

M.A./Ph.D. REQUIREMENTS FOR GRADUATE STUDENTS (Revised August, 2020)

The Sociology Department is required to conform to the general guidelines of Graduate Studies, which are presented in the UNM Catalog. Students should become familiar with the UNM Catalog <http://catalog.unm.edu/catalogs/2020-2021/> Students may continue to follow the requirements of the Catalog under which they entered, even if later editions vary, or they can choose to follow the requirements detailed in a later edition of the Catalog.

The Sociology Department offers a Ph.D. degree with an M.A. degree earned en route. We do not offer a separate M.A. terminal degree. All of our graduate students are admitted directly into the Ph.D. program. Those who enter without an M.A. degree and thesis must complete the required M.A. en route to the Ph.D. Although not all students advance to through the program after finishing their M.A. (or at any other point along the way), students enter our program with the initial intent of earning the Ph.D.

This document outlines the key requirements associated with each program milestone sociology graduate students must pass en route to their Ph.D. It also includes advice for how to best navigate each milestone and some general guidelines for student performance, professionalization, and conduct.

I. ADVISORS

All graduate students should have a designated advisor who should help the student plan and move through his/her graduate program, including advising the student on courses that may help prepare and complete a thesis or dissertation. Students are free to change advisors, though doing so requires the completion of a new **Appointment of Graduate Advisor** form. Given overlapping research interests, faculty advisors oftentimes also serve as chair (or member) of a student's Thesis, Comprehensive exam, or Dissertation committees, but this is not a requirement and is not always the case.

The Faculty Graduate Director (chair of the Graduate Committee) serves as the advisor of record for all graduate students in their first semester of the program. After completing their first semester, students are responsible for choosing their own faculty advisor. The Graduate Director is available to help students select an appropriate advisor. Once students have identified and met with their chosen advisor, and upon that person's agreement to serve as advisor, students complete

the Appointment of Graduate Advisor form, which requires the signatures of the student and faculty advisor, must be filed with the department's Graduate Coordinator.

It is the responsibility of each student to maintain contact with his/her advisor and request a meeting at least once each semester. The purpose of this meeting is to discuss the student's progress through the program and discuss any questions or concerns the student or advisor might have. This includes discussions about timely progression to key milestones, concerns or questions about coursework, professionalization activities (conferences, publications,...) and any other relevant issues. As a general rule, students should assume that faculty will not be available during the summer for advising, or for supervision of theses, dissertations, or committee service.

II. THE M.A. PROGRAM

A. M.A. REQUIREMENTS

Students may enter the program with or without an approved M.A. from another institution. Those students admitted to the Ph.D. program without an approved M.A. (including thesis) will be considered *pre-M.A.*, *Ph.D. students* and will need to complete all M.A. requirements en route to the Ph.D.

Students admitted to the Ph.D. program with an M.A. from outside the UNM Department of Sociology must complete all M.A. requirements, including the thesis, unless the Graduate Committee formally approves an M.A. thesis they completed elsewhere. Upon the request of the student, the Graduate Committee may accept a previous M.A. thesis if the thesis is in a closely-related social science discipline and meets departmental standards for original sociological research. Students admitted with an approved M.A. (including thesis) will be considered *post-M.A.*, *Ph.D. students*.

Pre-M.A. students will complete their theses under the ***Plan II*** guidelines outlined in the University catalog. This plan requires 30 hours of coursework and a written thesis. Prior to writing a thesis, students must form a Thesis Committee (TC) consisting of a chairperson and at least two other faculty members (one of these may serve as co-chair). Students are responsible for notifying the Graduate Coordinator and their TC the semester prior to their planned thesis completion and graduation.

At the end of each semester the Graduate Coordinator submits a list of all students who plan to graduate in the coming semester. Eligibility for inclusion on the graduation list consists of a completed and approved **Program of Studies** form, successful defense of the thesis prospectus, and the reasonable demonstration that the thesis and any outstanding coursework will be completed by the end of the coming semester. It is highly recommended that students touch base with the Graduate Coordinator at least once a semester to ensure that the appropriate paperwork is in place.

Required Courses for the M.A.:

Sociology 523: Graduate Proseminar (should be taken first semester)

Sociological Theory

Sociology 500: Classical Social Theory

OR Sociology 513: Contemporary Theory 1

OR Sociology 514: Contemporary Theory 2

Sociology 580: Methods of Social Research

Sociology 581: Advanced Social Statistics I

Sociology 596: “Professional Paper” (6 hours)

The remaining **14 hours** should comprise 14 hours of graduate-level, substantive Sociology coursework or approved courses in other departments with a maximum of 6 hours of pre-approved independent “problems” coursework

To count towards the M.A. degree:

- 1) All courses must be taken as in-person seminars (no online courses or remote attendance). **Note:** In rare cases, extenuating circumstances or academic accommodations may lead to exceptions but these must be approved in advance via formal petition.
- 2) Courses must be graduate level seminars (500-level or above). Undergraduate courses (even those that are offered for graduate credit) cannot fulfill course requirements toward the graduate degree.
- 3) Students must earn a grade of B- or higher.

