

<b>INTRODUCTION to the Graduate Program at UIC</b> .....	3
Admissions .....	5
Requirements .....	5
Procedures .....	5
Limited Admission .....	6
Transfers .....	6
Funding Your Education .....	7
Departmental .....	7
Assistantships .....	7
Teaching .....	7
BOT Waivers .....	8
University and Graduate College .....	9
University Fellowships .....	9
Dean's Scholar Awards .....	9
Abraham Lincoln Graduate Fellowships .....	10
Outside Funding .....	11
Diversifying Higher Education Faculty in Illinois (DFI) .....	11
Other Possible Sources .....	11
Travel Grants .....	12
ASA .....	12
GC / GSC .....	12
Residency and Registration .....	13
Factors in Determining State Residency .....	13
Registration Requirements .....	13
MA Students .....	13
Doctoral Students .....	13
Time Limits .....	14
Leaves of Absence .....	15
General Registration Policies .....	15
Administration of the Graduate Program .....	16
Student .....	16
Advisors .....	17
DGS .....	17
Faculty Advisor .....	17
Graduate Student Buddies .....	17
MA Project Committee .....	17
PhD Area Exam and Dissertation Proposal Committee .....	19
Graduate Faculty .....	19
Academics .....	21
Concentration Areas .....	21
Race, Ethnicity and Gender (REG) .....	21
Work, Organizations, and the Economy (WOE) .....	22
Degree Programs .....	23
Master of Arts Degree .....	23
General Requirements .....	23
Course Requirements .....	23
Transfer Credit .....	24
Credit for Previous Coursework .....	25
Coursework from other Universities .....	25
Grandfathered Students .....	25
Research Requirements: Master's Project .....	25

The Chicago Area Study .....	27
Doctor of Philosophy Degree .....	27
Applying to the Program .....	27
Course Requirements .....	28
Progress in the Program .....	31
Grading and Graduate Standing .....	31
Assessing Progress in the Program .....	31
Annual Reporting Requirements for Graduate Students .....	32
Deadlines and Review Process .....	33
Candidacy .....	35
Advancing to Candidacy: The Preliminary Examination .....	35
Part 1 - Special Area Exam .....	35
Part 2 - Defense of the Dissertation Proposal .....	36
The Proposal .....	36
The Proposal Committee .....	37
The Defense of the Proposal .....	37
The Dissertation .....	37
Human Subjects Review .....	38
The Dissertation Defense .....	39
Completion of Outstanding Degree Requirements .....	40
Research Presentations .....	40
Guidelines for Graduate Student Teachers and Teaching Assistants .....	41
Teaching .....	41
Teaching Assistantships .....	41
Evaluation of Teaching Assistants .....	41
College Teaching Preparation Certificate .....	42
Graduate Students Who Teach their own Courses .....	42
Evaluation of Graduate Students Who Teach Their Own Courses .....	42
Departmental Policies and Procedures .....	43
Office Assignments .....	43
Mail .....	43
Supplies .....	43
Travel .....	43
Professional Meetings .....	43
University Regulations .....	44
Academic Grievance Procedures .....	44
Student Disciplinary Procedures .....	44
Research on Human Subjects .....	44
Graduate Student Organizations .....	45
Sociology Graduate Student Organization (SGSO) .....	45
Graduate Student Council (GSC) .....	45
Graduate Employees' Organization (GEO) .....	45

# **INTRODUCTION**

## **to the**

# **UIC GRADUATE PROGRAM in SOCIOLOGY**

This graduate manual has been prepared to assist current and potential students of the Department of Sociology in becoming oriented to the program and its faculty. The document is not intended to be the sole source of information. Rather, it should be viewed as complementary to the University of Illinois at Chicago Graduate Catalog, which is the primary source of information on Graduate College policies. All students, as well as applicants to the program, are strongly advised to be familiar with the Graduate Catalog which can be viewed at: <http://grad.uic.edu/>. The mission of Department of Sociology's graduate program at UIC is to prepare students to enter academia or research positions in the public sector. Graduates accept appointments at colleges and universities and many find employment in government agencies and in private firms.

One of the following three broad goals may be anticipated by a student seeking an advanced degree in sociology:

- A student may wish to become a research scholar-teacher. Most research scholar teachers are associated with universities and colleges. They also may work in government agencies, foundations, and other positions.
- A student may be interested in working as a teacher of sociology. The person interested primarily in teaching will usually seek positions in smaller, teaching focused colleges, community colleges, and secondary schools.
- A student may be interested in preparing for a career in public sociology. Opportunities for employment exist in government agencies, non-profit organizations, community oriented action agencies, international and governmental programs, and in private companies.

Once applicants are accepted into the program, and enroll as graduate students, they enter a new academic world. Major emphasis is placed on the ability to think independently and to think in terms of complex patterns of ideas. Graduate education stresses not only what is known but also the methods of knowing; it operates to a great extent at the frontiers of knowledge. Emphasis is placed on research methods, analysis, and interpretation rather than on the mastery of neatly packaged sets of facts. While not all graduate students will contribute equally to the advancement of knowledge, all must participate in the broad and critical pattern of thinking that characterizes research. To obtain an advanced degree, students must demonstrate their ability to learn independently and to do independent and creative work that goes well beyond course work.

Advanced degrees in sociology are certifications that the person possessing them can carry out the analytical, conceptual, and methodological operations expected of a professional sociologist. An advanced degree is not merely a stamp of professional competence. It also testifies to the

expectations on the part of the faculty that the person receiving the degree will continue to grow and be productive in the field. As a result, both professor and student are "stamped" with each degree. Faculty members at the University of Illinois at Chicago make every effort to ensure that those who receive advanced degrees in sociology are fully capable of meeting the standards of professional scholarship.

The Department of Sociology admits students into graduate programs leading to the Master of Arts in Sociology (MA), and the Doctor of Philosophy (Ph.D.) degrees. Original research is required for the MA and Ph.D. degrees. Completion of the course requirements usually takes two years for the MA and three additional years for the Ph.D. Applicants to the program who intend to earn the PhD as their terminal degree are given preference for admission. The successful applicant to the program has substantive interests that overlap with the strengths of the department. These research specialties of the faculty and program concentrations are described in detail below, and each faculty member is linked to her or his home page.

An undergraduate major in sociology or a related social science field is preferred but not mandatory. The department's graduate committee considers the background, GRE scores, grade point average, personal statement, and writing sample of each applicant whose materials have been received by the application deadline. While each of these single elements is important, decisions are based on the entire profile of the applicant. Students attend degree programs on a full-time basis and are admitted for the fall term only. Our degree programs are not organized for "night school," although we do have evening classes. There is no foreign language requirement.

The Graduate College requires Master's students to earn at least 32 credit hours beyond the baccalaureate. Typically, master's students in the department of Sociology earn about 44 graduate credit hours beyond the BA degree. Doctoral students earn a minimum of 64 credit hours from the master's degree, or 96 hours from the baccalaureate.

Domestic students must enroll for 9 or more credit hours during the regular academic term to be considered full time. The minimum semester credit hours required for recipients of fellowship recipients, teaching assistants, and research assistants may be higher. More information about degree requirements are found in the section of this manual titled *Degree Programs*.

## Admission

### Requirements

The Department's minimum requirements for full status degree admission are as follows: *Prior Degrees*: A baccalaureate or its equivalent from an accredited college or university. Seniors may apply during their last year of study UIC seniors should see Graduate Study by Undergraduate Seniors. <http://grad.uic.edu/cms/?pid=1000333>

*Grades and Transcripts*: Grades and transcripts are required from all institutions where the applicant earned the last 60 semester (90 quarter) hours of credit toward the baccalaureate degree and from all institutions where post baccalaureate work has been done. A GPA of at least 3.00/4.00 is required for the final 60 semester (90 quarter) hours of undergraduate study, and a GPA of at least 3.50 for any previous graduate work.

*Tests Required*: The GRE is required. Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The test score cannot be more than two years old. A minimum score of 550 (paper-based) or 213 (computer-based) is required by the Graduate College Institutional Code is 1851.

*Letters of Recommendation*: Three letters of recommendation are required. Letters from former and/or current teachers able to comment specifically on an applicant's academic achievement and ability are strongly preferred.

*Personal Statement*: Required. These 2 to 3 page statements should describe how and why you decided to pursue a PhD in sociology, including personal, work, and research experiences. Applicants also should indicate their present research interests as well as any information they want the graduate committee to consider in their deliberations.

*Writing Sample*: Required.

### Procedures

The Department follows the guidelines of the Graduate College and the College of Liberal Arts and Sciences (LAS). If department requirements exceed those of the Graduate College, they replace the Graduate College standards. Graduate College applicants are required to submit transcripts of their undergraduate grades, as well as any graduate course experience, and letters of recommendation. A personal statement detailing professional aspirations is required as well as an additional writing sample. Applicants must also take the Graduate Record Examination (GRE) and have their scores forwarded to the University. (See *Admissions Requirements* below)

The sociology program admits students to begin in the fall term and the application and all supporting documents are due by **December 15**.

### How to Apply?

The application process has changed for the fall of 2013.

The application process for fall of 2013 requires applicants to submit all of their applications and supplemental documents via the web. You must submit the UIC On-Line application. No items should be mailed to the Department of Sociology (domestic applicants click here for instructions; International degree seeking students - click here for instructions.)

#### Upload Instructions

Applicants must submit a UIC web application and receive the confirmation page at the end of the application before being prompted to upload credentials directly to their application. Three to five days after submission of the application, you will receive an e-mail notifying you that your application has been received and that you can log back into your application to submit departmental/supplemental materials. These will be indicated under Additional Program Requirements in your checklist.

Each item can be verified as received by checking the "Received Date" in your application status and the "Status" field that will state "Verified - Correct". A missing received date and any status other than "Verified - Correct" may indicate that you must upload documents again or follow up with the UIC Office of Admissions or Jane Addams College of Social Work. Additional requests may be added after submitted items are reviewed by Admissions or program staff. Please be sure to check your status on a regular basis.

**If you are seeing an error page when uploading a document, it may be due to the following:**  
**You are trying to upload a .docx or .xlsx file. Please use a PDF.**  
**If you are not able to create a PDF, please use a .doc or .xls. PDFs are preferred.**  
**If you still experience an issue, please refer to the HELP link at the top right section of the page for additional information.**

After application materials are received in the department they are reviewed by the Graduate Committee. The Sociology Department will notify applicants of the decision as rapidly as possible. The successful applicant will also receive a letter of official notification and further information and instructions from the University. As a part of the University, the Department of Sociology is an Equal Opportunity/Affirmative Action employer.

#### Limited Admission

Limited status is a probationary status for degree students who have not met all of the admission requirements by the application deadline set by the Graduate and Admissions Committee of the Department of Sociology. It is only in very rare instances that a student is accepted on a "Limited Status" basis

#### Transfers

Standard application procedures apply for UIC graduate students seeking to transfer into the Sociology Department and for students in sociology PhD programs at other universities who wish to transfer into the UIC Sociology program (see Admissions Requirements). The student's

application must be formally approved by the DGS in conjunction with the Department's Graduate Recruitment and Program Committee (the Graduate Committee) and by the Graduate College before registration as sociology graduate students will be permitted. Students should meet with the Director of Graduate Studies to discuss departmental procedures, deadlines, and credentials required. Transferring students must satisfy the degree requirements and procedures that are described in this manual. The Graduate College requires UIC students to use the Request for Change of Graduate Program form [Click here](#).

