

DEPARTMENT OF SOCIOLOGY

Graduate Program Requirements

UNIVERSITY OF ARIZONA

Tucson, Arizona

2011-2012

The requirements set forth in this document apply to students entering the graduate program in the Fall of 2011 or later. Students are responsible for knowing and following the departmental requirements set forth in this document. In addition, the current Graduate Catalog of the University of Arizona should be consulted for regulations and requirements of the Graduate College which apply to all graduate programs.

Graduate Program Requirements

The Master's Program in Sociology

The Master's Program in Sociology at the University of Arizona is designed for students who intend to continue work toward the doctoral degree. Successfully completing the Master's Program is the first step toward obtaining the Ph.D.

I. Requirements for the Master's Degree

A. Course Requirements

1. The Master's Degree in Sociology requires a total of thirty-one (31) units of credit for 500-level courses in sociology, excluding units of independent study, and including the courses listed below (referred to as "core" courses):

Soc 500a	Sociological Theory	3 units (total)
Soc 570a and 570b	Social Statistics	6 units (total)
Soc 575	Social Research Methods	3 units
Soc 580	MA Research Preparation	3 units
Soc 595a	Introduction to Graduate Study in Sociology	1 unit
Soc 596c	Teaching Seminar	1 unit

2. Some courses listed at 500-level in the Graduate Catalog are joint undergraduate/graduate courses. Credit for these courses does *not* count toward the required 31 hours. Students should consult the Department's course listing each semester for those courses that count for graduate credit.
3. Soc 500a is normally taken in the fall semester of the first year, and the statistics sequence (570a/b) in the spring semester of the first year and the fall semester of the second year. Soc 580 is taken in the fall semester of the second year. 595a, Introduction to Graduate Study is taken in the fall semester of the first year, and 575, Social Research Methods in the spring semester. 596c, Teaching Seminar is taken in the spring semester of the second year.
4. The required Social Statistics sequence, Soc 570a and 570b, begins at the intermediate level and assumes that students have already been introduced to elementary statistics, the fundamentals of mathematics, and computer use of statistical packages. Many students entering the program will not have sufficient background in these areas. Students who lack the required

background must first take Soc 569, Basic Quantitative Methods, in the fall of their first year. Students may bypass Soc 569 by passing an examination administered by the faculty teaching Soc 569 and 570a-b, but this is relatively rare and requires substantial statistical background. If students do not pass this examination, or elect not to take it, they will be required to take Soc 569. This course does not count toward the 31 units of credit required for the Master's Degree.

5. Courses included in the student's program of study for the M.A. normally will be restricted to courses in sociology. In no case can a non-sociology course be substituted without the approval of the Director of Graduate Studies, in writing, prior to registration for the course or initial registration.

B. Grade Point Average Requirement

1. The student must maintain a grade point average of 3.0 or better on all course work counting toward the 31 units required for the Master's Degree.
2. Courses identified as required in the Master's program must be completed for graduate credit, that is, with a grade of A, B, or C.

C. Master's Paper Requirement

1. There is no thesis requirement for the Master's Degree. The required Master's paper is not a thesis as defined by the Graduate College (see the Graduate Catalog). The Master's Paper is not filed with or reviewed by the Graduate College, and serves only to meet the departmental requirements as stated in C.2. below.
2. The purpose of the Master's Paper is to demonstrate that the student can meaningfully relate sociological theory and evidence. Therefore, the paper must contain both (a) a theoretical argument and (b) evidence (i.e., data or findings) that speaks to that argument. The paper should be journal-length (i.e., approximately 25 to 45 pages including references, figures, and tables), include a cover page and abstract, and be a self-contained piece of scholarship that is the original work of the author. The paper should be prepared in either ASA or *Social Forces* format (see current issues of the *American Sociological Review* or *Social Forces*). The paper may be inductive or deductive in form, and may use any of the accepted types of sociological evidence, including but not limited to survey, archival, experimental, computer simulation, field observational, historical, or comparative case study methods. The paper may use original evidence collected by the author or an original analysis of secondary data, but should have been largely carried out by the student after beginning the M.A. program at Arizona.

3. The student's M.A. committee will conduct an oral exam of the Master's Paper after the committee chair has judged it ready to defend. The student must pass the oral examination on the Master's paper to fulfill this requirement for the M.A. degree.