B. M.A. PROGRAM OF STUDIES

Every student is responsible for submitting the electronic Program of Studies Form for the Master's Degree. Although this is a transaction between the student and Graduate Studies (see the UNM Catalog and Graduate Studies (website: <http://GraduateStudies.unm.edu/>), it also requires relevant departmental signatures as indicated on the form itself. The staff Graduate Coordinator can assist in clarifying the rules and regulations for this document.

C. M.A. THESIS COMMITTEE AND PROPOSAL

At the end of their first academic year, students should formulate a thesis topic and identify an appropriate Thesis Committee (TC), consisting of three faculty members (at least two must be Sociology faculty). Prior to commencing work on the thesis, students should consult with their committee about their proposed research topic and then develop a proposal for their thesis that must be formally approved by their TC.

The standard M.A. Thesis proposal should be no more than 10 pages in length. It should briefly and succinctly include the following: a clearly articulated research question, identification of relevant theoretical and empirical literatures, a discussion of relevant theoretical and empirical gaps and contributions, description of empirical data to be used, and a well-conceived methodology/research design.

The proposal should be submitted to the TC within one year of completion of M.A. course work. The students and committee will then schedule a meeting to discuss and approve the proposal. After this meeting, the committee can either formally approve the proposal, or request revisions. When the TC is satisfied with the proposal, the student will submit a signed copy of the Thesis Proposal Approval Form and a copy of the proposal to the staff Graduate Coordinator. **Note:** all members of the committee must sign this form.

Minor changes in the proposed project are anticipated. Students can make these changes in consultation with the Chair of their TC. All members of the TC must approve major changes to the proposed project. The student and the Chair of the TC are responsible for determining if other committee members would view a change as a major change. In the event that there is a major change, the Chair of the student's TC complete a major Change to Thesis Proposal form describing the change. Signatures from all committee members approving the change must be

obtained. The form, and the accompanying signatures, must be filed with the department staff Graduate Coordinator

D. THE M.A. THESIS DOCUMENT

The M.A. thesis is a bounded project written as a journal article (in style and length), which describes an original piece of empirical research and is of “publishable quality.”

Specific guidelines include:

- The M.A. thesis must include an empirical research component (e.g., data, methods, and analysis).
- The text of the M.A. thesis (excluding references and any supplementary materials) should be roughly 25-35 pages in length, approximately 8,000 to 12,000 words.
- The M.A. thesis should be written in an academic journal style that follows the appropriate conventions of this format (e.g., abstract, citations).
- A student’s committee also may require supplementary materials that facilitate their evaluation of the content and quality of the project. The nature of these supplementary materials will vary depending on the project but might include detailed data collection tools or data tables, supplemental analyses and tables, or coding schemes and samples of coded transcripts.

E. M.A. DEFENSE OF THESIS

The thesis defense is an oral exam that acts as a key milestone en route to the Ph.D. Students who plan to defend the thesis must be registered as a student the semester that they graduate. To support thesis completion, students should enroll in *professional paper* hours. Students can count a **maximum** of 6 *professional paper* hours toward their M.A. degree requirements. They may also take up to 6 additional independent study hours with a substantive focus for additional degree credits en route to the M.A.

An M.A. student's final examination is an oral defense of the completed thesis. Students must notify the staff Graduate Coordinator prior to the proposed examination date so that, in consultation, they can submit the Announcement/Report of Examination form, (<http://gradforms.unm.edu/home>) electronically to Graduate Studies at least two (2) weeks before the exam. Please note that departmental approvals are required on this document and therefore students should plan completion of this document well in advance of the two-week deadline.

During the oral defense the student will be evaluated based on his/her ability to describe the project, reflect on and articulate the relevance of his/her research for to the specific sociological literatures it draws on and contributes to, the broad and specific contributions of the empirical project, and its strengths and weaknesses.

Following the defense, a student's committee will complete the electronic Announcement/Report of Examination form as outlined in section E, that documents successful completion of the M.A. thesis exam requirement. Students are responsible for the successful submission of all relevant forms (the Graduate coordinator can advise on this) and are required to submit a final copy of the revised thesis to the department via the Graduate Coordinator.

