COLLEGE OF
ARTS AND SCIENCES

DEPARTMENT OF SOCIOLOGY

DOCTORAL PROGRAM
2013

WESTERN MICHIGAN UNIVERSITY
INTRODUCTION

The principal aim of the graduate program in sociology is to train you to become professionally competent in teaching and research so that you will be qualified for careers in education, government, and industry. In the process of meeting the requirements of your program, you will become proficient in the discipline of sociology and in research methods as well as gain substantive knowledge in your area of specialization.

This manual is designed to supplement Western Michigan University’s Graduate College Catalog. It coordinates university and department degree requirements and procedures to help you meet necessary deadlines, avoid some pitfalls and, in general, proceed smoothly to the completion of your graduate program. These documents contain critical information and should be considered as essential guides.

Since you are responsible for meeting all specified requirements, you should make frequent reference to the Graduate College Catalog as well as this handbook. A check-list that specifies each step of your program is included at the end of this booklet. Keep it in a prominent place and check each item as it is completed.

You should become acquainted with the graduate faculty as rapidly as possible through course work, research, and consultation. You will find that cooperation with faculty is of utmost importance in developing the focus of your graduate career. A current list of graduate faculty and their fields of specialization are also included in this handbook.

You may take advantage of another avenue of student/faculty cooperation by becoming involved in the department administrative process. Graduate students are elected each fall to serve as members of department and executive councils and other policy-making department committees. An announcement of graduate student elections is issued by the Graduate Student Association.

FACILITATING ADVISOR

Your facilitating advisor is assigned to you when you are admitted to the sociology graduate program. The main purpose of the facilitating advisor is to help make your transition into the graduate program smooth and agreeable. The facilitating advisor counsels you concerning the requirements of the doctoral program, initial course selection, and selection of your major doctoral advisor. You should consult with your facilitating advisor on a regular basis until you have chosen a major advisor.

ENROLLMENT AND EVALUATION

Enrollment

You must have earned your master’s degree before being admitted into the Ph.D. program. You are expected to enroll in the semester for which you have been admitted. However, your admission status remains active in the Graduate College for one year beyond that date, as well as one year from the date of last enrollment. If these limits are exceeded, you must apply for re-admission. Before you enroll for the first time, you should contact the department’s academic advisor to plan an appropriate schedule of classes.

The department welcomes full-time and part-time students; however, if you are on department or Graduate College support, you are required to enroll for nine hours per semester. If you are teaching a class for the first time, you may request special consideration from the department chair in the Department of Sociology to reduce your enrollment to six hours for the first semester of teaching.
To meet the residency requirements of the University, and show appropriate progress toward degree completion, you must complete one academic year (two consecutive semesters; summer I and summer II sessions are counted together as one semester) of full-time study on the campus.

**Evaluation**

You must maintain a minimum grade-point average of 3.25 (A=4.0) for every semester. In addition, you must earn a “C” or better in any graduate course counted in your graduate degree program and a “B” in any prerequisite and core course to be counted in your program. “DC” and below are failing grades.

Sociology graduate faculty will review your file each year to evaluate your progress toward your degree. The results of this review will be sent to you and copied to your department file.

**REQUIREMENTS**

A minimum of 60 hours beyond the master’s degree is required, including 15 hours of dissertation credit (90 graduate hours beyond the BA). University policy requires that all requirements for the doctoral degree be completed within a seven-year period. However, the Graduate College may allow additional time under extenuating circumstances. See Graduate Catalog for other specific requirements.

**Required Courses**

**Prerequisites**

* These prerequisite hours do not count toward total doctoral hours, except SOC 6000.

SOC 6000 Proseminar (May be counted as part of the 60 hours required for the Ph.D.)
*SOC 6060 Research Design and Data Collection I
*SOC 6070 Logic and Analysis of Social Researcher I

**Prerequisite and Research Tool:**

*SOC 6210 Logic and Analysis of Social Research II

**Core Courses**

SOC 6020 Sociological Theory I
SOC 6040 Sociological Theory II

**Core Course and Research Tool:**

SOC 6200 Research Design and Data Collection II

**Research Course** (Select one of the following not taken at the M.A. level)
SOC 6800 Studies in Research Methodology: Variable Topics
SOC 6810 Advanced Multivariate Analysis
SOC 6820 Qualitative Methods
SOC 6870 Evaluation Research
SOC 6880 Methods of Survey Research

**Cognate Courses** (6-9 hours)

**Two Doctoral Area Examinations**

**SOC 7300 Dissertation** (15 hours)
Electives (as needed)

TOTAL HOURS: 60

Course Substitutions

Courses you have completed in fulfillment of your master’s degree at Western Michigan University or at another institution may fulfill prerequisites. Graduate classes taken at Western Michigan University as a non-degree student may also be transferred into the doctoral program. More specifically, six hours of graduate classes taken at Western Michigan University as a non-degree student (PTG) may be included in your program with the permission of the Central Graduate Committee. Six hours of graduate classes taken as part of another master’s degree program may be used with permission from the Central Graduate Committee to satisfy the cognate requirement of the doctoral degree. Graduate classes taken as part of another graduate program that are similar to the prerequisites or core required courses for the doctoral program may be used to satisfy these requirements with the permission of the Central Graduate Committee.

