars. At least two advanced seminars (of the three advanced seminars required) must be completed in two of the following fields in Sociology:*

1. Family and Gender
2. Health, Aging, and Life Course
3. Law and Society
4. Social Inequality
5. Social Movements and Political Sociology
6. Sociology of Religion

***SOC 602 is the preferred theory course during the PhD degree. However, if it is unavailable, students should take SOC 600.*

These requirements will be effective for students who were admitted in Fall 2017 and beyond. Up to that date, students currently enrolled in the program may choose to adhere to the requirements in place at the time they were admitted to the program or to the new requirements show above.

The PhD Preliminary Examination

PhD students who successfully pass the doctoral preliminary examination become PhD candidates. To be eligible for the exam, they must have filed a PhD Plan of Study with the Graduate School and satisfactorily completed most (or all) of their formal coursework. The preliminary examination *must*

be completed at least two semesters before the expected date of the doctoral final examination.
Departmental procedures for the examination are detailed in Appendix A.

The PhD Dissertation & Defense

Each student writes a dissertation in an area of specialization within Sociology under the direction of the major professor and in consultation with members of the advisory committee. The dissertation is assumed to represent the equivalent of 18 – 36 hours of coursework. A minimum of 18 hours of SOC 699 (or SOC 699A, or 699B for International students outside the U.S. in absentia) must appear on the official transcript. At least two academic semesters devoted to research and writing must elapse between the preliminary and final doctoral examinations. Departmental procedures for the dissertation and defense are detailed in Appendix B.

Time Limits

All PhD candidates must complete the PhD research and dissertation within five years after the semester in which the doctoral preliminary examination was passed. Degree candidate status may be terminated by the department at the end of the fifth year. To be reinstated to PhD candidacy:

- 1) A continuously registered student must retake the doctoral preliminary examination under departmental procedures that exist at the time of the retake.
- 2) A student not continuously registered must reapply for admission to the PhD program. If admitted, the student, in consultation with their major professor and the Director of Graduate Studies, appoints an advisory committee, a new plan of study is filed, and the doctoral preliminary examination is retaken and must be passed under the departmental procedures that exist at the time of the retake.

Annual Graduate Student Review & Satisfactory Progress

The tenure-track faculty, as a body, conducts annual reviews of each student in the graduate program. These reviews typically take place late in the spring semester. The exact date of the reviews will be scheduled at the beginning of the fall semester. Students will be reviewed according to the guidelines established in the Satisfactory Progress Policy (Appendix C). Students are responsible for constructing a dossier for faculty review, but they should do this in consultation with their major professor. The dossier should include the following items:

- 1) Statement of Accomplishments - a statement of no more than 2 pages outlining progress in the program and plans for the upcoming year
- 2) Curriculum Vitae
- 3) Copies of papers that have been published, accepted for publication, or are under review. A copy of the MS Analytic Project should be included if the paper has not yet been published.
- 4) Letter of support from the major professor (no more than 2 pages)

Review Procedures:

The tenure-track faculty will review each student annually in order to assess whether satisfactory progress criteria have been met (see Appendix C for satisfactory progress). The review will normally occur late in the spring semester. The faculty will assess the student's progress, consider whether the progress is satisfactory, and vote on the student's continued status in the program by secret ballot. If a student has not made satisfactory progress, the faculty must decide if the student can continue in the program under a revised set of conditions or whether the student should be dismissed from the Graduate Program.

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

- 1) Continue in the Graduate Program,
- 2) Continue in the Graduate Program with Conditions, or
- 3) Dismissal from Graduate Program

Students who receive a majority vote of "Continue in the Program with Conditions" are required to discuss those provisions with their major professor, or if a major professor has not been designated, with the Department's Graduate Director. The purpose of the discussion will be to make explicit those areas in the student's performance that require improvement in time for the student's next annual review.

2nd Year Master's Student Review:

Students who have entered the graduate program without a MA/MS degree in sociology will be considered for acceptance into the PhD program once the Analytic Project and all M.S. degree requirements have been completed. This decision will normally be made during the Annual Review of Graduate Students towards the end of their second year.