D. There is no foreign language requirement for the Master's Degree.

II. The M.A. Committee

- A. There are 3 members of the Master's Paper Committee. When the student is ready to begin working on the Master's Paper, he or she asks a member of the Sociology faculty to chair the committee and act as advisor to the project. The student, in consultation with his or her chair, then asks two additional faculty members to serve as members of the committee. The selection is made in consultation with the Director of Graduate Studies and is subject to approval by the Graduate Studies Committee.
- B. The M.A. Committee must be formed by the end of the fall semester in the student's second year in the program. A form for reporting Committee membership is available from the Graduate Coordinator.
- C. The M.A. Committee is responsible for advising the student concerning completion of all requirements for the Master's Degree, and conducts the final oral examination on the Master's paper. It is the responsibility of the Chair of the Committee to determine when the student has fulfilled all requirements for the M.A. degree and to complete all necessary written documentation to that effect.

III. Financial Assistance and Continuation

- A. To maintain eligibility for departmental support, students in the Master's program must register for at least nine units per semester.
- B. Under extraordinary circumstances a student may petition to maintain eligibility for financial support while taking less than a full-time course load.
- C. The expectation is that students will have completed all requirements for the M.A. within two years of entry into the program. Students who do not complete their Master's degree after two years in the program will not typically have their financial assistance continued into the third year.
- D. The Graduate College requires that all students maintain a 3.0 grade-point average to remain eligible for financial assistance.
- E. Students who fail to satisfy requirements A-D may be discontinued from the program upon the recommendation of the Graduate Studies Committee.

IV. Transfer of Graduate Credit from Other Institutions

- A. No more than six of the required 31 units can be credit earned at another institution. The six units transferred must represent course work in which the grade of A or B appears on the transcript.
- B. A particular core course can be waived if (1) the student has taken the course or its equivalent in graduate work elsewhere with a grade of B or better, (2) the student has a 3.5 average in all graduate courses in sociology taken elsewhere, *and* (3) an Arizona faculty member designated by the Director of Graduate Studies attests to these facts and so informs the DGS in writing.

V. Qualifying for Entrance into the Doctoral Program upon Award of the Master's Degree

- A. To qualify for entrance into the doctoral program upon award of the Master's degree, two criteria must be met:
 - 1. The student must maintain a grade-point average of 3.0 in courses taken during the first two semesters and a grade-point average of 3.0 in the 31 units of course work offered in partial fulfillment of the requirements for the M.A. degree.
 - 2. The Graduate Studies Committee must certify after completion of the oral examination that the student's overall performance in the Master's program is of sufficient quality to warrant advancement of the student to doctoral study.
- B. Students who are not recommended for advancement to doctoral study may request that their qualifications be reassessed by the Graduate Studies Committee. The student must notify both the Chair of the M.A. Committee and the Director of Graduate Studies that a reassessment is desired. The student may submit a statement to the Director of Graduate Studies which will be considered by the Graduate Studies Committee along with a summary prepared by the Chair of the M.A. Committee. The Director of Graduate Studies will inform the student within 15 working days whether the Graduate Studies Committee recommends entrance into the doctoral program; copies of the documents related to the appeal and its disposition will be placed in the departmental file.

VI. The Teaching Seminar

Upon receipt of the Master's degree, students are expected to teach for the Department. All graduate students must take the Teaching Seminar — a one-credit course, Soc 596C offered in the spring semesters—before they teach. Students entering in fall of 2011 or later must take the Teaching Seminar in the spring of their second year. Ordinarily their funding will require them to teach in

their third year. Soc 596C is not required for either the M.A. or the Ph.D. degree, but most students will need to take it because their funding in the third year and beyond requires teaching.

The Doctoral Program in Sociology

The following requirements and regulations apply to students who have received the Master's Degree in Sociology and who have been admitted into the doctoral program. Students who did their Master's work in this program must have fulfilled all requirements for the M.A. degree and been recommended for doctoral study by their M.A. Committee. Students with M.A.'s in sociology from other departments must be approved for admission into the doctoral program by the Director of Graduate Studies.

I. Requirements for the Ph.D. Degree

A. Residence, Credit, and Course Requirements

1. Residence

Students must spend at least two regular semesters of full-time academic work in actual residence at the University of Arizona, and at least 36 units of graduate credit must be completed at this institution.

2. Credit Hours

- a. The Graduate College requires a minimum total of 72 units for the Ph.D. degree, including credits taken during the Master's program (or approved for transfer from another Master's program). These credit hours must include 18 hours of dissertation credit (920). At least 42 hours of credit must be in sociology, the major subject.
- b. Some courses listed in the Graduate Catalog are joint undergraduate/graduate courses. Credit for these courses does not count toward the Ph.D. Students should consult the Department's course listing each semester for those courses that count for graduate credit.