## **Funding Your Education**

### **Departmental Funding**

#### **Teaching Assistantships and Research Assistantships**

Teaching Assistant (TA) or Research Assistant (RA) support is normally offered to all applicants who are admitted to the program. International students must first show evidence that they are able to support themselves for the duration of their study at UIC; however, they are still eligible for assistantships. The department generally provides academic year financial support to graduate students for four years, assuming they remain students in "good academic standing", through some combination (based on eligibility and availability) of TA, RA, and/or fellowship. It is understood that all offers of support are based on availability of funds. TAs are covered by the Graduate Employees Organization (GEO) (local 6297). Although not covered by GEO, RAs receive the same salaries and benefits. Follow the link below which takes you directly to the agreement: [https://nessie.uhr.uillinois.edu/pdf/labor/chicago/UI\\_GEO.pdf](https://nessie.uhr.uillinois.edu/pdf/labor/chicago/UI_GEO.pdf)

Regardless of the source of funding, all new incoming students are registered for, and expected to attend, the Campus-Wide TA Orientation typically held just prior to the beginning of classes. More advanced graduate students who have not attended this orientation are strongly encouraged to do so. Teaching Assistants are supervised by the course instructor. In general, their duties may require them to attend lectures, set office hours to meet with students, help with grading, and be responsible for running sections or labs for classes that require one. Typically, instructors meet with the TA before classes begin and outline more specific expectations. Course instructors evaluate each TA, and these evaluations become part of the student's file. (For a thorough orientation to Sociology Department expectations of students' teaching, see *Guidelines for Graduate Student Teachers and Teaching Assistants*.)

Research Assistants are employed by the Principal Investigator (PI) of an ongoing funded research project. RAs may be required to gather and analyze data of various sorts and perform day-to-day administrative duties related on-going research projects. Responsibilities associated with specific projects are spelled out by the project's PI.

### **Teaching**

After four years of assistantship/fellowship funding, instructor positions in the Department are available to eligible advanced students in the doctoral program. Teaching opportunities are announced by the DGS using the Department's graduate student listserv and the allocation of classes to students is decided jointly by the DGS and the Director of Undergraduate Studies. Every effort is made to assign students to the class of their choice. When the number of available classes is less than the number of eligible students wanting to teach, appointments are made based on seniority, teaching and TA experience, and substantive expertise. Students who lack alternative funding are given preference over students with additional funding such as students with fellowships.

Teaching assistants, and research assistants and student instructors typically receive a 50 percent appointment in the Department (20 hour work week) and are paid for a nine month academic year. Newly appointed and re-appointed TA's and RA's receive a letter of appointment from the department containing stipend amounts, effective employment dates, titles, percent effort, a short description of duties, and the name of the their supervising faculty in the department.

Because every effort is made to accommodate class schedules when allotting TA assignments, students are expected to enroll for fall semester courses by May 25th and for spring courses by December 15th. The DGS and the Director of Undergraduate Studies make TA assignments during the 4th week of May and the 3rd week of December. The class schedules of registered students are accommodated; however, students who have not registered by the deadline are expected to register to accommodate their TA assignment.

**Regardless of the source of funding, all incoming students are expected to register for and to attend the UIC Campus-Wide TA Orientation.** These orientations typically are held in August just prior to the beginning of classes. Further information can be found at:

<http://grad.uic.edu/campus-wide-new-ta-orientation>

Student instructors, TAs, RAs, and students with fellowships all receive a tuition and service fee waiver so long as they remain full time students in good standing.

### **Board of Trustees Tuition Waivers**

Each semester the Department receives a limited number of Board of Trustees tuition and service fee waivers. BOT waivers are "straight" waivers that are not tied to the receipt of internal fellowships, awards, TAs, or RA.



*Eligibility and Terms:* Applicants must be graduate degree seeking students in good academic standing, and must have a social security number. Recipients must be registered for at least 12 hours each semester (6 in summer) for the duration of the Award. Twelve month waivers require summer registration. Students must not hold a waiver from any other source, including through an assistantship, fellowship, or other employment. Students with BOTs may not simultaneously hold any assistantship. Waiver recipients may accept part-time employment not to exceed twenty hours a week either within or outside the university.

*Application Procedures:* Students must apply for BOT waivers through the DGS who announces their availability. For further information see:

**[Graduate College BOT tuition waivers](#)**

## **University or Graduate College Funding**

In addition to departmental funding, there are several other sources of supplemental financial aid available on the campus. Further information can be viewed under the link “Funding Your Education” at: <http://grad.uic.edu/cms/?pid=1000078>. For these University-wide fellowships and awards, the Sociology Department nominates students, but the Graduate College makes the awards from a pool of nominees from all departments.

### **University Fellowships**

These fellowships are awarded to outstanding students on the basis of an all-campus competition. These fellowships are not restricted to a particular field of graduate study.

*Terms:* Fellows receive an annual stipend of approximately \$18,000 and a tuition and service fee waiver. University fellows can also accept assistantships of up to 50 percent time. Fellows must be registered for at least 12 hours each semester (6 in summer) for the duration of the Fellowship. Twelve month appointments require summer registration.

*Eligibility:* Graduate students who have clearly demonstrated academic promise and scholarly achievement in the field of Sociology may be nominated. Demonstration of achievement includes but is not exclusive to participating in professional associations including organizing sessions and presenting research at meetings, having publications in refereed journals, and making good progress in the program. Standardized tests (e.g., GRE) scores may also be considered. Both masters- and doctoral-level graduate students are eligible for nomination. Two competitions for University Fellowships are held each year. The first is limited to students who have been admitted to a graduate program at UIC but have not yet enrolled. The second competition is open to both continuing students and pre-matriculantes.

*Application Procedures:* Students may self-nominate directly to the DGS, their faculty advisor, or to the coordinator of their area concentration. The DGS, with advice from the Graduate

Committee, ranks applicants to be nominated for consideration by the Graduate College Awards Committee. The Awards Committee makes the final recommendation to the dean.

See University Fellowships under *Fellowships* on the UIC site for further details and current deadlines: <http://grad.uic.edu/cms/?pid=100090>

### **Dean's Scholar Awards**

These awards are given by the Dean of the Graduate College in recognition of a student's scholarly achievement. These awards are intended to provide highly qualified, advanced-level graduate students an opportunity to devote themselves to a period of intensive research without ongoing teaching obligations.

*Terms:* Dean's scholars receive a one year stipend of approximately \$18,000, a tuition and service fee waiver, and a research expenditure award of \$1,000. This award is not renewable. Dean's scholars may not accept a teaching assistantship but may accept a research assistantship in their research field for not more than 50 percent time. Scholars must be registered for at least 12 hours each semester (6 in summer) for the duration of the Award. Twelve month appointments require summer registration.

*Eligibility:* Doctoral candidates only. Only students who have successfully defended their doctoral dissertation proposal are eligible.

*Application Procedures:* Concentration areas nominate students for the award. The DGS in consultation with the Graduate Committee selects one student only to forward for review by the Graduate College Awards Committee which makes the final recommendation to the dean. Read about the Dean's Scholar Award at: <http://grad.uic.edu/cms/?pid=100091>

### **Abraham Lincoln Graduate Fellowships**

The Abraham Lincoln Graduate Fellowships are designed to expand the overall breadth of background of the UIC graduate student body:

*Terms:* An annual stipend of \$18,000 and a tuition and service fee waiver. Fellows must be registered for at least 12 hours each semester (6 in summer) for the duration of the Award. Twelve month appointments require summer registration.

*Eligibility:* Applicants must be citizens or permanent residents of the United States who have participated in a McNair Scholars Program, or have attended a Historically Black College or University, an Hispanic Serving Institution or a Tribal College. Students who come from groups that have been traditionally underrepresented in graduate programs also are eligible. Applicants must be enrolled as degree seeking graduate students at the University of Illinois at Chicago or must have completed an application for fall admission to the UIC Graduate College. Students in master's or doctoral programs are eligible for the Lincoln Fellowship.

*Application Procedures:* Students may self-nominate directly to the DGS, their faculty advisor, or to the coordinator of their area concentration. The DGS with advice from the Graduate Committee also selects from among the applicants she or he wishes to nominate. The

Department's Program Advisor will forward the completed application packages for consideration by the Graduate College Awards Committee, which makes the final recommendation to the dean.

Go to <http://grad.uic.edu/cms/?pid=100092> for further details and current deadlines.

All forms needed to complete the fellowship nomination packages are available in the Graduate College or at the Downloadable Forms (Financial Awards) section of the following site:  
<https://grad.uic.edu/cms/?pid=1000363>

## **Outside Funding**

### **Diversifying Higher Education Faculty in Illinois (formerly the IMGIP/ICEOP)**

The purpose of the Diversifying Higher Education Faculty in Illinois Program (DFI) is to increase the number of faculty and staff from underrepresented groups in Illinois institutions of higher education and higher education governing boards. The cover page (Transmittal Form) can be downloaded at:

<http://grad.uic.edu/sites/default/files/legacy/pdfs/DFI%20Transmittal%20Form.pdf>

DFI awards are available for two years for Master's students and four years for Ph.D. students. Awards are conditional: recipients must agree to actively seek and accept full-time positions at an Illinois postsecondary educational institution after graduating. For the rules for eligibility and downloadable application forms go to the DFI home page at:

<http://www.ibhe.state.il.us/DFI/default.htm>

### **Other Possible Sources**

In addition to sources of campus funding competitive awards are funded through the American Sociological Association (ASA) and national research support institutions such as National Science Foundation (NSF), National Institute of Health (NIH), National Institute of Education (NIE), or National Institute of Mental Health (NIMH). Some of these are restricted to fields of study (e.g., medical sociology) or are especially designed to aid students from under-represented groups or women. Announcements of eligibility, terms and deadlines for various awards are forwarded to students via the Department's email list serves. In addition, materials on grants and fellowships are available from the Graduate School or from the American Sociological Association and local public libraries.

## **Travel Grants**

### **American Sociological Association**

The American Sociological Association (ASA) student travel grant is very competitive. Students can find the application form on the ASA website. The applicant must be pursuing a sociology degree and a current student member of ASA at the time of application. Participation in the Annual Meeting program (e.g., paper sessions, roundtables), purpose for attending (e.g., workshop training), student financial need, availability of other forms of support, matching funds, and potential benefit to the student are among the factors taken into account in making awards. A travel award committee of the ASA Student Forum convened especially for this purpose will select awardees.

### **Graduate College and Graduate Student Council**

At UIC, there are two different travel funds, to which students can apply once in any fiscal year. One is from Graduate College (GC), and the other is from Graduate Student Council (GSC). The Graduate Student Council fund is allocated on a first come-first served basis; the maximum grant is \$300. The fund from the Graduate College has a maximum value of \$200. More information and forms are available at...

