

**GRADUATE STUDENT HANDBOOK**

**2009-2010**

**DEPARTMENT OF SOCIOLOGY  
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## INTRODUCTION

Regularly scheduled courses and seminars are the foundation of the academic program in graduate studies in the Department of Sociology at the University at Buffalo. Beyond this core of academic course work, individually-designed reading courses, Department colloquia, personal advising and supervision by faculty, informal study groups with peers, and teaching opportunities contribute to professional socialization. The Department offers a broad range of graduate level courses in sociology and has specializations that center around four substantive areas within the discipline: Family and the Life Course, Law and Society, Race and Ethnicity, and Urban and Community

Graduate students are expected to develop research expertise through course offerings in the logic of research, research design, basic and advanced statistics, and additional optional courses covering a wide range of methods. Department faculty who are involved in externally-funded research projects may provide individualized opportunities for research assistantships, a common part of many students' training.

Students admitted to graduate studies in sociology at the University at Buffalo must follow policies of the Graduate School (<http://www.grad.buffalo.edu/>) and the requirements of the Department of Sociology (<http://sociology.buffalo.edu/>).

The sociology graduate program at UB is organized so that students complete the MA degree in two years and are able to complete the PhD program within an additional five years; both degrees can be completed within the seven year limit imposed by the Graduate School.

Some of the rules for graduate degrees in Sociology are established by the Graduate School; others are departmental rules. Only a few of the Graduate School requirements are reproduced below. You should become familiar with appropriate sections of the *Graduate School Policies and Procedures Manual* (<http://www.grad.buffalo.edu/policies/index.php>). The Department of Sociology *Graduate Handbook* (hereafter *Handbook* at <http://sociology.buffalo.edu/>) provides a summary of the various rules and policies that define our graduate program. It also contains information that may be helpful to students entering graduate studies for the first time. All rules are subject to revision by the Graduate School or by the Department. Please read carefully the Graduate School's policies on leaves of absence, registering for classes, how to maintain full-time status required by some agencies and for international students, paying tuition and fees, and deadlines for milestones related to conferral of degrees.

The time requirements for completion of courses, qualifying papers and other academic milestones detailed in this *Handbook* are consistent with Graduate School policies and Department of Sociology requirements, and apply most generally to individuals with no prior graduate training. Some adjustments may be made when advanced degrees are held and credit is sought for graduate level courses taken elsewhere prior to admission. Individual cases which may warrant waiving the rules will be handled as equitably and expeditiously as possible. In such cases, the Director of Graduate Studies, advised by the Graduate Committee and knowledgeable faculty, will consider written petitions for waiver of Department rules and requirements.

## ADMISSION

Regardless of undergraduate major, the Department of Sociology encourages superior students to apply for admission to the graduate program in sociology. The Department is strongly committed to increasing diversity in the discipline. Regular applications are considered once a year, for fall admission only. Minimum criteria for admission include 3.0 undergraduate GPA and 1000 GRE score (verbal plus quantitative). In some instances, students who do not meet both the GPA and GRE minimum score criteria may be **conditionally** admitted to the graduate program. Conditions that the student must then meet to regularize their admission and continue in the program will be specified in the offer letter. At minimum, conditional admission requires maintaining a 3.5 GPA for the first year of full-time graduate coursework; for students whose background is not in the discipline there may be an additional requirement that certain foundational undergraduate sociology course requirements also be fulfilled.

Admission to graduate studies in sociology is made directly to the Graduate School at the University at Buffalo, following the procedures outlined in the Graduate School information available at <http://sociology.buffalo.edu/gradapplication.shtml>. The Graduate School establishes general procedures for applying and minimum criteria for admission to graduate programs of study at the University at Buffalo. The Department of Sociology has additional criteria beyond those specified by the University; contact the Department directly if you have questions.

Students apply for admission online <http://www.grad.buffalo.edu/admissions/applications.phpat>.

The PhD program is designed for students who intend to devote themselves to research, teaching, or applied practice in sociology. While the Department of Sociology graduate program has two components, the Master's (MA) and Doctor of Philosophy (PhD) degrees, the program generally enrolls students whose intent is to pursue doctoral work, although some students receive the MA as the terminal degree earned at UB. The MA and PhD are distinct from each other. Admission to the sociology graduate program at the MA level does not automatically imply admission to the PhD program.

Non-matriculated applicants who will pursue degrees in sociology should apply for regular admission to the graduate program at the earliest possible opportunity (fall term immediately following the first non-matriculated course in the Department). The Graduate School caps non-matriculated credit hours taken at UB at twelve.

All applicants (international students see <http://www.grad.buffalo.edu/policies/international.php> ) must submit materials for an admission package which contains, at minimum, the following:

1. The application, including a statement of purpose
2. Two sets of official transcripts
3. An official report of the general portion of the Graduate Record Examination (GRE) (quantitative, verbal and essay scores) taken within the past three years
4. Three letters of recommendation. When possible, letters should be from three regular (tenured or tenure track) social science faculty familiar with the applicant's most recent academic work
5. A sample of written academic work in English

6. TOEFL or its equivalent for students from countries where English is not the native language (see <http://www.grad.buffalo.edu/policies/interelp.php>)

All materials for regular fall admission and requests for Department and University funding consideration should be received by February 1. Departmental and University funding usually are graduate teaching assistantships or graduate research assistantships, for which students perform services related to teaching or research respectively under supervision of professors (usually in the Department of Sociology), and receive stipends and tuition waivers. Fellowships have rules particular to the award, usually include both stipends and tuition waivers, and depending on the type of award, have different types of formal work requirements. For students seeking University fellowships, applications must be complete by February 1. Applicants are responsible for confirming that the Graduate School and Department have received all required application materials and that their admission package is complete. Applications complete by February 1 receive priority consideration for Department funding. The Department will continue to consider applications for admission received after February 1, including consideration for funding if resources are available.

The Graduate Committee, comprised of at least three regular full-time Department of Sociology faculty members (including the Director of Graduate Studies who chairs the committee) evaluates each complete admissions package to determine eligibility for admission and automatically considers eligible students for funding. Admission and funding offers depend on the constraints of resources and needs in the Department. When additional Department funds are received after initial admission letters go out, admitted students may receive a later offer of funding from the Department.

Beyond Department assistantships, the University at Buffalo offers several different graduate fellowships for outstanding eligible applicants. The Department automatically seeks University fellowship support for eligible individuals admitted to the graduate program (see deadlines in the *Graduate School Policies and Procedures Manual* and this *Handbook*). Graduate assistantships (including stipends and tuition waivers) are often available in other departments on campus, and some students are funded on externally funded research projects as graduate research assistants. Students are notified when these opportunities come to the attention of the Department.

The Department encourages students to seek funding from external, third-party sources as well, since receiving scholarship or fellowship support from government agencies and foundations often adds to the prestige of the student's record. Additional information on external funding sources is in the section on Financial Aid.

## ACADEMIC PROGRESS

The graduate MA/PhD program in sociology consists of four main phases, each of which will be explained in more detail in the pages that follow.

The first phase, expected to take two years, culminates in the MA degree. Students become acquainted with major sociological theories, basic sociological methods and two or more subfields of the discipline through a minimum of 30 credit hours of coursework and preparation of a Master's paper. Students who receive an MA degree from the Department may apply to the Department to be admitted to the PhD program. The graduate committee evaluates requests for admission to the PhD program for all students completing the Master's degree.

The deadline for applications for MA students intending to continue to the PhD is February 1.

The second phase of work, approximately another two years, takes students to the point of advancement to candidacy for the PhD. The PhD requires an additional 42 credit hours of graduate study beyond the Master's degree (with a minimum of 30 credit hours of graded course work and up to 12 hours of dissertation credit). In this phase students complete at least 10 additional graded courses in Sociology.

The third phase of work requires students to complete the PhD qualifying paper. The PhD qualifying paper covers theoretical and empirical work in the broad area of specialization that the student selects in consultation with her/his committee. Dissertation work is expected to promptly follow the completion of the qualifying paper.

In the final phase in the graduate program, the student may take up to 12 credit hours of dissertation credit. First the student defends a dissertation prospectus. This milestone is expected to be completed in a timely way. Once approved, the student completes the dissertation research, writes it up and participates in an oral defense, usually by the fifth year in the program.

Students follow the sociology graduate program requirements in effect on the first day of their classes as matriculated students admitted to the graduate program in the Department of Sociology at UB.

## MASTER OF ARTS

The goal of the MA program is to ensure that each student who receives an MA degree possesses theoretical, methodological, and substantive expertise in the discipline. The Department is charged with accomplishing these goals within time and resource constraints. Consequently, we have established a set of requirements which reflect strengths of the Department, allow for varieties of competence among students, and which set specific time limits on degree progress.

### *Degree Requirements*

The Master of Arts degree is completed by meeting Department standards for a minimum of 30 graduate credit hours with a combined GPA of at least 3.0 (B) and passing a Master's paper. No more than 3 credit hours may be credited towards the MA for courses taken outside the Department. There is no assumption that courses taken outside the Department will count towards a graduate degree in Sociology; written approval for such courses is required. Conferral of the MA degree is based on instruction in graduate courses and completion of an MA paper.

The specific features of coursework requirements of the MA phase of the program are:

The Graduate school requires a minimum of 30 credit hours at the Master's level, as does the Department of Sociology. The requirements are:

- A minimum of 30 credit hours of Master's level courses, of which 15 credit hours are for required courses including:
  - A two-semester sequence in sociological theory, SOC 567 and SOC 568
  - A one-semester course, SOC 606 Research Methods
  - A two-semester sequence in statistics, SOC 607 and SOC 608

All full-time master's level students will take both terms of sociological theory (SOC 567 and SOC 568), both terms of statistics (SOC 607 and SOC 608), the required Research Methods course (SOC 606), and the proseminar during the first year of study. Each student should complete five core courses (both theory courses, both statistics courses, the methods course [unless a required course is waived by the Graduate Committee in consultation with regular faculty experts in the area]), finish Master's level coursework and the Master's paper by the end of the fourth semester of residence for full time students. Funded TA students should complete all requirements for their Master's degrees in time for May conferral of the degree in order to remain eligible for funding the following fall semester.

Other policies regarding MA level coursework are:

- The proseminar is organized to jumpstart graduate students' transition from consumers to producers of knowledge and to foster professional socialization. All first year students are required to attend the weekly proseminar/colloquium series during the entire first year. Proseminar/ colloquium attendance is required for students funded on Department assistantships. The proseminar features different faculty members reporting on topics such as departmental expectations for the MA paper (content, length, etc.), preparing research manuscripts, discussions of professional socialization including research presentations, writing for publication, networking, association memberships, grant writing and post-docs. Proseminars also

provide opportunities for students to meet faculty, learn about their research, and gain collaboration opportunities, etc.

