

University of New Mexico

Department of Sociology



Graduate Student Resource Guide

2023-2024 Academic Year

Preface

This resource guide aims to provide incoming graduate students with useful information that will facilitate their successful transition into the graduate program in sociology at UNM.

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Letter of Welcome

Welcome to the UNM Sociology Department!

We think that our department is an excellent place for graduate studies in Sociology. Our relatively small size (approximately 40 graduate students) allows plenty of opportunities to get involved in the teaching and research activities of faculty.

During the fall semester, you will be advised by the Graduate Director, Dr. Owen Whooley. Over the course of the first semester, you familiarize yourself with each faculty member and their fields of study. In your second semester, you will choose a faculty advisor in your area of interest.

Once you arrive on campus, you should find your way to the Sociology department office, Sociology Building 78, Room 1103. There you will meet our permanent office staff: Dorothy Esquivel, Department Administrator, Shoshana Handel, Coordinator, Graduate Academic Advisement, and Jordan Cilley, Administrative Assistant. They can help you with the logistics of getting established, such as registering for courses, getting a mailbox and email account, FERPA training, etc.

During August, many faculty and graduate students will be gone on vacation. Many return only shortly before classes start, so do not be surprised if there is little activity here when you arrive. We look forward to meeting you and getting to know you, so call or come by and introduce yourself. Until then, good luck with getting settled in Albuquerque.

Again, welcome on behalf of the department faculty, staff, and graduate students, and best wishes as you start graduate studies here at UNM.

Sincerely,

Dr. Lisa Broidy
Professor
Chair, Department of Sociology

Dr. Owen Whooley
Associate Professor
Graduate Studies Director

Arrival in Department/Orientation

When you arrive in Albuquerque, please stop by the Department and introduce yourself. Once you get settled in, there are a few initial things you should do so that you are ready to jump into your graduate studies once the semester starts:

1. Meet with the front office staff and take care of all necessary paperwork.
 - a. **Hiring Paperwork:** Graduate Studies will email you directly with instructions for filling out your I-9 and other relevant hiring paperwork
 - b. **Keys:** Staff will email students with instructions on how to obtain office keys.
 - c. **FERPA & other training** (if on GA/TA contract)
 - d. **Grey Area Training:** The Grey Area training covers the prevention of sexual harassment and misconduct as well as UNM's policies and procedures regarding Title IX complaints. It is **mandatory** that all students enrolled in six or more credit hours complete the training by the end of their first semester at UNM. The LoboRespect office will contact you directly to schedule the training.
2. Attend the new student orientation and meet with the Graduate Director, Dr. Whooley, to discuss your class schedule and any other details he can advise you on before the semester starts. You will have been sent an email advising you as to the date and time of the orientation.
3. Meet with the staff Graduate Coordinator (Shoshana Handel) to make sure you have completed all necessary paperwork prior to the start of the semester. This meeting will also occur at the orientation.
4. If you are on contract, you will have been sent via email the instructor you are assigned to work with. Please contact the instructor if you have not done so.

Department Personnel

Staff
(We're here to help!)



Dorothy Esquivel (desquive@unm.edu)

Department Administrator

As the DA, Dorothy is the person in charge of the office. Dorothy handles employment, payroll, budget issues, and approvals of reimbursements. Dorothy also works with Dr. Lisa Broidy to keep her advised of all Sociology related issues.

Shoshana Handel (shandel@unm.edu)

Coordinator, Graduate Academic Advisement

Shoshana is the Coordinator, Graduate Academic Advisement (“Graduate Coordinator” or “GC” for short). She will be helping you throughout the program with the processing of paperwork, GA contracts, academic procedures, scheduling, and any other academic related questions or problems. If she does not have the answer, she will refer you to the appropriate person or university office.

Jordan Cilley (jordancilley13@unm.edu)

Administrative Assistant

Jordan can help you with printing for course materials, room scheduling, reimbursements, and conference travel arrangements.

Faculty Administrators

Lisa Broidy (lbroidy@unm.edu)

Professor and Chair

You may meet with Dr. Broidy to discuss questions/problems you are not comfortable discussing with front office staff, your advisor, or the Graduate Director. Please understand that her schedule tends to be dominated with institutional meetings, review and compilation of reports, and budgetary issues, as well as her own research activities and teaching preparations. She sees students by appointment, but you will no doubt see her around the Department, make sure to introduce yourself to her.

Jessica Goodkind (jgoodkin@unm.edu)

Associate Professor and Associate Chair

You may also meet with Dr. Goodkind to discuss issues you are not comfortable discussing with front office staff, your advisor, or the Graduate Director. She maintains regular office hours during the semester and will see students by appointment.

Owen Whooley (owenwho@unm.edu)

Associate Professor and Graduate Director

See Dr. Whooley with questions regarding what courses to take, faculty advisors, GA/TA problems, thesis committees, comprehensive exam committees, and dissertation committees, or any other issues related to your graduate studies.