[Graduate College Student Presenter Award;](#)

[GSC Travel Award;](#)

[GSC Travel Award Application.](#)

Students may apply to both at the same time. Grant requests are processed quarterly.

## Residency / Registration Policies

### Factors in Determining State Residency

The University of Illinois is a land-grant institution supported by funding from state of Illinois tax revenue. As a state tax-supported institution, the University (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois. For information about residency policy please visit: <http://www.usp.uillinois.edu/residency/residentreg.html>

## Registration Requirements

### Master's Students

Master's students who have completed all course credit requirements but have not yet completed a graduation requirement (e.g., the master's project) are not required to register *unless* they hold a fellowship, assistantship or tuition and service-fee waiver. (Learn about Graduate College registration policies at: <http://grad.uic.edu/cms/?pid=1000024>)

*Semester Credit Hours and Coursework:* Master's students must earn at least 36 - 44 hours of graduate credit. At least 24 hours, of work beyond the baccalaureate must be earned as a master's degree candidate at UIC. At least 9 hours must be at the 500 level, excluding research seminars (595), project (597), thesis (598), and independent study courses.

*Credit:* Only 400- and 500-level courses can be applied to a graduate degree. Credit toward a graduate degree is only given for courses in which a student received a grade of A or B. (A detailed description of course requirements appear in the section of this manual titled *MA Degree*)

*Requirements.*)

### **Doctoral Students**

PhD students are required to maintain continuous registration, except for documented medical or other extraordinary reasons. If illness or other emergencies occur, a Graduate Petition for Leave of Absence must be submitted to the Graduate College. (See *Registration Policy* below)

Graduate College registration policy can be viewed on-line at:

<http://grad.uic.edu/cms/?pid=1000024>

*Credit for Prior Master's Degree:* Students may receive 32 semester hours of credit toward the doctoral degree if approved by the DGS and the Graduate College at the time of admission. This applies to doctoral candidates with a master's degree or its equivalent from UIC or another accredited institution. Degree equivalency from foreign institutions is determined by the Office of Admissions. The 32 hours are subtracted from the total hours required from the baccalaureate to the PhD.

*Semester Credit Hours and Coursework:* Doctoral students must earn at least 96 hours of graduate credit. At least 48 semester hours beyond the master's level or its equivalent must be taken at UIC. All doctoral students must meet the department's formal course requirements for a master's degree within the 96 hours.

*Credit:* Only 400- and 500-level courses can be applied to the degree. Credit toward a graduate degree is only given for courses in which a student received a grade of A or B.

A detailed description of the program's course requirements can be seen in the section of this manual titled *The Doctor of Philosophy Degree*.

Doctoral candidates must be registered for credit the term in which they defend their dissertation proposal (part 2 of the Preliminary Examination). They must also register continuously each semester (excluding summer) after passing the preliminary examination and until successfully defending the dissertation. Domestic Students may petition for 0 hours registration once the preliminary exam is passed, assuming all requirements are completed except for the dissertation. Students must register for the summer term if they are taking the preliminary exam during that term. (International Students must consult with OIS for registration requirements).

NOTE: Candidates who defend the dissertation during the first 10 days of a fall or spring term, or during the first 5 days of a summer term, do not have to register for that term. A student who defends after the 10th day (5th in summer) must be registered.

If the student holds a fellowship, assistantship and/or tuition waiver for the duration of the semester, then registration is mandatory for the number of hours required to hold the award or assistantship. Students holding a student visa usually do not have to register if they leave the county by the 10th day (5th in summer), although these student should ALWAYS consult with OIS.

This does not affect the registration requirement to take the Preliminary Examination, or the continuous registration requirement from Prelim to defense (unless defense will occur in the first days, 5 in summer, of the term).

See Graduate College registration policies for doctoral defense at:

<http://grad.uic.edu/cms/?pid=1000360>

PhD students who hold a fellowship, assistantship, or a Board of Trustees (B.O.T.) tuition and fee waiver must register each semester for the number of hours required by their award, even if they have completed all degree requirements except the dissertation. (See also section *Leaves of Absence*.)

### **Time Limits**

Candidates in the MA program, which requires a minimum of 36-44 hours of graduate credit, must complete all requirements within five consecutive calendar years after their initial registration in the Graduate College. Students in the PhD program must complete all requirements within six consecutive calendar years. Students pursuing more than one degree at the same time will be given an additional two years. Students who do not graduate by these deadlines will be dismissed from the Graduate College for failure to progress, unless they have petitioned for an extension and had the extension granted. Time spent on a leave of absence approved by the program and the Graduate College is not counted toward the degree time limit

### **Leaves of Absence**

Graduate students who have completed one term are eligible for a one semester leave of absence (fall or spring) plus the summer session off without formal leave approval from the Graduate College. Students may also extend their leave to one year maximum. Requests for leave are initiated with Advisors and endorsed by the Director of Graduate Studies. A petition for "Leave of Absence" must be submitted to the Graduate College by the tenth day of the semester for which leave is requested. Time spent on approved leave does not count towards the time to complete the degree.

After returning from an approved leave, a second leave will be endorsed by the Department for medical or other extraordinary reasons. Students on approved leaves of absence will not be covered by the health and personal accident insurance plan. Students are responsible for meeting the associated deadlines, filing the appropriate forms and resultant charges.

Students generally ineligible for leaves of absence include:

- International students who hold an F-1 or J-1 visa,
- Doctoral candidates who have passed the preliminary exam, and
- Non-degree students.

International students must register each fall and spring semester due to visa requirements. If an illness, birth, or family emergency occurs, however, students with these visas may petition the Graduate College for a Leave of Absence after obtaining written authorization from the Office of

International Services. Students who remain in the country are rarely granted such leaves by that office.

### **General Registration Policies**

Students who have completed all coursework, examinations, and all degree requirements except the dissertation, and who do not wish to register for additional coursework, may register for zero hours under option A or B, below. A Graduate College petition to register for zero hours must be submitted prior to the start of the term. Blank petitions are available from the Academic Program Coordinator in the departmental front office. Students do not have to re-petition if they remain in sociology department, continue to make satisfactory academic progress, and are within the time frame for degree completion. Registration options may be found at:

<http://grad.uic.edu/cms/?pid=1000024>

## **Administration of the Graduate Program**

### **The Student**

#### **Student Responsibilities**

Students are largely responsible for the management of their program of study as guided and constrained by the Department and by the rules of the Graduate College. Should occasions arise that require adjustment between the student and the Department and/or Graduate College, students should take immediate action to resolve the issues by consulting with their advisor, the Academic Program Coordinator or the Director of Graduate Studies. Students should read all the elements of this handbook carefully, so that they know the expectations of the Department and the Graduate College. Policies on grading, registration, and residency are spelled out in later sections.

Students must provide the Graduate Program Advisor with copies of all petitions, exceptions, or other records of special accommodations in their program; these copies need to be filed so that they are accessible if questions arise in the future. In addition, students are responsible for seeing that documents evaluating their status in the graduate program, such as copies of annual evaluations, commendations or other communication, are current and in their files. These records are consulted at times of student employment, assistantships, and award and fellowship nominations.



Students should also keep the Graduate Program Advisor informed of their addresses and telephone numbers and any change in their graduate status.

### **Student Resources**

Sociology graduate students receive office space, access to a phone and computer in their office, and an ACCC account that allows them access to all programs that UIC has a site license for, such as SPSS, Eudora, Adobe Professional, qualitative data analysis programs and others. In addition, all students may have swipe card access to the computer lab located in the middle of the department. The department's Undergraduate Secretary can provide this access. The computer lab door MUST be kept locked at all times.

The Department of Sociology supports wireless internet access.

*Net ID and Enterprise ID:* IDs allow students access to their UIC e-mail and the UIC Student Self Service Information System. The Enterprise ID allows students access to the Self Service System in order to register for courses, check billing information and financial aid, and change address, among other things. For more information on setting up a Net ID and Enterprise ID visit: <http://orientation.acc.uic.edu>

*Online Course Registration:* Use the following website to register for courses:  
<https://apps.uillinois.edu/selfservice/>

*Student IDs (i-Cards):* Cards can be obtained from the Photo Identification Office. Offices are located in Suite 1790 Student Services Building (1200 West Harrison Street) and 242 Student Center West (848 South Wolcott Avenue). Information about I-Cards can be obtained by calling (312) 413-5940.

*International Student Services:* Services for international students, including visa clearance for TA appointments, are available through the Office of International Services (OIS). OIS is located in Suite 2160 Student Services Building (1200 West Harrison Street). Their phone number is (312) 996-3121 or visit them online at [www.ois.uic.edu/](http://www.ois.uic.edu/)

*NESSIE System (Human Resources/Employment System):* NESSIE is used to archive your employment and payroll information. Here is the link for the system:  
<https://nessie.uhr.uillinois.edu/cf/index.cfm>

*Parking Services:* UIC parking permits can be obtained from the UIC Parking Office. Customer Service Offices are located in Suite 2620 Student Services Building (1200 West Harrison Street) and in 217 Student Residence Hall (818 South Wolcott Avenue). Parking information can be obtained by calling (312) 413-5800.

*U-Pass (CTA Student Pass):* All full-time UIC graduate students receive a U-Pass. The U-Pass entitles the student to unlimited rides on all Chicago Transit Authority buses and trains during academic terms. More information on the U-Pass and information on U-Pass distribution can be found on-line at: <http://www.uic.edu/depts/idcenter/upass.shtml>

*Student Health Insurance:* Student enrolled at UIC automatically are enrolled and billed for CampusCare, the student health insurance. Health services are provided by the Family Medicine Center of the University of Illinois Hospital. For more information about CampusCare insurance, visit: <http://www.uic.edu/hsc/campuscare/>

For more information on specific services covered by CampusCare and offered through the Family Medicine Center, visit:

[http://chicago.medicine.uic.edu/departments\\_\\_\\_programs/departments/fammed/](http://chicago.medicine.uic.edu/departments___programs/departments/fammed/)

*Housing:* UIC does offer housing for graduate and professional students in the Single Student Residence (SSR) on the West Campus. Additionally, they also have updated listings of local apartment vacancies. For more information about on and off campus housing, visit:

<http://www.housing.uic.edu/>

## **Advisors**

### **The Director of Graduate Studies (DGS)**

The Director of Graduate Studies (DGS) works with the Department Head and the Graduate College to organize all aspects of the graduate program. The DGS oversees the recruitment and admissions process, graduate student funding, and along with the major advisors monitors students' academic progress in the program. It is the responsibility of the DGS together with the Graduate Program Coordinator to publicize and implement program requirements and inform students and their advisors of the policies, rules, and procedures of the Graduate College.

