



College of Liberal Arts  
TEMPLE UNIVERSITY

## **Guide**

**To Graduate Study in**

**SOCIOLOGY**

**2011-2012**

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## INTRODUCTION

Temple University's graduate program in sociology is devoted to the training of research scholars and educators in the discipline. Students have a variety of career goals, ranging from academic research and teaching to research and administration in private or public agencies.

The department offers two graduate programs of study in sociology. The master's program provides advanced training in sociological theory, statistics, and research methods. The doctoral program concentrates on three main subfields of sociology, described below, to prepare students for research and teaching in academic settings and for advanced work in applied research settings. These programs allow students some flexibility in developing additional specialty areas.

The three main areas of graduate teaching and research are race & ethnicity, gender & sexuality, and urban & globalization:

### ***Race & Ethnicity***

*Race and ethnicity are important components of many societies, and in the United States they are central to the organization of society and create what some scholars have called a “racialized social formation.”*

*At the same time, race and ethnicity are complexly intertwined with other types of identity, more prominently with gender, class, religion and sexual orientation. Overall, racial thinking is closely linked to how some societies function and sociologists have developed methodologies that are unique to this subfield.*

*This area encompasses sociological perspectives on ethnic and racial identities, inequalities, and interactions. Emphasis is placed on the long tradition of sociological research, from the early 20th century to the present, including but not limited to research on assimilation, racism, racial and ethnic stratification, prejudice and discrimination, immigration, and racial formation.*

### ***Gender & Sexuality***

*Gender provides a lens through which to understand the social construction of similarity and difference and the sociological, historical, political, and economic forces that both shape and reflect women's and men's roles, statuses, resources, physical traits, and relationships with others.*

*One major focus, gender and inequality, investigates the relationship between sex and gender and the socioeconomic rewards distributed through the labor market and the welfare state. We attend to how sex and gender relate to poverty, women's relative position in the income distribution and occupational hierarchy, the operation of work organizations, and the construction of social policy.*

*Another area, kinship, explores global changes in families, competing theoretical perspectives on the role of kinship structures in gender inequality, parenting and childhood, and social networks as well as the impact of public policy on the welfare of modern families.*

*Gender also encompasses body and sexuality which includes the social construction of sexual identity, historical changes in identity construction, the social and cultural shaping of bodies and gender differences in this process. In all of the above, we pay attention to gender's intersection with race, ethnicity, class, sexual identity, and immigration status.*

### **Urban & Globalization**

*The area of urban and globalization comprises the study of the structures and processes which shape urban life. Globalization deals with the global interpenetration of national, regional, and local economic, social, and political processes. Consequently, each area requires competence in the other.*

*The urban sociology field focuses on how the organization of space produces and reproduces inequality by race, ethnicity, gender, class, family type and sexuality. It features analyses of competing theoretical explanations for urban spatial patterns linked to inequalities that include power and politics, culture, racial and ethnic discrimination, and economic and political institutions.*

*Urban sociology has a social problems orientation that looks at the manifestation and production of inequality with a wide range of topics including homelessness, poverty, racial segregation, crime and delinquency, unemployment and underemployment, and environmental problems. A unique feature of the urban sociology field is its ability to link the physical dimensions of space (location, neighborhood, housing, access to place based amenities) to social inequality.*

*A major feature of urban sociology looks at mechanisms accompanying globalization, the development of world cities, the ways in which cities are integrated and exploited within a global economy, and the role of immigrant flows in shaping global cities.*

In the department, many faculty members have national and international reputations and some serve as consultants to government and community organizations. The department and the university have extensive facilities to aid the researcher, whether graduate student or faculty member, including up-to-date computer laboratories and databases.

Students with an interest in applied sociology can increase their research skills and their understanding of policy formation by taking courses in research design, data collection and data analysis.

### **APPLICATION & ADMISSIONS**

Anyone holding a bachelor's or master's degree from an accredited college with demonstrated course work in sociological theory and methods or their equivalent may apply to the master's or doctoral program. Students intending to pursue a Ph.D. in sociology may apply directly to the Ph.D. program. The department will consider

admitting applicants who do not have a degree in sociology if they can demonstrate a fundamental understanding of the discipline through a writing sample. At the discretion of the Graduate Chair, students may be advised to correct their coursework deficiencies by attending classes during the summer prior to admission, or the first fall semester of their residency in the program.

Applicants must submit scores from the Graduate Record Examination (GRE) *general aptitude* test taken within the five years prior to application. GRE *subject* tests are **not** required for admission. Applications must include **three** letters of recommendation and official transcripts from every college or university the applicant has attended at both the undergraduate and graduate level. The sociology department does not require proficiency in a foreign language.

### **Basic Admission Criteria**

1. Graduate Record Examination verbal and quantitative aptitude scores totaling at least 1000.
2. Students whose native language is not English must demonstrate proficiency in English by submitting TOEFL scores at the time of their application. To be admitted to Temple University, a student must score a minimum of 600 on the paper-based version, 250 on the computer-based version or 100 on the internet-based version of the TOEFL. International students who have received a BA degree in the United States are not required to submit TOEFL scores.
3. Applicants who have previously taken graduate courses should have at least a 3.4 cumulative grade point average in those courses.
4. A minimum overall undergraduate grade point average (GPA) of 3.0. If the student's overall GPA is lower than 3.0, an exception can be made if one of the following conditions exists: (1) the GPA for the last two years of undergraduate study is at least 3.5; the GPA for 9 credits of graduate study is at least 3.25, or the student's GRE score is exceptionally high.
5. At least three letters of recommendation indicating that the student can successfully complete the graduate program.
6. A brief essay stating the reasons the student wishes to attend graduate school and his/her career goals.
7. A writing sample no more than 25 pages long on a sociological topic.
8. A resume or CV.