III. CONTINUATION IN THE PH.D. PROGRAM POST-M.A.

A. POLICY

Continuation in the Ph.D. program is not automatic. All students must formally request to continue on to the Ph.D. program after completing M.A. requirements. (The only exception is when a student holds an M.A. from another institution that has been approved by the Graduate Committee; see above).

CRITERIA

The decision by the department to approve continuation in the Ph.D. program will be based on quality of the Thesis, performance in coursework (grades should reflect doctoral-level ability, which means A- or better in the majority of courses), timely progress toward the degree, and other relevant information.

PROCESS

Students who wish to continue in the Ph.D. program must submit the “Request to Continue in the Ph.D. Program Post-M.A.” form prior to their thesis defense. At the Thesis Defense, thesis committee members will evaluate the student’s request in light of the criteria listed above (see B). Each committee member will submit their recommendation to the Graduate Committee. The Graduate Committee will make the final decision about requests to continue and notify the student accordingly.

B. Ph.D. REQUIREMENTS

All students must obtain an M.A. en route before pursuing a Ph.D. This requires the successful completion of all university and departmental M.A. degree requirements. The only exceptions are students who hold an M.A. from another institution that has been approved by the Graduate Committee (see above).

All students are required to take 48 total hours of course work for the Ph.D. plus 18 additional dissertation hours. The M.A. en route provides the first 30 hours of this coursework including the 6 hours of SOC 596.

Note: Students who obtained their M.A. at another institution can transfer up to 6 credit hours (two courses) on a case-by-case basis. However, these two courses cannot be substituted for either core required courses (listed below) or courses required for the comprehensive exam (see section B). Students are required to provide a syllabus for each course that they wish to receive credit for to the Graduate Director. The Graduate Director, in consultation with any relevant faculty will make the final decision on transfer credits. A copy of the decision will be placed in the student’s file to ensure that the appropriate coursework is listed on the relevant Graduate Studies paperwork.

Required courses for the Ph.D.:

Sociology 523: Graduate Proseminar (should be taken first semester)

Sociology 500: Classical Social Theory

Contemporary Theory

Sociology 513: Contemporary Theory 1 **OR**

Sociology 514: Contemporary Theory 2

Sociology 580: Methods of Social Research I

Sociology 581: Advanced Social Statistics 1

Sociology 582: Advanced Social Statistics 2

Sociology 585: Sociological Fieldwork Methods: Ethnography, Interviews, Focus Groups

Sociology 699: Dissertation (18 hours)

The remaining **29 credit hours** should comprise graduate-level, substantive Sociology coursework, at least twelve hours of which must be in the student's comprehensive-exam areas (two courses per area).

To count towards the Ph.D. degree:

1) All courses must be taken as in-person seminars (no online courses or remote attendance). **Note:** In rare cases, extenuating circumstances or academic accommodations may lead to exceptions but these must be approved in advance via formal petition.

2) Courses must be graduate level seminars (500-level or above). Undergraduate courses (even those that are offered for graduate credit) cannot fulfill course requirements toward the graduate degree.

3) Students must earn a grade of B- or higher.

C. Ph.D. COMPREHENSIVE EXAMINATIONS

1. Choosing Comp Areas

- Students are required to take comprehensive exams in 2 areas, one of which **must** be in one of the Department's core areas. We strongly encourage that students take BOTH comps in the Department's core areas.

- A student who wants to take one of the two comp area exams outside the core can petition to do so only with the support of 2 faculty within the sociology department who are willing to serve as an examining committee. The petition must include a core reading list developed by the identified faculty and augmented by the student (as per guidelines for the core areas) and must identify one graduate-level course within the sociology department that covers the substantive area in which the student plans to comp (not including independent study or courses in other departments) and ensure it will be offered in a timeframe that would accommodate their exam timeline. This petition should be signed by the 2 proposed committee members and submitted to the Chair of the Graduate Committee (who may consult the rest of the committee and/or the Department Chair) for approval.

2. Forming a Committee

- Examining committees in each area will be comprised of 2 members identified by the faculty in that area committee.
- Each area committee has a systematized process for forming comps committees. Area committees will, when possible, use a rotation system to assign 2-person committees to students once they designate their intention to comp in a given area.
- In most instances students will have 4 total examiners. No more than one committee member can cover the two comp areas, so that students have a minimum of 3 examiners across the 2 areas.