### **Faculty Advisor**

Every student must have a faculty advisor who is a member of the Sociology Department graduate faculty. Just prior to the beginning of the fall term, the Director of Graduate Studies will designate an advisor for each incoming new student unless a student requests a particular faculty advisor prior to her/his first semester. At the end of their first program year, students will select their program advisors. The advisor meets with the student and guides the student's course of study within the constraints of the graduate program curriculum. Advisors will sign the student's annual report which lists course work during the student's first year along with grades and briefly describes the student's plan to complete the MA. This description lists course work planned for the upcoming fall, describes the data set to be used for the MA, and notes which seminar on the analysis of data (Soc 509) the student plans to take. This does not mean that

advisors, once chosen, cannot be changed. Students can and should change advisors during the course of the program to account for changing interests or turnover among the faculty.

*The Advising Hold:* Every semester an “advising hold” prohibits students from registering for classes until they have consulted with their advisor. The advisor will notify the Graduate Program Coordinator to lift this hold after talking to a student about his/her progress and plan of study. If you don't have an advisor, the DGS is your advisor until you choose one.

### **Graduate Student Buddies**

In addition to advisors, incoming students are assigned a more advanced student in the department to be a “buddy.” The buddy system is meant to provide new students with a peer source of support and information and informally supplements the role faculty advisor.

### **The MA Project Committee**

The MA project is an empirical research paper. We expect this paper to be completed by the end of the second year in the program. The project proposal should be approved by the advisor before the work begins. The final project report will be read by a committee of two: the primary advisor, a faculty member with a 50 percent or greater appointment in the Sociology Department, and a second reader, who may have a primary appointment outside Sociology, but whose expertise is appropriate to the project. This committee will determine if the project meets department standards. The committee will notify the student and the DGS of the results of their evaluations. (Also see “Research requirements: The MA Project” under *Degree Programs* in this manual)

### **The PhD Area Exam and Dissertation Proposal Committee**

Students in the Ph.D. program must pass a Preliminary Examination. This exam consists of a written examination of your knowledge base in your area. This exam is created by the members of the Area (R.E.G. or W.O.E.) who make up your Area Committee. In addition to your Area Exam, you are given an Oral examination of your proposal for your dissertation by your Dissertation Proposal Committee. This Committee consists of your advisor (Committee Chair) and at least 4 four additional faculty. At least one of these four must be tenured faculty at UIC and at least one of the four members of the committee must be from outside the department (and may be from outside the university). If the outside member is from another institution, students must provide this person's credentials (vita) to the Graduate College. Three of the committee members must be in the sociology department, and the chair must be a voting member of the Sociology Department with at least a 50 percent appointment.

The chair and committee are formally appointed by the Dean of the Graduate School. After your Preliminary Examination is completed, this committee will generally remain as your PhD Dissertation Committee although members may be replaced if necessary. Early selection of the PhD committee provides the student with guidance especially suited to her or his interests and assures that an appropriate plan of work is developed and followed. The Ph.D. committee will act as the student's academic advisory body throughout the pursuit of the degree. The committee is expected to be available for student program planning, discussion of professional development, and consultation and direction on thesis and dissertation research. Committee members are expected to be well acquainted with the student's progress at all times after the

committee's formation. To this end, a student is expected to keep the committee members fully informed of progress toward the degree.

Graduate faculty and students often recognize that later changes in membership on the Ph.D. committee may be desirable, especially when dissertation projects change. Students are encouraged to make certain that members of their committee remain appropriate to their substantive interests and that the chair is the faculty member who best can assume primary responsibility for direction of the dissertation.

Members of the faculty who leave the University may remain on MA and PhD committees. In these cases, the department head informs the Graduate College of the names of the student(s) on whose committee(s) the retiring faculty is a member and requests that the member remain on the graduate faculty until the student's supervision is complete.

### **The Graduate Faculty**

Membership in the Graduate College is granted to faculty by the Dean of the Graduate College or his/her designee on behalf of the Executive Committee of the Graduate College. Tenured or tenure track faculty members at the level of Assistant Professor, Associate Professor, or Professor are eligible for appointment to the Graduate Faculty.

Members of the Graduate Faculty with at least a 50 percent appointment in the Department of Sociology may chair MA committees and doctoral dissertation committees. Graduate faculty with less than a 50 percent appointment or with adjunct or courtesy appointments in the department may co-chair MA and PhD committees or be additional member(s) of the basic committee. Faculty in the Department of Sociology who are full members of the Graduate College and their rank are:

<b>Name</b>	<b>Rank</b>	<b>% Appointment</b>
Richard Barrett	Associate Professor	100
William Bielby	Professor	51
William Bridges	Professor Emeritus	0
Richard Campbell	Professor	0
Sharon Collins	Associate Professor	100
Kathleen Crittenden	Professor Emerita	0
Claire Decoteau	Assistant Professor	100
Nilda Flores-Gonzalez	Associate Professor	50
Lisa Frohmann	Associate Professor	0
Lorena Garcia	Assistant Professor	50
Rachel Gordon	Associate Professor	50
Anna Guevarra	Assistant Professor	50
Elena Gutierrez	Associate Professor	0
Sydney Halpren	Professor	100
Cedric Herring	Professor	50
Maria Krysan	Associate Professor	50
Paul-Brian McInerney	Assistant Professor	100
Naoko Muramatsu	Associate Professor	0

Anthony Orum	Professor	100
Pamela Popielarz	Associate Professor	100
Pamela Quiroz	Associate Professor	0
Barbara Risman	Professor	100
David Rubinstein	Professor Emeritus	0
Kerry Anne Rockquemore	Associate Professor	0
Laurie Schaffner	Associate Professor	75
Mildred A. Schwartz	Professor Emerita	0
Moshe Semyonov	Professor	100
Richard Warnecke	Professor	0
R. Stephen Warner	Professor Emeritus	0

## Academics

### Concentration Areas

The department's concentration areas are Race, Ethnicity, and Gender; and Work, Organizations, and the Economy.

### Race, Ethnicity, and Gender

The **Race, Ethnicity, and Gender (REG)** program integrates theory and research on three key dimensions of social organization: race, ethnicity, and gender. It explores how these dimensions, both independently and in relationship to each other, affect individuals, groups, and societies. Areas of faculty expertise include: race and the labor market, gender and the family, theories of racism and racial and ethnic identity, intergroup beliefs and attitudes, immigration, racial and ethnic demography, gender and racial stratification, and race and social movements. REG faculty examine how race, ethnicity, and gender operate as axes of stratification and also of solidarity across a range of social institutions (work, family, labor markets, housing, religion, schools, social movements, social policy, criminal justice and politics) both in the US and other areas of the world. We employ diverse research methods, including ethnography, surveys, demographic methods, and in-depth interviews. The sociology department's faculty expertise in REG is complemented by other programs at UIC, including the Institute for Research on Race and Public Policy, Institute of Government and Public Affairs, Center for Research on Women and Gender, Department of African-American Studies, Department of Criminal Justice, Department of History's Graduate Concentration in Work, Race, & Gender in the Urban World, programs in

Latin American and Latino Studies and Gender and Women Studies. Students should feel free to seek out faculty in these other units for additional coursework, research opportunities, and advice.

***R.E.G. Faculty*** in the Department

- Richard Barrett
- Sharon Collins
- Claire Decoteau
- Lorena Garcia
- Nilda Flores-Gonzalez
- Rachel Gordon
- Anna Guevarra
- Cedric Herring
- Maria Krysan
- Anthony Orum
- Pamela Popielarz
- Barbara Risman
- Laurie Schaffner

***Other UIC Faculty Associates***

- Kerry Ann Rockquemore

***Course Requirements***

- Sociology 524 - Sociology of Gender
- Sociology 525 - Race and Ethnic Relations
- Sociology 541 - Social Stratification
- Sociology 547 – Social Organization
- Two units of Sociology 520 Topics in Race, Ethnicity, and Gender. Topic seminars (i.e. SOC 520) taken in the master’s program may be applied to this requirement.

**Work, Organizations, and the Economy**

The Work, Organizations, and the Economy (WOE) program investigates the social structure and social institutions of production, consumption, and distribution in contemporary societies. Current research projects include the organization of research and development in the United States and Japan, social network processes in voluntary associations, internal labor markets and the displacement of older workers, market and organizational influences on wage inequality, the impacts of the Internet, and the structure of intergenerational transfers of wealth. Members of this specialization also share research interests and collaborate with colleagues in other specializations. As a major node in the global economy, Chicago provides an environment rich in private, non-profit and government organizations that offer outstanding research opportunities.

***W.O.E Faculty***

- William Bielby
- Sharon Collins
- Rachel Gordon

- Anna Guevarra
- Sydney Halpern
- Cedric Herring
- Paul-Brian McInerney
- Pamela Popielarz
- Moshe Semyonov

### ***Course Requirements***

- Sociology 541 - Social Stratification
- Sociology 547 - Organizations
- Sociology 525 – Sociology of Race and Ethnicity
- Sociology 524 – Sociology of Gender
- At least two units of Sociology 540 - Seminar: Social Organization. Topic seminars (i.e., SOC 540) taken in the master's program may be applied to this requirement.

*Changes in Concentration Areas:* Program changes occasionally may happen during a student's tenure. For example, changes in the department through faculty attrition or retirement may cause a concentration to be reduced or dismantled. In these cases, University policy requires the department to grandfather in students with the options that existed upon their acceptance into a degree program and assure students can finish within the concentration if they so desire.

*Petitioning Concentration Areas for Course Credit:* Students can petition concentration areas to substitute required course credit by presenting a copy of the course syllabus and course description to their advisor and to the Area Coordinator. The advisor and area coordinator if necessary may consult with other area faculty but will make the final determination together. Approved petitions are recorded in writing and forwarded to the DGS for signature. Students are responsible for assuring that documentation is placed in their file.

*Final Examination for Core Courses:* In order to train students and assess student competence in the substantive core of REG and WOE, the student will take a rigorous closed-book exam in each of those courses. Exams will be pass/fail. A "failure" requires a second faculty reader appointed by the DGS. In order to pass the core courses, these final examinations must be passed. The core courses will be reviewed and revised as necessary every two years.

## **Degree Programs**

The Graduate College requirements for the Master's and PhD degrees are outlined in the University of Illinois Graduate Catalog viewed at: <http://grad.uic.edu/cms/?pid=1000030> The UIC Graduate College Home Page contains the most up-to-date information available and is updated more frequently than the print publications. It is the student's responsibility to learn and periodically review it, paying special attention to requirements for the degree sought. The discussion that follows includes some repetition of Graduate College requirements but focuses specifically on those requirements that are applicable to our department. Where the department requirements exceed those of the Graduate College, they replace the Graduate College standard.

## The Master of Arts Degree

### General Requirements

Students in the master's program must earn at least 36-44 credit hours beyond the baccalaureate and register for a minimum of 24 hours per year in core graduate courses while a degree candidate at the University of Illinois at Chicago campus. In addition to core course requirements, degree candidates must successfully write an empirical research paper referred to as the Master's Project. (The department does not require a master's thesis.) Failure to complete a master's project within five years terminates the student from the graduate program. Deadlines to file for graduation are found on the Graduate College website.