Students whose performance is weak in one of the above criteria may be accepted if they have performed well above average on others.

### **Online Application**

All applicants are required to submit the application online at [https://prd-ssb.temple.edu/prod8/bwskalog.P\\_DisLoginNon](https://prd-ssb.temple.edu/prod8/bwskalog.P_DisLoginNon)

Students must start the programs in the fall semester. Part-time pursuit of a graduate

degree is possible, but part-time students will need to take some daytime courses in some of the semesters because not all the courses are offered at night. Specific course scheduling information can be obtained from the main office of the department prior to each semester.

### **Application Deadlines**

Applications for admissions to the M.A. program for the fall semester must be received by **March 15<sup>th</sup>**. Admissions decisions for this program are made on a rolling basis. The application deadline for the Ph.D. program is **January 15<sup>th</sup>**. Decisions are made in the spring semester.

## **NON-DEGREE STUDENTS**

Students with a bachelor's degree may take graduate courses in the sociology department without being enrolled in any Temple University graduate program. No more than **three** graduate courses (9 credits) taken prior to admission will be accepted for a sociology degree. Non-degree students should consult with the Graduate Chair before selecting their course work if they plan to apply for the degree program. After subsequent admission to the M.A. or Ph.D. program, the Graduate Petitions Committee must approve the use of courses taken as a non-matriculated student toward the degree.

## **THE MASTER'S DEGREE**

### **Requirements for the Master's Degree**

Students in the master's program must complete the following **12** three-credit courses:

1. Two courses in theory (*8111 and 9111*)
2. Two courses in methods (*8011 and 8221*)
3. Two courses in statistics (*8211 and 9211*)
4. Six electives

Students are also strongly encouraged to participate in department activities such as colloquia and brownbag sessions.

### **5000 level courses**

Graduate courses at the 5000 level are surveys in particular substantive areas. Graduate students enrolled in these classes generally are required to complete more work than the undergraduates in the class. Only **one** 5000 level course taken with the permission of the instructor and the Graduate Chair will be counted toward the master's degree.

### **Independent Study courses (Sociology 9382 & 9383)**

With the consent of the Graduate Chair and the instructor, MA students may take **one** Independent Study course, which is an intensive program of study within a specific area of sociology.

Students who wish to take Independent Study courses must submit to the Graduate Chair at the beginning of the semester a Department Independent Study Request Form describing the readings and/or research they propose to undertake. This form must be signed by both the participating faculty member and the Graduate Chair. A final statement on the work completed must be filed with the Graduate Chair at the end of the semester. Letter grades are given for these courses.

### **Outside courses**

As part of their elective courses, MA students can take only **one** course outside the sociology department. This has to be approved by the Graduate Chair.

### **Typical Master's Degree Program**

This is the general time frame for MA students to complete the 12 required courses:

#### **TYPICAL MASTER'S DEGREE PROGRAM**

##### *FALL – (FIRST YEAR)*

8111 – Classical Social Theory

8011 – Logic of Inquiry

Elective

##### *SPRING – (FIRST YEAR)*

9111 – Contemporary Social Theory

8211 – Inferential & Multivariate Statistics

Elective

##### *FALL – (SECOND YEAR)*

9211 – Data Analysis

Elective

Elective

##### *SPRING – (SECOND YEAR)*

8221 – Qualitative Methods

Elective

Elective

### **Degree Completion Procedures:**

The master's degree in sociology will be awarded to any candidate who successfully completes all requirements and earns a cumulative grade point average of 3.00 or better in the master's degree curriculum.

The academic calendar for each year provides the date by which students must submit an application for graduation to the Bursar's Office, Carnell Hall, First Floor. The Graduation Application for Master's Degrees Form can be accessed online or obtained in the department office.

## **THE DOCTORAL DEGREE**

Doctoral students shall follow the same curriculum as MA students during the first two years of study. All doctoral students will be expected to meet the requirements for the master's degree, and may, if they choose, receive the master's degree when the requirements have been fulfilled. Beyond the MA curriculum, doctoral students are required to take three additional courses, pass the preliminary examination, and complete a dissertation.

### **Course Requirements**

Students in the Ph.D. Program must complete the following **15** three-credit courses:

1. Two courses in theory (*8111 and 9111*)
2. Two courses in methods (*8011 and 8221*)
3. Two courses in statistics (*8211 and 9211*)
4. Nine electives (including two courses related to the preliminary examination)

All students are also strongly encouraged to participate in department activities such as colloquia and brownbag sessions.

### **5000 Level Courses**

Graduate courses at the 5000 level are surveys in particular substantive areas cross-listed with advanced undergraduate courses. Graduate students enrolled in these courses generally are required to complete more work than the undergraduates in the class. Doctoral students may take only **two** cross-listed 5000 level courses for credit (including the one taken at the MA level) with the consent of the Graduate Chair and the instructor.