3. Course Preparation

- For each comp area, students must take a minimum of 2 courses, one of which must be a graduate seminar in the department. (**Note:** To the extent possible, the department is committed to offering 1 grad seminar each year in each of the 4 core areas. However, students are always advised to enroll in relevant seminars when they are offered in the event of a subsequent unforeseen gap in offerings.) Ideally the second course is also a department seminar, but where this is not possible (i.e., no second course is offered in the appropriate time frame), students can petition to take an independent study course with a sociology faculty member or a course offered outside the department to meet the 2-course requirement. Petitions, which outline and justify the exception, should be approved by the full subject area committee (the comps chair for that area can facilitate this) and then submitted to the Graduate Chair for final approval **prior to taking the course.**

4. Reading Lists

- Each of the Core Area Committees will maintain a core reading list that they review and revise annually. Faculty who agree to serve on exams outside the core will also develop a core reading list that they revisit each time they agree to serve on an exam committee in that area. These lists represent the foundational scholarship that all students taking exams in a given area are responsible for. Students then augment the list based on their particular interests.
- The final reading list must be approved by the examining committee and submitted to the grad committee at least 4 months prior to the anticipated comp date. This reading list will be printed and made available to the student during the exam.

5. The Exams (Process)

- Comp exams will be offered during weeks 2 and 3 of each semester. Students will take both of their area exams during this 2-week period. Students need to declare their intention to take comps (approved by their examining committee) in the semester *prior* to the one during which they plan to comp.
- Any faculty with students planning to comp in a given semester should submit comp questions to the front office by the end of week 1.
- Students must submit the Announcement/Report of Examination form, (<http://gradforms.unm.edu/home>) electronically to Graduate Studies before sitting for any portion of the exam.
- Exams are 8 hours, closed-book format. The examining committee will supply the exam questions along to the front office at least 1 week prior to the exam (by the end of the first week of the semester). Students will be provided with the questions and the reading list on the morning of the exam. The student and their examining committees will schedule an oral defense within 2 weeks after the student completes the second exam.

6. The Exams (Content)

- Students can expect the exam to have a set of questions that assess their broad and specific knowledge of the area. The number of questions and the specific focus of those questions are up to the examining committee. The exam format is also up to the examining committee. In some instances, the exam may be made up of a set of mandatory questions, while in others the students may be asked to pick from a list of questions (or there may be some combination of mandatory questions coupled with a set of other questions to choose from).

7. The Oral Defense

- In preparation for the oral defense, students should 1) Review their written responses to the exam questions; 2) carefully evaluate the strengths and weaknesses of their responses. If the student has questions at this stage, he/she can get some general guidance/feedback from members of the examining committee, but will not receive specific or detailed feedback until the actual defense.
- Students should come to the oral defense prepared to discuss the strengths and weaknesses of their written responses with the examining committee. At the start of the oral defense the student will briefly present his/her reflections on the exam, particularly the strengths and weaknesses of his/her responses (10 minutes max). The remainder of the defense will be a dialogue between the student and his/her committee. During this time, the committee will dialogue with the student about the strengths and weaknesses of the written exams with questions aimed particularly at clarifying any confusion in the written responses, probing for details, and pushing for justifications or refinements of the student's arguments where relevant.

8. Process for evaluating exams

- Following the oral defense, each area exam will be evaluated separately by the 2 designated examiners in that area, in consultation with the examiners from the other area.
- Based on the examining committee's evaluation, each of a student's 2 exams will receive one of the following marks reflecting the consensus of the 2 area examiners: Pass (no rewrite necessary), Minor Revisions (one week to address committee concerns; revisions approved by exam area chair), Major Revisions (up to 2 months to address committee concerns; revisions approved by exam area committee), Fail (can schedule to retake exams within one year.) Note: if student does not pass the second time he/she cannot advance to candidacy).
- Minor Revisions and Major Revisions would both be considered "conditional pass" on Graduate Studies forms, with a follow-up memo to Graduate Studies once the student meets the criteria for passing the exam. If the student does not meet the criteria for passing in the allocated time frame, the mark changes to a Fail.

9. Process for Addressing Failing Exams

- When the examiners in given area agree on a designation of “Fail” the student will have one year to retake the exam. This means the student can retake the exam during one of the upcoming two exam sittings (the beginning of one of the following 2 semesters). The new exam will be administered by the examining committee next up in the area’s exam committee rotation (as determined by the area committee). The student should consult with the area committee rep to determine his/her new examining committee. **Note:** depending on the rotation structure, this may or may not be the same examining committee from the student’s initial exam.
- The process and expectations for this second exam are the same as the original exam (as detailed in this document).