Department Office/Phone/Email Listing

FACULTY

Name	Office	Office Phone	Email Address
Barker, Kristin	SSCO 1054	n/a	kbarker@unm.edu
Broidy, Lisa	SSCO 1013A	277-2501	lbroidy@unm.edu
Davis, Georgiann	SSCO 1078	n/a	georgianndavis@unm.edu
Goodkind, Jessica	SSCO 1082	277-2002	jgoodkin@unm.edu
Goodman, Ryan	SSCO 1104B	n/a	elbueno@unm.edu
López, Nancy	SSCO 1053	277-3101	nlopez@unm.edu
Lyons, Christopher	SSCO 1074	n/a	clyons@unm.edu
Nepstad, Sharon	SSCO 1066	n/a	nepstad@unm.edu
Olson, Colin	SSCO 1108	n/a	colino@unm.edu
Painter-Davis, Noah	SSCO 1080	n/a	npf26@unm.edu
Park, Kiwoong	SSCO 1068	n/a	kpark3@unm.edu
Ragan, Dan	SSCO 1054	277-6469	dragan@unm.edu
Ray, Ranita	SSCO 1062	n/a	ranitaray@unm.edu
Thomas, Jack	SSCO 1070	n/a	reubenjthomas@unm.edu
Torrez, Diana	SSCO 1108	277-2501	dtorrez7@unm.edu
Whooley, Owen	SSCO 1060	n/a	erwilson18@unm.edu
Wilson, Eli	SSCO 1076	n/a	ownwho@unm.edu
Zerai, Assata	SSCO 1056	n/a	zerai@unm.edu

PART-TIME INSTRUCTORS

Name	e-mail address
Guerin, Paul	malachi@unm.edu

FRONT OFFICE STAFF

Name	Office	Office Phone	e-mail address
Cilley, Jordan	SSCO 1103	277-2501	jordancilley13@unm.edu
Esquivel, Dorothy	SSCO 1103	277-2501	desquive@unm.edu
Handel, Shoshana	SSCO 1103	277-2501	shandel@unm.edu

Sociology Department Rules and Policies

This section provides an overview of some of the important policies and procedures with which faculty and graduate TA/GAs must be familiar. This material is supplemental to information about university-wide policies and procedures contained in the *Faculty Handbook* (<http://www.unm.edu/~handbook/>).

1. **Departmental Grading Policy** in **undergraduate** courses follows the UNM grading policy. This means that grades in the Department of Sociology shall indicate differential evaluation of student performance.
 - a) Accomplishment in the course shall be the primary criterion for determining grades.
 - b) Especially for undergraduate courses, the mean grade shall normally be between 2.0 and 3.0.

Note: This should be regarded as a guideline rather than an inflexible rule. It is possible that mean grades in a section may be above 3.0 or below 2.0; in such cases, however, the instructor should be prepared to provide an explanation of the departure from the norm. A passing grade for **undergraduate** courses in the Sociology Department is "C".

2. Teaching Evaluations

It is departmental policy that all courses be evaluated using the standard EvalKit instrument. This is the online system used by UNM for all course evaluations.

According to a policy established by the Faculty Senate, use of EvalKit evaluations for part-time faculty and graduate TAs (graduate student teaching a course), is **mandatory**. [As their option, instructors may choose to supplement the EvalKit evaluation with other data on teaching effectiveness.]

Information on EvalKit can be found at:
<http://coursefeedback.unm.edu/faculty/index.html>

3. Final Examinations

- a) It is the policy of the College of Arts and Sciences that final examinations must be held at the time scheduled by the University Registrar. **Scheduling final examinations during “closed week” (the week before finals) is specifically prohibited.** (Note: This policy refers to the final examination given to the class; exceptions for individual students, based on compelling circumstances such as medical conditions, family emergencies, etc. may be handled by instructors on a case-by-case basis.) Furthermore, instructors are expected to remain on campus until grades for their courses are turned in. In any case, faculty members or TAs who must be away from campus for any reason during finals week must seek advance approval of the department chair.
- b) In cases of inclement weather, instructors must choose one of the following options **PRIOR** to final exams week and clearly communicate to their students which option they have chosen. The options are 1) Instructors may assign as final grades, the current grades that students have going into final exams week. 2) Instructors may make provisions for students whose exams are canceled to contact them for the scheduling of a make-up exam or alternative arrangements. 3) Faculty may, as a last resort, choose to assign incomplete grades.

