

## **M.A./Ph.D. REQUIREMENTS FOR GRADUATE STUDENTS**

(Revised May, 2017)

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/2017-2018/>. 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 students may leave 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*.

All students who plan to defend their thesis *prior* to Fall 2018 must meet the program requirements for *Plan I* in the University Catalog, which requires 24 hours of coursework, 6 hours of thesis credits, and a written thesis. Beginning in Fall 2018, 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:** Theory Proseminar (should be taken first semester)

**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 599:** Master's Thesis (6 hours) **OR Sociology 551:** "Problems" (6 hours) for students entering Fall 2017 or later

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

**Note:** Although only 6 hours of thesis are required, students must enroll in SOC 599 every Fall and Spring semester (and Summer semester if that is when they plan to defend), until they defend their thesis. Other students need to be enrolled in at least one credit of graduate-level coursework in the semester that they defend.

## **B. M.A. PROGRAM OF STUDIES**

Every student is responsible for filing a 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 and will submit it to Graduate Studies on behalf of the student. The chair of the student's TC should also review it prior to submission

to ensure that any projected courses are appropriate and the timeline for completion is realistic.

A copy of this form should be filed with the staff Graduate Coordinator prior to its submission to Graduate Studies. This form is due to Graduate Studies no later than one semester prior to the graduating semester. The Graduate Studies office will be moving this form to an electronic process in the near future. The Graduate Coordinator will notify students and faculty of any changes to the submission procedure.

### **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.

Submitting the final thesis document:

Students submitting their thesis *before Fall 2018* will be required to adhere to all Graduate Studies’ formatting requirements for the thesis and to submit the final document to the Graduate studies office for archiving.

Students submitting *after Fall 2018* will not be required to submit a final document to Graduate Studies, but rather their 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.

#### **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 *prior to Fall 2018* must be enrolled for thesis hours the semester that they graduate. Once a student enrolls for thesis

hours, he/she must be continuously enrolled for at least one hour of thesis throughout the graduating semester. Students can count a **maximum** of 6 hours of thesis credits toward their degree requirements.

Students who are defending *after Fall 2018* cannot enroll in *thesis hours*, but can use *independent study hours* to complete their thesis. Students can count a **maximum** of 6 thesis focused independent study 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, students are responsible for the successful submission of all forms on the *Graduate Studies Masters Plan Graduation Checklist*, available on the Graduate Studies website under 'Graduate Studies Forms: Graduation.' In addition, students 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 thesis or problems credits.

**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:** Theory Proseminar (should be taken first semester)

**Sociology 500:** Classical Social Theory

**Sociology 513:** Contemporary Theory 1 OR Sociology 514: Contemporary Theory

**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).

### **C. Ph.D. COMPREHENSIVE EXAMINATIONS**

All Ph.D. candidates must successfully complete written comprehensive examinations in two sociological areas, and then orally defend these written exams. An area is defined as a recognized sub-discipline in sociology. At least one of the two exam areas must be from the following list:

- Crime, Law, and Social Control
- Social Movements
- Race and Ethnicity
- Sociology of Health and Medicine.

These four areas represent the core areas of departmental expertise and the department has faculty resources and regular course offerings in each of these areas. Even so, students should be aware that faculty resources and course offerings are subject to change, and at times, course offerings and faculty availability in any of these areas may be limited (e.g, faculty turnover, sabbaticals, etc.) so students should always plan ahead and take relevant courses whenever they are on offer.

If a student chooses to take one of their two comps in an area outside the Department's four core areas, he or she must find two sociology faculty members who are willing to serve on the comprehensive exam committee for that area.

Comprehensive exams assess the ability of students to comprehend and evaluate key issues within a particular area of sociology. The exams are viewed as preliminary preparation toward becoming a scholar in a particular area, and



towards doing independent research on a dissertation. The exams assess the student's ability to review the empirical and theoretical landmarks of a particular area and to analyze, synthesize, and critique major theoretical and empirical materials.

### *ESTABLISHING A COMPREHENSIVE EXAM COMMITTEE*

Comprehensive exams require the participation of at least two Sociology Department faculty members in each area. Each core area has a *faculty area committee* that sets guidelines for comprehensive exams in that area, including the composition of the examining committee. Students should consult with faculty in a given area to learn the guidelines that will apply in each of the two areas in which they plan to take exams. In some cases it is possible that one faculty member serves as an evaluator in two areas, leading to an examination committee with as few as three members.

Students should consult *Section VII: Faculty Expertise in Comprehensive Examination Areas* for a list of faculty in each area of expertise. Students can then reach out to faculty in their proposed area for guidance on how to constitute their examining committee. Comprehensive Exam committees (CEC) are created in consultation with the faculty area committee.

At least four months before the exam, the student must submit to the staff Graduate Coordinator the **Proposal to Take Ph.D. Comprehensive Exams** (along with the CEC approved reading list). This document will indicate the faculty members who will constitute the examining committee in each of the student's two exam areas. Members of the examining committee will each sign the document indicating their approval of the student's reading list and preparation in each area.

### *READING LIST AND COURSE PREPARATION*

The course preparation and reading list for comprehensive exams should cover the core theoretical perspectives and empirical research in each of the student's two designated areas. Students are encouraged, in addition, to develop comprehensive mastery within a specialized subarea. Among other things, the mastery required to pass comprehensive exams should help prepare a graduate student to: a) teach a graduate course in the area; and b) publish articles in recognized academic journals that deal with the area.