10. Other Issues

- To facilitate better coordination within area committees, the Department will replace one faculty meeting early in the Spring semester with Area Committee meetings during which each Area Committee will review their exam committee rotation and reading list (and revise as needed) as well as their grad course offerings to ensure the course offerings meet student needs. To accommodate faculty who sit on two Area Committees, these may not all take place at the time of the scheduled faculty meeting, but will be scheduled during that week at a time convenient for all members.

Ph.D. CANDIDACY

Upon passing the comprehensive exams, it is the responsibility of the student to file an **Application for Candidacy** form for the Doctoral Degree; this form is available on the Graduate Studies website. Although this is a transaction between the student and Graduate Studies (see the UNM Catalog and Graduate Studies website: <http://grad.unm.edu/home/>), it also requires relevant departmental signatures as indicated on the form itself. The staff Graduate Coordinator can assist in clarifying the rules and regulations for this document.

D. THE Ph.D. DISSERTATION

THE DISSERTATION COMMITTEE

The student nominates a Dissertation Committee (DC) by submitting a Dissertation Committee form to the Graduate Coordinator. Students should read carefully the criteria for committee members <http://catalog.unm.edu/catalogs/2020-2021/graduate-program.html>

The staff Graduate Coordinator can assist in clarifying the rules and regulations.

This form must to be submitted no later than the first semester of enrollment in Sociology 699 (Dissertation credit hours).

DISSERTATION PROSPECTUS

Students should work with their DC to develop their dissertation prospectus. Once finalized, the committee should meet with the student for a formal defense of the prospectus. Once the committee approves the prospectus the student must file a signed Prospectus Approval Form with the staff Graduate Coordinator. The dissertation prospectus approval form should be submitted within one year of completion of the comprehensive exam. At this point, the student can move forward with the project. If the project requires IRB approval, such approval must also be in place before the student begins any project related research activities. It is the responsibility of the student to file all necessary IRB paperwork for approval and to ensure the research follows all relevant IRB guidelines. The students DC can advise the student on any relevant IRB matters.

GRADUATION AND DISSERTATION DEFENSE

At the end of each semester the Graduate Coordinator submits a list of all students who plan to graduate in the coming semester. Eligibility for inclusion on the graduation list consists of a completed and approved **Application for Candidacy** form, enrollment in SOC 699 (Dissertation hours; 18 hours need to be completed by the time of graduation) and reasonable demonstration that the dissertation will be completed by the end of the coming semester.

When students, in consultation with their committee, decide they are ready to defend their dissertation, they must notify the staff Graduate Coordinator of the proposed examination date who will help them submit the required Announcement/Report of Examination Form, (<http://gradforms.unm.edu/home>). This form must be submitted electronically to Graduate Studies at least two (2) weeks before the defense. Please note that departmental approvals are required on this document and therefore students should plan completion of this document well in advance of the two-week deadline. The staff Graduate Coordinator and Chair of the DC will assist the student in arranging for dates and times of the defense and to

make sure that relevant paperwork and signatures are obtained and filed in the proper manner.

Upon successful completion and revision (if necessary) of the dissertation, the student is required to file a hard copy with the department and to complete all relevant Graduate Studies paperwork. The instructions for the mandatory Graduate Studies paperwork are available in the **Doctoral (Ph.D.) Graduation Checklist** on the Graduate Studies website. Please note Ph.D. students are required to upload a properly formatted copy of their dissertation prior to graduation.

Students must be enrolled in dissertation hours their graduating semester. Once a student enrolls in dissertation hours, he/she must be continuously enrolled in dissertation hours through the graduating semester and accrue a minimum of 18 hours. It is highly recommended that students touch base with the Graduate Coordinator at least once a semester to ensure that the appropriate paperwork is in place.

IV. GRADUATE STUDENT TEACHING

Students wishing to be considered as possible instructors in the department should fulfill the following pedagogical training:

SOC 531: The Graduate Teaching Seminar is required of all students before they teach their first course. Exceptions to this rule may apply to students with substantial teaching experience and/or when the department is unable to offer the course with reasonable frequency. Other exceptions may be made on a case-by-case basis.

583.001: This Graduate Teaching course is an alternative preparation course available that is not mandatory but advisable especially for students new to teaching. It is a one credit hour course available in the Fall and Spring semester. A separate section is available exclusively for international students. Students are encouraged to complete both this course and the departmental seminar, particularly if they have no prior teaching experience.

Students need to earn a B or better in the teaching preparatory course(s) they complete to be considered for a teaching role in the department. Prospective teachers are also required to successfully complete all relevant University training including the online FERPA training. The purposes of these training opportunities are to teach graduate students the basics of good pedagogy and contemporary learning theory.