### **Independent Study Courses (Sociology 9382 & 9383)**

No more than one Independent Study course may be taken prior to completing the requirements for the MA and no more than **two** Independent Study courses may be taken by PhD students (including the one taken at the MA level). No more than one Independent Study course may be taken in one semester. No Independent Study may be taken that duplicates material covered in scheduled seminars during the same semester.

Students who wish to take Independent Study courses must submit to the Graduate Chair a Department Independent Study Request Form describing the readings and/or research they propose to undertake before the semester begins. This form must be signed by both

the participating faculty member and the Graduate Chair. A final statement on the work completed must be filed with the Graduate Chair at the end of the semester. Letter grades are given for these courses.

### **Outside Courses**

As part of their elective courses, Ph.D. students can take up to **two** courses (including the one taken at the MA level) outside the sociology department. Those courses have to be approved by the Graduate Chair.

Given the intensification of globalization around the world, the rapid diversification of languages spoken within the United States, the centrality of comparative research in sociology, and the emphasis on urban and globalization as a subfield of our department, it is highly recommended that students informally pursue language instruction as they complete their course work. While it is not bureaucratically possible to receive graduate credit or funding for language instruction, there are many informal opportunities for auditing such courses or pursuing summer programs outside the U.S. Students are encouraged to discuss strategies for language training with faculty.

### **Transfer of Credit for Graduate Work**

Students entering with a master's degree in social science from another department or university may receive up to **12** hours of credit for courses taken as part of their MA program. Petitions for this credit transfer must include descriptions of courses taken and a justification of their relevance to the student's training as a sociologist. Petitions for credit for required courses must demonstrate that the courses taken are equivalent to the course required by the department.

Students requesting an exemption from a requirement of the program based on previously taken course work must write a letter indicating the date they took the course and provide a syllabus or detailed description of the course. The Graduate Chair, in consultation with faculty teaching the course in that semester, will review this material and determine whether or not the student is exempt. The department will then submit a Request for Transfer of Graduate Credit Form to the College for approval.

Requests for exemptions must be submitted within the first two weeks of entering the program.

## Typical Doctoral Coursework

The general time frame for doctoral students to complete the 15 courses required for the PhD is as follows:

### TYPICAL DOCTORAL COURSEWORK

#### *FALL – (FIRST YEAR)*

8111 – Classical Social Theory

8011 – Logic of Inquiry

Elective

#### *SPRING – (FIRST YEAR)*

9111 – Contemporary Social Theory

8211 – Inferential & Multivariate Statistics

Elective

#### *FALL – (SECOND YEAR)*

9211 – Data Analysis

Elective

Elective

#### *SPRING – (SECOND YEAR)*

8221 – Qualitative Methods

Elective

Elective

#### *FALL – (THIRD YEAR)*

Elective

Elective

Elective

#### *SPRING – (THIRD YEAR)*

Proposal Seminar 9998 (3 credits)

Preliminary Exam

**Note:** We recommend that students who are weak in quantitative analysis audit *Statistics Methods in Sociology* (Soc 3201) in the first semester before taking *Inferential & Multivariate Statistics* (Soc8211).

## Pre-Candidacy Evaluation

The Department will evaluate doctoral students at the end of their second year using the Grade Point Average (GPA) as a main criterion for advancement to doctoral-level course work. A student with a GPA below **3.4** will ordinarily not be allowed to continue in the doctoral program. However, the student can petition the Graduate Committee for re-consideration. After a petition is submitted, the Graduate Chair will require a written evaluation from each faculty member in the department with whom the student has taken a course. The student will be permitted to continue in the Ph.D. Program if at least five faculty members write in support of the petition. Those not allowed to continue can graduate with an MA upon completion of the requirements.

## Preliminary Examination

After completing the required coursework, doctoral students are expected to take a preliminary examination in the spring semester of their third year. The preliminary examination consists of two parts: the written area examination and the proposal paper.

### (1) The Written Area Exam:

The Department has identified three broad examination areas that are consistent with its mission and self-defined areas of strength: **Race & Ethnicity, Gender & Sexuality, and Urban & Globalization**. However, students may request to take the exam in another area under the following conditions: (1) the student has taken at least two graduate level courses in the sociology department in the requested area, one of which may be an independent study course, (2) two faculty members are willing to sponsor the exam, and (3) approval by the Graduate Chair.

## Coursework Requirement

Prior to taking the preliminary examination, students must complete two or more graduate level courses related to that examination area offered by the faculty within the department. The following is a list of prelim-related courses:

### Race & Ethnicity

Race & Ethnicity (8331)  
Theories of Race & Racism (9321)  
Theories of Identities (9131)  
Immigration & Inequality (9311)

### Gender & Sexuality

Sexuality & Gender (8401)  
Gender & Body (8620) \*  
Sociology of Kinship (8341)  
Theories of Identity (9131)  
Social Inequality (8381)

### Urban & Globalization

Urban Sociology (8361)  
Theory of Globalization (8620) \*  
Immigration & Inequality (9311)  
Urban Health (8620) \*

\* *Department seminars*

## **Examination Procedures**

Once doctoral students complete the required course work, they must take the preliminary examination in one of the three designated areas: Race & Ethnicity, Gender & Sexuality or Urban & Globalization. Required courses include at least two in the selected prelim area taught in the sociology department.