4. Office Hours

Faculty and Teaching Assistants (and, where appropriate, Graduate Assistants) are responsible for holding *regularly scheduled office hours*. Office hours must be posted on office doors by the first day of class. Scheduled office hours should be regarded in the same light as scheduled classes; that is, the office staff must be informed of any cancellations so that students may be informed. **Repeated incidents of missed office hours, (without notification), is unacceptable.**

5. Collecting and Returning Tests and Papers

- a) **Please do not have term papers and other assignments turned into the department office.** This creates a serious additional burden on the office and interferes with the office staff’s ability to complete their work

(especially since papers are often due at the end of the semester when the office is busiest.) Exceptions to this rule, such as late papers, may be made infrequently and should be handled as follows: the late paper or assignment should be placed in a sealed envelope with the instructor's name clearly marked on the outside and placed in the "In Basket" on the front counter. (Note: The office staff will **not** issue a receipt to the student or sign for and/or date stamped the paper.)

- b) **Papers and assignments should, whenever possible, be returned to students in class.** When this is not possible, instructors should arrange to return papers and assignments during office hours (regular or ones specially scheduled for this purpose), or have students provide a stamped, self-addressed envelope to return the paper or assignment by mail. Papers and assignments may never be left for pick up outside the instructor's office; this is both a violation of the local fire code and federal law (the so-called Buckley Amendment; see section X on confidentiality of student records (FERPA)). Instructors may place items to be returned to students in an envelope and placed in the "Student Pick-up" basket in the main office.

6. Travel and Other Absences from Campus

TAs shall seek advance approval of the Department Chair for any travel or other scheduled absence from campus during the academic term that might interfere with their assigned duties. Individual TAs are responsible for arranging to have their classes covered (or, if this is not possible, canceled) in their absence. **The front office must be informed if classes are canceled or held away from the regularly scheduled classroom**

7. Miscellaneous Office Expenses

Please follow these guidelines:

a) Copying and Scanning:

All graduate students have access to the copier/scanner in the "Grad Lab." Your access code is the last four digits of your UNM ID; for example, "1492". Graduate students are allotted **250 copies per semester for personal/academic use**. Please note that it is *the student's responsibility* to always log off of computers, printers and copiers so that they are not charged for copies other than those their own.

Graduate Assistants (GA's) should use the access code of the instructor of record for any course related copying. All instructors of record, including graduate students, have unlimited copies for instruction related use. **Tests, syllabi, and short course items will be printed by the front office staff if given to the front office a minimum of 48 hours before they are needed.**

b) Telephone and Fax:

There is no base allowance for long distance telephone for part-time faculty or GA/TAs. **Requests from part-time faculty and GA/TAs should be submitted to Dr. Lisa Broidy or Dorothy.** If a call/fax pertains directly to UNM business, such as course materials, book orders, etc., it is allowed. The Sociology Department cannot receive faxes of a personal nature (including, but not limited to, paperwork related to home mortgages, apartment/property lease agreements, recreational activity reservations, vacation reservations). Personal faxes may be sent/received at Kinko's; there is a charge for the service.

c) Postage:

Part-time faculty and GA/TAs should seek advance approval from the Department Chair or Dorothy for any postal charges. Mass mailing should not be charged to the department unless specifically approved in advance. The university will not reimburse for postage charges accrued off-campus. The Department cannot provide postage for correspondence of a personal nature. Out-going mail that is personal in nature may be mailed from the Department if postage has been prepaid.

d) Temporary Parking Permits:

The Department will, upon request, provide 1-day parking permits for guest speakers for Sociology classes. These temporary parking permits cannot be used for Sociology faculty, staff, part-time instructors, or graduate students.

e) Other Charges:

All other charges, such as Instructional Media Services and other supplies and services, will be handled on a case-by-case basis. Please direct any such requests in writing (or e-mail) to the Department Chair, Dr. Lisa Broidy (and copy to Dorothy) in advance of making any charges.

8. Academic Freedom

Resolution passed by the Sociology faculty:

The Sociology Department affirms its strong commitment to the academic freedom of both faculty and students. We reject censorship, the imposition of speech codes and other moves to restrict academic freedom. All topics and methods of research, lectures, and discussions are appropriate so long as they are context relevant and presented in a manner consistent with high standards of professionalism.

9. UNM Sociology Department Listserv Use Policy

Listservs are intended to serve as a useful forum for the free and positive exchange of information between members. Use of listservs must be consistent with all applicable University policies. At UNM these policies include respectful campus policies:

<http://policy.unm.edu/university-policies/2000/2240.html> and computer use policies:

<https://policy.unm.edu/university-policies/2000/2500.html>

In addition to this, all faculty, staff, and students in our departmental community are accountable to UNM Codes of Conduct:

Faculty: <https://handbook.unm.edu/c09/>

Staff: <http://policy.unm.edu/university-policies/2000/2240.html>

Students: <http://pathfinder.unm.edu/code-of-conduct.html>

As a department we aim to create a collegial environment in which all faculty, graduate students, and staff feel supported by one another, while still allowing for critical and productive debate. The pillars of this collegial environment are professional, respectful, and ethical behavior. All interchanges Sociology department members have on our listservs should be characterized by ethical conduct in the context of professional and respectful interactions. Such interactions 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>

Moreover, listservs are not the ideal forum for robust intellectual exchanges, which are better suited to settings in which we can engage in the healthy exchange of ideas in real time (whether in person or virtually). Our department listservs are primarily a way for us to share departmental news and announcements as well as research and opportunities of interest to our departmental community.