Faculty will vote according to the following recommendations:

- 1) Met Satisfactory Progress for Completion of MS Degree-Continuation to the PhD Program,
- 2) Met Satisfactory Progress for completion of MS Degree-Do Not Accept into the PhD program,
- 3) Did not meet satisfactory progress for completion of MS degree, continue in Graduate Program with Conditions,
- 4) Did not meet satisfactory progress for completion of MS degree, Dismissal from the Graduate Program

Financial Support and Departmental Awards

The Sociology program offers financial support in the form of a teaching assistantship (TA), a research assistantship (RA), or a fellowship on a competitive basis to qualified students. Financial support includes a tuition waiver, health insurance, and a monthly stipend (with amounts determined by the College of Liberal Arts or the Graduate School in conjunction with the Director of Graduate Studies).

Students with assistantships must maintain full-time registration (at least 8 credit hours) for each fall or spring semester and at least 3 credit hours during the summer semester. This requirement is for each semester for which they receive departmental support.

Recipients of Graduate School Fellowships must be enrolled full-time in a degree-granting graduate program at Purdue University. The Graduate School considers full-time status to be a minimum of eight credit hours in each of the fall and spring sessions, and six credit hours during the summer session. Fellows who have obtained candidacy should consult with their major professor for registration recommendations. Graduate School fellows must be registered to receive stipends.

Students entering the MS program with an offer of funding are generally guaranteed funding for five years: two years to complete the MS degree, two years to complete coursework and preparation for the PhD preliminary examination, and a fifth year of funding to complete the PhD dissertation.

Students entering the PhD program are generally guaranteed funding for three years: two years of funding to complete PhD coursework and preparation for the PhD preliminary examination, and a third year of funding to complete the PhD dissertation.

Students are strongly encouraged to seek external financial support for the PhD dissertation research.

Information regarding Purdue University fellowships and external funding sources is available on the Graduate School website at <http://www.gradschool.purdue.edu/funding/>.

Funding commitments are conditional: students must remain in good academic standing and must make satisfactory progress towards degree objectives in order to retain funding. This commitment is only for students within the funding time limits. Satisfactory Progress is detailed in Appendix C.

Departmental Teaching Assignments

The responsibilities of graduate TAs may include any task related to the instruction of students. Students who assist faculty members may be assigned to grade papers or exams, prepare course materials and update information on Blackboard, hold office hours, or supervise a recitation section. Students who are assigned to teach their own course assume responsibility for all duties related to the instruction of that course. Generally, MS students working as TAs are assigned to assist faculty members.

PhD students who wish to teach may be assigned to teach their own section of a course. Students must successfully defend the Analytic Project prior to serving as an instructor of record (i.e., teaching “their own courses”). Students are also required to complete SOC 610 “Seminar on Teaching Sociology” before serving as an instructor of record. The SOC 610 requirement may be waived by the Graduate Committee when a student has taught as the instructor of record at the college or university level.

Students teaching their own course are required by the department to participate each semester (including summer) in PICES (Purdue Instructor Course Evaluation Service) teaching evaluations administered by Purdue’s Center for Instructional Excellence.

Leaves

If circumstances make it necessary for a student to request a temporary leave of absence, a request in writing must be presented to the Graduate Director, who will bring the request to the Graduate Committee. A form requesting a temporary leave must also be completed and submitted to the Graduate School. An approved leave under this policy will not count against the time limits stated in the department's Satisfactory Progress document. An approved leave of absence of one semester will allow the student one additional semester to meet all subsequent degree requirements. In addition, those who have had a significant life event (but did not receive an approved leave of absence from the Graduate School) may petition to the Graduate Program Committee in the Department of Sociology for an extension of their satisfactory progress time-line. Our departmental policy is intended to accommodate students with responsibilities related to caregiving, adoption, birth of a child, or another similar event. Students who do not register for classes for three or more consecutive academic sessions (including summer session) will be required by the Graduate School to reapply for admission.

Research in Absentia

A student may petition the Graduate School to complete the PhD research in absentia under the following circumstances: (a) the doctoral preliminary examination was passed while in residence, (b) facilities exist for the student to conduct the research off campus, (c) employment does not interfere with the dissertation research, (d) significant progress is made on the dissertation research so that the remaining work may be completed off campus, and (e) provisions for supervision are arranged with the PhD candidate's major professor. A *Request for PhD Candidate Research in Absentia* (G.S. Form 12) must be submitted to the Graduate School to petition for permission to register for research in absentia.