No later than the second Monday in November prior to the spring semester when the prelims will be taken, students must fill out the Department Preliminary Examination Application Form and indicate the selected prelim area.

At the beginning of the fall semester, two faculty members from the prelim area will be appointed by the Department Chair to form a Prelim Committee, which consists of a chair and one regular member. The committee members will be charged with the following tasks:

- (1) Update the integrated prelim reading list for the area
- (2) Write four prelim questions
- (3) Grade the exams

The Department Chair will also appoint a tie breaker to read the exam if the committee does not agree in the evaluation.

The written area examination consists of four questions, and students must answer two of those questions. Students are given one week to complete the preliminary exam. They will receive the questions the second Monday in April, and the answers are due the third Monday in April. The Prelim Committee members have two weeks to evaluate the exam, assigning a grade of “Pass” or “Fail” to each question along with their comments. A total of at least three “Passes” from the two graders is needed for a student to pass the exam. When the graders both agree to fail a question (even if they pass the other question), the student has failed the preliminary exam. The tie-breaker should be used either when: (a) one grader passes both answers and the other grader fails both answers; or (b) when one grader passes the first answer and fails the second, while the other grader fails the first answer and passes the second. If the tie-breaker fails to break the tie (i.e., three fails and three passes), the student fails the exam. Grades with comments shall be submitted to the Graduate Chair.

### **(2) The Proposal Paper:**

In the spring semester of the preliminary examination, students are also required to take a three-credit Proposal Seminar course (9998). They must receive a passing grade on the written paper for the course in order to pass the preliminary examination.

The research proposal paper will be the main assignment of the proposal seminar. Every student should select a faculty member with expertise in his/her research area to serve as a proposal reader. The proposal paper reader will meet with the student at least twice during

the semester to discuss the paper: once before the spring break and once after the spring break. At the end of each meeting, the reader will provide the student and the instructor of the Proposal Seminar course with a brief narrative of the strengths and weaknesses of the paper. The instructor may meet with the reader to discuss the student's progress in the writing of the proposal paper. The week after spring break, the instructor will submit a report to the Graduate Chair with a brief description of the performance of each student. Any student who is underperforming will be called to a meeting with the Graduate Chair in the presence of the instructor and the proposal reader to take corrective measures.

On the official last day of classes, students submit their proposal paper to the instructor and the reader. The paper should demonstrate mastery of the existing body of literature on the proposed topic and the ability to formulate important scholarly research problems, as well as the appropriate methods to investigate them. It should not exceed twenty pages and should have no fewer than twelve pages. The evaluation of the proposal paper will focus on the student's potential for writing a passable dissertation. Evidence of such potential includes the ability to synthesize the relevant literature, to conceptualize a researchable problem, and to propose a feasible research design. The instructor and the reader have a week to grade the papers and each must submit a detailed, descriptive evaluation of the paper to the Graduate Chair, indicating whether it is "acceptable" or "unacceptable." If the instructor and the reader disagree on the evaluation of the paper, a third department member with expertise in the area will be appointed by the Graduate Chair to provide a determining evaluation. The main goal of the paper evaluation is to assess the student's ability to write a dissertation.

### **Overall Preliminary Examination Grade:**

Based on the written area exam grade and the evaluation of the research proposal paper, the Graduate Chair assigns an overall "pass" or "fail" to each student for the preliminary examination. Students will be notified of their prelim results at the end of the semester. Students need a "pass" on the written exam and an "acceptable" evaluation on the proposal paper to successfully complete the Preliminary Examination. Those who do well on one part but fail the other may retake the part they have failed. Those who fail both the area exam and the proposal paper will be allowed to retake both parts.

### **Retaking the Preliminary Examination:**

Retaking of the Preliminary Examination will take place the following semester in one of two ways:

*Written area examination:* at the beginning of the fall semester following a failing performance on the exam, three faculty members (including a tie-breaker) in the prelim area will be appointed by the Department Chair to form a Prelim Committee. The committee will submit four questions to the Graduate Chair by October 15. The student will receive the questions the Monday before the Thanksgiving week and the exam is due on the Monday of the Thanksgiving week. The committee has two weeks to grade the exam.

*Proposal paper:* if a student is required to re-write the proposal paper, the Graduate Chair will appoint a faculty mentor with expertise in the research topic to work with the student on the re-writing of the paper; the mentor will also serve as a grader. In addition, the Graduate Chair will appoint another faculty member to serve as a second grader. If there is a tie between the two graders, the Graduate Chair will find a third grader to break the tie.

The paper is due the first Monday in December. The appointed faculty members will evaluate the paper and report to the Graduate Chair in two weeks whether the paper is “acceptable” or “unacceptable.” Students will be notified of the results by December 15.

Students who fail on their second attempt at either the written area exam or the proposal paper, will not be allowed to continue in the Ph.D. program but are eligible to receive a master’s degree.

### **Doctoral Advisory Committee**

Following the preliminary examination, the student will select the chairperson of his/her Doctoral Advisory Committee. The remaining two or more members of the committee will be selected by the student in consultation with his/her chairperson. The majority of the committee members must be from the Department of Sociology. Other members may include faculty from other departments within Temple University or from other universities, and doctoral level expert advisors from outside university settings may also be considered as members.