- Twenty-four credit hours (including 15 credit hours in required courses) must be in regular classroom work (not Selected Topics Readings [SOC 575] or Thesis Guidance, for example). If, however, a course is listed as a Selected Topics course exclusively for administrative reasons it may fulfill the regular classroom credit hour requirement; confirm this with the Graduate Program Coordinator or Director of Graduate Studies.
- Students may (but are not required to) register for 3 credit hours of Master's paper guidance.
- Students at the MA level may register for no more than 3 credit hours of Selected Topics Readings (SOC 575).
- Students at the MA level who serve as teaching assistants or research assistants are required to enroll in a minimum of 9 credit hours each semester to be considered fulltime students; other students are expected to register for a minimum of 12 credit hours to be considered full time.

The Graduate School specifies the maximum number of credit hours or courses that can be transferred, waived, or exempted by graduate programs at the University and the circumstances under which such actions can be considered. The Department of Sociology has additional requirements beyond the minimum specified by the Graduate School for graduate work that counts towards graduate degrees in sociology. The Department makes the final decision which, if any, credits are accepted for graduate work completed at other institutions or outside the Department.

- Up to three credit hours may be taken in an approved field or discipline outside sociology to count towards credit hour requirements of the MA; approval is not automatic. A written petition to the Director of Graduate Studies, who will consult as appropriate with the Graduate Committee and/or the student's faculty advisor and/or committee chair, should be explicit about what contribution such outside courses will make to the student's program of graduate study in Sociology.
- Up to six credit hours of graduate level work in sociology from another institution taken prior to enrollment at UB may be accepted as counting toward the MA degree. Approval for transfer of such credit is the responsibility of the Director of Graduate Studies in consultation with the Graduate Committee and knowledgeable regular faculty. Students should petition to transfer credit during their first semester at UB; transfer is not automatic.

### *Advancement to Master's Candidacy*

Students apply to the Graduate School for advancement to candidacy for the MA degree after completing two or three semesters of full-time enrollment with a GPA of at least 3.0 (see guidelines at <http://www.grad.buffalo.edu/forms/students/atc.doc.>) In no case, however, should the Application to Candidacy be filed less than one semester before the completion of the Master's degree. Descriptions of any informal courses taken (directed readings, tutorials, etc.) and an unofficial transcript must be attached to the Application to Candidacy form.

Students may not register for Master's paper guidance hours until their Application to Candidacy for the MA has been approved by the Department and filed with the Graduate School.

### ***Master's Committee***

Students should establish a close advising relationship with their Master's committee. The Master's committee is comprised of at least two regular faculty members for the Master's paper. The student will select one regular Department faculty member as its chair and at least one additional regular Department faculty for their committee. Additional members of the committee may be from outside the Department. In all cases, committee members should be selected in consultation with the MA committee chair, not later than the second month of the third semester in residence. The student then selects a topic of sociological importance, with the topic mutually agreed upon by the student and the committee.

### ***Master's Paper***

A Master's paper is a manuscript of publishable quality structured similarly to a publication in a leading sociology journal, and which is:

- An empirical study involving the analysis of data, or;
- An original theoretical discussion, or;
- An "issue" or "problem" paper in which students identify a major issue or debate in sociology and examine it critically, bringing their own analytic viewpoint to bear, or;
- A critical review of the literature in a specific sub-field, similar to an *Annual Review of Sociology* article.

The Master's paper should approximate the format of standard journal articles, not exceed 50 pages including tables and references, and conform to the style requirements of the *American Sociological Review* or other appropriate journal. One criterion for evaluation of the master's paper is its potential publishable quality. While some acceptable papers may not be of publishable quality when submitted, the MA committee should use as its standard the potential for publication if all recommended revisions are undertaken. Only when all degree requirements are met does the Master's committee sign off on the m-form, the multipurpose form that certifies completion of degrees, required by the Graduate School.

### ***Method of Evaluation***

The written document is assessed to determine whether the student passes Master's degree requirements. The final grade for the MA paper can be Fail, Pass with Revisions, or Pass. Students who receive the grade Pass with Revisions must complete revisions in response to Committee comments within 30 days, at which point the work will be re-evaluated and assigned the grade of Fail or Pass. The Master's paper must be approved unanimously by the Master's Committee.

All requirements for the MA degree should be completed within two years of full-time enrollment in the MA program. All students seeking readmission to the PhD program, and students funded by the Department as teaching assistants should successfully complete all MA paper requirements in time for May commencement in the 2<sup>nd</sup> year. Meeting this deadline for completing MA requirements is particularly critical for MA students who will seek readmission into the PhD and who want to remain eligible for TA funding in the subsequent year. A passing

grade on the requirements for the MA degree does not automatically guarantee admission into the PhD program.

### ***Master's Degree Paperwork***

The guidelines regarding completion of Master's degree requirements and application for graduation can be complicated. The responsibilities of the student, Master's committee chair, and the graduate studies office are listed below.

#### **Candidate:**

- ✓ To follow the specifications of the Graduate School and the Department guidelines for a Master's paper, in consultation with the MA committee.
- ✓ To make sure that the Graduate Program Coordinator has a properly executed copy of any form submitted directly to the Graduate School.
- ✓ To complete a manuscript-length MA paper as described above.

#### **Master's Committee Chair:**

- ✓ To prepare appropriate forms certifying that the paper has been approved by all committee members and that final revisions (if required) have been made. The m-form is available from the Graduate Program Coordinator
- ✓ To make sure that the Graduate Program Coordinator retains a signed copy of any form (to be included in the student file) which is submitted directly to the Graduate School.
- ✓ To ensure smooth execution of departmental activities related to the process.

#### **Graduate Program Coordinator:**

- ✓ To maintain the records in the student file verifying that the various requirements for conferral of the MA have been met.
- ✓ To provide the Master's chair with the appropriate approval forms at least 48 hours in advance of the scheduled defense.

#### **Director of Graduate Studies:**

- ✓ To certify to the Graduate School that all requirements for the MA have been met.

### *Final Steps for the MA*

All graduating students need to verify that the Graduate School has their correct graduation date on record and that they have conformed to all deadlines for conferral of degrees (see guidelines at <http://www.grad.buffalo.edu/policies/deadlines.php>). Students should use the Master's checklist to be sure they comply with all Graduate School requirements, found at <http://www.grad.buffalo.edu/etd/mascheck.pdf>.

When all coursework requirements are fulfilled, the oral presentation of the Master's paper requirements have been met and any revisions of the paper are completed, the MA committee chair will obtain signatures from each member of the MA committee on the m-form. The m-form will then be signed by the Director of Graduate Studies who certifies on behalf of the Department that the work is complete and that departmental criteria for the Master's degree have been fully met. The Graduate Program Coordinator will transmit the information to the Graduate School.

Students continuing in the PhD program and receiving an MA as an interim degree should complete all the steps leading to the timely conferral of the Master's degree.

## DOCTOR OF PHILOSOPHY

The goal of the PhD program is to ensure that each individual who receives a PhD possesses the highest level of theoretical ability, methodological skill, substantive expertise, and creative scholarship for which the degree is awarded.

### *Degree Requirements*

The requirements for the PhD degree, *in addition to the five core courses required for the MA*, include 42 additional credit hours of graduate study, including successful completion (grade of B or higher) of at least 3 additional credit hours of advanced methods coursework beyond that required for the Master's degree, resulting in a minimum of 72 credit hours of graduate study in sociology beyond the BA/BS. At the PhD level, students take at least 30 additional credit hours of graded course work beyond the MA or its equivalent and up to 12 hours of dissertation supervision. Written approval must be obtained before taking courses outside the Department that will count towards meeting the credit hour requirements for Sociology graduate degrees. Except for advanced statistics, methods or theory courses not offered in the Department (and for which written approval still must be obtained) no more than six credit hours from courses taken outside the Department are counted towards meeting the PhD credit hour minimum requirements, *including the three hours that may be counted at the MA level*. The Department's graded course work requirement and course transfer policy are more stringent than the Graduate School's.

The Doctoral degree is completed by:

- Obtaining an MA in the Department (or its equivalent, see below) and being admitted to the PhD program
- Taking at least 42 additional credit hours of graduate level course work beyond the MA (or its equivalent), including at least 30 credit hours of PhD level graded course work and which is to include at least one additional 3 credit hour course in advanced research methods (for example, in field/ethnographic research, feminist methodology, qualitative methods, advanced quantitative techniques, historiographic research), and up to 12 credit hours of dissertation supervision.
- Counting no more than nine credit hours of Selected Topics Readings (SOC 575) towards meeting the minimum requirements for graded course work, *including the 3 credit hours of SOC 575* which may be taken at the MA level.
- Meeting the minimum one year full-time residency requirement and maintaining continuous registration in the program required by the Graduate School. Full-time residency is a 9 credit hour load for two consecutive semesters (excluding the summer term) for students funded as teaching assistants, and a 12 credit hour load for students who are not funded as teaching assistants. Continuous registration is maintained by registering for at least one credit hour per semester.
- Passing a PhD qualifying paper, consisting of a critical major area review of theoretical and empirical literature, and an approved doctoral dissertation prospectus.
- Completing a doctoral dissertation and passing its oral defense.

### ***Students with Master's Degrees Admitted Directly to the PhD program***

- The Graduate School permits transfer of credits from letter-graded graduate courses from other institutions at the discretion of the Department. Whether transfer of credits is permitted is determined by the Director of Graduate Studies in consultation with the Graduate Committee and other knowledgeable regular Department faculty.
- Students entering directly into the PhD program (but whose Master's or equivalent degree is not from the Department of Sociology at UB), must complete five core methods and theory courses required in the MA program (SOC 567, SOC 568, SOC 606, SOC 607, SOC 608) with grades of B or better *in addition to* the minimum of 30 additional credit hours of graded graduate course work at the PhD level required beyond the Master's degree, unless they can demonstrate mastery in the subject material of some or all of the five core sociology courses.
- Students must petition for exemption from some or all of the five core courses by providing evidence of equivalency through similar letter-graded graduate coursework completed in another department or institution. The Director of Graduate Studies will consult with the Graduate Committee and other knowledgeable regular Department faculty to determine whether exemption from any core course(s) is (are) appropriate by evaluating material provided by the student from previous courses, including syllabi, assignments, papers, etc. If exemption is not granted, students are required to take the respective non-exempted core course(s) *in addition to* meeting the 42 credit hour minimum at the PhD level of study. Students seeking exemption from core courses are responsible for providing adequate documentation of equivalent training to support their petition for exemption. Petitioning for exemption does not imply that an exemption will be made; that decision is at the sole discretion of the Department.
- Newly admitted PhD students who are not exempted from some or all of the core courses in the Department are strongly urged to take both the courses in the sociological theory sequence (SOC 567 and SOC 568) and the required methods and statistics courses (SOC 606, 607, and 608) in their first year in the program. Ideally, the five core courses should be completed by the end of the first year in residence, but not later than the fourth semester after admission into the PhD program unless those requirements are formally waived. Students admitted directly to the PhD program are also expected to attend the weekly one-hour proseminars in their first year in the Department of Sociology. Funded PhD students are required to attend.