Waivers/Appeals

Under normal circumstances, the rules and policies outlined in this document will apply to all graduate students. However, the Graduate Committee recognizes that sometimes there are unusual circumstances or opportunities that make it advisable to grant a student a waiver from a particular rule or policy set forth in this document.

A student or major professor can request a waiver or appeal from a particular rule, policy or decision by contacting the Director of Graduate Studies in written or email form. The request should specify the nature of the change that is requested and the reasons why a waiver is justified. The Director of Graduate Studies will share the waiver request with the Graduate Committee and the Department Head. Together they will decide if the requested waiver is justified. Depending on the nature of the request, they will also decide whether there will be any conditions or extensions of time limits attached to the waiver.

Grievances and Rights

The Department of Sociology is committed to ensuring that all faculty, staff and students with a concern or grievance relating to their employment or education are aware of the processes available to them as outlined in the Faculty and Staff Handbook or Purdue University Policies:

Purdue University encourages its academic and administrative personnel to resolve their disagreements through informal, frank and open discussion. However, the University also recognizes that occasionally more formal processes are needed. All such activities, whether informal or formal, must be carried out by all participants within a framework of good faith collegiality.

Faculty and Staff:

http://www.purdue.edu/faculty_staff_handbook/general_employment/grievance.html

Postdoctoral Researchers, Graduate Student Personnel, Clinical Residents and Clinical Interns:

<http://www.purdue.edu/policies/human-resources/vid2.html>

Students:

<http://www.purdue.edu/odos/osrr/>

If a faculty, staff, or student member of the Department of Sociology has a grievance about their employment or education we encourage informal, frank and open discussion with an immediate supervisor (i.e. Course instructor, Major Professor, Graduate Director, Undergraduate Director, Department Head) when it is possible. The Department of Sociology is committed to supporting a climate of prompt and fair resolution of concerns and grievances.

Academic Integrity and Honesty

The department is committed to bringing our best available resources to bear on students' training and socialization as a sociologist. Excellence in research and scholarship demands high standards of integrity and honesty. **Academic dishonesty in any form is not tolerated.** Purdue University provides the following definition and examples of academic dishonesty:

“The commitment of acts of cheating, lying and deceit of any of their diverse forms (such as the use ghost written papers, the use of substitutes for taking examinations, the use of illegal crib notes, plagiarism, and copying during examinations) ... knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts” (See University Regulations, Part 5).

Purdue University is committed to establishing and maintaining the best possible research environment. All graduate students should read *Executive Memorandum III.A.2, Policy on Research Misconduct*. Students are also encouraged to attend Graduate School workshops on the responsible conduct of research. Visit the Graduate School website for a workshop schedule and additional resources.

Dual-Title PhD & Certificates

Purdue University offers a dual-title PhD linking several established, discipline-based programs of study with an interdisciplinary perspective on aging. Certificates are also available. Information regarding the Dual-Title PhD and certificates can be found in Appendix D.

Appendix A

Preliminary Exam

The purpose of the preliminary examination is to provide the PhD student's examining committee the information it deems necessary to determine whether the student is qualified and ready to undertake or continue the dissertation research that is required for the PhD degree.

The schedule for PhD students in Sociology to take the preliminary examination is not fixed. However, to remain in good standing students must complete the exam successfully by the end of their 5th semester in the PhD program.

The student selects an examining committee, which is normally composed of the same four faculty members who make up the student's PhD advisory committee. In cases where one of these faculty members is unavailable or unwilling to participate, the preliminary exam may be conducted with an examining committee of only three faculty members. The examining committee is responsible for the exam and any procedures it deems appropriate for evaluating it.

A PhD Plan of Study must be submitted to the Graduate School for approval at least four weeks before the oral portion of the preliminary exam is scheduled. The student must have an approved POS on file with the Graduate School before the oral portion of the preliminary exam is scheduled.

The oral portion of the exam should be scheduled by the major professor after consulting with the members of the examining committee. Either the student or the major professor must notify the graduate program secretary no less than three weeks prior to the proposed oral exam date.