To establish the Doctoral Advisory Committee, the student must submit a Sociology Department Doctoral Advisory Committee Form to the Department’s Graduate Secretary. To include committee members who are not members of the Temple Graduate Faculty on a Doctoral Advisory Committee, the Chair of the committee must request approval by submitting the Nomination for Service on Doctoral Committee Form and the proposed committee member’s current curriculum vitae to the Dean of the Graduate School. If a change is made in the composition of the Doctoral Advisory Committee, the change must be approved by the Chair of the committee; if the change involves the Chair of the committee, the Graduate Chair should be informed beforehand and the original Chair of the committee must be notified. The change must also be noted on the original Department Doctoral Advisory Committee Form and signed by both the committee Chair and the Graduate Chair.

The Doctoral Advisory Committee will meet at least once a year to review the candidate's progress and provide advice to the candidate.

### **Dissertation Proposal**

The dissertation proposal is a brief statement of the dissertation research. It should contain a review of the literature, a statement of the research problem, and a comprehensive description of the research strategy to be employed.

The student will distribute a summary (five pages or less) of his/her proposal to all faculty members of the department at least **two weeks** prior to the oral defense of the proposal. One complete copy of the proposal will also be available in the office of the Graduate Secretary. All department faculty and graduate students will be invited to attend the presentation of the dissertation proposal.

Normally, proposal defenses will be held during the academic year. All members of the committee must be present at the proposal defense, but an alternate member may be requested with prior approval from the Graduate Chair.

The dissertation proposal will be accepted only when members of the dissertation committee vote unanimously to accept it. An approved dissertation proposal along with the Dissertation Proposal Transmittal Form must be filed with the Graduate School. After defending the dissertation proposal, a student is formally advanced to Ph.D. Candidacy.

If a change is made in the composition of the Doctoral Advisory Committee after the approval of the proposal, the change must be approved by the Chair of the committee and the Dean of the College. The change must be noted on the Request for Change in Dissertation Committee Form and filed with the Graduate School prior to posting the final dissertation defense.

### **Dissertation Defense (Ph.D. Final Examination)**

One copy of the dissertation will be available in the office of the department at least **two weeks** before the dissertation defense. An abstract of the dissertation, not exceeding ten pages, must be given to all faculty members ten days before the defense.

The dissertation defense will consist of the oral defense of the thesis. Any discrepancy between the final version of the dissertation and the dissertation proposal should be explained and defended.

The Doctoral Dissertation Examining Committee will be formed to evaluate the quality of the dissertation and conduct the oral defense (see the Announcement of Oral Defense Form). The committee includes the Doctoral Advisory Committee *and* at least one outside examiner. If the outside examiner is not a member of the Temple Graduate Faculty, the Chair of the Doctoral Advisory Committee must request approval by submitting the Nomination for Service on Doctoral Committee Form and the outside examiner's current curriculum vitae to the Dean of the Graduate School at least four weeks in advance of the scheduled defense. Approval must be received prior to posting the oral defense. The Chair of the Dissertation Examining Committee must be a member of the Graduate Faculty but may not be the Chair of the candidate's Doctoral Advisory Committee. This person, responsible for coordinating and conducting the defense, must be identified when the defense is posted with the Graduate School.

All dissertation oral defense examinations will be publicly announced by the Department in writing at least **ten** days in advance of the examination. The written announcement must be sent to all members of the Doctoral Dissertation Examining Committee, all graduate faculty in the candidate's department, the Dean of the Graduate School and posted in the college. All dissertation examinations are open to the entire academic community.

Normally, the dissertation defense will be held during the regular academic year. A dissertation defense passed after the Graduate School deadline in the spring will not qualify the student for a May degree. A summer defense may be scheduled only if all members of the committee agree. The entire dissertation committee must attend the defense. If one or more committee members fail to attend the defense, the Departmental Chair will not sign the form certifying the defense. All faculty members and students are invited to participate in the dissertation defense.

The dissertation committee must vote **unanimously** that the student has passed the Ph.D. Final Examination. Each member of the dissertation committee indicates his/her assessment of the examination and signs his/her name to Form II, Temple University Graduate Boards, Ph.D. Final Examination. If the Chairperson of the Sociology Department agrees that the dissertation meets departmental standards, he or she will signify his or her approval by signing ("for the department") on Form III, Temple University Graduate Board, Ph.D. Final Examination. An electronic copy of the dissertation is attached to Form III and filed with the Graduate School within four weeks.

Both a hard copy and an electronic copy must be filed with the Graduate School. Information regarding the required format of the dissertation (i.e., paper, form and style, etc.) is available either from the Graduate School or the Graduate Secretary. As part of filing an electronic dissertation, the microfilming fee, and copyright fee (if copyrighting) must be paid online through the e-dissertation site at <http://dissertations.umi.com/temple>. This site delineates formatting, deadlines, and how to upload your dissertation.

Students must apply to graduate, through the Department, by the announced deadline date. These dates are given in the graduate catalog each year. They are usually three or four months before graduation. Applications may be obtained from the Department's Graduate Secretary or online.

Upon completion of the doctoral program, the student is required to submit (1) a bound copy of his/her dissertation to the Department of Sociology and (2) a regular hard copy to the Dissertation Committee chair.