### ***PhD Qualifying Paper***

The PhD qualifying paper examines theoretical and empirical work in the broad area of specialization that the student selects in consultation with her/his committee, and should be passed before the student advances to candidacy for the PhD. Under most circumstances, by the end of the spring term of their second year, but certainly no later than the end of the fall term in their third year in the PhD program, each student is expected to complete a PhD qualifying paper that critically reviews and integrates a major area of sociological theory and research. The qualifying paper is expected to be significantly more than an annotated bibliography, demonstrating both synthesis and critical engagement with the sociological literature, and it should be broader in scope than a literature review for a dissertation. Modeled after articles published in the *Annual Review of Sociology*, it should provide an overview and critical evaluation of theory, methods, and research in a substantive area, and not only the literature related to a focused dissertation topic. The qualifying paper should be prepared under the

guidance of a Qualifying Paper Committee Chair, selected from among the regular full-time faculty in the Department and at least one additional regular sociology faculty member selected by the student in consultation with the committee chair. Ordinarily, students will begin working on research for this paper in the first year in the PhD program, and under normal circumstances should be completed by the end of the second year in the PhD program.

The student should prepare a brief proposal or overview (2-3 pages) for the PhD qualifying paper, to be reviewed by the Qualifying Paper Committee, in which the student briefly outlines the area to be reviewed, theoretical perspectives that will be used to integrate the area, and a tentative and partial list of references to be consulted. For example, the student might propose to do a 'state of the discipline' review of current theoretical issues, methodological advances, and substantive findings on topics such as class and delinquency, urban development, effects of single mother families on children, women and work, cumulative disadvantage, or cultural history, among many others. In each of these examples, the purpose would be to cover the terrain of the classic and recent sociological literatures in the broad area, and not just those related to a narrow dissertation topic. The purpose of the PhD qualifying paper is to demonstrate mastery of at least one substantive area of sociological literature that a student may claim as an area of specialization, and that meets the standards negotiated among committee members and the student.

The Committee will evaluate the PhD qualifying paper assigning a grade of Pass, Pass with Revisions, or Fail. In the event that the student receives the grade of Pass with Revisions, the student will have 30 days to provide a revised version of the qualifying paper based on the comments of the Committee on the original version. The revised PhD qualifying paper will then be given a final grade of Pass or Fail. Students who receive a grade of Fail may attempt to pass the qualifying paper one more time, without penalty, in the following regular semester (excluding summer semester). A student must obtain a grade of at least Pass from both members of the Qualifying Paper Committee to fulfill the qualifying paper requirement. Students who fail the qualifying paper twice must petition the Graduate Committee to continue in the program. Once students meet the qualifying paper requirements, the PhD Qualifying Paper Form with committee signatures attesting to its completion and a final copy of the paper should be provided to the Graduate Program Coordinator. Copies of PhD qualifying papers will be available for future students to review. Failure to complete the qualifying paper on time jeopardizes a student's advancement to candidacy and positive annual assessment.

Students in the PhD program must complete the PhD Qualifying Paper before they may defend a dissertation prospectus.

### ***Advancement to PhD Candidacy***

Students apply to the Dean of the Graduate School for advancement to candidacy for the PhD degree after they have completed six (6) semesters of full-time enrollment (or its equivalent) with a grade point average of not less than a B (3.0 on a 4.0 scale). Guidelines for applying for advancement to candidacy are at <http://www.grad.buffalo.edu/forms/students/atc.doc>. Once candidacy is granted, students may no longer be required to register for 9 hours (students with teaching assistantships) or 12 hours (other students) to maintain full-time status. In no case

should the Application to PhD Candidacy be filed less than two semesters before the completion of the degree. Students may not register for dissertation guidance hours until they have been admitted to candidacy. Description of any informal courses taken (directed readings, tutorials, etc.) as well as an unofficial transcript must be attached to the Application to Candidacy form.

### ***Doctoral Dissertation***

The goal of the dissertation is to ensure that each student demonstrates substantial independent scholarship. The dissertation can take two forms: it can be traditional in its form, resembling a scholarly monograph in form and substance, or it can be the synthesis of a research program presented as a set of several interrelated ‘papers’ (generally three) on a single topic (with each ‘paper’ representing one aspect of the dissertation topic, suitable in quality and contribution to the discipline for submission to a scholarly journal for peer review and publication), linked with an introductory chapter that establishes the dissertation theme (situates the work in the appropriate sociological research and methodological literature) and a synthesizing final one.

Graduate School policies indicate that no more than seven consecutive years may pass between the beginning of graduate studies and the awarding of the degree.

During the fourth year of graduate studies or its equivalent (second year in the PhD program) each student must request and participate in a dissertation consultation. At minimum, this requires a meeting with their faculty academic advisor to discuss possible dissertation topics. Other dissertation consultations that surpass the minimum requirement described above include having a pre-dissertation proposal meeting with a tentative set of three people being considered as members of the committee to discuss one or more possible dissertation topics; or a formal dissertation prospectus meeting with the standard three member committee (see below) with a research proposal circulated in advance to committee members and approved at the meeting. A brief memo of this meeting, including its substance and attendees, will be provided by the student to be included in the student file.

### ***Dissertation Committee***

The composition is subject to the following guidelines:

- The Dissertation Committee will have at least three faculty members, one of whom will be its Chair and primarily responsible for directing the dissertation. All three members must be UB graduate faculty or faculty with equivalent graduate supervision privileges at equivalent institutions.
- The Chair and at least one other member of the Committee must be regular faculty in the Department of Sociology at the University at Buffalo.
- Additional members from outside the Department or the University at Buffalo may be added by mutual consent of the student and other committee members.
- The Director of Graduate Studies will review any requests for departures from the above rules and for subsequent changes in the committee after its initial formation and seek advice from the Graduate Committee as appropriate.

Constituting a Dissertation Committee is a professional decision made by students in consultation with the Committee Chair, and the prospective members. Students should select their committees with care, considering the contribution, expected time commitment, and appropriateness of each member invited to participate, given the research the student will pursue. Faculty are under no obligation to participate as members of any student committee; students should keep in mind that faculty may resign from committees. Similarly, students are free to replace or add committee members; these issues should be handled directly and professionally. Be aware that changes to committee composition may delay completion of work. Changes, while at the discretion of the student, should always be discussed with the Chair of the student's Dissertation Committee.

Once the Dissertation Committee is constituted, its composition can be changed at any time at the request of the student and notification of the Director of Graduate Studies. Under most circumstances, the committee that approves the dissertation and oral defense will be the same committee that approved the dissertation prospectus. The student and his/her Dissertation Committee will determine mutually understood procedures for advancing the work and a timetable for reviewing the dissertation in progress.

- The Dissertation Committee (jointly or individually) and the student should communicate formally at least once a semester to review the dissertation in progress. Understand that failure to maintain regular communication may lead to faculty withdrawing from the committee.
- Students may not submit the dissertation for defense before the Dissertation Committee has had ample time for review of significant segments or the document in its entirety. This means at least 3 weeks (or as otherwise agreed by the student and each of the committee members) and in time to meet departmental deadlines.

### ***Doctoral Dissertation Prospectus***

Students prepare and defend a succinct dissertation prospectus that outlines the dissertation topic, discussing its theoretical relevance, research design, data sources and research procedures (when appropriate). If research involves human subjects, evidence that the University at Buffalo SBSIRB has approved the research, or that approval has been sought, should be provided at the prospectus defense. No research involving human subjects or other living creatures can proceed until appropriate approvals are in place. The student provides the dissertation prospectus to the Committee at least three weeks prior to its public defense. The prospectus may be assigned one of the grades Pass, Pass with Revisions, or Fail. In the event that the student receives a Pass with Revisions, the student has 30 days to revise the prospectus in response to Committee comments. The revised prospectus will then be given a final grade of Pass or Fail. If a student receives a grade of Fail, she or he may attempt to defend another dissertation prospectus, without penalty, before the end of the next semester (excluding summer). Students who fail a prospectus defense twice may be unable to continue in the PhD program. Once the prospectus passes, the student should fill out the Prospectus Defense Form, signed by the Dissertation Committee Chair certifying that the prospectus has passed.

## ***Dissertation and Oral Defense***

Appropriate dissertation styles include the traditional monograph model, for which there are many examples available in the Department library or an article-style dissertation. Students should fully discuss this decision with their dissertation advisor, and must have the agreement of their entire dissertation committee to write an article-style dissertation. An article-style dissertation must have at least three substantive chapters that are suitable for review and potential publication in a refereed professional journal. The Dissertation Committee and the Director of Graduate Studies in consultation with the Graduate Committee must approve any exception to this minimum requirement of three substantive chapters for an article-style dissertation. In addition to three chapters, there should be introductory and concluding chapters that describe the unifying themes of the substantive chapters. The dissertation chapters must be sole-authored original work. Co-authored work is not eligible for inclusion in the dissertation. Beyond these departures from the traditional monograph model, all other rules and regulations governing the traditional dissertation apply to the newer article-style dissertation. Whether the traditional monograph or article-style approach is selected, research competence and independent scholarship are required to earn a PhD in sociology and must be demonstrated in both the dissertation and its oral defense. The format of the dissertation must conform to the requirements of the Graduate School available at <http://www.grad.buffalo.edu/policies/dissertation.php>.

The student should submit a complete draft version of the dissertation to the Dissertation Committee *at least three weeks prior* to the expected date of the oral defense. Some committees may require even more time to review the complete draft version of the dissertation. Students who provide the draft dissertation too late for adequate committee review prior to scheduling an oral defense risk postponing the defense, or having their graduation delayed if extensive revisions are then required by committee members after the oral defense. The oral defense is considered a public meeting to which the Department faculty and students, and other interested members of the University community are invited.

Passing will be determined by a unanimous vote of the Doctoral Dissertation Committee that both the written document (including required revisions, if any) and oral defense meet standards in the discipline for conferral of the Doctor of Philosophy degree. All members of the Dissertation Committee are required to attend the defense. All other members of the Department and the University are invited to attend and participate in the questioning of the candidate. Immediately after the defense, the committee will meet to decide what additional revisions, if any, will be required for final acceptance. Only when the committee unanimously agrees that the work (and its revision, if required) is satisfactory, indicated by signatures from each committee member on the m-form, will the m-form be signed by the Director of Graduate studies certifying that the work meets the standards for conferral of the PhD by the Department of Sociology and the approved dissertation be filed with the Graduate School.

## ***Dissertation Paperwork***

The final paperwork for the dissertation involves the Graduate School more than the Department and most of the forms that must be filled out are Graduate School forms. Also keep in mind that the Graduate School has precise specifications on the format of the dissertation, number of

copies, and many other related matters. Early in the process, the student should review the Graduate School guidelines describing how to format and submit the final dissertation and to fulfill all the administrative requirements for graduating.

The guidelines regarding completion of dissertations and application for graduation can be complicated. The responsibilities of the student, dissertation chair, and the graduate studies office are listed below.