The Central Graduate Committee will entertain requests from graduate students with respect to course substitutions in the doctoral program. Graduate students should assume that course requirements apply to their program of study until a waiver has been approved by the Central Graduate Committee. For new graduate students, the acceptance letter will stress the importance of making an early petition for course substitutions so that a program of study can be constructed in a timely fashion. In order to have a decision on a course substitution request prior to the commencement of the fall semester, you must submit your petition to the Director of Graduate Studies no later than June 1. Course substitution requests will be directed to the faculty member who teaches the relevant course. That faculty member will provide a recommendation to the full Central Graduate Committee.

If you submit a petition to the Central Graduate Committee for a course substitution, you should include the following: (1) a cover letter that summarizes the request, (2) a transcript that shows the grade earned in the course that you would like to substitute for the required course, and (3) evidence of course equivalence (e.g., syllabus, student production in the class such as a term paper or examination, a letter from the professor who taught the course in which the substance of the course is described and your performance is summarized).

Program Schedule

The following schedule is recommended for satisfactory progress toward your doctoral degree:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Admission</td>
</tr>
<tr>
<td>0</td>
<td>Facilitating faculty advisor matched</td>
</tr>
<tr>
<td>15</td>
<td>Major advisor selected</td>
</tr>
<tr>
<td>18</td>
<td>Areas of concentration selected, program of study approved by doctoral advisor, filed with the Graduate Records Office and the Sociology Department</td>
</tr>
<tr>
<td>27</td>
<td>Core courses completed</td>
</tr>
<tr>
<td>36</td>
<td>Doctoral dissertation committee selected and appointment form completed</td>
</tr>
<tr>
<td>45</td>
<td>Course work completed. Area examinations taken, dissertation prospectus approved and permission to elect 7300 hours filed with the Sociology Department and the Graduate College. Application to graduate and audit request submitted.</td>
</tr>
</tbody>
</table>
Dissertation completed, oral examination scheduled with The Graduate College, approved by dissertation review committee, dissertation oral exam taken. Dissertation submitted and approved by the Graduate College. Ph.D. Awarded

**Research Tool Requirement**

Research tools are conceptualized as the development of skills that inform systematic and rigorous studies of the social world. The research tool requirement will be satisfied by SOC 6200 and SOC 6210.

**Cognate Area**

You must take a minimum of six credit hours in one or more disciplines outside of sociology (e.g., psychology, mathematics, political science, foreign language, etc.) to comprise a cognate area. Your doctoral advisor will help you select courses.

French, Spanish, German and Russian are pre-approved languages for cognate coursework. However, you may also elect, with the approval of your dissertation advisor, any foreign language relevant to your research interests. To meet the cognate requirement with foreign language courses, proficiency in a language must be demonstrated. There are three options for doing so:

First, pass a foreign language test administered and approved by the Foreign Language Department (details of this are in the Graduate Catalog).

Second, pass with a B or better, the second of a two-course sequence in the language. The Foreign Language Department has created courses specifically designed to accommodate graduate students wanting to do a foreign language cognate.

French and German have a 5000 and 5010 course sequence that is specifically designed for graduate students. These courses are for reading and translation only/no oral work required. Also, these courses enable you to register for graduate credit (even though they are beginning-level in course content).

Arabic, Chinese, Greek, Italian, Japanese, Latin, French, German, and Spanish all have 5020 courses. You are expected to repeat the 5020 course in order to satisfy the two-course sequence requirement. Basically, these courses also enable graduate students to take a class at the beginning-level, but in this case you would (usually) sit in an actual 1000-level class, and then move on to a 1010 class – so these classes focus on reading, writing, and speaking skills. But again, by registering for the 5020 course in the particular language of interest, you are given graduate credit.

Third, you may petition the Sociology Central Graduate Committee to have your language credits transferred from another university or program.

**ANNUAL REVIEW OF DOCTORAL DEGREE STUDENTS**

The Department of Sociology has a long-standing tradition of conducting an annual review of all graduate students during the spring semester, and the Faculty Senate’s Graduate Studies Council has recommended guidelines for the implementation of such an annual review policy. The annual review of graduate students is intended to serve as a simple and effective mechanism for informing students about their progress toward the doctoral degree on a regular basis. It is helpful for students to know when they are doing well. If they are not doing well, it is crucial that they know clearly what is expected of them in order to improve. This review is a process in which the Central Graduate Committee inspects the student’s program checklist and
assesses academic performance, research accomplishments, and progress toward the degree. Satisfactory annual progress is a requirement for funding through the department and for maintaining good standing in the doctoral program. Please note, however, that the department cannot extend offers of funding to all graduate students who are making acceptable progress through the doctoral program.