The preliminary examination must be evaluated and passed in its entirety. It consists of three related components: a PhD dissertation proposal, a set of take-home exam questions to be completed within seven days, and an oral defense of both written portions of the exam (i.e., the proposal and the take-home). The examining committee prepares the take-home questions.

The dissertation proposal is similar in format to a proposal prepared for submission to an external funding agency or foundation, such as National Science Foundation, the Lilly Foundation, or the National Institutes of Health. The dissertation proposal includes a statement of the problem, a discussion of the significance of the problem, a literature review, a theory section, and a methods section.

The take-home exam questions are given to the student approximately two weeks after the dissertation proposal is submitted to the examining committee. The questions may cover (1) the dissertation proposal, and (2) a substantive area of specialization within the discipline of sociology. Questions about the dissertation proposal will require the student to demonstrate a clear understanding of the methods of the proposed project, the theoretical foundation that will guide the inquiry, and how the proposed project is related to an extant body of literature.

Questions on the substantive area will ask the student to demonstrate an understanding of a body of knowledge (including theory, methods, and empirical research) in a particular field. Examples of substantive areas include aging and the life course, family, politics and economy, stratification, race, urban sociology, gender, or social change.

The major professor signs an electronic Request for Appointment of Examining Committee (Graduate School Form 8) to be submitted to the Graduate School. The oral exam cannot be held during the last

week of classes. All requests for appointment of an examining committee must be made to the Graduate School at least three weeks before the oral exam is scheduled.

The oral portion of the exam has two goals: (1) to give a student the opportunity to respond to any specific questions about the dissertation proposal or the take-home portion of the exam that are raised by any or all members of the examining committee; and (2) to give the student's examining committee an opportunity to evaluate how well the individual responds to questions about the dissertation project or related literatures.

The Report of the Preliminary Examination (GS Form 10) is electronically signed by the examining committee immediately following the oral portion of the exam. The report indicates that the exam was "satisfactory" or "unsatisfactory." Three members of the examining committee must evaluate the exam, in its entirety, as "satisfactory" for the student to be recommended for PhD candidacy (i.e., only one member of the advisory committee may evaluate the exam as "unsatisfactory" for the student to pass.) If the report is favorable, the Graduate School reclassifies the student as a PhD candidate. If the report is unfavorable, the examining committee may recommend that the student be permitted to request a second examination. One semester must elapse before student may retake the exam. A student may not be given a third exam, except upon the recommendation of the examining committee and with special approval of the Graduate Council at the Graduate School.

Approval or decision to exempt from review by the Purdue's Committee on the Use of Human Research Subjects must be presented to the major professor and Director of Graduate Studies before data collection or analysis begin. If the student will be using data from a project that has already been given IRB approval, no additional IRB submission is required. Further, the CITI Certification must be current. Complete information about the Purdue Committee on the Use of Human Research Subjects and all forms can be found at <http://www.irb.purdue.edu/>. Students and/or the major professor should give the graduate program secretary copies of the e-mails sent from the IRB to the major professor indicating approval of the research plan or exemption from review so that these can be kept on file.

Appendix B

PhD Dissertation & Defense

A PhD candidate submits a complete, defensible draft of the dissertation to the chair and other members of the advisory committee in the semester in which the candidate intends to complete all requirements for the PhD degree. The final oral examination in defense of the dissertation takes place at least two semesters after successful completion of the preliminary exam.

The major professor determines when the final oral defense of the completed dissertation, (the final examination for the PhD degree), will be scheduled after consulting with the other members of the examining committee. Either the student or the major professor must notify the Graduate Secretary *no less than three weeks* prior to the final exam date. The major professor electronically signs a *Request for Appointment of Examining Committee* (G.S. Form 8). Final exams may not be held during the last week of classes. All requests for appointment of an examining committee must be made to the Graduate School *at least three weeks before* the final oral exam is scheduled. Once a final oral exam is scheduled with the Graduate School, it must be held. It cannot become a “working session.”

The final oral examination is held during an open meeting announced by posted notice on the door where the defense will be held. Only members of the advisory/examining committee may take part in the evaluation of the student’s work.