**Candidate:**

- ✓ To follow the specifications in the Graduate School guidelines for preparation of the dissertation at <http://www.grad.buffalo.edu/etd/etdguide.pdf>
- ✓ To make sure that the Graduate Program Coordinator has a properly executed copy of any form submitted directly to the Graduate School.
- ✓ To notify the Graduate Program Coordinator of the time and date of the planned oral defense at least two weeks in advance so room arrangements can be reserved and public notice of the event be posted, leaving ample time for revision before all documents are due to the Graduate School.
- ✓ To circulate a copy of the dissertation abstract to all Department faculty members with an announcement of the date, time and place of the oral defense. This will be done *at least three weeks* in advance of the date.
- ✓ To complete a dissertation with a defense of its key contributions to the discipline in the public oral defense.

**Dissertation Chair:**

- ✓ To prepare appropriate forms indicating that the dissertation has been approved and that the candidate passed the oral defense. The m-form is available from the Graduate Program Coordinator.
- ✓ To make sure that the Graduate Program Coordinator retains a copy of any form (to be included in the student file) which is submitted directly to the Graduate School.
- ✓ To help coordinate departmental activities related to the process.

**Graduate Program Coordinator:**

- ✓ To maintain the records in the student file verifying that the various requirements for graduation have been met.
- ✓ To arrange a time and place for the scheduled dissertation defense to take place, and to publicize it.
- ✓ To provide the dissertation chair with the appropriate approval forms at least 48 hours in advance of the scheduled defense.

**Director of Graduate Studies:**

- ✓ To certify to the Graduate School that all departmental requirements for the PhD have been met.

All graduating students need to verify that the Graduate School has their correct graduation date on record and should use the PhD graduation checklist to be sure they comply with all Graduate School requirements, found at <http://www.grad.buffalo.edu/policies/phdchecklist.php>. Students

must be sure to consult the Graduate School guidelines for dissertation formats and submission requirements several months before the expected defense. They will need to provide the Graduate School with a final, certified correct (revised if necessary) properly formatted version of their dissertation, and (of course) monitor the expeditious routing of the fully executed m-form.

When all coursework, residency, and continuous registration requirements are fulfilled, the qualifying paper, oral defense of the dissertation, and the dissertation is complete and any revisions are completed, the Dissertation committee chair will obtain signatures from each member of the dissertation committee on the m-form. The m-form will then be signed by the Director of Graduate Studies and given to the Graduate Program Coordinator, who will forward it to the Graduate School.

### *Final Steps for the PhD*

- In order to receive a PhD from University at Buffalo, the student must be registered for at least one credit during the semester of graduation. Students planning to graduate should notify the Director of Graduate Studies and the Graduate Program Coordinator at least 9 months ahead of time so that there are no unanticipated problems with meeting continuous registration requirements.
- A convenient time and date for the oral defense, with at least two weeks public notice, will be selected by the student and his or her Dissertation Committee. All Committee members are required to attend the defense. In extenuating circumstances, faculty member attendance can be by telephone conference call.
- A minimum of two weeks must elapse from the time that a draft copy of the complete dissertation is filed with the Graduate Program Coordinator and public notice of the oral defense is given, and the occurrence of the defense. Keep in mind that program requirements dictate that Committee members should receive a properly formatted complete dissertation draft at least three weeks prior to its defense, and that professional courtesy indicates that providing it to committee members six to eight weeks in advance of anticipated oral defense is most appropriate. Any exception to the time frame should not be assumed, but should be agreed upon by each member of the committee. The two week period for publication of the defense is the absolute minimum in conformance with Department policies and professional standards.
- At least two weeks before the oral defense occurs, provide the Graduate Program Coordinator with the final title of the dissertation and an abstract (300 words or less) that will be used to provide public notice of the event.
- Upon successful completion of the oral defense and any revisions the Dissertation Committee requires to the dissertation, the student's Dissertation Committee Chair should notify the Director of Graduate Studies that the student has passed.

- Well in advance of the conferral deadlines listed on the academic calendar (see guidelines at <http://www.grad.buffalo.edu/policies/deadlines.php>) the student should verify that all required forms, etc. are on file with the Graduate School and that all administrative requirements have been fulfilled (consult the Graduate Program Coordinator and the PhD graduation checklist at <http://www.grad.buffalo.edu/policies/phdchecklist.php>). Students also need to provide the Graduate School with a final (certified correct, with any required revisions), properly formatted version of their dissertation. Completing all of these activities early enough in the final semester in the PhD program to meet Graduate School and Department deadlines is particularly important for students planning to finish in the spring semester and seeking May conferral of degrees. This activity is the responsibility of the individual student.

## **A Suggested Timetable for Completing PhD Requirements and Acquiring Professional Skills**

The foregoing policies for meeting the PhD requirements indicate that students should achieve certain benchmarks of timely progression in each year of study in the Department, including the acquisition of the MA by the end of year two. If possible, students are encouraged to complete these requirements even earlier than indicated here. Some of the benchmarks are required components of the PhD program. Others are benchmarks that indicate professional socialization and which position graduates of UB to be competitive in the academic and other job markets.

### **FIRST YEAR**

- University and Department new student orientations
- Department funded TAs attend University-provided Teaching Assistant training or other equivalent training to be eligible to act as teaching assistants
- Funded students take three courses each semester; non-funded students take four courses each semester, and complete required core courses (SOC 606, SOC 607, 609, SOC 567 and 568 in the first year in the program).
- Select a faculty academic advisor during the first semester
- Attend the one-hour weekly proseminar to meet and learn about faculty and professional expectations
- Apply for subsequent year Department funding by February 1
- Consider joining the American Sociological Association (ASA) and Eastern Sociological Society (ESS), and other appropriate professional organizations

### **SECOND YEAR**

- Create Master's Committee (at least two regular Department faculty)
- Apply to advance to candidacy for the Master's degree (Graduate School)
- Funded students take three courses each semester; non-funded students take four courses each semester, all students in the program complete all Master's level courses
- Attend Department colloquia and informal brown bag research presentations
- Submit abstract for research presentation at regional meeting
- Complete the residency requirement (minimum of 24 credit hours)
- Apply for subsequent year funding and admission to the PhD program by February 1
- Schedule Master's paper oral presentation by April 1 for spring graduation
- Complete Master's paper and apply for conferral of MA through Graduate School
- Submit materials for consideration for departmental awards

### **THIRD YEAR**

- Create Qualifying Paper Committee (at least two regular Department faculty)
- Students paid to teach undergraduate sociology courses must have attended University Teaching Assistant training or equivalent training before they teach their first course at UB. Students who start the program with the BA are expected by the start of the third year of funding in the program to be eligible to teach their own course. This means they have completed the required training AND have completed the Master's degree in order to retain departmental TA funding. Students who enter the graduate program with Master's degrees

are expected to complete required TA training and be eligible to teach their own courses by the beginning of their second year to retain departmental TA funding

- Take three courses each semester, complete additional advanced methods course
- Attend Department colloquia and informal brown bag research presentations
- Prepare professional curriculum vitae and begin teaching portfolio
- Apply for subsequent year Department funding by February 1
- Present research in progress to Department, submit abstracts for research presentation at national/regional meetings, submit materials for consideration for departmental/university awards and for external awards given by professional organizations (regional/national), prepare manuscript for journal submission
- Begin applying for dissertation fellowships, summer internships

#### **FOURTH YEAR**

- Create Dissertation Committee (3 members, at least 2 must be regular Department faculty)
- Complete graded coursework by the end of spring semester
- Complete the PhD qualifying paper by the end of the spring semester
- Attend Department colloquia and informal brown bag research presentations
- Apply to advance to candidacy (Graduate School)
- Complete public defense of doctoral dissertation prospectus by end of spring semester (or early in the fall semester of the 5<sup>th</sup> year)
- Build on teaching portfolio and CV
- Present research in progress to Department; submit abstract(s) for research presentation at national/regional meetings, materials for consideration for departmental/university awards and external awards given by professional organizations (regional/national); prepare manuscript(s) for journal submission
- Continue applying for dissertation fellowships, summer internships

#### **LAST YEAR(s)**

- Present research in progress to Department; submit abstract(s) for research presentation at national/regional meetings, materials for consideration for departmental/university awards and external awards given by professional organizations (regional/national); prepare manuscript(s) for journal submission
- Build on teaching portfolio and CV
- Prepare and give practice job talk in Department for students seeking academic jobs
- Complete Doctoral Dissertation research
- Complete Oral Defense of the Dissertation

Throughout their graduate careers in the Department of Sociology, students are expected to communicate **regularly** with their faculty academic advisors/MA or PhD committee chairs (if different) concerning their progress in meeting these benchmarks. Students will be formally evaluated annually, by the faculty as a whole, based on these and other criteria indicating appropriate levels of professional socialization and timely progression through their graduate studies.

## STUDENT EVALUATION AND PROGRESS

Admission to graduate programs and offers of departmental funding support are made on a year-by-year basis, granted for one academic year at a time, subject to annual review. Graduate students are evaluated by the regular faculty of the Department each spring with reference to a number of criteria, including:

- cumulative GPA and GPA for current academic year
- evaluation by faculty members who supervised assistantship
- evaluation by faculty members who instructed or served on student committee
- length of time in assistantship
- length of time in degree program
- satisfying Master's degree/core requirements by the end of the second year in residence
- passing PhD qualifying paper and required courses on schedule
- earning grades of B or higher in required courses (theory and methods/statistics)
- existence of incomplete grades, and length of time incompletes are outstanding
- indication of professional socialization including awards, honors, publications and presentations at professional meetings

Information will be collected from each student (a self-evaluation, due to the Graduate Program Coordinator by April 1) and from faculty with direct information about each student's progress. The faculty as a whole assesses performance and the Director of Graduate Studies communicates the faculty assessment in a letter to each student that is both summative and evaluative, recognizing progress made during the past year and suggesting directions for the future in a letter to each student. The Graduate Committee uses annual evaluation information and other materials for several purposes: to acknowledge students accomplishments, to consider whether Master's students applying to the PhD program will be admitted, and to carefully review the circumstances of students struggling in the program to determine whether they should be placed on probationary status in the program. Students on probationary status will be given guidelines for the actions they must take (clear incompletes, constitute committees and meet deadlines, etc.) to normalize their status.

### *Evaluation Procedures*

The faculty will meet as a whole to assess graduate student progress. Each student who intends to remain in the program for the next academic year will prepare a brief statement outlining his or her progress and accomplishments for the current academic year. The Graduate Committee will provide a template for student statements to standardize information solicited from each student. Student statements, along with information from faculty with direct knowledge of student progress and accomplishments (i.e., worked on research together, was a student in seminar, served as TA or RA, observed at professional meeting), will be evaluated. Faculty will receive a list of all current students at least one week before the student evaluation meeting occurs, and should be prepared to summarize their knowledge of student progress (in person at the meeting, by communicating their summary to another faculty member who speaks on their behalf at the faculty meeting, or briefly in writing) so that each student receives appropriate

consideration of their progress and appropriateness for continued graduate study by the entire faculty.