## TIME LIMITS & RELATED POLICIES

### Timetable for the Ph.D. Program (the “3-1-3 Rule”)

<u>Time</u>	<u>Expected Activities</u>	<u>54 Required Credits (+2)</u>
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**Rule I: Finish coursework and pass the prelim in 3 years**

*(The prelim must be taken within one semester of completing coursework.)*

Year 1:	Coursework	18 course credits
Year 2:	Coursework	18 course credits
Year 3:	Coursework ( <i>fall</i> )	9 course credits
	Proposal Seminar ( <i>spring</i> )	3 credits of 9998
	Prelim Exams ( <i>2<sup>nd</sup> week of April</i> )	

**Rule II: Defend the dissertation proposal in 1 year**

*(The proposal must be defended within three semesters of completing coursework.)*

Year 4:	Dissertation Committee ( <i>1 chair, 2 members</i> )	(2 credits of 9998, one per semester)
	Proposal Defense	

**Rule III: Complete the dissertation in 3 years**

*(After defending the proposal, a student may be classified as full-time for up to six semesters, and six credits of doctoral examinations/culminating experiences [9994, 9998, and 9999] must be accumulated before graduation. At least two of those six credits are required to be in course number 9999, and the remaining four credits can be a combination of the course numbers 9994, 9998, and 9999)*

Year 5:	Dissertation Research	2 credits of 9999, one per semester
Year 6:	Dissertation Research	2 credits of 9999, one per semester
Year 7:	Dissertation Defense	2 credits of 9999, one per semester

**Application for extensions of up to 3 more years**

*(Must retake the written area exam to ensure currency if longer than five years after passing the prelim)*

Year 8:	One year extension	monthly progress report
Year 9:	Second year extension	monthly progress report
Year 10:	Third year extension	monthly progress report

### Time Limits

The master’s degree must be completed within **three** years. The doctoral degree must be completed within **seven** years. Extensions of time of one year for a master’s degree and three years for a doctoral degree may be granted.

Every request for an extension of time must be endorsed by the Graduate Chair, and must include the following: (a) a detailed, realistic plan for completing the degree within the time period covered in the request; (b) specific dates by which remaining course work, examinations, and/or chapters of dissertations are to be completed; (c) previous requests for extensions of time and explanations of why plans could not be met; and (d) a written record of the student's Doctoral Advisory Committee's annual meeting.

All requests for extensions of time must be (a) approved in writing by the Graduate Chair, (b) endorsed in writing by the College of Liberal Arts Assistant Dean of Graduate Studies, and (c) endorsed in writing by the Dean of the Graduate School.

A doctoral student who has not successfully defended the doctoral dissertation within five years of passing the Preliminary Examination must retake and pass the written area exam within the following semester to remain in good academic standing and to be eligible to defend the **dissertation**. Students who fail to retake and pass the written area exam within one semester after reaching the five-year limit will be dismissed for failure to make academic progress.

Requests from such graduate students for extensions of time will not be considered, at either the college or the Graduate School level, until the preliminary examination has been re-scheduled. The extension of time will be contingent on the passing of the preliminary examination.

### **Continuous Enrollment**

Students must be enrolled every fall and spring semester between matriculation and graduation except during those semesters for which a student holds an approved leave of absence. It is crucial to note that an approved leave of absence DOES NOT stop the clock on the deadlines for completion of the degree.

Students must be registered during the semester they defend their dissertation and the semester they submit their final work to the Graduate School.

Students who do not hold approved leaves of absence and who do not meet university, college, or program requirements for continuous registration for two consecutive semesters will be administratively withdrawn from the University.

### **Full-Time Status**

The student is classified as full-time if one of the following requirements is met:

- (1) Enrollment in **nine** or more semester hours of coursework each semester until all coursework is completed.
- (2) Enrollment in **six** or more semester hours of coursework each semester if the student

holds a teaching or research assistant position or the equivalent requiring a maximum of 20 hours of service weekly.

(3) Enrollment in at least **one** semester hour of Doctoral Preliminary Examination (Soc 9994), Dissertation Proposal (Soc 9998), or Dissertation Research (Soc 9999) after all required coursework has been completed. Students in this category need to submit a Graduate Student Request for Full-Time Status Form in order to qualify for student loans, defer loan repayment, or retain health insurance eligibility.

To be considered a full-time student, the student must pass the Preliminary Examination within **one** semester and his/her Dissertation Proposal must be approved within **three** semesters of completing coursework. No doctoral student may be classified as full-time for more than **six** semesters while completing the dissertation.

### **Leaves of Absence**

Leaves of absence will be granted to doctoral students for a total of **two** academic years. Only one year of leave may be taken at the master's level. The leaves of absence may be taken in one-year intervals or in different single semesters.

Additional leaves will be granted only for compelling personal reasons, such as health or family emergencies. If not granted, the student must either enroll or withdraw from the program.

A written request and justification for a leave of absence must be submitted to the Graduate Chair before the start of the semester for which it is requested. The request must provide: (a) an explanation as to why the student needs a leave of absence; (b) an anticipated return date; and (c) a description of how the student will complete his/her program in the time remaining. The petition must be approved first by the department and then by the Graduate School through filing a Leave of Absence Request Form.

A leave of absence **does not** extend the time limit of the degree program.