With all of this in mind, we want to encourage the kind of community building that open access listservs allow. We will continue to provide open access to our listservs, but the Department chair in consultation with the executive committee reserves the authority to restrict access to anyone who violates the principles of ethical use laid out here. The terms of such a restriction will be determined on a case-by-case basis.

10. Off-Campus Class Meetings

Resolution passed by the Sociology Faculty:

In general, regular Sociology classes should be held in the classroom assigned. However, in cases where the instructor and class unanimously agree to hold one or more classes in an off-campus location, the professor should notify the Department chair in writing at least one week before the off-campus meeting(s).

11. Confidentiality of Student Records (Buckley Amendment [FERPA])

The following rules were adopted by the U.S. Congress out of a concern for the privacy interests of students. For further details, see the Student Records Policy in the current edition of the *Pathfinder*. (See synopsis of FERPA and complete FERPA rules at the end of this booklet.):

The Department of Sociology will not release any portion of a student's file to anyone other than the student, in compliance with the Family Educational Rights and Privacy Act of 1974 (known as "FERPA", or the "Buckley Amendment"). The university generally may not release student records without the student's written permission. This includes both physical release of documents and release of information about the student over the phone or in person. This privacy rule covers almost every conceivable category of

student records such as grades, class schedules, financial information, disciplinary proceedings, medical records, computer files, admissions documents, and academic assessments. Release may not even be made to the police or FBI, the federal government, or to student family members, such as parents or spouses without the student's permission.

No one inside or outside the University shall have access to, nor will the contents of, a student's education records be disclosed without the written consent of the students except as provided by the Act and Regulations. Exceptions in the Act and Regulations include but are not limited to the following: personnel within the institution determined by the institution to have a legitimate educational interest, officials of other institutions in which students seek to enroll or are enrolled, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with judicial orders and persons in an emergency when necessary to protect the health or safety of students or other persons.

All graduate students should familiarize themselves with the details of FERPA as they apply both to their own records and those of their students.

Details can be found at: <http://registrar.unm.edu/privacy-rights/ferpa.html>

12. Department Special Use Rooms

a) Graduate Student Workspace:

The grad student workspace is available for use by Sociology staff, graduate students, part-time instructors, and faculty only, except when designated for certain graduate courses. Use of the space by other people, including undergraduate students, or for classes is not permitted unless arrangements have been made with the Department Chair. If someone without a key (who you do not recognize as being department faculty/student/staff) requests entrance into the lab, please refer him/her to the front office. UNM security officers may occasionally request to see your Lobo Card (especially after hours/during the weekend); if you do not have your Lobo Card, they will ask you to leave.

The graduate student space is primarily intended as a place of study; please be respectful of others using the space. If you are leaving the space, please

shut down the computer you are working on (regardless of what time it is). You are also not to save ANY documents to the hard drive; all document/files should be saved on a flash drive. **Computers are wiped clean every Friday.** If you are the only one in the space, please turn off the printer, the room lights, and ensure door is locked.

For your convenience, each computer is labeled with the programs it has available. If you encounter any problems with a program and/or the printer, please notify the front office immediately. Do not attempt to fix the problem yourself; the front office staff is familiar with recurring problems and can fix some of them quickly.

b) Commons Room:

The Sociology Commons Room is a multi-purpose space available for use by Sociology faculty, graduate students, and staff. It is used for coffee breaks, lunch, and informal meetings, and may also be scheduled in advance for seminars, colloquia, committee meetings, and graduate courses. See the door calendar on the room to reserve the Commons Room. The Commons Room **may not** be used to administer make-up examinations for undergraduate students or other purposes that interfere with its intended uses. For security reasons, the door to the Commons Room is to remain locked before and after hours.

The Commons also has a shared sink, microwave, and refrigerator for use by faculty, graduate students, and staff. As a matter of courtesy to others, please do clean up after yourself—wipe the microwave after each use and do not leave dirty dishes in the sink. Also, please label your items and do not keep perishable food items in the refrigerator for more than a few days. **THE REFRIGERATOR IS CLEANED EVERY FRIDAY, ITEMS SHOULD BE LABELED OR THEY WILL BE THROWN OUT.**

c) Reading Room/Department Library:

The reading room is for the exclusive use of Sociology faculty and graduate students. Its primary use is to provide a quiet place for reading and study. Its secondary use is to provide a place for graduate student comprehensive exams, thesis and dissertation defenses, and faculty committee meetings. **Books and journals are to be used in the reading room and not borrowed or taken out (other than a few feet beyond the door to make a machine copy of a text).** After you're finished using a book or a journal, please re-shelve it where it belongs.