The consensus of the faculty regarding the progress of each student will form the basis for letters documenting student progress. These letters will be evaluative, noting both strengths and weaknesses. When appropriate, the letter will express the determination of the faculty that a particular student will be placed on probationary status or not be allowed to continue in the program.

### ***Basis for Funding Reappointment (being reappointed as a Teaching Assistant)***

**Reappointment is never automatic.** Final decisions are based on departmental needs, financial resources, diversity considerations, and efforts to provide as many students with assistantship opportunities as possible. Students who perform poorly in their TA duties, or who perform poorly in their coursework (earn grades lower than B, accumulate incompletes) risk not being reappointed as teaching assistants.

Students not funded in one year are eligible for funding consideration in a succeeding year, based on results of their annual evaluation results and available resources.

### ***Basis for Probation or Dismissal from the Graduate Program***

Probation refers to a process by which students are informed of deficiencies in their progress towards the degree. Students are formally notified of probationary status and the steps they must take to remedy that. Failure to remedy probationary status may result in dismissal from the program or loss of funding. Although probation and/or dismissal from the graduate program are rare, the Graduate Committee may decide that a student will not continue in the program for the following reasons:

- GPA below 3.2
- Grades below B (including B-) in any required course
- Breaches of academic integrity
- An unsatisfactory annual review which results in probation, if the basis for the unsatisfactory review and probation are not remedied in the following academic year
- Failing program components (MA paper, qualifying paper, dissertation prospectus, dissertation defense)
- Accumulation of incomplete grades. Having two incomplete grades simultaneously may result in probationary status. Four incompletes may be the basis for dismissal from the program
- Inadequate progress towards meeting degree requirements
- Failure to maintain continuous registration in the program
- Exceeding Graduate School or Department time limits

## **TRAINING TO TEACH SOCIOLOGY**

The main way the Department funds students is through Teaching Assistantships (TA). Until students acquire credentials adequate for University instruction of undergraduates (Master's degree or its equivalent) TAs are assigned to professors to serve as assistants for undergraduate courses taught by faculty. The Department normally also funds third-year and later graduate students as TAs, but with students having primary responsibility for course instruction in an area in which they are qualified to teach.

### **Teaching Assistant Responsibilities (Years 1 and 2)**

Students who are funded by the Department as Teaching Assistants are required to attend the University provided graduate student teacher training or its departmentally approved equivalent.

The early MA teaching assistantship, where TAs are assigned to assist a professor with an undergraduate course, offer apprenticeship opportunities for students to learn how to prepare for courses they will later teach themselves. The professor being assisted and the TA should meet as soon as class assignments are made (usually before the semester begins). In the meeting, the professor and the TA should agree on TA responsibilities for the semester. TA responsibilities may reasonably include any/all of the following:

1. Attend, prepare, and deliver lectures
2. Facilitate discussion
3. Grade papers and exams
4. Hold office hours
5. Mentor/advise undergraduate students
6. Acquire material to assist in preparation of lectures
7. Meet periodically (negotiated) with professor to discuss course related matters
8. Maintain course records
9. Other administrative tasks

Teaching assistantships should be taken seriously; the expectation is that any student funded by the Department to work as a TA will do excellent work in that role.

During the first two years of graduate training TAs are exposed to different professors with different teaching styles. This involves the student in a variety of teaching-related issues and course-planning apprenticeship roles, to help prepare the student for organizing and teaching their own courses.

### **Teaching Assistant Responsibilities (Year 3 and later)**

Once they are credentialed (acquire MA or its equivalent in Sociology), TAs typically prepare and teach their own undergraduate courses in accordance with the needs of the Department. Advanced graduate students should be able to demonstrate that they have appropriate training and expertise to teach their own courses. A high percentage of Sociology PhD graduates from the

University at Buffalo have academic careers that require teaching undergraduates and/or graduate students.

The Department prepares the student for this role by offering training opportunities and learning experiences in apprentice roles during the first two years as TAs. All graduate students who are funded by the Department to teach Sociology courses to undergraduates are required to attend a University-sponsored graduate teaching assistant training course or its Department-approved equivalent, to be completed before the first course they teach at UB. Normally, students funded as teaching assistants should attend that course, traditionally offered the week before classes begin in the fall semester, before beginning their first TA assignment, and take a 'refresher' before first instructing their own course.

Traditionally, regular resources for University-offered teaching training include:

- The fall Graduate Teaching Conference is provided by the University, intended for students who will be serving as TAs or instructors, and is also a forum for other students and faculty to discuss teaching issues and share experiences.
- Various ETC courses and seminars throughout the academic year. When offered, such courses provide a substantial foundation in such diverse issues as classroom styles, syllabus preparation, grading, relating to students, ethical issues, and more. Attending such courses can be listed as additional professional development in teaching portfolios (see below).

The Department may, from time to time, offer departmentally-sponsored teaching assistant training that is considered the equivalent to that provided by the University to all teaching assistants.

### **Teaching Portfolios**

Teaching represents a body of academic work and it is recommended that it should be documented. Students are advised to establish Teaching Portfolios to document their teaching training, which may include teaching evaluations from every semester taught, written evaluations by faculty, a statement of teaching philosophy, syllabi constructed by the student, and other teaching related materials.

Teaching portfolios can be valuable sources of information for evaluation by awards committees for Department and University teaching awards. Increasingly, teaching portfolios are required when applying for academic jobs. The UB Center for Teaching and Learning Resources (CTLR) has a library of resources related to pedagogical research, skills training, and preparation of teaching portfolios; individual faculty may also be willing to provide exemplars for student portfolios.

## OTHER SOCIOLOGY GRADUATE PROGRAM POLICIES AND PRACTICES

### Academic Integrity and Ethical Conduct

The Department of Sociology adheres to the ethical standards of the University at Buffalo and the American Sociological Code of Ethics (<http://www.asanet.org/members/ecoderev.html>).

An academic community is built on trust and the Department of Sociology depends on trust among its members for its sense of community. Academic dishonesty is a rare occurrence in the Department of Sociology. However, in order to safeguard the standards of the Department, the discipline and the broader academic community at the University, policies for handling accusations of academic dishonesty provide a structure for handling the rare instances that occur and to safeguard the rights of all parties involved in accusations of academic dishonesty by having policies in place to deal with them.

Academic dishonesty could involve plagiarism, cheating, or falsification of data. Graduate students are directed to read and understand these threats to academic integrity and to avoid them at all cost. Graduate students should refer to <http://www.grad.buffalo.edu/docs/polpro.pdf>.

*Note:* Keep in mind that faculty members differ in opinion regarding whether or not it is proper to submit the same or similar paper (or parts of the same paper) to meet requirements for more than one course. Do not assume that it is appropriate to do so, as this may be considered a breach of integrity by some faculty. Ask. Consult with each faculty member involved well prior to the submission of papers to determine the particular faculty member's position on that issue.

While academic misconduct is rare, if a student is accused of academic misconduct (cheating, plagiarism, falsifying data, etc.), the following steps should be taken:

- The individual professor or student who is making a formal accusation of cheating will bring the case to the attention of the Department Chair and the Director of Graduate Studies. Every effort should be made to settle the issue informally between the professor and the student. However, if they cannot resolve the issue, in accordance with Department By-Laws, the parties involved will use the Department of Sociology procedures in place (consideration of the matter before the Grievance Committee) to attempt to resolve the issue within the Department. The issue will be considered resolved when all parties agree, in accordance with University policies and Department By-Laws regarding the merits of the accusation and implementation of sanctions, if any. If the matter cannot be resolved internally to the satisfaction of all parties, the Graduate School will have responsibility for adjudicating the case.

## Awards

The Department of Sociology may give several awards each year, awarded competitively to graduate students selected by the Department Award Committee. The Department Award Committee is chaired by a member of the Graduate Committee and comprised of three additional members, who may be department faculty or appropriate outside individuals with the expertise to evaluate nominees for awards. Travel Scholarships are selected by the faculty as a whole. Note that not every award is made every year.

**Excellence in Teaching** is a competitive award given to an outstanding graduate instructor of at least one undergraduate course. The following aspects of teaching may be included in the evaluation process as evidence of excellence in teaching: a teaching portfolio, composed of syllabus, a philosophy of teaching statement, classroom presentation, e.g. lecture, ability to lead discussions (as determined by class visits), and student evaluations, or any combination of these materials. To be eligible, a graduate student enrolled full-time (or its equivalent) in the program must apply for the award and submit supporting materials. These will include, at minimum, student evaluations of teaching, syllabi, and grade distributions related to an undergraduate course or courses they taught at UB during the prior 2 academic years. Inclusion of other supporting materials is optional. The deadline for submitting materials for consideration of the Department of Sociology Excellence in Teaching award is April 1 each year.

The **Outstanding Graduate Paper Award** is a competitive award that is given to the author(s) of the most outstanding manuscript-length paper submitted in a given year that meets the criteria of a substantial contribution in the field of sociology. The work must be completed while the student is enrolled as a graduate student in the Department of Sociology at UB. The topic of this paper may be substantive, theoretical, or methodological. Students may collaborate with other students but may not submit a paper coauthored with a member of the faculty. The deadline for submitting a manuscript for the Excellence in Research Award is April 1 each year.

Students who complete degree requirements for the most recent September, February, and current May conferrals may be considered for the **Outstanding Master's Graduate Award** and the **Outstanding PhD Graduate Award**. These awards are made based on a review of the students' professional accomplishments while they are students at the University at Buffalo, taking into account evidence of scholarship, service, and professional socialization. Students are nominated for these awards by faculty; their CV is reviewed as the basis for the award.

The **Travel Scholarship** is used by the Department to provide funds to help defray the cost of travel to a professional meeting, contingent on available funds. This competitive award of up to \$200 is made to advanced students (third year or later, or equivalent) when s/he presents a paper at a professional meeting. At this career stage it is important to begin meeting people in other colleges and universities to extend the network of colleagues. To be eligible for a Travel Scholarship, the student must have a paper accepted at a professional meeting and his or her name must appear in the official program. Applications for the Travel Scholarship are accepted at various times throughout the year, coinciding with the timing of paper acceptance at regional and national meetings. An announcement will go out to all graduate students in the Department when Travel Scholarship applications are being accepted.

## **Faculty Advisor**

Each student should have a faculty advisor at all times. For incoming students, the Director of Graduate Studies will initially be assigned as a faculty advisor. Students will subsequently select a faculty advisor of their own choice (by the beginning of the spring semester) in consultation with the Director of Graduate Studies and the faculty member they select as their academic advisor. There is absolutely no penalty for changing advisors, either from an appointed to a selected one, or from one selected advisor to another, as student and faculty interests evolve. There is no expectation on the part of the student or the faculty advisor that the faculty member selected for that role will necessarily serve as a chair or member of any Master's or PhD committee, except at the invitation of the student.