3. Course Requirements

- a. Completion of the core courses required for the Master's Degree (see Section I-A of the Master's Program). Students entering the Doctoral Program with a Master's Degree in sociology from this University will have completed these courses. Students entering the program with a Master's Degree from another university should see Section III.

- b. Completion of four additional graduate seminars in substantive topics. It is recommended that students take courses in areas that will prepare them for comprehensive examinations (see Section B below), but this is not required.
 - c. Completion of one course in advanced methods or statistics selected from the following list: Soc 509, Objects and Methods of Cultural Analysis; Soc 552, Advanced Topics and Methods in Stratification; Soc 526, Methods in Social Network Analysis; Soc 576, Field and Observational Methods; Soc 577, Experimental Methods; Soc 578, Comparative Methodology. The Director of Graduate Studies will announce additional courses for satisfying this requirement from time to time.
 - d. There is no foreign language requirement for the Ph.D. in Sociology.
4. Requirements for the Minor
- a. For students majoring in Sociology there are no additional requirements for a minor in Sociology.
 - b. Students majoring in Sociology who choose to minor in another department should consult that department for their requirements for the minor in that field.
 - c. Students majoring in a department other than Sociology can fulfill the requirements for a minor in Sociology by:
 - i. Completing with a grade of B or better 12 hours of 500-level Sociology courses or their equivalent. All such courses must be taken after admission to graduate training, and 9 hours must be completed in this department.
 - ii. Passing a written comprehensive examination in one substantive area of sociology. A student may take the examination on completion of the 12 hours described above or, at the discretion of the Director of Graduate Studies, at any time during the semester in which he or she is registered for the courses necessary to complete the 12-hour requirement. With the advice and consent of the Director of Graduate Studies, the student may designate the appropriate area for the examination and identify the professors in the Department best suited to conduct the examination.

B. Comprehensive Examinations

1. Students must pass written comprehensive examinations in each of two areas and an oral examination over both areas.

The Department currently offers regular comprehensive examinations in 12 areas:

Culture
Economic Sociology
Gender
Globalization/International Development/World Systems
Law and Society
Organizations
Political Sociology
Race and Ethnicity
Social Networks
Social Psychology
Statistics and Methods of Analysis
Stratification

Comprehensive examination areas are periodically reviewed by the Graduate Studies Committee; they may change as faculty members or their interests change.

2. Petitioned Examinations

In exceptional cases, the Graduate Studies Committee permits a student to take an examination in an area that is not represented among the Department's regular areas. To be eligible for approval by the Graduate Studies Committee, a special exam area must meet several conditions: (1) It must represent an area of disciplinary specialization, not a specialized subarea of an existing, regular exam area. (2) At least two members of the sociology faculty must have sufficient expertise to grade responses. At least one of the members must be willing to develop a reading list and draft the examination. (3) The area must be equal in breadth to the regular examination areas. Examples of such areas might be an established field in sociology that is a minor area or specialization for several faculty members in the department but is not represented among our regular examination areas, or an area of the student's own design that brings together broad knowledge from several existing examination areas to focus on a particular subject area.

Students who wish to take a comprehensive exam in an area outside of the regular areas must petition the Graduate Studies Committee for approval. The petition must include: (1) a full justification for the special exam, which addresses how the exam meets the guidelines above; and (2) the name of a

faculty member who is willing to chair the examination committee and to consult with the student in developing a reading list, and the name of at least one other Sociology faculty member willing to grade the examination. Reading lists for special comprehensive examinations must be approved by the examining committee and the Graduate Studies Committee.

A student who is interested in this option should check with the Director of Graduate Studies well in advance for details.

3. The oral part of the comprehensive examination cannot be scheduled before the requirements for the minor have been met.
4. The department normally expects that students complete the two written examinations by the end of the third year in the graduate program.
5. Written examinations are administered during two designated periods: October and March. Students may take one or both exams in a single exam period. Petitions to take comprehensive examinations outside the regularly scheduled exam periods will be approved only in cases of illness, family emergency or other exceptional circumstances. Students should not ordinarily miss scheduled classes and seminars to take comp exams.
6. Examinations failed in either of these periods may be retaken at the beginning of the subsequent semester. The examination graders must approve the timing of the scheduled retake. If a student fails an exam in the same exam area twice, the student must petition to the Graduate Studies Committee to be allowed to continue with the examination process. The petition must include supporting materials from the student's Ph.D. committee.
7. Students have one full day (8 hours) to write each examination. Examinations are written in designated rooms in the Department. Each examination will ordinarily require the student to answer one set of questions from 8 a.m. to 12 p.m., and another set from 1 p.m. to 5 p.m. Students may provide their own computers on which to write the exams, but the computers must be used only for word-processing and may not contain electronic versions of student-generated notes or electronic versions of articles, books, etc. Students may, however, bring to the exam hard copies (i.e., printed paper copies) of student-generated notes and of the exam reading list.
8. The written examinations are constructed and graded by Sociology faculty. Each exam will be constructed and graded by two members of the faculty with expertise in the area. In the case of a disagreement about the exam grade, the Director of Graduate Studies will appoint a third faculty member to resolve the question. The Sociology faculty graders must report their