d) Departmental Keys:

The front office is open from 8:00 am to 5:00pm Monday-Friday. The office is close on the weekends. All graduate students are given departmental keys for their mailbox, the commons room, the computer lab, and the SSCO building doors (1st floor). Graduate students on contract are also given a key for their assigned office, but do not have access to the front office outside business hours. In addition, graduate students may request a key for a hall locker. If a student loses his/her keys, he/she will need to report the loss to the front office and campus police promptly and pay for replacement of the key(s). Keys are not to be shared or traded. If you leave your keys at home, you will need to have someone from the front office let you into your office, computer lab, etc. If you do not have your keys with you, you may **NOT** leave doors propped open for ease of access. Thefts have occurred because of this.

13. Graduate Assistant and Teaching Assistant Rules and Regulations

The offer of a graduate assistantship is subject to review and final approval of the dean or designee of Graduate Studies. The terms and conditions of your employment as an assistant are governed by the provisions of the Collective Bargaining Agreement between the University of New Mexico and United Electrical, Radio and Machine Workers of America and all University Administrative, Graduate Studies, College/School, and Departmental policies that may apply.

The current contract between UNM and United Electrical, Radio and Machine Workers of America (our grad student union) can be found [here](#).

a) Contract Period

GA/TA contracts begin the Monday prior to the first week of classes. Graduate assistants must contact the instructor(s) to whom they are assigned by the first day of their contracts to help with course preparation. The contract ends on Friday of finals week, which includes all of final exam week. Students on GA contracts should check with the instructor/professor to whom they are assigned to see when their grading duties will be fulfilled **before** making travel plans at end of semester; "EA's" are always expected to be available through the end of finals week.

b) Pay Schedule

All students on contract in the Sociology Department receive their pay (via direct deposit) on the last **weekday** of the month. For example, if the last weekday of the month falls on a Monday, students will be paid on Monday and not on the previous Friday.

c) Allowable Number of Hours Worked

Students are allowed to work up to a **maximum of 30 hours per week** at the university (unless they are international students, in which case they are allowed to work a maximum of 20 hours per week). For example, a student on a 20-hour contract with the Sociology Department could work 10 hours per week for another department, such as the Institute for Social Research. Students who hold both a student employment position and an assistantship are limited to 28 hours per week. Students must check with Shoshana if they are receiving, or intend to receive, awards and/or contracts in addition to those being received from the Sociology Department in order to avoid any problems.

In addition, graduate assistants often work fewer than their assigned hours for an instructor during any given week. Therefore, it is not unreasonable for an instructor to request and expect his/her assistant(s) to put in extra hours during test and/or grading periods. Conversely, assistants who find that they are being given excessive amounts of work that continuously exceed their contract hours should speak with Graduate Director or the front office staff if they are unable to resolve the problem with the instructor(s).

d) Photocopying

Students on GA/TA contract through the Sociology Department are allotted 250 copies per semester on the office copier machine. Students are expected to remain within the allotted number of copies for the term. **Copies made for instructors need to go on the instructor's account, not on the GA's account; the front office staff has the copy code information if needed.**

e) Administration of Make-Up Tests

Make-up tests are to be scheduled in the reading room (1101), during available times. If the reading room is not available, please see staff for alternative space. The emphasis here is that make-up exams need to be scheduled at times convenient for the Department as a whole and for the test proctor (GA), not whenever it's convenient for the student to "show up." In a pinch, make-up tests may be given in the GA's office **with the GA present**.

f) Exams

Graduate assistants are expected to be present to assist with all exams for the course(s) they are assigned to.

14. Office Safety and Office Essentials

Fire Hazards: No extension cords may be used. Electronic devices that are not plugged directly into a wall outlet must be plugged into a "surge suppressor" type unit (note: this is highly recommended for all computers and printers anyway).

Offices and hallways are not to be crowded with paper and/or boxes. Paper cannot be piled on the floor. Do not use the ceiling sprinkler heads as hanging hooks.

Pests: Food containers should be kept securely closed. Please remove all food each Friday and before any holiday breaks. Please write your name and date on any items you place in the Commons refrigerator. Due to limited space, please keep only a 1–2-day supply of food in the refrigerator. Please wipe up spills in the microwave, tables, and counters. Do not leave dirty dishes in the sink.

Aluminum cans, old papers, and newspapers may be recycled. Recycling bins for paper are located in the front office and a recycling bin for aluminum cans and plastic is in the lobby in front of the main office.

The above items, if left to accumulate in offices are not only a hazard but cause unpleasant odors and invite cockroach infestation. Remember, having an office here in the department is a privilege. Please keep your office clean.

a) Office Essentials

We would like to provide some thoughts on the norms – embracing both official departmental policies and informal but widely shared norms – relating to shared office space in the department.