This advisor is responsible for helping the student develop a plan of study leading to the degree. The advisor may (but does not necessarily) direct the MA paper or the PhD Dissertation Committee, may be a committee member, or may give advice independent of any other formal committee role. Typically, however, the faculty advisor is often also the Student's committee chair. The choice of faculty advisor must be by mutual consent of the professor and the student. This ensures that the advisor is willing to assume the responsibility of guiding the student through his/her studies, and that the student will work responsibly with the advisor. As interests change, students should feel free to change advisors. When this occurs, students must notify the Director of Graduate Studies in writing, as well as any faculty members affected by a change in advisors. Students should note that few faculty enter into an advising role lightly, and that faculty, too, may wish to resign from the capacity of faculty advisory. When faculty decide to resign from the role, they should discuss options with the student and ensure that the Director of Graduate Studies is notified, in writing, of any change.

Students should formally consult with their faculty advisor (if different from committee chair) and committee chair at least once during each term concerning their progress to date and to discuss their plans for the coming term. It is the student's responsibility to schedule such meetings.

## **Grades**

Students are required to maintain a GPA of 3.0 or above at all times and must earn grades of B or better in all required courses (theory, methods, statistics).

## **Grades of Incomplete**

According to Graduate School policy, "Incomplete" grades are not to be assigned routinely, but only when a student cannot complete course work due to unforeseen and compelling circumstances, such as an illness. If an "I" is given, the maximum amount of time students have to complete the work and have a letter grade assigned is no more than two additional semesters plus the intervening summer (12 months). If course requirements are not completed by that date, the "Incomplete" is automatically changed to an "Unsatisfactory" (U) grade. Graduate School guidelines establish the longest period an incomplete can remain on a student record without assignment of an unsatisfactory grade. Graduate School guidelines are available at:

<http://www.grad.buffalo.edu/policies/incompletegrades.php> . Individual faculty may choose to establish shorter periods for required completion of incomplete coursework and no faculty member is required to assign incomplete grades without evidence of unforeseen and compelling circumstances. Failure to complete courses on time jeopardizes a student's academic standing and positive annual assessment.

## **Graduate Committee**

The Graduate Committee of the Department of Sociology is comprised of a number of faculty consistent with the Department by-laws, plus the Director of Graduate Studies. The committee has four main functions: (1) reviewing admission requests to the Department; (2) dealing with policy issues affecting the graduate program and making recommendations to the faculty as a whole; (3) reviewing and approving the programs of individual students, including petitions for waivers, exemptions, etc.; (4) ensuring the efficient operation of the graduate program.

## **Graduate Program Policy Issues**

Matters of graduate program policy are considered by the Graduate Committee which makes recommendations to the Department faculty as a whole prior to changing policies affecting the requirements or operations of the graduate program. Any faculty member or graduate student may bring a problem or suggestion concerning policy to the Graduate Committee for consideration. When a proposal or recommendation is submitted to the Graduate Committee, it will be discussed by the Department faculty as a whole as soon as is practical. Discussion by the faculty at large of issues or proposals regarding graduate program policy brought to the faculty by the Graduate Committee will include the student representative to faculty meetings.

The Department itself or its subcommittees retain the following powers:

- Admission to and retention in the Department
- Funding offers proffered by the Department
- Approval of MA papers/theses and PhD dissertations
- Evaluation of qualifying papers
- Conduct of oral examinations
- Individual student programs
- Annual evaluation of students

The Director of Graduate Studies consults as appropriate with other members of the Graduate Committee or other knowledgeable faculty and acts on recommendations or petitions from individual students and faculty for actions such as:

- Student petition for waiver or exemption from any Department policies or requirements
- Student requests to take courses outside the Department
- Student petition notifying of change in advisors
- Student petition to establish or change the Master's committee
- Student petition to establish or change the PhD qualifying paper committee
- Student petition to establish or change the Dissertation committee

- Student petition to take a leave of absence
- Faculty recommendations regarding admission to PhD program
- Master's or doctoral dissertation committee recommendation for termination of a student before completing the degree.

Petitions should clearly state what is requested and include all relevant information needed to reach decisions. The Graduate Committee meets to consider petitions and suggestions as needed.

## **Grievance Procedures**

It is usually in the best interests of student and faculty to negotiate informal agreements to settle disputes. However, more formal grievance procedures may be required when disputed issues cannot be resolved informally. Departmental grievance procedures are governed by the Department of Sociology By-laws and by procedures set forth by the Graduate School, available online at <http://www.grad.buffalo.edu/policies/grievancepro.php>.

## **Harassment**

Students should familiarize themselves, both with regard to their roles as student and as teacher, with the University at Buffalo Standards which prohibit harassment <http://www.ub-judiciary.buffalo.edu/art3a.shtml>. Additional information is available at [http://www.smbs.buffalo.edu/GME/policies/pdf\\_policies/Sex-Harass.pdf](http://www.smbs.buffalo.edu/GME/policies/pdf_policies/Sex-Harass.pdf) and also at [http://affirmativeaction.buffalo.edu/sexual\\_harass\\_stu\\_brochure.htm](http://affirmativeaction.buffalo.edu/sexual_harass_stu_brochure.htm).

## **Leaves of Absence**

Program requirements include timely progression towards completing work for the degree and continuous registration in the Department. Timely completion of degree requirements once course work begins may be complicated by unexpected events in student's lives. In such instances, leaves of absence may be granted for one year.

A student must petition for a leave of absence in writing, explaining the reason for the request and the anticipated date of return, with a copy to the Dean of the Graduate School. Before applying for a leave of absence, the student should discuss the matter with his/her Faculty Advisor, Committee Chair, and the Director of Graduate Studies. After Department approval, the leave request is sent to the Graduate School, which will make the final decision and notify the student. Students with approved leaves of absence will remain in the graduate program, although they are neither enrolled in courses nor registered for course hours. Leaves of absence are granted on an annual basis; extensions can be granted but are not automatic. Note that the Graduate School specifies that a Leave of Absence is for only one year. In extenuating circumstances, it may be possible to petition for another year of leave. Students should be aware that Leaves of Absence, in such instances, are at the discretion of the Graduate School and are granted on a year-by-year basis.

Conditions for reinstatement from leave are ordinarily set when the leave is granted, and include completion of outstanding work. Petitions for reinstatement will be considered by the Graduate Committee and the Graduate School. Students who remain unregistered for more than one year

without an approved extension of their leave will be removed from the program. Such students who are removed from the program when a leave of absence expires may reapply for admission to the Department under current admission criteria in the event that they wish to continue their graduate studies at some future date.

### **Regular Faculty**

In this document, the term ‘regular faculty’ refers to tenured or tenure track, full-time professors in the Department of Sociology who are eligible to supervise graduate work.

### **Residency Requirements**

There are several issues surrounding residency that graduate students should be aware of, including establishing in-state residency for domestic out-of-state students who study at UB. Domestic students who do not establish in-state residency in a timely way risk having their funding terminated by the Graduate School. Residency also refers to the criteria for establishing ‘residency’ in the Sociology graduate program, and maintaining continuous enrollment in the program from the beginning through the end of graduate studies. These policies are established by the Graduate School; consult the Graduate School website for a detailed explanation of residency regulations.

### **Sociology Graduate Student Association (SGSA)**

The Sociology Graduate Student Association ensures that student concerns are addressed within the community of graduate students in the Department and are represented in departmental decisions. It provides sociology graduate students with the opportunity to develop professional leadership skills through active participation in departmental decision-making and activities, helps foster collegial peer and faculty relations within the Department, and provides a framework for students to develop and share professional and academic information and ideas.

## **ACADEMIC EMPLOYMENT (ASSISTANTSHIPS) AND FINANCIAL SUPPORT**

There are a limited number of Department teaching assistantships available for the academic year. Students who wish to be considered for an assistantship beyond their initial year in the program must reapply in writing by February 1 to be considered for the next academic year. Re-appointments are made based on satisfactory progress towards the degree and positive evaluations of prior assistantship duties. Grades of incomplete are indications of unsatisfactory progress towards a degree; six credit hours of incompletes will disqualify a student from eligibility for an assistantship. Failure to complete all degree requirements for the Master's degree in time for May conferral in the second year in the program also disqualifies students from consideration for funding in subsequent years. In such cases, the student becomes eligible again for funding consideration once degree requirements are met. There is no guarantee, however, that funding will be available.

### ***Department of Sociology Graduate Student Funding***

Most Department funds for graduate students come from allocations based on a permanent number of graduate student stipends allocated to the Department by the Dean of the College of Arts and Sciences for teaching assistantships (TA). TAs may be funded for up to four years (although never for more than four years) on Department teaching assistantships, subject to budget constraints and satisfactory performance in the academic program and as a TA. A second source is from Department accruals. These moneys accumulate every semester from faculty "buy-outs" depending upon who has been granted professional leave, who has obtained research grants, administrative assignments, etc. Consequently, Department TA funding availability varies, sometimes considerably, from year to year. Positions are filled according to policies set for eligibility and establishing priority for Department TA funding.

Other funds for graduate students may come from Department faculty members who have externally funded research grants which provide resources for research assistantships (RA). Graduate assistant (GA) positions are also offered in different administrative units or research centers and institutes of the University. Graduate assistantships, whether TA or RA, or administrative assistantships, include stipends and tuition waivers for students who receive them. These sources of funding, too, vary from year to year. Such positions are negotiated individually by the faculty or organization holding the grants. Other differences in these types of funding include differences in benefits and union representation: TAs are represented by a union (GSEU), RAs are not.

### **Teaching Assistantships**

Teaching experience is an integral and important part of graduate student training. Prospective employers increasingly request a portfolio of teaching experience and philosophy along with the dissertation and publications when they evaluate job applicants. The Department of Sociology attempts to provide financial support for as many graduate students as possible by awarding Teaching Assistantships to its most qualified students. Students submitting all materials required for admission to the graduate program will automatically be considered for TA financial support.

TA positions are awarded competitively on a year-to-year basis. Normally, a funded student pursuing the PhD degree may receive four years of support beyond a BA degree; the College of Arts and Sciences does not permit TA funding past four years. A student with a Master's degree from another institution pursuing the PhD degree can usually expect 3 years of departmental support if funded as a TA. Keep in mind that these expectations may not always be met, particularly during periods of severe financial constraints. Department funding is contingent and decided annually. Department financial support beyond these lengths of time, given current resource constraints, is very unlikely. The continuation of support is always contingent upon the availability of funds, a student's adequate progress in the graduate program, and departmental needs. Funded TAs not yet finished with coursework are expected to register for at least 9 credit hours per semester until coursework is complete.

The typical TA package includes a tuition waiver and a stipend for the academic year. For students receiving support in the first two years of graduate study (students working towards Master's degrees), they ordinarily are given 20 hour per week teaching assistantships to work with Department faculty teaching each semester. For the third and fourth year, TA funding is typically linked to serving as an instructor for undergraduate courses (that is, teaching one's own course).

### **Research Assistantships**

There is no central administrative source for awarding research assistantships at UB. Some Department of Sociology faculty members can support RAs on externally funded research grants. Other administrative units at UB, including several research institutes and centers, are home to a variety of projects where RAs are employed. Salary and stipend availability on such projects varies from institute to institute, faculty to faculty. The individual faculty member with the grant or the hiring organization specifies the training/experience required for the post and the conditions of work. Working hours for RAs are usually 20 hours/week.