decisions to the Graduate Coordinator within two weeks of the examination date; if a third grader is required, he or she will report the final grade to the Director of Graduate Studies within one week after receiving the examination. Students receive comments from each of the two graders, but only the overall exam grade reached by the two (or three, if necessary) graders.

9. The oral comprehensive examination is conducted by a faculty committee. If the student is not minoring in a different department, the committee is composed of four (4) Sociology faculty members. Ordinarily, the committee consists of the readers of each of the student's two written comprehensive exam areas. If one or more of the readers are on leave/sabbatical, then the Director of Graduate Studies will choose a replacement(s) in consultation with the student. If the student is minoring in a different department, two committee members are from the faculty of the minor department and the other two from Sociology. In either event, the student must ask one of the committee members to chair the committee. A form for reporting Committee membership is available from the Graduate Coordinator.
10. The oral comprehensive examination must last a minimum of one (1) hour and may last three (3) hours. Each faculty member on the Committee asks the student a series of questions related to the student's comprehensive examination areas. Examiners may probe weaknesses in the student's answers to the written examinations, pose new questions in the exam areas, and ask broad questions that emphasize integration and synthesis across the exam areas. Students are encouraged to meet with committee members before the oral for guidance in preparing for the exam.
11. Students must notify the Graduate Coordinator of the comp exam areas in which they wish to be examined and the period in which they are to be taken in the beginning of the semester PRIOR to the initiation of exams. This means October 15 for the spring examination date, and March 15 for a fall examination date. The Graduate Coordinator will schedule the examinations and notify examiners and examinees of the final schedule. Reading lists are available from the Graduate Coordinator and on the Department website.

II. The Doctoral Dissertation

- A. All candidates for the Ph.D. must write and successfully defend, in a final oral examination, a doctoral dissertation. The dissertation is a monograph reporting original research carried out by the student. It must contribute significantly to sociological knowledge in a specialized area.

Completion of the doctoral dissertation is typically the last requirement fulfilled in the doctoral program. Students usually devote an entire year of their program,

and sometimes more (depending on the style of research), to work on the dissertation. The Graduate College requirement that students must register for 18 hours of dissertation credit reflects this expectation.

- B. The Ph.D. Committee: Work on the dissertation is supervised by a Ph.D. Committee composed of three (3) faculty members with expertise in the area. The student selects the committee when she or he is ready to prepare a formal dissertation proposal. This will usually follow (but may precede) completion of the comprehensive examinations. Typically, the student asks a faculty member to serve as chair of the committee, and the chair advises the student on selection of the remaining committee members. The Committee must be approved by the Graduate Studies Committee. Any subsequent changes in the Committee are also subject to approval by the Graduate Studies Committee.
- C. The Dissertation Proposal Hearing: As soon as the student has a fully-developed dissertation proposal, the Ph.D. Committee shall meet with the student to discuss the proposal. The proposal should describe the research problem, its sociological significance, the theoretical framework, related empirical research, and the research design, including plans for data collection, analysis, and interpretation. The proposal should be of sufficient length and detail to allow the Committee to evaluate the importance and feasibility of the project and the adequacy of the research design.

The outcome of the meeting should be an explicit agreement among the student and all committee members about what the dissertation project will entail and how the student will carry out the work. Students should work closely with the chairs of their Ph.D. committees in developing their proposals.

- D. The Final Oral Defense: The Ph.D. Committee conducts the final oral examination on the completed dissertation.

III. Students Entering with a Master's Degree from Another University

- A. Students entering the doctoral program from outside the Department should expect to complete a *minimum* of 24 units of course work beyond the Masters. This course work, in addition to approved credits from another institution (see B), and 18 hours of dissertation credit, must total the 70 units of credit required for the Ph.D. A rough guide for students wishing to transfer with a Master's Degree is that the department considers the course work leading to the Master's to comprise approximately one year's work (18 credit hours).
- B. All core requirements for the Master's Degree at Arizona must be met unless credit is given for a comparable graduate course completed elsewhere. Rulings on credit granted for courses taken elsewhere (both required courses and elective

courses), and waivers of required courses, are made by the Director of Graduate Studies in consultation with appropriate faculty members.