### **Incompletes**

An instructor may file an "I" when a student has not completed the work of a course by the time grades must be submitted. The student must have completed the majority of the work at a passing level and must file a written agreement ("Agreement for Issuing an Incomplete Grade" form) with the instructor and the department regarding completion of the work (including the nature of the work to be completed, the means by which the final grade will be determined, and the date by which the work must be completed). The completion date may be no later than one year from the end of the semester in which the student took the course. The agreement shall also specify a default grade to be received if the work is not completed by the date indicated. The original incomplete contract must be submitted to the dean. One copy of the agreement shall be retained by the instructor, one shall be given to the student, and one shall be filed with the department office. The grade of "I" is replaced

by the default grade if the work is not completed by the specified date.

The Ph.D. Preliminary Examination may not be taken until all incomplete grades have been removed from the student's transcript. Except by permission of the Graduate Dean, no graduate students will be allowed to register if they have more than one incomplete that is more than one year old.

Students who have accumulated more than two Incompletes will lose funding support.

### **Minimum GPA Requirements**

To remain in Academic Good Standing, a student must accumulate no more than two C's (six credits of C work). Students must also maintain a B average (3.0 GPA) to remain in the program. Students falling below the minimum are given one semester to achieve the minimum before being dismissed from the program.

To be considered for a Teaching or Research Assistantship, a student must have a GPA of 3.25 or higher. In addition, the minimum GPA of 3.25 must be maintained for every academic year throughout the duration of the assistantship.

### **Academic Honesty Policy**

Temple University believes strongly in academic honesty and integrity. Plagiarism and academic cheating are, therefore, prohibited. Essential to intellectual growth is the development of independent thought and a respect for the thoughts of others. The prohibition against plagiarism and cheating is intended to foster this independence and respect.

Plagiarism is the unacknowledged use of another person's labor, another person's ideas, another person's words, or another person's assistance. Normally, all work done for courses -- papers, examinations, homework exercises, laboratory reports, oral presentations -- is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources -- journals, books, or other media -- these resources must be cited in a manner appropriate to the course. It is the instructor's responsibility to indicate the appropriate manner of citation. Everything used from other sources -- suggestions for organization of ideas, ideas themselves, or actual language -- must be cited. Failure to cite borrowed material constitutes plagiarism. Undocumented use of materials from the World Wide Web is plagiarism. Academic cheating is, generally, the thwarting or breaking of the general rules of academic work or the specific rules of the individual courses. It includes falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize or cheat from one's own or another's work; or actually doing the work of another person.

The penalty for academic dishonesty can vary from receiving a reprimand and a failing grade for a particular assignment, to a failing grade in the course, to suspension or

expulsion from the university.

## **STUDENT EVALUATION**

### **Faculty Advisor**

The Graduate Chair advises all students in their first semester of graduate study.

At the end of the first semester, a student must choose a faculty member as an advisor by filing a Department Faculty Advisor Form. This faculty member may, but need not, become the student's major professor and Chair of the Dissertation Committee. The advisor's expertise should be as close as possible to the substantive areas of greatest interest to the student. Once selected, the chair of the dissertation committee becomes the student's advisor.

Students are expected to consult with their faculty advisor at least once during each semester regarding their academic progress and their plans for the coming semester. Students are responsible for scheduling these meetings.

### **Annual Student Evaluation**

The faculty will meet once a year in the spring semester to review the progress of all the students in the graduate program. The main evaluation criteria include:

- \* Cumulative GPA
- \* TA/RA performance
- \* Professional accomplishments (e.g., awards, presentations & publications)
- \* Participation in department activities (e.g., committee service & colloquia)
- \* Length of time in program
- \* Length of time taken to pass the Prelim and defend the Proposal
- \* Progress in dissertation research

Active participation in department activities such as colloquia and committee service is expected of all funded students.

### **Evaluation Procedures**

Students are required to discuss their progress in the program with their faculty advisors in advance of the annual review meeting.

One week prior to the annual review meeting, all students must submit to the Graduate Chair a standardized Department Annual Student Progress Report signed by their faculty advisors.

Each faculty advisor will bring a written evaluation of his/her advisee to the annual review meeting, and information about a student's progress will also be collected from other

faculty members at the meeting.

After the annual review meeting, the Graduate Chair will write each student a letter reporting the results of the faculty evaluation.

### **Funding Reappointment**

The outcome of the annual review will be used to determine funding and allocation of other resources to the students in the program. Students who perform poorly in their coursework or TA/RA duties may not be reappointed as teaching or research assistants. Students not previously funded are eligible for funding consideration in a succeeding year, based on the results of their annual evaluation and available resources.

## **FINANCIAL AID & FUNDING**

Much of the Department's financial aid is geared toward providing doctoral students the opportunity to perfect their skills as teachers in the classroom. The department and the university support full-time students during the academic year through research and teaching assistantships, part-time teaching, tuition scholarships, and University and Future Faculty fellowships. Outside opportunities for assistantships with the SSDL and CRHDE also offer students opportunities to finance their graduate education.

Initial funding is contingent upon the recommendation of the admissions committee and continued funding is based on faculty assessment at the annual graduate student review. Additional support for dissertation research is available through fellowships competitively awarded by a variety of governmental agencies, nonprofit organizations, and foundations.

### **Teaching Assistantships**

All assistantships require full-time enrollment (at least six semester hours). Teaching assistants must inform the department and graduate director of the College of Liberal Arts if they are also employed elsewhere.

Teaching assistants whose native language is not English are required to take and pass the Oral English Proficiency Test. If they do not pass this examination, they will be required to take a course in oral English and pass the exam.