At least two graduate-level courses should be taken in each of the student's two comp areas (four courses total). In each area, at least one of the two preparatory courses must be taken in the Sociology department. Students may also take one

Independent Study course, with a sociology faculty member, in each area as part of their preparatory course work.

Students will be expected to compile a reading list in each of their two exam areas, which needs to be approved by the relevant members of their Comprehensive Exam Committee (CEC) no later than 4 months before the exam. These reading lists are the responsibility of the student, but should be compiled in consultation with all members of the examination committee. All examination committee members must approve the reading list and course preparation for comprehensive examinations at least four months prior to the exam. The Proposal to Take Comprehensive Exams form records the above requirements.

All reading lists for comprehensive examinations will be filed with the staff Graduate Coordinator and be available for public review. Additionally, once the exam has been completed the exam questions will be filed with the department staff Graduate Coordinator.

### *SCHEDULING THE COMPREHENSIVE EXAMINATION*

Students must complete All Ph.D. coursework before taking their comprehensive exams, and the exams should be taken within one year of completion of course work. Students may petition the Graduate Committee for exceptions to this rule, but such petitions will only be approved if the Committee decides that the exception is clearly in the interest of both the student and the department. Students must be enrolled during the semester that they take their comprehensive exams (excluding the summer semester).

Once both written exams are complete, the exam process culminates in an **oral examination (defense)** that must occur *within two weeks of completion of the written exams*. Students should make clear and explicit arrangements with their CEC regarding the precise date of the exams. Students must notify the staff Graduate Coordinator prior to the proposed examination date so that, in consultation, they can complete the Announcement/Report of Examination Form, (<http://gradforms.unm.edu/home>) which must be submitted electronically to Graduate Studies at least two (2) weeks before the written exams commence. 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 Chair of the CEC, along with the staff Graduate Coordinator, will assist the student in arranging for dates and times of both written and oral exams, and to make sure that relevant paperwork and signatures are obtained, and filed in the proper manner.

When scheduling the three components of the exam (the two written components and the oral component) students should keep in mind that each of the two written area exams must be scheduled and completed within a two week period with the oral defense scheduled within two weeks after completion of the second written area exam. Students will take each of the two written area exams in one day (8 hours per area exam). Each of the eight-hour written area exams must be scheduled on a weekday between 8 am and 5 pm within the agreed upon 2 week period.

When students sit for their written area exams, they will use the Department Reading Room. The Department will provide a computer (without network access) to write the exam. Students may NOT consult the internet, books, articles, or notes during the exam. Students must complete the exam by 4:45 PM so that staff can close the office by 5 pm. Once completed, exams will be distributed to the student's faculty CEC so that they can review the responses prior to the oral defense.

### *ORAL EXAM AND FINAL EVALUATION OF THE COMPREHENSIVE EXAM*

The oral exam provides the faculty and student with the opportunity to consider aspects of the written exam more closely, as well as related theoretical and methodological concerns in the area of specialization. The faculty CEC will have reviewed the written exams prior to the oral defense and, during the defense, will probe the student to refine, expand on, or defend the elements of the written exam. The oral examination (defense) must occur within two weeks of completion of the written exams.

To pass the comprehensive exam in an area, a majority of faculty members evaluating an area must agree to a passing evaluation. If two faculty members evaluate an area, then both must agree to a passing evaluation. In the event a student fails one area, only that area becomes the subject of reexamination. To pass with distinction all members of both areas of the exam committee must agree.

Should a member of the CEC be unable to participate (e.g., for reasons of sabbatical leave), the Department Chair in consultation with other committee members will appoint a substitute. The student to be examined should feel free to consult with the chair and committee members regarding the substitution.

### *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 and will submit it to Graduate Studies on behalf of the student. The Graduate Studies office will be moving this form to an electronic process in the near future. The Graduate Coordinator will notify students and faculty of any changes to the submission procedure.

## **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/2017-2018/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, Aubrey Jackson, Christopher Lyons, Noah Painter-Davis, Daniel Ragan, Brian Soller, María Vélez

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, Kimberly Huyser, Brian Soller  
Owen Whooley

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

## **SOCIAL MOVEMENTS**

FACULTY: Felipe Gonzales, Sharon Erickson Nepstad, Wayne Santoro, Owen Whooley, Richard Wood

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

## **RACE AND ETHNICITY**

FACULTY: Felipe Gonzales, Jessica Goodkind, Kimberly Huyser, Elizabeth Korver-Glenn, Nancy López, Noah Painter-Davis, Wayne Santoro, Reuben Thomas, María B. Vélez,

CORE COURSES: SOC 520 Racial and Ethnic Relations

SECONDARY COURSES: SOC 528 Sociology of Mexican Americans, 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

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

## **GENDER**

FACULTY: Kristin Barker, Lisa Broidy, Jessica Goodkind, Aubrey Jackson, Nancy López, Brian Soller

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: Felipe Gonzales, Aubrey Jackson, Sharon Erickson Nepstad, Wayne Santoro, 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 Lopez

*Demography:* Noah Painter-Davis, Kimberly Huyser

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

*Quantitative Methods:* Brian Soller, Rueben Thomas, Daniel Ragan

*Science and Knowledge:* Kristin Barker, Owen Whooley

*Social Networks:* Brian Soller, Rueben Thomas, Daniel Ragan

*Urban and Community Sociology:* Aubrey Jackson, Elizabeth Korver-Glenn, Christopher Lyons, and Brian Soller, Maria Velez