V. STANDARDS OF PERFORMANCE AND EVALUATION FOR GRADUATE STUDENTS

Students in the Sociology Department are required to conform to the grade performance standards established in the UNM Catalog. All students should be familiar with these. In particular, students should be aware that all required courses must be passed with a grade of B- or better, or else retaken.

Each spring semester the faculty meet in executive session to evaluate the academic progress of all graduate students. All students then receive an annual progress letter outlining their progress to date and highlighting any deficiencies or problems the student needs to address. The Department is committed to helping students address any deficiencies, however, it is the responsibility of the student to reach out to his or her advisor or other faculty members to develop a performance improvement plan. Failure to show improvement from one year to the next constitutes grounds for removal from the sociology program. If a student is not making adequate progress, this will be noted in his or her annual letter and the letter will indicate the amount of time the student has to improve his or her academic performance.

As a matter of academic standards and integrity it is important to elaborate on the rules for participation in convocation and use of degree titles. Students who have had their dissertation approved by their committee may participate in the graduation convocation. Students are welcome to participate in the next convocation following completion of degree requirements. Students who have not yet had their dissertation approved by their committee may not use the title Ph.D. after their name, as this practice constitutes a misrepresentation of the student's credentials. Students can identify themselves as a Ph.D. candidate on their curriculum vitae after the comprehensive examinations and the defense of the dissertation prospectus; however, the signing of letters or any professional correspondence in any way that implies the Ph.D. is completed or is imminent (e.g. "Ph.D. (candidate)", "ABD (all but dissertation)" among other variations) *is prohibited*. Students may identify themselves as sociologists once the degree is conferred.

VI. DEPARTMENTAL FUNDING GUIDELINES

A. TEACHING RELATED ASSISTANTSHIPS AVAILABLE FROM THE SOCIOLOGY DEPARTMENT

Teaching Assistant (TA): directly responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit. Tuition hours are included. (Generally reserved for post M.A. students who have completed SOC 531: Sociology Teaching Seminar and any other relevant training (e.g., online teacher training)).

Graduate Assistant (GA): one whose duties are related to assisting course instructors but who is not directly involved in teaching. Tuition hours are included.

B. RESEARCH RELATED ASSISTANTSHIPS WITHIN AND OUTSIDE THE DEPARTMENT

In addition to teaching related assistantships offered through the department, graduate students are encouraged to seek support through other funding streams, particularly graduate fellowships and research assistantships.

Students who secure these external sources of support need to be aware that this does not preclude them from receiving departmental funding, BUT it is the student's responsibility to notify the graduate committee chair at the start of the prior semester that they want to be considered for department funding (teaching related assistantships) the following semester.

Students may also be funded through some combination of teaching and research related assistantships. Graduate Studies rules allow domestic students to work up to 30 hours during the semester and 40 hours in the summer. International students should consult with the Global Education Office regarding employment regulations. However, students should keep in mind that the department considers 20 hours to be a full load and does not recommend that students work more than 20 hours during any given semester.

C. CRITERIA FOR GRANTING ASSISTANTSHIPS

Wherever possible, the Department is committed to helping graduate students secure funding throughout the course of their degree program. However, Graduate Assistantships and Teaching Assistantships are awarded and evaluated *each semester*. Therefore, a GA/TA should not be assumed to be ongoing, but rather contingent on performance and availability of funding. Priority will go to students in their first five years of the Ph.D. program. All students on assistantships are required to complete the online FERPA training and other relevant trainings as required by the University.

GA/TA awards are granted according to the following criteria:

1. Evidence of satisfactory progress towards the degree. Students are expected to complete their coursework and requirements in a timely manner. Although the exact pace varies and each student's progress will be evaluated on a case-by-case basis, the following guidelines should be kept in mind: two years to complete the M.A., two additional years to complete comprehensive exams, and 2-3 additional years to complete the dissertation.

Academic progress is reviewed annually by the full faculty (this review typically occurs at the end of the Spring semester). During the annual review of graduate students, faculty assess a number of dimensions relevant to academic progress. These include students' grades and performance in courses, number and duration of incompletes, progress towards and quality of thesis or dissertation, performance on comprehensive exams, and other relevant criteria, including professional activity such as publications and conference presentations.

Lingering incompletes are especially dangerous to student progress in the program. They can become a significant obstacle, and can result in a variety of problems with respect to rules on academic standing. To discourage longstanding incompletes, funding requests from students with an "extended" (more than one semester old) incomplete will be given lowest priority while that incomplete is pending. The Graduate Chair, in consultation with the Graduate Committee, can grant discretionary exceptions if warranted by extenuating circumstances.