Teaching/research assistants are committed to at least 20 hours per week of research and/or teaching duties. Beginning doctoral students are normally assigned research or teaching duties under the supervision of a faculty member. Following the second year, students may be assigned to teach their own sections of lower level undergraduate courses.

The department's allocation of Teaching Assistantships shall give priority to those who are enrolled in the Ph.D. degree program. Allocation of assistantships will be competitive and based on the amount of funds made available to the department, and the evaluation of each

student's progress made in the spring of each year by the faculty of the department.

### **Part-Time Teaching, Summer Teaching, & Training Grants**

Doctoral students at the end of their second year who have demonstrated competence in substantive areas may be appointed as part-time instructors during the academic year and summer sessions.

### **University Fellowships**

University Fellowships are competitively awarded to incoming students who have outstanding grades and GRE scores. Fellows have no teaching or research responsibilities. They must be full-time students (at least nine semester hours per academic year).

### **Future Faculty Fellowships**

To be eligible for nomination an applicant must be a United State citizen or resident alien intending to pursue a career in higher education. Nominees will be evaluated according to the following criteria: demand in higher education for faculty in nominee's discipline; membership in an ethnic or gender group which is underrepresented in the nominee's discipline; a record of exceptional and continuous leadership ability in substantial college or community activities; exceptional circumstances or significant obstacles that a nominee has overcome in her or his educational career. In addition to funding, the program provides an information and support network for its fellows.

### **Doctoral Completion Grants**

Competitive grants are available to students to help fund the completion of the dissertation. Students who are confident that they will be finished with their dissertations within the six-month grant period may be nominated by the department for the Dissertation Completion Grant. The competition for these grants is university-wide.

### **Research Assistantships**

**Social Science Data Library:** The SSDL, located one floor above the department, has assistantships open to students in sociology. These assistantships provide training in computer and data analysis. Applications are accepted in the spring of each year.

**Center for Research in Human Development & Education:** Research assistantships are sometimes available through the CRHDE for students interested in quantitative research in educational issues.

Research assistantships are also offered by faculty members whose research is externally funded.

## **RESEARCH FACILITIES**

Facilities dedicated to providing expertise and data collections for graduate students and faculty throughout Temple University include:

### **Social Science Data Library (SSDL)**

Located on the eighth floor of Gladfelter Hall, the SSDL serves as the central repository for all social science data within the university. Currently, the SSDL has available for use the data and documentation for over 5,000 studies in the fields of sociology, political science, history, geography, and economics. The holdings range from the US Census for 1790 to a Survey of Working Conditions in the US, to national election studies for every election year from 1948, to an urban atlas for the Philadelphia Metropolitan Area. Graduate students, with faculty sponsorship, may order additional data sets, at no cost to themselves, so long as the cost of acquiring the data does not exceed \$100.

### **Institute for Survey Research (ISR)**

The Institute for Survey Research at Temple University maintains a national probability sample of the US population. ISR conducts grant and contract research in a wide variety of areas such as health, welfare, education and urban social structure. It is an excellent training base for students interested in survey research.

### **Computing Facilities**

The university's TECH (Teaching, Education, Collaboration and Help) Center is a 75,000-square-ft., state-of-the-art technology facility with resources that cater to current learning styles. Designed with a variety of workspaces to enable students to work collaboratively or individually, the Center is the largest of its kind in the nation.

The university's Computer Services support the instructional and research needs of students and faculty. Graduate student offices have computers with library and Internet access. The department also has its own networked computer classroom with MS Office, Internet and library access, and packages such as SPSS, SAS, and STATA for quantitative analysis, and Nudist and Atlas TI for qualitative analysis. In addition, modern computer labs and classrooms open to all students are scattered widely throughout the university. Throughout each year, the university's Computer Services offer a wide range of instructional workshops on software useful to sociologists.

### **Urban Archives**

This component of the Temple University Libraries makes available to researchers records pertaining to the development of metropolitan Philadelphia and adjoining urban areas since the Civil War. The Urban Archives has acquired nearly 200 collections, totaling 5000 cubic feet of records, the majority of which are organizational and pertain to urban, social and economic history.

**Center for Research in Human Development & Education**

This research center focuses on the study of emerging problems and challenges facing children, youth, and families. Its overall goal is to investigate the basic forces that affect human development and schooling. An important focus of the center's work is to identify and shape effective responses to these forces through far-reaching changes in institutional policies and practices.

## FORMS

The following forms can be obtained from the Sociology Department:

1. Department Faculty Advisor Form
2. Department Independent Study Request Form
3. Department Prelim Application Form
4. Department Doctoral Advisory Committee Form
5. Department Annual Student Progress Report Form

Other forms can be obtained on the Graduate School Website:

6. Request for Transfer of Graduate Credit Form
7. Graduate Student Request for Full-Time Status Form
8. Leave of Absence Request Form
9. Graduation Application for Master's Degrees Form
10. Request for Extension of Time for Doctoral Degrees Form
11. Nomination for Service on Doctoral Committee Form
12. Dissertation Proposal Transmittal Form
13. Request for Change in Dissertation Committee Form
14. Announcement of Oral Defense Form
15. Form III: Temple University Graduate Board, Ph.D. Final Examination Form

***PLEASE NOTE:*** All graduate school policies are available online and should be reviewed regularly. You may find these policies at:

<http://www.temple.edu/gradbulletin/index.htm>