### Course Requirements

Graduate students in the department's master's program typically earn between 36 and 44 graduate credit hours in residency. Courses at the 400- and 500-level only are considered graduate level and count towards the degree. At least 9 credit hours must be at the 500 level. Independent studies (SOC 596) and project research (SOC 597) are not counted towards the 500 level course requirements.

Students should plan to complete the program within two years. Below is the expected sequence for students to meet course requirements for the degree.

#### *First Program Year Sequence*

Course	Fall	Spring
Statistics	SOC 401	SOC 402
Research Methodology	SOC 500	SOC 501 (CAS Practicum I)*
Theory	SOC 585	SOC 587
Proseminar	SOC 595	

\*Chicago Area Study

Students should select their program advisor no later than the end of the first program year. The advisor may be the faculty member initially designated to a student or may be changed to better reflect the student's interests. (Also see *The Advisor*) Among their other responsibilities, advisors sign the student's first year Annual Report which lists course work taken and grades earned and briefly describes the plan to complete the MA. This plan details courses the student expects to take in the upcoming fall semester, including which analysis of data (Soc 509) seminar they intend to take, and describes the data set the student intends to use for his or her MA paper. (Also see *Annual Reporting Requirements*)

When registering for the second year fall semester, students will select one of two Soc 509 methods seminars offered, either Soc 509 (CAS Practicum II) or Soc 509 (a rotating methods seminar). Students choose which 509 to take based on the data and analysis they plan to use in their major research project. For example, MA students planning an MA paper based on data collected during Soc 501 (CAS I) will enroll in Soc 509 (CAS II). Alternately, MA students planning to use data collected in Soc 500 or other sources will enroll in Soc 509 (rotating



methods). The selection should be made with the knowledge and consent of the student's advisor. (Advisor will approve removing the student's "Advising Hold".)

### *Second Year Sequence*

#### **Fall**

SOC 509 (methods or CAS II)  
SOC 524 OR 525 (social inequality requirement)  
SOC 597 (MA project research)

#### **Spring**

SOC 520 OR SOC 540 (Area seminar)\*  
SOC 541 OR SOC 547 (social organization requirement)  
SOC 597 (MA project research)

\*In the spring semester of the second program year students should take a substantive seminar required by the anticipated PhD concentration area.

### **Transfer Credit**

The Graduate College website describes transfer credits rules and restrictions for an advanced degree. (See <http://grad.uic.edu/cms/?pid=100055>) "Transfer Credit towards an Advanced Degree" forms are available from the Program Coordinator in the Sociology Department office. In general, students may petition the Graduate College to transfer credit towards an advanced degree if they

- took graduate courses at another institution or from a different graduate program at UIC;
- took graduate courses while an undergraduate at UIC; or,
- took courses in the department as a non-degree student.

### **Credit for Previous Coursework**

Students may petition the DGS and the Graduate Committee for course exemptions if they have taken similar courses at the graduate level. Petitioning the DGS for course exemptions is separate and distinct from petitioning the Graduate College to transfer course credit. Credit/No Credit courses cannot be used toward degree requirements. In addition, independent study courses may not be substituted for any required substantive course such as theory, methods, or statistics or any other nonelective course. To petition student should...

- discuss this possibility with the instructor(s) of the required course(s),
- send the Director of Graduate Programs a written request (either hard copy or email) along with a copy of the "equivalent" course syllabus along with statement from the instructor stating their support or nonsupport of the petition.

These, along with a record of the DGS' and the Graduate Committee's final decision will be placed in the student's program file. Students are responsible for following up and assuring their file is up to date.

### **Course Credit from Other Universities**

#### **CIC Traveling Scholars**

Students may take courses at any Big Ten university, including Northwestern University and the University of Chicago, through the CIC Traveling Scholar Program (see the Graduate College

Catalog: <http://grad.uic.edu/cic-traveling-scholar-program-0>) Students may, in addition, take summer courses at the University of Michigan's Summer Institute in Survey Research Techniques (ICPSR) (<http://www.isr.umich.edu/src/si/>). **Electives taken under these programs must have the approval of the student's advisor. Courses taken at other campuses are considered part of the student's normal load.** Students intending to meet substantive (i.e. nonelective) program or Area requirements through the CIC Traveling Scholars Program must petition the department to do so. Departmental procedures for transferring credit can be seen in the section *Transfer Credit and Course Exemptions*. See *Petitioning the Department for Equivalency of Graduate Course Work*. Grades for courses transferred from another institution will not be included in computing the grade point average. Graduate college policy on credit transfers can be found at <http://grad.uic.edu/transfer-credit>.

### **Grandfathered Students**

Some options in the Department have changed in recent years. However, students are guaranteed the ability to pursue options that existed upon their acceptance or transfer into a degree program. For example, the Health and Medicine option is no longer available in its original form, but the Department will find a way to assure that any student who wants to will be able to finish within the area.

### **Research Requirements: The Master's Project**

The Department of Sociology requires students to write a master's paper (Master's Project) based on empirical research. A thesis, which requires a formal committee defense, is not required. Students should plan to complete the master's paper no later than the summer following their fourth semester. Third year funding *may* be suspended if normal progress is not made.

In order to complete the MA degree within the expected time framework, students should identify a research topic and start work during the summer after their first year in residence. Ideally, this should be done before, but no later than, the third semester in residence. Our methods sequence, in particular SOC 501 (the Chicago Area Study practicum) taken in the second program semester is designed to help incoming students develop an empirical research question suitable for their master's project. (Incoming students with MA degrees in sociology focus on questions suitable for dissertation research.)

The master's project is intended to be a research exercise on a focused and manageable topic. It does not have to involve some completely new contribution to knowledge. It can be a replication of an earlier investigation or a modest attempt to extend an established hypothesis. It should be focused on a well-defined topic with restricted scope and carried out with care and rigor. Completed papers are usually the length and scope of a journal article and eventually should be published.

There is no unique sequence of steps that should be taken in order to define an appropriate problem. Some students enter the graduate program with a defined interest. Others may be able to identify a paper topic from course work or readings. Writing term papers for courses gives students an opportunity to get the background understanding and information which will enable them to sense a problem that is both interesting and of reasonable scope.

Sources of stimulation and advice for MA papers are class work, discussions with other students, attendance at professional meetings, and familiarity with the relevant literature. Some portion of the research in which a faculty member is engaged may be developed as an MA paper. Each professor has interests and ideas that may provide stimulating suggestions. The student should familiarize her-or himself with faculty members' research interests; the faculty welcomes an opportunity to get acquainted

It is the student's responsibility to take the initiative to engage in those activities which lead to the identification of a paper topic and the formation of a committee. Students should consult closely with their advisor, engage faculty, and read previous master's papers. Students' progress towards the degree is reviewed annually (see the section *Annual Reporting Requirements for Graduate Students*.) Failure to complete an MA project before the third year may affect funding. Students in their fourth year of study must normally be post-MA to receive funding. Students who fail to complete a successful master's project within five years are terminated from the graduate program. Deadlines to file for graduation are found on the Graduate College website.

*The MA Committee:* supervises the student's master's project, reads and comments on master's papers in the draft stages, and evaluates the final paper. The committee consists of two faculty members who will supervise work throughout the preparation of the paper with the major advisor taking chief responsibility. The student's major advisor should have at least a 50 percent appointment in the department. The second committee member may be from inside or outside the department. When a student and his or her committee agree enough progress has been made, the student should prepare a proposal for review. If both members of the committee approve the proposal, the student can then proceed to active research and writing. If approval is not given, the student should complete suitable revisions before work on the project begins. Students have the responsibility of keeping their advisors informed of their progress and of consulting with their committee when encountering any major problem. Once the master's project is complete it should be carefully edited and typed, and turned in to the student's committee. At the same time the student should download and fill out the "Master's Project Certificate of Approval Form" which is found on the Graduate College website:

<http://www.uic.edu/depts/engl/forms/CertificateofApprovalMAproject.pdf>. This form is then given to the Academic Program Coordinator who will forward it to the student's major advisor. The major advisor will obtain the signatures for the two committee members and return it to the Program Coordinator. The Program Coordinator will obtain the signature of the DGS, make a copy for the files, and forward to the Graduate College.

### **The Chicago Area Study (CAS)**

The Chicago Area Study (CAS) is a multi-disciplinary, collaborative UIC initiative (sponsored by the College of Liberal Arts and Sciences, the Institute of Government and Public Affairs, and the Institute for Research on Race and Public Policy) for integrating basic social science research, engaged policy relevant research, and graduate training. This is accomplished through yearly original social science data collection, structured around a two semester graduate research methods training practicum. Semester one (SOC 501) is a required course in which students engage in methods of collecting data that can answer basic social science questions as well as address substantive topics relevant to issues of race/ethnicity in the urban context. In semester

two (SOC 509), which is not required, students undertake data analysis; that is, they structure and interpret data collected in SOC 501. Data collection methods and techniques for the analysis of data will vary each year (face-to-face survey, telephone survey, qualitative analysis.) as will the specific topic of the study.

### **The Doctor of Philosophy Degree**

The PhD degree symbolizes the student's ability to conceive and independently conduct original research and produce scholarly work. The Department of Sociology's doctoral program requires a minimum of 64 credit hours beyond the MA, or 96 credit hours beyond the baccalaureate. At least 48 semester hours beyond the master's level or its equivalent **must** be taken as a degree student at UIC.

Students entering with an MA degree should plan to finish the program in about three years. Students admitted to the PhD program with an MA degree in sociology from another institution must satisfy the requirements of the UIC program but may be granted up to 32 semester hours of credits toward the doctoral degree if approved by the DGS and the Graduate College at the time of admission. The 32 hours are subtracted from the total hours required from the baccalaureate. No petition is necessary. Degree equivalency from foreign institutions is determined by the Office of Admissions.

**Applying to the Ph.D. Program** Students who earn their MA from the UIC Department of Sociology should petition the Graduate Committee for admission to the PhD program. This petition is a statement of intent to continue towards the PhD, and should be completed no later than 4 weeks *before the end of the last term of the master's program*. Petitions should come **ONLY** from students who have completed all of the required MA course work **AND** who have their MA paper signed off on by both readers. The petition should include your latest annual report (an electronic version is fine) and a letter of reference from your first reader. The Graduate Committee will consider this record, as well as grades and other evidence of standing in the program that the Committee deems appropriate, such as the student's pace in the program. Students will be notified in writing of the Committee's decision no later than two weeks before the end of term. The committee may decline the student's petition at which point the student is terminated. Conversely, the committee's approval of the petition means the student may continue in the program to work on the PhD.

Students moving into the department's doctoral program should be aware that credits earned while completing the master's degree, which are **NOT** used to earn that degree, may be applied towards the 64 hour post-MA credit requirement for the Ph.D., with the approval of the DGS. "Transfer Credit towards an Advanced Degree" forms available from the Department of Sociology, 4102 BSB, 1007 W. Harrison, 4th floor or Graduate College, University Hall (UH) 601 S. Morgan Street 6th floor.