- First, it is important to recognize that appearances are important, not only to those with whom you share an office but also to students and others with whom you may have occasion to meet in your office. Please avoid decorations that are inappropriate for a university office, such as lurid posters and pictures. Certain types of decor, which might be perfectly acceptable in an undergraduate dorm, your home, or some other private setting, are just not right for the office. The point here is not censorship, but merely reasonable professional judgment.
- Please use only the desk, shelves, cabinets that are assigned to you. Each person is assigned a desk, cabinet, shelves etc., and these assignments should be respected. Please do not use other people's supplies or personal belongings.
- Please do not remove desks and/or chairs from other offices. This creates problems when we have to do the annual inventory report. Try to be considerate of others.
- Throw away your trash, cans, etc. Old papers and tests should be recycled or filed. If papers and/or tests have a student's name and *banner* number, that portion needs to be shredded. You may bring large quantities for shredding to the front office.
- When you vacate your office/work area, you should clean it and turn in your keys (offices, commons, mailbox, and lab) to the Lock shop. This is not the responsibility of the front office staff. The Lock shop will give you back ½ of the green key card; show this to staff so that they may note it in the key book.
- We have had serious problems with thefts from offices left open. So please do not leave your office door propped open or left unlocked when you step out -- even for a few minutes. Please do not keep expensive items in your office; there is no reimbursement policy for stolen items. Purses, wallets, and backpacks should be kept in or under a desk, in a filing cabinet, or somewhere else out of plain sight.

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

(Revised August 2023)

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](#). 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 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. ADVISING

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, etc.) 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. 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 32 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

The remaining **22 hours** should comprise 22 hours of graduate-level, substantive Sociology coursework or approved courses in other departments. Students may take a maximum of 6 hours of **Sociology 596:** Professional Paper while preparing their thesis.

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.

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.

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. A majority of committee members must approve the thesis proposal. In the case of a tied vote, the prospectus will be considered incomplete and will need to be revised.

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.

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.

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 defend. 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. Defense results are determined by a majority of the committee members. Based on the thesis committee's evaluation, the thesis will receive one of the following marks reflecting the majority of the committee: Pass (no rewrite necessary); Pass with Distinction; Minor Revisions (one week to address committee concerns; revisions approved by thesis chair); Major Revisions (up to 2 months to address committee concerns; revisions approved by thesis committee); Fail (can schedule to retake exams within one year.) In the case of a tie, the defense is considered failed. A simple majority of committee members must vote to award the student distinction.

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 required to submit a final copy of the revised thesis to the department via the Graduate Coordinator.

III. CONTINUATION TO THE Ph.D. PROGRAM

Continuation to the Ph.D. program is not automatic. All students must formally request to continue 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).

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.

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 considering 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.

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.

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 5XX: One Course in Sociology of Race & Ethnicity

Sociology 699: Dissertation (18 hours)

The remaining **29 credit hours** should comprise graduate-level, substantive Sociology coursework (or relevant discipline with approval of the Graduate Director), 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.

Transfer Credits

Students who obtained their M.A at another institution, or have completed previous graduate-level coursework, can transfer up to 9 credit hours (three courses) on a case-by-case basis. Three credit hours (one course) can be substituted for a core required course (listed below). 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 documented in the relevant Graduate Studies paperwork.

Ph.D. Comprehensive Examinations

Comprehensive examinations (aka “comps”) enable students to demonstrate advanced knowledge in their selected substantive areas of interest. The purposes of comps are twofold. First, students review the intellectual/theoretical and empirical history of two sociological subfields (aka “areas”), with sufficient breadth to be able to design and teach a survey course in these areas in the future. Second, by becoming conversant with the primary intellectual questions and empirical research of these areas, students build the requisite foundation of expert knowledge necessary to make a future research contribution to these areas.

Students are evaluated on their *breadth* of knowledge of two sociological areas and their ability to make connections *across* readings. Students should be able to: identify and explain core theories of these subfields, identify, and describe key empirical findings, and articulate gaps and debates in the literature. Successful completion of comprehensive exams thus signals expertise in two sociological subfields.

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. Along with a core reading list developed by the identified faculty and augmented by the student (as per guidelines for the core areas), the petition must identify one graduate-level course within the sociology department that covers the substantive area (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 Graduate Director (who may consult with the Graduate Committee and/or the Department Chair) for approval.

2. Forming a Comprehensive Exam 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 an 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.
- One faculty examiner will be designated chair for purposes of coordination and paperwork.

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. When 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 department's Research Area Groups (RAGs) 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 serve on an exam committee in that area. These lists represent the foundational scholarship that all students taking exams in an area are responsible for.
- Each student will augment the list based on their own research interests. Students will add 6 to 8 readings to their lists that reflect these interests. The

selection of additional readings should be done in consultation with the student's examining committee.