In many cases, RAs are hired directly by faculty with whom students have already done academic work. Seldom can entering students arrange a research assistantship for their first year; students who want to work as RAs should initiate ties with faculty members with whom they want to work. The minimum current salary for Research Assistants (RAs) working for Department faculty in our Department on externally funded research grants is at least the same as for TAs and includes a tuition waiver. RAs not yet finished with coursework are expected to register for at least 9 credit hours per semester until their coursework is complete. Internally funded research grants also offer opportunities for RA positions, but do not typically come with tuition waivers; hence, they are most appropriate for students who have finished coursework.

The faculty member or entity that hires students will specify particular requirements for available RA positions, such as computer or statistical skills, or training in research methods, and the tasks and responsibilities associated with the research assistantship. Appointments to research assistantships are usually for two academic semesters (fall, spring) similar to TA positions, although some RA positions may be for twelve months or for single semesters. Individual faculty members employ RAs on funded projects; contact the appropriate faculty member if you are

interested. RAs must be registered during each regular semester of their appointment and may not be appointed more than half time (20 hours per week).

Occasionally, opportunities to work with faculty on externally funded research may be available on an hourly basis. Such hourly arrangements are not standard research assistantships and do not include tuition waivers or eligibility for other benefits.

### ***Other Sources of Funding***

The Department of Sociology has only limited resources for support of incoming and continuing graduate students. Some students “self-finance” with their own resources and financial aid. Another avenue of financial support is extra-departmental scholarship or fellowship support. All graduate students are also encouraged to seek financial support and fellowships outside the Department, both from other University sources and from external entities, such as educational foundations and various governmental agencies. In addition to sometimes providing more money, or for a longer period of time, or freedom from TA and RA responsibilities, being awarded fellowships and research grants may add to the prestige of one's record of scholarship and help secure employment after graduation.

For further information on costs, financial aid, fellowships and grants available to graduate students at UB, see <http://www.grad.buffalo.edu/costs/index.php> and <http://www.grad.buffalo.edu/costs/scholarships.php>

### **UB-Specific Sources of Research Funding**

#### *Career Center*

<http://ub-careers.buffalo.edu/gradabout.shtml#funding>

#### *Graduate Student Association*

<http://gsa.buffalo.edu/funding.html>

(funding for a variety of graduate student activities, including conference travel, etc.)

#### *Scholarships and Fellowships webpage (UB)*

<http://www.grad.buffalo.edu/costs/scholarships.php>

*The Mark Diamond Research Fund (MDRF):* Gives grants to graduate students for research expenses related to their thesis or dissertation. PhD students may apply for up to \$2,000 and Master's students for up to \$1000. The MDRF grant is only for University at Buffalo graduate students in programs participating in the Graduate Student Association and who have not waived the student activity fee. Applicants should be in the latter stages of research.

### **External Sources**

To pursue this avenue for funding, you need to plan ahead, since you often have to apply a year in advance of when you need the money, application deadlines are inflexible, and applying can

be time-consuming. Generally, you will get application forms from the funding agency, complete and return the forms, and include all the additional materials the funding agency asks for, which may include university transcripts, essays, statements of research, and letters of recommendation.

The Department will do what it can to inform students about available fellowship opportunities, but learning about and applying for fellowships and scholarships is ultimately the responsibility of individual students. Keep in mind that you must ask for external funding if you want it, it won't be offered to you. You may also need to cobble together several different packages of support to support your studies, so apply early and often for fellowship opportunities.

### **Selected Information on Financial Support**

Students interested in fellowship opportunities may find the following publications helpful:

- The National Science Foundation's Division of Graduate Education sponsors a website with helpful links to various sources of funding:  
<http://www.nsf.gov/div/index.jsp?div=DGE>
- The Social Science Research Council, 230 Park Avenue, New York, NY 10017, sponsors graduate research, provides a useful guide to students considering fellowship applications (what to and not to do) and also provides a list of potential sources of support from other agencies.  
[http://www.ssrc.org/fellowships/general\\_information/](http://www.ssrc.org/fellowships/general_information/)
- The U.S. Department of Education publishes a booklet, "The Student Guide", available on the web or call 1-800-433-3243 to request a copy.  
[http://studentaid.ed.gov/students/publications/student\\_guide/2006-2007/index.html](http://studentaid.ed.gov/students/publications/student_guide/2006-2007/index.html)

There are also many financial aid search engines, some more useful than others. Try the free financial aid service offered by Sallie Mae. The database includes thousands of private scholarships, grants, tuition waivers, internships and fellowships.

<http://www.collegeanswer.com/index.jsp>

- There is additional general information of interest to graduate students in sociology, including some information on funding at  
<http://asanet.org/page.ww?section=Students&name=Graduate+Education>

Some other, rather specific fellowship opportunities:

1. *American Indian Graduate Center Fellowships* for American Indian and Alaskan Native students from federally recognized tribes. Award amounts depend on need and funding entity.  
<http://www.aigc.com/home.asp>

2. *American Sociological Association Minority Fellowship Program*. Deadline is usually December or January, check the web site for exact date.  
<http://asanet.org/page.ww?section=Funding&name=Minority+Fellowship+Program>

3. Several fellowship opportunities, suitable for particular types of students or students with particular substantive interests, <http://www.nationalacademies.org/grantprograms.html>
4. *Jacob K. Javits Fellowship Program*. Check website or call (202) 502-7542. Package available in summer, deadline October or November, for incoming students (new graduate students) based on ability, need, and promise. <http://www.ed.gov/programs/jacobjavits>
5. *The Japan Foundation*. Check website for deadlines. <http://www.jpf.go.jp/e/about/program/intel.html>
6. *National Science Foundation Graduate Research Fellowships*, among others. Check website for exact deadline (usually early November). \$30,000 per year plus fees for up to three years, [http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=6201](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201)
7. *The Paul & Daisy Soros Fellowships for New Americans*. November deadline, awards \$20,000. <http://www.pdsoros.org/fullapp.pdf>
8. *Josephine de Kármán Fellowships*. The Josephine de Kármán Fellowship Trust offers fellowships of \$16,000 (for one year, but renewable upon application). Ten grants are made (in all disciplines) to students “exceptional ability and serious purpose.” Fellowships may be awarded to graduate students in any discipline. U.S. citizenship is *not* a requirement. For more information, see <http://www.dekarman.org/>.
9. *Louisville Institute*. The Louisville Institute program, sponsored by the Lilly Endowment, offers fellowships designed to support the final year of writing on projects dealing with aspects of American religious life. Preference will be given to those proposals that address the current program priorities of the Louisville Institute. Up to ten fellowships of \$18,000 awarded each year. Applications generally due in mid-January. <http://www.louisville-institute.org/secondary/DFdetail.asp>
10. *National Institute of Justice Graduate Research Fellowship Program*. Provides dissertation awards covering research costs up to \$15,000 for students writing dissertations that will fill “key gaps in scientific knowledge...relevant to criminal justice policy or to the concerns” of public agencies in the criminal justice field. Applicants must be ABD. No citizenship requirement is mentioned on the web site. <http://www.ncjrs.org/pdffiles/172869.pdf>
11. *P.E.O. Scholars Award*. Makes awards for graduate study up to \$10,000 for exceptional women who are members of the P.E.O. Sisterhood (an association dedicated to providing educational opportunities for women). Nominations from local chapters accepted throughout fall (Dec. 1 last date).
12. *Spencer Foundation Dissertation Fellowships*. The Spencer Foundation provides generous dissertation fellowships (renewable upon application for one year) to students doing dissertations in the field of education, broadly defined to include informal education as well as formal

schooling. Fall application deadline for fellowships beginning as early as June of following year. U.S. citizenship is *not* a requirement. <http://www.spencer.org/programs/>

13. *University of Virginia Miller Center Dissertation Fellowship*. The Miller Center at UVA awards 8 dissertation fellowships every year in Contemporary History, Public Policy, and American Politics. Applications are due in early February; the fellowship provides a stipend of up to \$18,000 to support one year of research and writing which focuses on important public policy questions, twentieth-century politics, and governance in the United States.

### **Financial Aid for Domestic Students**

Financial aid information is available at <http://www.grad.buffalo.edu/costs/financialaid.php>.

### **Financial Aid for Foreign Students**

Foreign students seeking financial aid counseling should contact the Student Response Center at <http://src.buffalo.edu/financialaid/sources.shtml>. Advisors may be aware of the special needs of foreign students and be able to answer questions.

Foreign applicants for admission should begin their pursuit of financial aid with academic Departments or scholarship organizations in their own countries. Here are some other possible sources of funding for foreign students.

1. *The Fulbright Graduate Student Program*  
<http://www.iie.org/Template.cfm?section=Fulbright1>

2. *Ford Foundation International Fellowships Program* in the foundation's grants database at <http://www7.nationalacademies.org/fordfellowships/>

3. *The International Peace Scholarship*. Grants are available to promote world peace and understanding for women who are citizens of any country other than the US or Canada. Usual deadline is December, grants up to \$5,000/year for up to 3 years. For application, write or call (515) 255-3153, International Peace Scholarship/PEO Fund Executive Office, 3700 Grand Avenue, Des Moines IA 50312-2899 also see <http://www.peointernational.org/about/>

4. *Social Sciences and Humanities Research Council of Canada (SSHRC): Doctoral Fellowships*. Annual awards to develop and expand the research skills of students at the doctoral level and to assist in the training of highly qualified personnel to meet Canada's current and future needs. Canadian citizens who have completed at least one previous degree at a Canadian university are eligible to apply for these fellowships, which provide up to 4 years of support. The application deadline is generally in November. [http://www.sshrc.ca/web/apply/apply\\_e.asp](http://www.sshrc.ca/web/apply/apply_e.asp)

### **Major Dissertation Support**

1. *American Association of University Women Dissertation Fellowship*. AAUP Fellowships support women doctoral candidates completing dissertations, with women working on gender

issues especially encouraged to apply. The American Association of University Women also awards International Dissertation Fellowships for full-time graduate research to women who are not U.S. citizens or permanent residents through \$20,000 annual fellowships. For additional information: <http://www.aauw.org/fga/index.cfm>

2. *American Council of Learned Societies (ACLS)*. ACLS offers write-up dissertation fellowships for students who are working on Southeast Europe -- covering Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Macedonia, Romania, and Serbia and Montenegro (including Kosovo). The deadline is often in November. For more information, see <http://www.acls.org/seguide.htm> .