### **Course Requirements:**

All the courses required for the master's degree are considered *prerequisites* for the doctoral program. Students must finish their statistics sequence (Soc 401 and 402), their methodology sequence (500 and 501) and their theory sequence (Soc 585 and 587). In addition, they must complete one social organization course (SOC 541 or SOC 547), one social inequality course

(SOC 524 or SOC 525), one concentration area seminar (SOC 520 or SOC 540) and one methods seminar (509) prior to doctoral studies.

The course work required *beyond* the course work for the master's degree is as follows:

- SOC 509 (research methods seminar);
- 4 credits of social inequality (SOC 524 or SOC 525);
- 4 credit hours of social organization (SOC 541 or SOC 547);
- A minimum of 4 credit hours of concentration area seminars (SOC 520 or SOC 540).

Courses in social inequality and social organization taken while earning the master's degree may not be repeated. Students are strongly encouraged to take more methods and substantive courses than these minimum requirements. Students should discuss their plan of work with their doctoral advisor.

### *The typical third year (PhD) Course Sequence*

#### **Fall**

SOC 509  
SOC 524 OR 524 (social inequality)  
Area seminar or elective

#### **Spring**

SOC 4/5xx (elective)  
SOC 541 OR SOC 547 (social organization)  
Area seminar or elective

Beyond the course sequence outlined above students will take additional credit hours to meet the 64 post-MA credit hour requirement for the PhD. These hours may include electives, independent studies (SOC 596), and/or thesis research (SOC 599). Additional coursework should be chosen in consultation with the PhD program advisor. PhD students must enroll for a minimum of 9 credit hours each semester. *Students with fellowship, teaching and research assistantships and foreign students may have other enrollment minimums and should check the Graduate College webpage. (Also see Leave of Absence policy.)*

Students are expected to take their area exam during their fourth program year or its equivalent in number of post-MA course credit hours. Students also should plan to write their dissertation proposal during the second half of their fourth program year or its equivalent in number of post-MA course credit hours.

#### **Previous Graduate Course Work**

Students may petition the DGS directly to opt out of a required graduate course if a similar course was taken previously and if the required course is not tied to area requirements. Credit/No Credit courses cannot be used toward degree requirements. In addition, independent study courses may not be substituted for any required substantive course such as theory, methods, or statistics or any other non-elective course. To petition the DGS the student should ...

- discuss this possibility with the instructor(s) of the required course(s),
- send the Director of Graduate Studies a written request (either hard copy or email) along with a copy of the “equivalent” course syllabus along with statement from the instructor stating their support or nonsupport of the petition.

These, along with a record of the DGS' final decision, are placed in the student's file in the department. Students are responsible for following up and assuring their file is up to date. See also *Petitioning Concentration Areas for Course Credit*.

Option A: Register for zero hours of credit in thesis research (599) each semester until the degree is awarded (excluding summer unless defending dissertation). Range IV tuition and fees are assessed; *or*

Option B: Must petition for each renewal and specify Option B. Students are charged range IV tuition but no fees are assessed. Students may select one to two terms with each petition. Students who elect this option are ineligible for student health insurance, library and laboratory privileges, computer facilities, and loan deferment.

Permission to use either Option A or B will be considered by the Graduate College upon petition supported by the student's program advisor and the DGS. For Option B, the department must certify that no use of University facilities will be made. Students must re-file a petition for Option B by the 10th day of the term (5th for summer).

Students must complete the MA Project or defend the dissertation by the degree deadline, regardless of which option is chosen. Graduate students who fail to register for two terms in a row (excluding summer) without taking an approved leave of absence must re-apply to Graduate College and be readmitted to the program. Readmission is not guaranteed.

*MA Students* are not required to register if they have completed all course credit requirements, even if other requirements remain (e.g. Master's Project.) Master's students holding a fellowship, assistantship or tuition and service-fee waiver are exceptions. (International Students should see OIS for registration requirements.)

*Doctoral Students* must be registered for credit the term in which they take the preliminary exam and must be registered continuously (excluding summer) after passing the preliminary examination until they successfully defend the dissertation. If students take the preliminary exam or defend their dissertation during the summer term they must register for that term. Students with a fellowship, assistantship, or tuition and fee waiver must register each semester for the number of hours required by their award, even if they have completed all degree requirements except the dissertation."

*Students do not have to register if:*

- they defend the dissertation during the first 10 days of a fall or spring term, or during the first 5 days of a summer term
- they are graduating and have completed all requirements for the degree prior to the first day of a fall or spring semester or a summer session;
- they submitted their dissertation to the Graduate College after the last day of a semester or summer session but before the first day of the next semester or summer session. They do not have to register the following semester. Their registration for the previous

semester applies.

- their *only* remaining requirement for graduation is to remove a course grade of Incomplete (IN); students do not have to be registered to remove the IN and graduate. However, students who do not remove any remaining IN grade(s) by the end of twelve consecutive months subsequent to that in which the IN was received will not receive a grade for that course.

## Progress in the Program

### Grading and Graduate Standing

Coursework is fundamental to earning a graduate degree, and master's and doctoral students are expected to earn a grade of "B" or higher in all substantive courses required by the Department or by a concentration area. Students receiving a grade of "C" or lower must retake the course. For example, a student receiving a "C" grade in SOC 401, 402, 485, 487, 500, or 501 must retake the course. Similarly, a student receiving a grade of "C" in SOC 424, (a course required by REG) must retake that class for credit the next time the course is offered. The same applies to any other non-elective required by an area. These courses are listed under the section of this manual entitled *M. A. Degree*

### *Requirements*

Students who receive two grades of "C" will be reviewed by faculty in conjunction with the DGS during the annual evaluation to determine if the student should continue in the graduate program.

Only SOC 597 (Project Research), and SOC 599 (Thesis Research) fill program requirements graded using S—Satisfactory; U—Unsatisfactory.

Students receiving grade(s) of "IN" (incomplete) must remove them by the end of twelve

consecutive months subsequent to that in which the IN was received, or the next time the course is offered if the course is not offered within the 12 consecutive months..

Graduate College policies with regard to academic standing can be found at (<http://grad.uic.edu/cms/?pid=1000106> )

### **Assessing Progress in the Program**

Students' academic achievement and progress in the program are considered routinely by the Graduate Recruitment and Admissions Committee, the DGS, and the area concentration faculty. MA students seeking to advance to the PhD program must make normal progress in the program which is determined by the Committee and the DGS. Similarly, students eligible for Departmental funding, candidates for nomination for university-wide funding, and students eligible to take the area preliminary exam are judged by the faculty as to progress toward their degree. The following criteria define "normal progress."

### **Course Load**

Maintain a full time course load. Students should be enrolled on a full time basis (9 credit hours) during the regular academic term, (excluding summer) until they finish all requirements, except for the project or thesis. Graduate College Fellows and international students are required to register for 12 hours. International students are considered full-time in the program if they

- enroll for 12 or more hours of credit, or
- hold a 50 percent appointment as a teaching or research assistant and enroll for at least 8 hours of credit, or
- hold a 33 percent time appointment and enroll for at least 10 hours of credit.

### **Grades**

Maintain a grade point average of "B" or better and receive a grade of "B" or better in all required courses. Required courses are non-elective courses detailed in the *Course Requirements* section of the manual under *MA Degree Requirements* and the *PhD Course Sequence* under *The Doctor of Philosophy Degree*. Although a "B" average is sufficient to remain in the program, an accumulated GPA in higher than 3.0 is highly desirable and is expected of students receiving departmental support. Grades are related to performance on master's papers, preliminary examinations, and the completion of PhD theses. Incomplete grades ("IN") should be avoided. The time required in the subsequent semester to make up an incomplete grade can be detrimental to the student's progress. Incompletes can be regarded as evidence of lack of normal progress toward degree.

### **Rate of Advancement**

Complete coursework and research projects in a timely manner. The maximum times allowed by the Graduate College for completion of degrees should not be considered as normative.

- Master's students should complete all course requirements by the end of their second program year. According to the Graduate Student Support Plan rules, tuition waivers will not be provided after four (4) semesters in the MA program.
- Master's project should be completed in the fourth semester in which the student is enrolled in the program or no later than the start of the fifth semester.



- Substantive area exams should be taken in the middle of the second year in the PhD program. If a student fails a preliminary written examination (area exam), (s)he is expected to retest the following semester.
- During the fourth program year, or its equivalent in number of post-MA course credit hours, students are expected to complete all PhD course requirements and finish their dissertation proposal.
- The proposal defense should be made by the end of the 2nd Ph.D. program year.

### **Annual Reporting Requirements for Graduate Students**

All graduate students in the department must submit an annual report, which is signed by the advisor. The report is used for three major purposes: (1) to evaluate whether students are making adequate progress in the program; (2) to identify which students plan to take qualifying exams in the next academic year; and (3) to nominate students for fellowships. The reporting requirements are designed to gather the information needed for these purposes.

The report should include:

- A brief narrative statement of progress
- A current c.v. (curriculum vitae)
- A complete Graduate Student Annual Report Form

In the narrative statement, students should describe their progress in the program and plans for the coming year. A major focus of this narrative should be progress toward the master's paper (master's students) or dissertation (PhD students). For example, master's students will want to indicate the selected or likely topic, the stage of their work (refining topic, proposal writing, data collection, analysis, write-up, etc), and what they expect to accomplish in the next academic year. Doctoral students will also want to indicate the topic and stage of their work, as well as whether they have composed a committee and defended a proposal. Students should also describe their plans for completing any remaining degree requirements, including coursework and (for PhD students) qualifying exams. Students may also use the narrative statement to highlight their major academic accomplishments over the past year (such as scholarly awards, presentations, or publications) and to provide additional information that they feel would be helpful to the committee in evaluating their progress in the program. The statement should be typed and no more than one page in length.

The curriculum vita and annual reporting form will contain some redundant information, and material can be cut-and-pasted from one to the other. Both must be completed. A current c.v. is required so that students begin the professional practice of regularly updating their c.v. and so that current c.v.'s are on file for all students in the department. The annual reporting form is required to facilitate committee review of students, reducing the likelihood that students omit relevant information or that the faculty miss information not normally listed in CVs

The form typically is distributed by the DGS via email when announcing the deadline. The form also is available from the Program Advisor and includes the following components related to internal departmental requirements and external professional activities:

- Year admitted to the Department of Sociology graduate program;
- Area(s) of specialization;
- Advisor, MA paper readers, and/or dissertation committee;
- Course work completed and remaining;
- Preliminary examination completed (date) or planned (for PhD students);
- Papers presented or accepted for presentation (date, place, title);
- Manuscripts under review or in-press (title, publication, status);
- Research experience (including anticipated RA-ships for the next academic year);
- Fellowships (including those secured or sought for the next academic year and requests for tuition waivers);
- Teaching experience;
- Awards;
- Other academic activities.

### **Deadlines and Review Process**

Graduate student annual reports are due Monday the first week of May during the Spring semester. Doctoral students should submit these reports to their advisor.

The advisor, the Faculty and the DGS will evaluate students based on their review of the reports submitted to them during the annual evaluation meeting. The Director of Graduate Studies will prepare the written record summary of this evaluation and transmit it to the faculty for further feedback. The final version will be sent to each student by the Director of Graduate Studies by the last Friday of the Spring semester.