- The final reading lists must be approved by the examining committee and submitted to the grad committee at least 4 months prior to the anticipated comp date.

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.
- Students must sign an honor statement and submit it to the department's Graduate Coordinator prior to sitting for any portion of the exam.
- For each of the 2 areas, students will complete a 72 hour, open-book, open-note format, exam (total of 144 hours).
- The exams will be administered remotely. Students will be provided with the questions and the reading list on the morning of the exam via email from the Graduate Coordinator.
- Upon conclusion of the 72 hours, the student will email the exam answers to the department's Graduate Coordinator.
- The student and their examining committees will schedule an oral defense within 2 weeks after the completion of the second exam.

6. The Exams (Content)

- Each area exam will consist of 2 or 3 questions, the structure and nature of which will be determined by the examining committee. Students can expect questions that assess their broad knowledge of the area.
- 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).
- Exam answers are expected to be well-organized, grammatically sound, and comprehensively cited. Because students will have access to notes and supplementary materials, it is expected that discussions of the readings be specific and clear. Students must append a complete bibliography,

appropriately formatted, to each exam.

- Exam answers should be long enough to effectively answer the exam questions and display proficiency in the field. It is difficult to affix a definitive word limit on the exam. Students have different writing styles, and the nature of the questions varies across RAGs and exams. Generally, it is recommended that each area exam should be between 8,000 and 10,000 words in length, excluding citations. (NOTE: To clarify, this means that, in general, the entire comprehensive exam covering two areas will likely not exceed 20,000 words.). Students are encouraged to discuss this matter with their comprehensive exam committee.
- All exam answers will be run through plagiarism software. Evidence of plagiarism will result in an automatic failure of the exam and may compromise the student's standing in the program.

7. Process for Student Emergency during the Written Exam Period

- If an emergency arises that prohibits the student from continuing the exam, the student should prioritize the emergency and cease all work on the exam immediately.
- As soon as possible, the student should notify the department of the emergency and their need to stop the exam. An email should be sent to the Chair of the Exam Committee, the Graduate Director, the Graduate Academic Advisor, and the Accessibility Resource Center (if ARC is already part of the process). The receipt of this email constitutes the official suspension of the exam.
 - The student should attach all exam work produced before the emergency to the email.
- Once the emergency has been addressed, the student must formally petition the Graduate Director to resume the exam. In a letter to the Graduate Director, the student should explain the nature of the emergency and propose a plan to move forward. The student should provide a general description of the emergency, but they do not need to reveal details about private medical issues or other personal situations.
- The Graduate Director will meet with the student and the Comprehensive Exam Committee to create a consensus plan for the completion of the exam.
 - Depending on the specific situation, possible decisions might include: having the student immediately resume the exam with the same questions, requiring the student to delay retaking the exam until the next exam window, providing the student with new exam questions, and/or consulting with other campus offices (e.g., Accessibility Resource Center) to develop appropriate accommodations.

8. 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.

9. Process for Evaluating Comprehensive 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.
- Per Graduate Studies policy, passing the exam requires the support of a majority of the faculty on the examining committee.
- 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), Pass with Distinction, 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, the student cannot advance to candidacy).
- All members of the examining committee must vote for approval in order for the student to pass the defense.
- A simple majority of committee members must vote to award the student distinction.
- 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.

10.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).

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.

IV. 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 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. A majority of committee members must approve the prospectus. In the case of a tied vote, the prospectus would be considered incomplete and will need to be revised. 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.

Dissertation Defense

The doctoral final oral examination, or dissertation defense, is the last formal step before the dissertation manuscript is submitted and the doctoral degree awarded.

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.

During the semester in which they intend to defend, students should be in regular contact with their committee members about their plans. Graduate students and faculty committee members can begin coordinating tentative defense dates. However, students can finalize a dissertation defense date only when the following three criteria are met:

- 1) Students must send a complete and final draft of their dissertation to every committee member at least THREE weeks before the intended defense date. This is to give the committee a week to examine the dissertation to determine whether the student is ready to proceed to the defense.
- 2) At least TWO weeks prior to the intended defense date, students must notify the staff Graduate Coordinator of the proposed examination date. The Graduate Coordinator will help them submit the required Announcement of Examination Form to Graduate Studies (<http://gradforms.unm.edu/home>). 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.
- 3) Upon receipt of the Announcement of Examination Form, the

Graduate Coordinator will verify that all committee members have received a complete and final draft of the dissertation and agree to proceed with the defense.

Once these criteria are met, the date for the defense can be finalized. Students should take this timing into account when planning their dissertation research timelines.

The focus of the dissertation defense is the dissertation and its relationship to the candidate's field of study. Its purposes are:

1. To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars;
2. To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions;
3. To ensure that the research reflects the independence of thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member; and finally,
4. To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation but also its setting and relevance to the discipline of which it is a part.