- C. Students who have completed a Master's thesis at another university may submit it for approval as a substitute for the Master's paper. The thesis should be submitted to the Director of Graduate Studies, prior to arrival if possible, or as soon after arrival as possible. The DGS will assign it to a three-faculty committee who will rule on its acceptability as a substitute. To qualify, the thesis must demonstrate an ability to bring data to bear on sociological ideas. The committee may decide to (1) accept the thesis as fulfillment of the Master's paper requirement, (2) require a one-hour oral examination on the thesis to be conducted within the first four weeks of the student's first semester, or (3) require that the student write a new Master's paper to fulfill the requirement.
- D. To continue in the doctoral program, students who have received a Master's degree in sociology from another university must maintain a grade-point average of 3.0 in course work taken during the first two semesters of graduate study in Sociology. If a student does not meet this criterion, he or she may request that his/her qualifications be reassessed by the Graduate Studies Committee. The student should submit a statement to the Director of Graduate Studies for consideration by the Committee. The DGS will inform the student of the Committee's decision within 15 working days of notification.

IV. Financial Assistance and Continuation

- A. To maintain eligibility for departmental support, students must register for at least nine units per semester through their third year in the program, unless they have responsibility for teaching their own course. Students who are assigned to teach their own course or beyond their third year in the program need register for only six units per semester to maintain eligibility.
- B. Under extraordinary circumstances a student may petition to maintain eligibility for financial support while taking less than a full-time course load.
- C. Financial support normally will not be continued if the student fails to successfully complete the written comprehensive examinations by the end of the spring semester of the third year in the program.
- D. The Graduate College requires that all students maintain a 3.0 grade-point average to remain eligible for financial assistance.
- E. Students who fail to satisfy requirements A-D may be discontinued from the program upon the recommendation of the Graduate Studies Committee.

Typical Graduate Student Program in Sociology

First Year

Fall		Spring	
Soc 569*	(3)	Soc 570a	(3)
Soc 500a	(3)	Soc 575	(3)
Soc 595a	(1)	Elective **	(3)
Elective	(3)		
Hours	10		9

Second Year

Fall		Spring	
Elective	(3)	Elective	(3)
Soc 570b	(3)	Elective	(3)
Soc 580	(3)	Elective	(3)
		Soc 596C***	(1)
		<i>Masters Paper</i>	<i>Masters Paper</i>
	9		10

Third Year

Fall		Spring	
Elective	(3)	Elective	(3)
Elective	(3)	Elective	(3)
Elective	(3)	Elective	(3)
Soc 595b	(1)		
<i>Comprehensive Exam</i>		<i>Comprehensive Exam</i>	
Hours	10		9

Fourth Year and Beyond

Fall and Spring	
Additional electives (as desired), teaching, and Soc 920 (dissertation credits) for 18 hours	
Soc 595c (1) (spring semester course)	

* This is an optional course that does not count toward degree credit. It is a prerequisite for 570a, but can be bypassed by examination.

** Electives listed include substantive seminars, including Soc 500b, one (1) advanced methods (or statistics course), and up to 9 hours of Soc 900 (Research, not MA or Dissertation,) and/or Soc 699 (Independent Study) combined. Students can take all nine hours as Soc 900, all nine hours as Soc 699 or a combination of both that adds up to 9 hours or less. The Department strongly encourages students to take Soc 900 research credits. These credits are for joint research with faculty that is NOT your MA or your dissertation. Students are discouraged from taking Independent Study credit for purposes of studying for comps, but Independent Study credits are appropriate if you are doing supervised reading and discussion with faculty members on topics for which we do not offer more formal course work. **If the Department offers a survey course in an area in which you wish to comp, you are expected to take that survey course when it is offered.**

*** This model assumes that students begin teaching their own courses in the fall of their third year. Students must complete the Teaching Seminar before they teach their own course for the first time.

Required Courses

M.A.:

Soc 500a;
Soc 570a and 570b
Soc 575
Soc 580
Soc 595a
Soc 596c

Ph.D.:

Four substantive seminars
One elective course in advanced methods or statistics
Soc 595b, Soc 595c

Total credits required for the Ph.D.: 55, plus 18 Dissertation credits (Soc 920)