Students who fail to submit an annual review will be considered as not making normal progress towards the degree. Denial of departmental funding is a possible consequence of failure to submit annual reports. Recommendations for termination of degree program are also a possible outcome of these annual reviews.

For clarity, the Director of Graduate Studies will circulate to all faculty and graduate students the specific dates of the relevant deadlines during the second week the spring semester.

Deadlines for each Academic Year can be found on the Graduate College website at:

<http://grad.uic.edu/cms/?pid=1000489>

## **CANDIDACY**

### **Advancing to Candidacy: The Preliminary Examination**

Students in the Department of Sociology advance to candidacy when they successfully pass a two part preliminary examination. First, students must pass the examination administered by their concentration area. Second they must pass the dissertation proposal defense examination.

### **Part 1 - Special Area Examination**

Each concentration oversees a written special area preliminary exam of their doctoral students. This exam be taken by the middle of the student's fourth year, about one year after students complete their master's paper and at a point very near the completion of PhD course requirements. Specifically, in order to sit for the examination, students must have been admitted to the PhD program (which implies the completion of all of the MA degree requirements, including the MA paper and all of the MA course requirements), have completed the remaining two social organization or social inequality courses (e.g. SOC 524, 525, 541, or 547), and have completed four additional credit hours (beyond the four required for the MA degree) of concentration area seminars (SOC 520 and SOC 540). Students do not need to have completed the second SOC 509 or the SOC 593 colloquium required for the PhD degree in order to sit for the written special area examination. The second SOC 509 course and SOC 593 colloquium requirements may be fulfilled after completing the exam. Because the dissertation proposal defense is the second part of the preliminary examination, and should follow the written special area examination, students are also not expected to complete the dissertation research hours prior to taking the area exam. Only students in "good standing" are eligible to take the exam. (See *Annual Reporting Requirements for Graduate Students.*)

Coursework gives focus and direction to the student's endeavors and a framework for independent study and investigation. However, the knowledge and skills of a PhD must transcend the boundaries of a set of courses or reading. For this reason, the Special Area Examination measures the student's broad expertise in the designated substantive area(s). These exams are designed to provide students with the opportunity to: 1) demonstrate the ability to communicate their knowledge in written form within a limited time; and, 2) demonstrate their skills in synthesizing and applying their knowledge.

*Examination Procedures:* Students are required to take special exams which are either sub-areas within REG or WOE or other areas which are broadly conceived, such as an ASA section or a field as defined in the official ASA list of specialties. The Ph.D. specialty exam serves to assess a student's competence in her or his specialty.

Specialties would be established in two ways. First, faculty will develop a list of areas they wish to offer as specialty examinations, and that list will be maintained by the DGS and updated periodically to reflect shifting faculty interests and expertise. Faculty who agree to assess students in one of these "standing" specialties will be jointly responsible for developing a reading list for their specialty.

Second, a student can propose a specialty area for her or his exam. The student would need the support of three faculty (two of whom must be at least 50% in the department, all of whom must be at least 0% appointments in the Department) who indicate their willingness to evaluate the exam. There will be a petition form that will require the student to explain the rationale for the specialty area, and to specify the course work, research, and other professional experience that has prepared them for an exam in that area. The petition is due six months before the exam is to be taken, signed by the faculty evaluators. The faculty who agree to serve as examiners will develop a reading list. The petition will be submitted for approval to the DGS, who may seek input from the Graduate Committee before making a final decision.

Specialty exams will be administered on the Friday before the start of classes each semester. The exam will normally be taken at the start of the student's fourth year or after completion of required courses (other than Soc 509). All specialty reading lists will be made available in their final form four months prior to the exam. Every student must pass at least one written specialty examination before proceeding to finish the preliminary examination process with an oral defense of the dissertation proposal.

Students who fail the overall exam may retake the exam one time unless the examining area specifically states otherwise. **A third exam is not permitted** and students who fail the exam a second time may not continue in the program.

Students with special needs who are registered with the Office of Disabilities Services may petition the concentration no later than two weeks before the written preliminary exam to request extra time or special consideration. Areas may take up to two weeks from the date of the exam to forward results to the DGS unless there are an extraordinary number of students taking the examination. Results are signed by the area coordinator(s) and initialed by the DGS and placed in the student's file.

## **Part 2 - Defense of the Dissertation Proposal**

*The Proposal:* Students who pass their area exam must prepare a formal dissertation proposal prior to their admission to candidacy. The oral defense of this proposal is the second of the two part preliminary exam. The proposal is a prospectus of the dissertation. Its writing is the process through which students decide conclusively on the viability of a topic.

A typical proposal includes the following sections: statement of the problem; review of the literature; rationale for, and significance, of the study; research questions or hypotheses; research methodology, design, and plan for analysis. Prior to writing it the student creates a bibliography and conducts a systematic review of theory and research in a circumscribed area of sociology. Both the bibliography and this review must be approved by the student's dissertation committee. Once approved it may serve as the literature review in the proposal.

Drafts of the proposal should be given to the chair(s) of the student's dissertation proposal committee for review and circulated to the other committee members. The proposal must be approved by a committee of at least five faculty members. Any committee member may require revisions before approval.

*The Proposal Committee:* The role of the dissertation committee is to read and comment on the proposal in various draft stages and examine and evaluate its final version. Members may provide suggestions for literature, people, or other resources that enable students to further their project proposal. The advisor serves as the committee's chair (or co-chair) and must be a full member of the UIC graduate faculty with a 50 percent or greater appointment in the sociology department.

Once formed, the committee and chair(s) must inform the DGS – as a committee of the whole – in writing that they agree to serve. This can be an e-mail to both the DGS and the Academic Program Coordinator. A “Committee Recommendation Form” naming the student's committee

must be typed, printed and submitted to the Graduate College at least three weeks before the defense date. If this form is not submitted at least three weeks prior to defense, there is no guarantee that the examination report will be prepared on time. Although this typically is handled by the Academic Program Coordinator, students should follow up to assure that all requirements are met. A copy of this memo will become part of the student's departmental file. Graduate students are responsible for knowing and meeting the Graduate College guidelines for the composition of dissertation committees. (For information on the composition of a proposal committee, see the section on the *Dissertation Proposal Committee*).

The proposal defense is the oral (and final) portion of the student's preliminary examination. When the committee agrees that the student has a defensible proposal, this defense is scheduled for a mutually agreeable time span of no less than two hours. A student should give all committee members the version of the proposal that s/he is defending at least three weeks before the scheduled defense date.

*The Defense of the Proposal:* When the Committee Recommendation Form is filed, the Graduate College asks students if they are conducting research on humans and if they have received approval from the IRB. Students should be aware of the procedures for obtaining prospective IRB/OPRS approval and comply with the University policies and federal regulations. ([www.research.uic.edu/protocolreview/irb/index.shtml](http://www.research.uic.edu/protocolreview/irb/index.shtml)) Data collection should not begin before receiving IRB approval. Research that has already started data collection cannot receive IRB approval. Survey research, interviews, or use of pre-existing data may require approval of a claim of exemption or IRB approval before it is undertaken. (See the *Human Subjects* section.)

The dissertation proposal committee will hold a proposal defense hearing; the time and place of this hearing is announced at least three two prior by the committee chair. During the proposal defense the candidate may be asked to explain and justify any and all elements of the proposal, including the value of the question and the importance of the proposed research to the existing literature, the theoretical framework, and the proposed methods. Candidates also should receive feedback about their readiness to undertake a dissertation research project. The chair of the committee conducts this examination and all members of the proposal committee should be in attendance, although in some circumstances members may participate via telephone.

At the defense conclusion the candidate will be asked to leave the examining room. At that time, each member of the committee assigns a grade of "pass" or "fail". The approval may be conditional on the successful completion of additional work for the pass recommendation to be effective. In these cases, the committee typically does not reconvene a second time; the advisor assumes responsibilities for assuring revisions are completed. A candidate cannot be passed with more than one "fail" vote. If more than one "fail" vote is received the committee chair may (but not must) permit a second examination. A third examination is not permitted. Students are formally admitted to candidacy when they pass the proposal defense without conditions, or after fulfilling any conditions specified by their Committee.

## **The Dissertation**

The PhD dissertation is based upon the student's approved proposal and presents the results of an original investigation. It must represent a contribution to knowledge, be adequately supported by data, and be written in a manner consistent with the highest standards of scholarship. It is expected that PhD research will culminate in one or more refereed journal articles and/or a published research monograph. During the research period, the student must register each semester for the thesis research seminar (SOC 599).

The dissertation, like the proposal, must be approved by a five-member committee. This is usually but not always the same committee that approved the proposal. Students may change their committee membership but – together with the new committee member - must notify the DGS of the change in writing. Students also must file a Request for Change in Thesis Title/Committee Member(s) Form with the Graduate College (download at <http://grad.uic.edu/sites/default/files/legacy/pdfs/ChangeCommittee.pdf>) In any event, the composition of this committee is governed by the same rules as the dissertation proposal committee. The major advisor serves as the committee chair (or co-chair) and must be a full member of the UIC graduate faculty with a 50 percent or greater appointment in the sociology department. One of the other faculty members must be from outside the department. (S)he may be on the faculty of another UIC department, or employed by another institution. Students are responsible for knowing and meeting the Graduate College guidelines for the composition of dissertation committees. (See <http://grad.uic.edu/cms/?pid=1000037>)

### **Human Subjects - Review**

If the proposed research uses people as subjects, students must get approval from the Office for the Protection of Research Subjects (OPRS) regardless of where the research is conducted, whether or not it is funded, or has been approved elsewhere. Failure to get approval will lead to rejection of the project. Social science research is often found to be “exempt” from an expedited or full review. However, this decision must be made by the IRB or OPRS staff and not by the investigator.

The IRB/OPRS must have a record of each research project, including those using archival data. Where a research program involves a number of protocols to be carried out by a variety of investigators, approval of each individual protocol is required. Each application must list the name(s) of the investigator(s) responsible for each protocol. The OPRS has a Quality Assurance/Quality Improvement Program, which may audit the informed consent forms signed by respondents.

To monitor this policy, the Graduate College asks students when they file their preliminary examination committee form if they are conducting research on humans and if they have received approval from the IRB. The university will not accept a thesis that is not in compliance with the IRB requirements. OPRS/IRB policies, guidance, and application forms are available at: <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/>

### **The Dissertation Defense**

The final oral examination is scheduled AFTER the dissertation is complete, and when a minimum of one year has elapsed after being admitted to candidacy. The approval of the

dissertation requires a formal defense hearing that is open to the academic community of the university. The Graduate College must receive the Committee Recommendation form three (3) weeks prior to the oral defense.

Prior to completion of the Committee Recommendation form and the official scheduling of the defense, all committee members must agree that the dissertation is defensible. Each committee member should email the Chair of the Committee confirming the dissertation is defensible. Once the Chair has received an email from each committee member, he/she should forward these emails on to the Academic Program Coordinator who will then generate the Committee Recommendation form and schedule a room for the defense.