Each member of the examining committee indicates their approval or disapproval of the defense on the electronic *Report of the Final Examination* (G.S. Form 11). No more than one dissenting vote is acceptable in certifying a candidate to receive the PhD degree. Each committee member also signs the *Thesis Acceptance Form* (G.S. Form 9) or its electronic equivalent (soon to be established) to indicate their approval of the student’s final draft of the dissertation.

If the final oral exam is unsatisfactory, at least one semester must elapse before a second final exam is scheduled.

All PhD dissertations must conform to the style requirements detailed in the *Thesis Preparation Manual* prepared by the Graduate School’s Thesis/Dissertation Office. A copy of this manual can be obtained by contacting the Thesis/Dissertation Office.

A final revised copy of the dissertation must be deposited at the Graduate School prior the deadline set each session by the Graduate School (usually the end of the last week of classes). PhD dissertations are deposited online via electronic thesis deposit.

Appendix C

Satisfactory Progress

All Students entering program fall 2017 or after are subject to these guidelines. Students who entered the program prior to Fall 2017 are grandfathered under the handbook in place at the time of their admission to the graduate program.

Purpose:

The purpose of this policy is to make explicit for students, in consultation with their major professor, the minimum standards for making satisfactory progress through the graduate program in sociology. Students who do not meet these minimum standards will be at risk of dismissal from the program, per faculty review and vote. Many students will have achieved the goals and meet the standards well before the times stated in this document.

Minimum Satisfactory Progress for Student Entering without an Approved MS:

Year 1:

- Cumulative GPA of at least 3.25
- Methods and Theory Coursework grades of “B” or better, B- will not meet satisfactory progress
- Successful completion of required and elective coursework
- Successful performance of teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- Identification of Major Professor and advisory committee for AP
- Development of Analytic Project topic

Year 2:

- Cumulative GPA of at least 3.25
- Methods and Theory Coursework grades of “B” or better, B- will not meet satisfactory progress
- Successful completion of required and elective courses
- Successful performance of teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- Defense of Analytic Project Proposal by *end of 3rd semester*
- Submit Plan of Study by *end of 3rd semester*
- Analytic Project Defense prior to Annual Review meeting during *the 4th semester*
- Completion of M.S. degree no later than *end of the 4th semester*

Year 3:

- Admitted to PhD Program
- Cumulative GPA of at least 3.25
- Successful completion of required and elective courses
- Methods and Theory Coursework grades of “B” or better, B- will not meet satisfactory progress
- Successful performance of teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- Identification of Major Professor for PhD

- Initiation of preliminary work towards the dissertation proposal

Year 4:

- Cumulative GPA of at least 3.25
- Methods and Theory Coursework grades of “B” or better, B- will not meet satisfactory progress
- Successful completion of required and elective courses
- Successful performance in teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- By end of the 4th year, submission of at least one paper for publication in a peer-reviewed journal (any authorship is acceptable)
- Consistent progress toward dissertation proposal
- Create Dissertation Committee
- Submit PhD Plan of Study

Year 5:

- Maintained at least 3.25 GPA
- Pass the Preliminary Examination by the end of the fall semester
- Evidence of ongoing efforts to complete dissertation research
- Successful performance in teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- Evidence of ongoing efforts to revise/submit research papers for publication
- Instructor experience in freestanding courses, unless engaged in research assistantship

Year 6 and beyond:

- Maintained at least 3.25 GPA
- Evidence of ongoing efforts to complete dissertation research
- Successful performance in teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- Evidence of ongoing efforts to revise/submit research papers for publication
- Instructor experience in freestanding courses, unless engaged in research assistantship

Minimum Satisfactory Progress for Student Entering directly into the PhD program with an Approved MS:

Year 1:

- Cumulative GPA of at least 3.25
- Successful completion of required and elective courses
- Methods and Theory Coursework grades of “B” or better, B- will not meet satisfactory progress
- Successful performance of teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- Identification of Major Professor for PhD
- Initiation of preliminary work towards the dissertation proposal

Year 2:

- Cumulative GPA of at least 3.25
- Methods and Theory Coursework grades of “B” or better, B- will not meet satisfactory progress
- Successful completion of required and elective courses
- Successful performance in teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- By the end of the 2nd year, submission of at least one paper for publication in a peer-reviewed journal (any authorship is acceptable)
- Consistent progress toward dissertation proposal
- Create Dissertation Committee
- Submit PhD Plan of Study