2. Prior performance as a GA/TA (if relevant) is assessed according to formal and informal evaluation by the supervising faculty member or instructor, and/or evaluations of teaching (student teaching evaluations, faculty evaluations of teaching), if applicable. In addition to any course related grading and instructional support tasks the instructor requires of a GA, they are also expected to attend the course(s) for which they are grading and make themselves available for office hours or undergraduate tutoring.

The department assesses student progress on these dimensions during the annual review meeting. At this time, it also considers student compliance with the code of conduct (detailed below in section IX). Deficits in any of these areas will be flagged for students at this time. However, students should meet regularly with their faculty supervisor(s) to ensure their timely and satisfactory progress through the program.

D. GA/TA APPOINTMENT NOTIFICATION

By definition, assistantships are term appointments. Students should not assume that they will be reappointed merely because no notification or termination at the end of the appointment period has been received. All appointments are contingent on the continuing availability of funds and the student's academic and assistantship performance, and other criteria specified in Section C (above). Contracts for teaching related assistantships are due six weeks before any given semester, so students can expect to be notified at least 6 weeks before the semester of their assistantship allocation.

E. MEDICAL LEAVE

Assistantship recipients who suffer a serious medical condition requiring absence from assigned duties for two consecutive weeks may be granted, on written request to the Department Chair, a two-week sick leave without loss of stipend. After this leave, the student will be paid only for the time the assistantship responsibilities were fulfilled. The department is required to notify Graduate Studies whenever it grants an assistant a two-week sick leave, as well as the date that the assistant returns to his/her position.

VII. GRADUATE STUDENT CODE OF CONDUCT

All students in the UNM Sociology Graduate Program are expected to conform to the Student Code of Conduct approved by the UNM Regents and detailed in the student handbook <http://pathfinder.unm.edu/code-of-conduct.html>.

More specifically, as a department we aim to create a collegial environment in which all graduate students feel supported by one another and by our faculty and staff, while still allowing for critical and productive debate. The pillars of this collegial environment are professional, respectful and ethical behavior. All interchanges graduate students have within the department, at department sponsored events, on social media, or when acting as a representative of the department in any other context, should be characterized by ethical conduct in the context of professional and respectful interactions. We encourage healthy intellectual exchanges, which are often characterized by theoretically or empirically based debates, but should never digress to name-calling, bullying, or attacks on other people's character or integrity.

All members of the UNM Sociology Department are expected to comply with the expectations detailed in the Code of Ethics affirmed by the American Sociological Association, which is accessible at: <http://www.asanet.org/membership/code-ethics>

In its entirety, the ASA Code of Ethics reads as follows:

PREAMBLE

This Code of Ethics articulates a common set of values upon which sociologists build their professional and scientific work. The Code is intended to provide both the general principles and the rules to cover professional situations encountered by sociologists. It has as its primary goal the welfare and protection of the individuals and groups with whom sociologists work. It is the individual responsibility of each sociologist to aspire to the highest possible standards of conduct in research, teaching, practice, and service.

The development of a dynamic set of ethical standards for a sociologist's work-related conduct requires a personal commitment to a lifelong effort to act ethically; to encourage ethical behavior by students, supervisors, supervisees, employers, employees, and colleagues; and to consult with others as needed concerning ethical problems. Each sociologist supplements, but does not violate, the values and rules specified in the Code of Ethics based on guidance drawn from personal values, culture, and experience.

GENERAL PRINCIPLES

The following General Principles are aspirational and serve as a guide for sociologists in determining ethical courses of action in various contexts. They exemplify the highest ideals of professional conduct.

Principle A: Professional Competence

Sociologists strive to maintain the highest levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain professionally competent; and they utilize the appropriate scientific, professional, technical, and administrative resources needed to ensure competence in their professional activities. They consult with other professionals when necessary for the benefit of their students, research participants, and clients.

Principle B: Integrity

Sociologists are honest, fair, and respectful of others in their professional activities—in research, teaching, practice, and service. Sociologists do not knowingly act in ways that jeopardize either their own or others' professional welfare. Sociologists conduct their affairs in ways that inspire trust and confidence; they do not knowingly make statements that are false, misleading, or deceptive.

Principle C: Professional and Scientific Responsibility

Sociologists adhere to the highest scientific and professional standards and accept responsibility for their work. Sociologists understand that they form a community and show respect for other sociologists even when they disagree on theoretical, methodological, or personal approaches to professional activities.

Sociologists value the public trust in sociology and are concerned about their ethical behavior and that of other sociologists that might compromise that trust. While endeavoring always to be collegial, sociologists must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct.