3. *The Charlotte W. Newcombe Fellowship*. Administered by Woodrow Wilson Center in Washington, these grants provide fellowships of \$18,500 to persons writing dissertations that provide "original and significant study of ethical or religious values in all areas of human endeavor." Application deadlines tend to be early and the process is very competitive. <http://www.woodrow.org/newcombe/>

4. *H.U.D. Dissertation Grants*. These are provided by the federal Department of Housing and Urban Development Office of University Partnerships through its Doctoral Dissertation Research Grant program. H.U.D. awards one-time grants of up to \$25,000 for a period of 24 months to doctoral candidates with approved prospectuses who are U.S. citizens or permanent residents enrolled at accredited institutions of higher education. These grants must be used to support direct costs incurred that support the timely completion of the dissertation. <http://www.oup.org/programs/aboutDDRG.asp>

5. *Santa Fe Institute*. The SFI's "Robustness" program provides partial support for grad students and postdocs working on projects relating to robustness of social processes. Typically the work is performed offsite from SFI (i.e., at the home institution), with the expectation that the student/postdoc will make regular visits to SFI. Contact person is Ms. Erica Jens ([erica@santafe.edu](mailto:erica@santafe.edu)). More generally, SFI writes: "From time to time, we have graduate students in residence for thesis or other research, typically after they have completed all course work. Some have come with their own financial support while others are supported from SFI sources. The main requirement is that the student be highly qualified and make a convincing case for a research residency at SFI; this includes finding a research sponsor among the scientists in residence here." Relevant areas include "economic and social interactions" (including work on persistent inequality), "evolutionary dynamics," "network dynamics," and "robustness."

6. *National Science Foundation Dissertation Improvement Grant*. The National Science Foundation's Division of Behavioral and Cognitive Sciences (BCS), Division of Social and Economic Sciences (SES), and Division of Science Resources Statistics (SRS) award grants to doctoral students to improve the quality of dissertation research. These grants provide funds for items not normally available through the student's university. Additionally, these grants allow doctoral students to undertake significant data-gathering projects and to conduct field research in settings away from their campus that would not otherwise be possible. Proposals are judged on the basis of their scientific merit, including the theoretical importance of the research question

and the appropriateness of the proposed data and methodology to be used in addressing the question. <http://www.nsf.gov/pubs/2006/nsf06605/nsf06605.htm>

### **University Dissertation Support**

*Gilbert Moore Fellowships, Baldy Pre-Dissertation and Dissertation Fellowships for JD & PhD Students.* The Baldy Center screens and nominates recipients of the prestigious Gilbert Moore Fellowship, available to outstanding students pursuing a JD and PhD degree simultaneously. A total of four JD and PhD candidates are supported in a given year by this fellowship, which provides a stipend of \$10,000 and a tuition scholarship. Depending on available funding, additional students may be awarded a one-year Baldy Pre-Dissertation Fellowship, which provides the same benefits as the Moore. The Moore fellowship may be renewed for up to a total of four years, with the Baldy Center taking over support in the fifth year of study by providing a Baldy Dissertation Fellowship. The Baldy Dissertation Fellowship provides the same level of support as the Moore Fellowship, i.e. \$10,000 per year and a tuition scholarship. Only recipients of the Moore or Baldy Pre-Dissertation Fellowship are eligible to apply for the Baldy Dissertation Fellowship. The deadline for application is usually in February. Additional information at <http://www.law.buffalo.edu/baldycenter/fellowships.htm>

The College of Arts and Sciences provides a \$4000 Dissertation Fellowship to exceptional students whose dissertation research is in the advanced stages. For more information consult: <http://cas.buffalo.edu/for-students/cas-dissertation.html>

### **Non-Research Support for Dissertation Writers**

*Santa Fe Institute.* Scholarships provided for summer training. (a) **Complex Systems Summer Schools.** The annual Complex Systems Summer Schools provide an intensive introduction to complex behavior in mathematical, physical, living, and social systems for graduate students and postdoctoral fellows in the natural and social sciences. It is open to students in all countries. Students are expected to attend for the full four weeks. No tuition is charged. Some support for housing and travel expenses may also be available. Enrollment is limited. (b) **Graduate Workshop in Computational Social Science Modeling and Complexity.** This is a two week intensive workshop in June in Santa Fe. “The primary goal of the summer workshop is to assist graduate students pursuing research agendas which include a computational modeling component.” Much of the workshop focuses intensely on graduate student research. Travel, accommodations and living expenses supported by the Institute. <http://www.santafe.edu/education/schools.php>

### **Other Sources of Support for Research and Training**

*American Council of Learned Societies (ACLS).* ACLS offers grants for training in the languages of Southeast Europe, including those of Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Macedonia, Romania, and Serbia and Montenegro (including Kosovo). For more information, see <http://www.acls.org/seguide.htm> .

*IREX (the International Research and Exchanges Board)* has Individual Advanced Research Opportunity (IARO) grants that are available to predoctoral students working on contemporary political, economic, historical, or cultural developments relevant to US foreign policy. The grants cover 2-9 months of fieldwork in countries targeted by the program (Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Georgia, Kazakhstan, Kyrgyzstan, Kosovo, Macedonia, Moldova, Romania, Russia, Serbia and Montenegro, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan plus more limited funding is available for Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, and Slovenia.). For more information, see <http://www.irex.org/programs/iaro/index.asp> .

*Simon Blalock Scholarship Fund.* This is administered by the Intercollegiate Council for Political and Social Research (ICPSR) and enables eligible students to attend the Council's excellent summer courses in advanced statistical methods. It is not widely publicized, so interested students should inquire at ICPSR.

### **General Databases That May be Helpful**

UCLA Graduate School. <http://www.gdnet.ucla.edu/grpinst.htm>

Community of Science (COS) grant and fellowship data base. <http://fundingopps.cos.com/>

IRIS grant data base (University of Illinois): <http://fundingopps.cos.com/>

InfoEd International, SPIN data base: <http://fundingopps.cos.com/>

## **FORMS**

The following pages include forms that the Department uses to document particular activities and milestones accomplished in programs of graduate study.

Paper copies of these and other forms are available from the Graduate School and from the Graduate Program Coordinator. Be sure to confirm with the Graduate School or the Graduate Program Coordinator that you are using the appropriate form, as forms are sometimes updated.



**DEPARTMENT OF SOCIOLOGY  
MA/PHD PROGRAM CHECKLIST**

Name: \_\_\_\_\_

**MA Course Work:** 30 Hours Required

Required	SOC 567	Classical Theory
Required	SOC 568	Contemporary Theory
Required	SOC 606	Research Methods
Required	SOC 607	Introductory Statistics
Required	SOC 608	Advanced Statistics
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____

Outside Department (maximum one course)

Transferred/waived

**PhD Students admitted with non-UB sociology Master's:** 15 Hours Required

Required	SOC 567	Classical Theory
Required	SOC 568	Contemporary Theory
Required	SOC 606	Research Methods
Required	SOC 607	Introductory Statistics
Required	SOC 608	Advanced Statistics

Transferred/waived

**PhD Course Work:** 42 Hours Required, minimum 30 Hours Graded Course Work

Adv Methods	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective		
Elective		
Elective		
Elective		
Elective		
Elective		

Dissertation Hours (up to 12)

Outside Department (maximum two courses, including Master's level)

**DEPARTMENT OF SOCIOLOGY  
ANNUAL GRADUATE STUDENT STATUS UPDATE**

**Submit to:** Director of Graduate Studies by April 1.

**Name:** \_\_\_\_\_ **MA, PhD, non-matriculated :** \_\_\_\_\_

**Semester/year admitted:** \_\_\_\_\_ **Credit hours complete:** \_\_\_\_\_

**List incompletes:** \_\_\_\_\_

**Directions: Review your academic and professional socialization activities for the past academic year. For items for which you had no activity, simply leave blank.**

Which regular courses/seminars did you take? What grades did you earn?

In what courses are you currently enrolled?

Any Selected Topics Readings? What were the topics? Under whose supervision?

Did you take courses outside the Department? If so, which Department, courses, grades?

TA experience: which professors and courses? What classes did you teach yourself?

Did you apply for or receive any awards? If so: from whom, for what and if awarded how much?

Did you apply for conference travel or external/internal research funding? If so: where/how much?

Did you present papers at academic meetings? If so list authors, title, and meeting.

Did you submit a manuscript for publication? If so, list authors, title, and journal or other outlet.

Who is your faculty advisor? Who is on your committee (Master's, qualifying paper, or dissertation).

If your next major milestone is completing a Master's paper, a qualifying paper or a PhD dissertation, when do you think that requirement will be complete?

What are your plans for next year?

You may also attach an appropriately formatted academic CV to this form.

**DEPARTMENT OF SOCIOLOGY  
PHD QUALIFYING PAPER**

**Name:**

**Title of Qualifying Paper:**

**Date Submitted:**

**Directions:** Once any revisions (if necessary) are complete and the Qualifying Paper has received a passing grade from all members of the Qualifying Paper Committee, each committee member signs and dates this form. The original signed form and a copy of the final Qualifying Paper are then submitted to the Graduate Program Coordinator for inclusion in the student file.

**Completed Qualifying Papers are available for review by faculty and graduate students upon request to the Graduate Program Coordinator.**

**I certify that the work described above has met passing requirements for the Qualifying Paper.**

**Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DEPARTMENT OF SOCIOLOGY  
PROSPECTUS DEFENSE**

**Name:**

**Prospectus Title:**

**Date Defended:**

**Directions:** Once any revisions (if necessary) are complete and the Dissertation Prospectus has been approved by all members of the Dissertation Committee, each committee member signs and dates this form. The original signed form and a copy of the public notice and abstract posted to advertise the defense are then submitted to the Graduate Program Coordinator for inclusion in the student file.

**I certify that the prospectus described above was successfully defended and that the plan of work for the dissertation meets with my approval.**

**Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DEPARTMENT OF SOCIOLOGY  
PETITION FOR APPROVAL OF COURSE TAKEN OUTSIDE DEPARTMENT**

**Name:**

**Degree Pursuing:**

**Previous graduate courses taken outside Department for credit:**

**Name/section number of outside course:**

**Describe how the course will contribute to your graduate studies in sociology:**

**Directions:** Attach the syllabus for the course you want to take for credit towards the Sociology graduate degree to this form. Explain how the outside course advances your studies in sociology. Then have your faculty advisor or committee chair and the Director of Graduate Studies sign and date the form. Give the form to the Graduate Program Coordinator for your file.

**Failure to receive permission to take courses outside the department may result in the courses not counting towards meeting degree requirements in Sociology.**

**Faculty Advisor  
or Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Graduate Studies:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**or other Graduate Committee member**

**DEPARTMENT OF SOCIOLOGY  
PETITION FOR WAIVER OF REQUIRED COURSE**

**Name:**

**Degree Pursuing:**

**Previous graduate course(s) taken outside Department for credit:**

**Name/section number of required course you want to have waived:**

**Describe why waiving this required course would be appropriate:**

**Directions:** Attach evidence to support your request for the waiver: the syllabus from the course you believe substitutes adequately for the required course, copies of papers/coursework completed, transcript showing grade, etc. The materials you provide will be reviewed by the Director of Graduate Studies, at least two additional members of the Graduate Committee, and other expert faculty knowledgeable in the area for which you are requesting a course waiver.

**Each request to waive a required course is considered individually. Complete one form per course waiver requested. Waivers are never automatic.**

**Expert faculty:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Graduate Studies:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate Committee Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate Committee Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_