If any members of the Committee are unable to attend the oral examination in person, they may conduct their examination and vote by telephone. The Chair of the Committee must announce the time and place of the defense, publicly, at least two weeks in advance of the defense by posting signs in various locations around the department.

The examination typically begins with the student giving a 20 to 30 minute presentation, which summarizes the research including the research methodology and the major conclusions, as reported in the dissertation. Each committee member then will pose questions to the candidate on any and/or all aspects of the research and final report. When the committee finishes its examination the candidate will be asked to leave the room while the committee votes either “pass” or “fail.” More than one vote of “fail” means the candidate failed the defense.

After the vote, the committee members sign a copy of the Examination Form which also requires the signature of the department head or Director of Graduate Studies. It is sometimes the case that the student receives a “conditional pass” linked to the fulfillment of specific requirements. Upon successful completion of the final oral exam and any requirements stipulated by the committee the student has fulfilled the department’s (but not the Graduate College’s) requirements for a doctoral degree.

The successfully defended dissertation must be submitted to the Graduate College. Before final approval, the dissertation will be reviewed by the Graduate College to insure that it conforms to the specifications described in the booklet, Thesis Manual, available in the Graduate College Office, 606 University Hall, or can be downloaded from the Graduate College website. The student is responsible for checking the format and adhering to the guidelines. Two copies of the defended and properly formatted dissertation should be deposited with the Graduate College by the deadline for the term the student plans to graduate. An abstract (350 words maximum) with its own title page must be submitted with the final copy. The department requires a hard copy of the dissertation for the departmental library. The Graduate College will notify the student that all degree requirements are successfully met.

### **Completion of Outstanding Degree Requirements**

A student who establishes a graduation date by submitting the dissertation to the Graduate College by the deadline for that semester and who does not meet all the requirements (incomplete grades, corrections in dissertation, etc.) by the graduation date is put on "hold" for a period of thirty days following graduation. The Graduate College will notify the student and the

DGS of this action by letter. If the student does not complete the outstanding requirement within thirty days after the graduation date, his/her name is removed from the graduation list and added to the next graduation list following the removal of the outstanding requirement. If the student's time limit for the degree expires after the 30-day hold period but before the outstanding requirement is met, his/her graduate program will be terminated unless a request for extension is submitted to and approved by the Graduate College.

### **Research Presentations**

In addition to the above, students are expected to give an organized oral research presentation to colleagues in sociology. This may be a paper presentation at a professional meeting, a department colloquium, or a presentation in a similar professional venue subject to the approval of the faculty advisor.

## **Guidelines for Graduate Student Teachers and Teaching Assistants**

### **Teaching**

The Sociology Department is as serious about training students to excel in the classroom as it is about training students for research and publishing. To that end, the department requires graduate students to have at least a one semester teaching assistantship in the program and have some independent teaching experience. This experience may be teaching an independent course, giving a series of lectures, or an equivalent experience, subject to the approval of the advisor.

Regardless of their source of funding, all new incoming students are registered for, and expected to attend, the Campus-Wide TA Orientation typically held just prior to the beginning of classes. More advanced graduate students who have not attended this orientation are strongly encouraged to do so.

Students are urged to explore UIC's resources for training instructors. In particular, the Teaching and Learning Center sponsors a series of workshops and helps students put together their teaching portfolio before they go on the job market. All PhD students should complete the training offered by the Center and receive the Center's College Teaching Preparation Certificate.



Those who achieve this certificate ultimately will receive preference for teaching assignments when it comes to funding decisions.

Advanced students in the doctoral program who have passed their Area exam and who have served a minimum of one semester as a teaching assistant are eligible to teach in the department. Teaching appointments are made by the DGS in conjunction with the Director of Undergraduate Studies.

**Teaching Assistantships** (See *Assistantships and Teaching under Funding*.)

Teaching assignments are based on areas of mastery as well as seniority; an effort is made to provide teaching opportunities for as many students as possible while taking other funding sources into consideration. Substantive areas will be taken into account. For example, students who have not done reading nor taken courses in race will not be assigned to teach race and ethnicity. Students who have been in the program longest will get preference over students enrolled in the program for shorter time periods. Students who haven't taught will get preference over students who have taught. Students who have had a TA slot will get preference over students without TA experience. Typically, there is not enough funding for one student to hold slots as both an RA and a TA. As a result, students with no funding will have preference over students who have other funding. Students who have a RAship but who also want a TAship may have to choose between them.

*Evaluation of Teaching Assistants:* All teaching assistants will be evaluated each semester by their immediate faculty supervisor(s). Ordinarily this evaluation consists of a review of student class evaluations along with the faculty's written summary of the student's strengths and weaknesses. Copies of both summaries should be signed by the faculty supervisor and the student and placed in the students file.

**College Teaching Preparation Certificate**

PhD students who desire an academic career are expected to complete the training offered by the UIC Teaching and Learning Center and receive the Center's College Teaching Preparation Certificate. Normally, this Certificate will be received prior to independent preference for teaching assignments. Those with the Certificate will be given preference for visiting instructorships after the 4 years of funding are over. The Center is a valuable campus resource: it sponsors a series of workshops and helps graduate students put together teaching portfolios before they go on the job market. Further information about the CETL program and other campus teaching resources can be found at:

<http://grad.uic.edu/teaching-assistant-enrichment>

**Graduate Students Who Teach Their Own Courses**

Before graduate students can teach their own course (including summer sessions), they must ordinarily:

- Be in good academic standing
- Attend the university-sponsored one day workshop on teaching;
- Have experience as a teaching assistant;

- Have the College Teaching Preparation Certificate, and.
- Have their MA

### *Evaluation of Graduate Students Who Teach Their Own Course*

Graduate Student instructors who teach their own courses will be evaluated by a faculty teaching mentor(s) in the following manner:

- All graduate students who teach their own courses must submit, for review, copies of their class syllabi and student evaluation(s). The faculty “teaching mentor” will write a short summary for the files.
- Graduate students who teach their own courses, also must be evaluated in class by a mentor every semester, for the first three semesters. The evaluator will write a short summary for the files. Graduate student instructors alone or in conjunction with their advisor may select their teaching mentor(s), who may be the advisor or any other appropriate faculty member, such as members who have previously taught the designated course.

## **Departmental Policies and Procedures**

### **Office Assignments**

The department provides office space for graduate students who hold teaching or research assistantships within the Department. Graduate students who do not have assistantships or hold assistantships outside of the Department will share an office space.

### **Mail**

All graduate students receive appropriate departmental announcements and memos through the departmental mail system (mailboxes located in the Department’s office) and/or by electronic mail via the SOCGRADS listserv.

### **Supplies**

Students on assistantships are supplied with all materials necessary for conducting work related to assistantships. Such supplies can be requested from the front office staff.

### **Travel**

It is necessary for students on assistantships to obtain the approval of their major professor or the DGS and/or Department Head if the travel will interfere with the performance of their duties.

### **Professional Meetings**

All graduate students are encouraged to attend and actively participate in professional meetings whenever possible. Graduate students who have papers accepted for presentation at national professional meetings are typically eligible for travel funds of \$200 annually from the Graduate College. For more information please visit the Graduate College web page:

<http://grad.uic.edu/student-presenter-awards>

For more information, see *Travel Grants* earlier in this handbook.

## **University Regulations**

### **Academic Grievance Procedures**

The Academic Grievance Procedures define an administrative process through which faculty, academic professionals, employees, and students may seek resolution of complaints or grievances arising from a decision made about them by an agent of the University of Illinois at Chicago in the course of their employment or enrollment at UIC. It defines eligibility to use the procedures and describes the informal and formal procedures and time frames required. To download the full document outlining the procedures for filing a grievance see

<http://grad.uic.edu/cms/?pid=1000031>

The University of Illinois is dedicated to learning and research, and hence is committed to truth and accuracy. Integrity and intellectual honesty in scholarship and scientific investigation are, therefore, of paramount importance. These standards require intellectual honesty in conducting research, writing of research results, and relations with colleagues. Graduate students may be faced with difficult choices regarding academic integrity in their various roles as student,

teacher, and researcher. If this is the case, they should seek the advice and experience of their faculty advisors and the Graduate College staff.

The University publishes two documents that contain specific definitions of misconduct (such as plagiarism, falsification of data, etc.), procedures used for investigation of charges, and the consequences of that conduct. Students are governed by the Student Disciplinary Procedures (<http://www.uic.edu/depts/dos/docs/StudentDisciplinaryPolicy0809withpagenumbersandcov.pdf>)

Faculty are governed by the Policies and Procedures for Academic Integrity. (<http://www.uic.edu/depts/cas/dosnew/docs/Guidelines%20for%20Academic%20Integrity.pdf>)

### **Student Disciplinary Procedures**

The Student Disciplinary Procedures (December 1985) provide a mechanism for review when a student is charged with an infraction of the disciplinary code. It describes just causes for disciplinary action, outlines the procedures for filing a complaint or responding to one, lists the possible sanctions, and describes the appeal process. Students would be wise to acquaint themselves with this information before beginning teaching. This document is available in the Office of the Dean of Student Affairs, (3030 Student Services Building) or online.

### **Research on Human Subjects**

The department follows the University policy for use of human subjects in research. Please see the web site on the UIC web page for complete instructions on following the policies and procedures when doing research. <http://www.uic.edu/depts/ovcr/research/>

## **Graduate Student Organizations**

### **Sociology Graduate Student Organization (GSO)**

The Graduate Student Organization is a place for Sociology graduate students to connect with each other, plan events, and vote as a group to elect representatives to the GSC and the GEO. The GSO also elects student representation for departmental committees and provide elected representatives to meet monthly with the department head and DGS to address issues as they arise.

### **Graduate Student Council (GSC)**

The Graduate Student Council (GSC) at UIC is the student governing body for graduate students of both east and west campuses, representing over 6,000 graduate students. The GSC sponsors academic and social activities for graduate students. It also provides graduate student representatives to sit on various University committees and represent graduate students' interests, opinions and suggestions. Perhaps the most important seats GSC representatives occupy are on the SFTRC (Student Fee & Tuition Advisory Committee.) and the UIC Faculty Senate. SFTRC is responsible for recommending how student fees are distributed at UIC, and is made up of both student and faculty members. The UIC Faculty Senate provides GSC with ten openings for graduate students to serve on the Faculty Senate and its various subcommittees. GSC subsidizes graduate student travel through GSC Travel Awards, thus promoting graduate student participation at their respective academic or professional meetings. GSC also subsidizes graduate

student activities through GSC Special Projects Funding, thereby encouraging students to organize seminars and other professional or social activities. GSC maintains membership in the National Association for Graduate and Professional Students (NAGPS), whose mission is to empower graduate students and promote graduate education. For more information visit GSC's webpage: [http://www2.uic.edu/stud\\_orgs/gsc/](http://www2.uic.edu/stud_orgs/gsc/)

**Graduate Employees' Organization (GEO)**

The Graduate Employees' Organization (GEO) is the organized union for Graduate Student Employees on campus and can be accessed at <http://www.uic-geo.net/>