Year 3:

- Maintained at least 3.25 GPA
- Pass the Preliminary Examination by the end of the fall semester
- Evidence of ongoing efforts to complete dissertation research
- Successful performance in teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- Evidence of ongoing efforts to revise/submit research papers for publication
- Instructor experience in freestanding courses, unless engaged in research assistantship

Year 4 and beyond:

- Maintained at least 3.25 GPA
- Evidence of ongoing efforts to complete dissertation research
- Successful performance in teaching/research assistantship responsibilities
- Demonstrate professional engagement in the intellectual life of the department.
- Evidence of ongoing efforts to revise/submit research papers for publication
- Instructor experience in freestanding courses, unless engaged in research assistantship

Appendix D

Dual-Title PhD and Certificates

The Dual-Title PhD and certificates described below are not necessarily an exhaustive list of the possibilities currently available to sociology graduate students. Students are encouraged to investigate whether other certificates offered by other departments are available or have become available since the last revision of this handbook.

Dual-Title PhD in Sociology and Gerontology

Sociology doctoral students are eligible to complete a Dual-Title PhD in Sociology and Gerontology. There is no separate application process. Students apply as usual to the doctoral program in Sociology via the electronic application for graduate study. Once admitted to the Sociology program, students choose a faculty advisor who is also a faculty associate of the Center on Aging and the Life Course. Students complete 24 graduate credits in aging-related courses, notify the Graduate School of their intention to complete a dual-title degree, and write a dissertation on a topic related to aging in order to receive the Dual-Title PhD in Sociology and Gerontology. Students who plan to complete a Dual-Title PhD need to notify the Graduate Secretary to obtain a special form that needs to be signed by the student and the major professor and then sent to the Graduate School.

For more information, visit the Center on Aging and the Life Course website:

<https://www.purdue.edu/aging/>

Requirements for American Studies Major or Minor in Sociology

MA and PhD students in American Studies may choose Sociology as a field of concentration. PhD students may also choose Sociology as a “related minor.” For more information, consult the American Studies Program Graduate Manual or visit the American Studies webpage:

<https://www.cla.purdue.edu/american-studies/>

Interdisciplinary Graduate Programs & Certificates

A Concentration in Women’s, Gender, and Sexuality Studies is offered jointly by the Women’s Studies Program and the Department of Sociology for those students who wish to delve more deeply into the links between feminist concerns about inequalities, difference, and women’s empowerment, on the one hand, and the Sociology Department’s focus on theory and methods in the areas of Family and Gender, Health, Aging, and Life Course, Law and Society, Social Inequality, Social Movements and Political Sociology, and Sociology of Religion. Three WOST courses are required for the Concentration: Feminist Theory (WOST 680), Contemporary Issues in Feminist Scholarship (WOST 681) and Issues in Feminist Research and Methodology (WOST 682). Beyond the above three core courses, students may choose electives from SOC, according to their research interests. Requirements for master’s degree and PhD students differ; for details, see the Women’s Studies website <https://cla.purdue.edu/academic/sis/p/wgss/graduate.html>. PhD students enrolled in the Concentration may apply for a teaching assistantship in the Women’s Studies Program.

Graduate Teacher Certificate

Purdue's Center for Instructional Excellence offers a Graduate Teacher Certificate for graduate teaching assistants. The Graduate Teacher Certificate is documentation of a graduate student's involvement in actual classroom teaching and teacher development activities (e.g., pre-semester teaching orientations and workshops, micro-teaching with consultative feedback, classroom visitations or videotaping, student and peer feedback, etc.). Specific requirements for certification are: a) Two semesters of classroom teaching experience as a Graduate Teaching Assistant; b) attendance at a Purdue University GTA pre-semester instructional orientation; c) participation in continuous instructional improvement activities; d) Classroom videotaping/visitation with consultative feedback and self-analyses; and e) implementation of student feedback and evaluation with self-assessment.

All Sociology graduate teaching assistants are encouraged to apply for the GTC. Visit the CIE website <http://www.cie.purdue.edu/> or call 765-496-6422 for more information.