Principle D: Respect for People's Rights, Dignity, and Diversity

Sociologists respect the rights, dignity, and worth of all people. They strive to eliminate bias in their professional activities, and they do not tolerate any forms of discrimination based on age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; or marital, domestic, or parental status. They are sensitive to cultural, individual, and role differences in serving, teaching, and studying groups of people with distinctive characteristics. In all of their work-related activities, sociologists acknowledge the rights of others to hold values, attitudes, and opinions that differ from their own.

Principle E: Social Responsibility

Sociologists are aware of their professional and scientific responsibility to the communities and societies in which they live and work. They apply and make public their knowledge in order to contribute to the public good. When undertaking research, they strive to advance the science of sociology and to serve the public good.

If graduate students have further questions about what constitutes disrespectful or unethical behavior, it is their responsibility to consult the Pathfinder and the ASA Code of Ethics and/or to ask faculty or professional staff members for clarification.

VII. FACULTY EXPERTISE AND CORE COURSES IN COMPREHENSIVE EXAMINATION AREAS

In preparation for their comprehensive exams, students are only required to take one CORE course in a given area; the secondary course requirement can be completed via one of four ways: (1) another core course listed for the area; (2) a class from the secondary course list of the area; (3) SOC 551- an independent study with one of the listed professors in the area; or (4) a relevant graduate course in another UNM department. Those selecting option (4) must present a syllabus and earn a grade of B- or better. Please note that course offerings and names may change; those listed below note some of the more recent offerings in each area. It is also a good idea to always check the department website for the most recent listing of faculty areas of expertise.

CRIME, LAW, AND SOCIAL CONTROL

FACULTY: Lisa Broidy, Christopher Lyons, Noah Painter-Davis, Daniel Ragan,

CORE COURSES: SOC 507 Theories of Crime, SOC 507 Research on Crime and Delinquency

SECONDARY COURSES: SOC 595 Contemporary Issues in Criminology, SOC 595 Communities, Race and Crime, SOC 595 Politics of Crime and Punishment
SOC 595 Gender and Crime

SOCIOLOGY OF HEALTH AND MEDICINE

FACULTY: Kristin Barker, Jessica Goodkind, Kiwoong Park, Owen Whooley

CORE COURSES: SOC 540 Medical Sociology and Health Policy, SOC 595 Sociology of Medical Practice

SOCIAL MOVEMENTS

FACULTY: Maricarmen Hernández, Sharon Erickson Nepstad, Owen Whooley, Richard Wood

CORE COURSES: SOC 510 Social and Political Movements; SOC 507: Political Culture

RACE AND ETHNICITY

FACULTY: Jessica Goodkind, Elizabeth Korver-Glenn, Nancy López, Noah Painter-Davis, Eli Wilson, Reuben Thomas

CORE COURSES: SOC 520 Racial and Ethnic Relations

SECONDARY COURSES: SOC 507 Race & Education, SOC 507 Race & Gender and SOC 595 Communities, Race & Crime

Additional Areas:

The department also offers expertise in the following areas, though the course offerings are provided as demand allows.

EDUCATION

FACULTY: Nancy López

CORE COURSES: SOC 521 Sociology of Education

SECONDARY COURSES: SOC 507 Race & Education, SOC 507 Equity and Division in Higher Education and SOC 507 Latinos & Higher Education

RELIGION

FACULTY: Sharon Erickson Nepstad, Richard Wood

CORE COURSES: SOC 532 Sociology of Religion SOC 507 Sociology of Culture

GENDER

FACULTY: Kristin Barker, Lisa Broidy, Jessica Goodkind, Nancy López

CORE COURSES: SOC 595 The Sex/Gender System

SECONDARY COURSES: SOC 507 Gender and International Development SOC 507, Race & Gender, SOC 595 Gender and Crime

POLITICAL

FACULTY: Sharon Erickson Nepstad and Richard Wood

CORE COURSES: SOC 510 Social and Political Movements, SOC 507: Political Culture; SOC 512: International Political Sociology

OTHER AREAS REPRESENTED

Community-Based Participatory Research: Jessica Goodkind, Nancy López

Demography: Noah Painter-Davis, Kiwoong Park

Global & Transnational Sociology: Maricarmen Hernández

Qualitative Methods: Kristin Barker, Elizabeth Korver-Glenn, Sharon Erickson Nepstad, Eli Wilson, Richard Wood

Quantitative Methods: Daniel Ragan, Rueben Thomas

Science and Knowledge: Kristin Barker, Owen Whooley

Social Networks: Daniel Ragan, Rueben Thomas

Urban and Community Sociology: Elizabeth Korver-Glenn and Christopher Lyons