At the conclusion of the examination, the dissertation committee members confer and make one of the following recommendations, which must be agreed upon by at least three of them:

- That the dissertation be approved without change;
- That the dissertation be approved subject only to minor editorial corrections;
or
- That the dissertation be rewritten or revised before approval.

If the committee chooses either the first or second recommendation, they may decide that no further meetings are needed. In the second instance, the dissertation chair is responsible for seeing that all necessary corrections are made before the dissertation is submitted to Graduate Studies. If the third recommendation is made, the full committee may elect to meet again to determine that their concerns have been addressed.

The committee will also decide whether to confer the status of distinction upon a dissertation.

Graduation and Paperwork

In order to graduate as planned, students must consult with the staff Coordinator of Graduate Academic Advisement to ensure that all paperwork has been submitted.

Detailed instructions for the mandatory Graduate Studies paperwork are available in the [Doctoral \(Ph.D.\) Graduation Checklist](#) on the Graduate Studies website.

Paperwork includes:

Application for Candidacy: The student must submit this electronic list of approved coursework **during the semester in which** they successfully complete the comprehensive exam. The form is approved by the student's advisor, the Graduate Director, and Graduate Studies. Please consult with the staff Coordinator before submitting to ensure the form is filled out correctly.

Graduation List: At the end of each semester the Graduate Coordinator submits a list of all students who plan to graduate in the coming semester. Students, in consultation with their dissertation chair, must notify the coordinator the *semester prior* to their planned graduation.

Announcement/Report of Examination Form 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.

Manuscript: Upon successful completion and revision (if necessary) of the dissertation, the student is required to complete all relevant Graduate Studies paperwork. Please note Ph.D. students are required to upload a properly formatted copy of their dissertation prior to graduation.

Students must defend and upload the final manuscript by **November 15th** for **fall** graduation, **April 15th** for **spring** graduation, and **July 15th** for **summer** graduation.

	Fall	Spring	Summer
Graduation List	Proposed list due last day of summer term	Proposed list due last day of fall term	Proposed list due last day of spring term
Program of Study	July 1st	October 1st	March 1st
Application for Candidacy	Deadline last day of the summer term.	Deadline last day of the fall term.	Deadline last day of the spring term.
Degree Requirement Completion* (submission of formatted thesis/dissertation manuscript and report of exam)	November 15 by 5:00 p.m. MST	April 15 by 5:00 p.m. MST	July 15 by 5:00 p.m. MST

Continuous Enrollment: Students must be continuously enrolled in dissertation hours from the semester in which they submit their Application for Candidacy 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.

V. GRADUATE STUDENT TEACHING

Students wishing to be considered as possible instructors (Teaching Assistants, or TAs, see below) 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.

VI. 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. 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.

VII. DEPARTMENTAL FUNDING GUIDELINES

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.

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.

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 several 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 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.

GA/TA Appointment Notification and Assignments

Assistantships are term appointments as stated in an official contract. 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.

Prior to each semester, the Graduate Director will send a "GA Preference Survey" to each graduate student, soliciting students' top three choices of assignments. While the department cannot guarantee that everyone will get one of their top-ranked choices, the Graduate Director will use this information to inform the process.

In determining the order of assignments, the Graduate Director will create TWO pools of graduate students— a priority pool for 1st year GA's (pool 1) and another pool of non-1st year GA's (Pool 2).

The order by which graduate students are considered for GA assignments is determined by randomly selecting graduate students from pool 1 (e.g., student 1 to student 6) and then randomly selecting students from Pool 2 to determine the rest of the order (e.g., student 7 to 20).

Graduate students are not allowed to serve as a GA for the same instructor for more than two consecutive semesters.

The Graduate Director retains discretion over final assignments.

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.

VIII. 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 RESEARCH AREA GROUPS (RAGs)

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, Georgiann Davis, Jessica Goodkind, Kiwoong Park, Owen Whooley

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

SOCIAL MOVEMENTS

FACULTY: Sharon Erickson Nepstad, Owen Whooley

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

RACE AND ETHNICITY

FACULTY: Jessica Goodkind, Nancy López, Noah Painter-Davis, Ranita Ray, 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, Ranita Ray

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

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

GENDER/SEXUALITY

FACULTY: Kristin Barker, Lisa Broidy, Jessica Goodkind, Nancy López, Ranita Ray, Georgiann Davis

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

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

Qualitative Methods: Kristin Barker, Ranita Ray, Sharon Erickson Nepstad, Eli Wilson

Quantitative Methods: Daniel Ragan, Rueben Thomas

Science and Knowledge: Kristin Barker, Georgiann Davis, Owen Whooley

Social Networks: Daniel Ragan, Rueben Thomas

Urban and Community Sociology: Christopher Lyons