Procedure

The Central Graduate Committee is responsible for reviewing the Department of Sociology’s doctoral program checklist and student transcripts as well as graduate student records such as an updated vita, summary of accomplishments over the past year, and a plan for the coming academic year submitted on or before December 15 (or the following weekday if December 15 falls on a weekend) by each graduate student. The checklist is completed by the graduate advisor, using student transcripts along with other documents, and contains information on the major tasks that each student has completed at the time of the review. Timely completion of the tasks on the program checklist is essential for receiving a doctoral degree in sociology.

Progress toward the Ph.D. Degree

Each student will receive a letter by February 1 that summarizes the Central Graduate Committee’s evaluation regarding progress toward the degree. After careful evaluation the committee will render one of the following decisions:

1. Acceptable Progress

   The decision of the committee is that the student is making timely progress towards the degree. In other words, the student is maintaining the required minimum grade point average and is steadily completing requirements in the course of study for the doctoral degree.

2. Acceptable Progress with Concerns

   The decision of the committee is that the student is making acceptable progress, but there are some deficiencies that may hinder future progress. For example, a core course may not have been completed in a timely manner or the student may have received an excessive number of incomplete grades. The decision letter will detail the committee’s concerns for the student and indicate what remedial action the student should immediately take in order to address such concerns.

3. Unacceptable Progress

   The decision of the committee is that the student has encountered serious problems that may prevent completion of the degree. If the problems are not immediately corrected, the student is in danger of being dismissed from the program. Problems that may cause the committee to reach this decision include a GPA that falls below the minimum requirement, failure to appoint a dissertation committee in a timely fashion, failure to complete required courses in a timely manner, failure to take two area examinations in a timely manner, an absence of a formal program of study on file, or a lack of continuous enrollment.

4. Dismissal

   This is the gravest decision the committee can make with respect to a student’s standing in the Department of Sociology’s doctoral program. To be dismissed from the doctoral program, the student has received at least one letter from a previous review detailing unacceptable progress that needed to be addressed immediately. Since there was a failure to correct the problems and an effort to address the issues has not been evidenced, the graduate student will be removed from the program. This is not a decision the Department of Sociology takes lightly. All dismissed students will be notified of their loss of standing in the doctoral program. Letters will be sent to the student, department chair, the Graduate College, and the Registrar’s Office, and a copy of the letter will
also be placed in the student’s graduate file. Once removed from the program, the student has the option to apply to the Central Graduate Committee for readmission.

AREAS OF CONCENTRATION

You are required to select two areas of concentration and complete an examination in each area by the 45th credit hour of the doctoral curriculum. Successful completion of the area examinations is required before you may defend your dissertation prospectus and enroll in dissertation credit hours.

The department offers seven doctoral areas of concentration: research methods/applied sociology, comparative sociology, criminology, gender and feminism, race and ethnic relations, power and inequality, and religion. Each of these areas has a doctoral program committee that is responsible for general supervision and policy formation for the area (see the list of faculty interests and area affiliations at the end of this document). Each doctoral program committee has implemented its own set of criteria for its respective area examination.

Purpose of the Area Examinations

A doctoral degree in sociology is granted only to those who have achieved a level of mastery that is necessary to become a professional in the field (i.e., to contribute to the knowledge base of sociology through research and teaching). The area examinations, therefore, are qualifying exams, and your performance in both area examinations must demonstrate a level of mastery that is sufficient for becoming a viable professional in the field of sociology. Thus, the area examinations have two purposes:

1. To allow you an opportunity to demonstrate your expertise (in terms of both breadth and depth of knowledge) in theory, research method, and special topics within two selected areas of sociology.

2. To allow the faculty an opportunity to assess your progress toward becoming a professional sociologist, and to identify areas that may need improvement before you complete your doctoral degree.

Area Examination Procedures

1. To take an area examination, you must notify the chair, or other representative, of the doctoral program committee associated with your chosen area of concentration. Your next step will be to form a committee of three faculty from that doctoral program committee to serve as your area examination committee. One of these faculty will act as chair of the area examination committee. The chair may be selected by you or by the respective faculty within an area of concentration (each area of concentration differs in such procedures — some have standing examination committees while others allow the student full selection). You should also be aware that some faculty members may not be available during Summer I and Summer II sessions and, therefore, you may not be able to take the exam during those sessions.

2. Each area examination committee will conduct both a written examination and an oral examination. The chair of your area examination committee will facilitate the scheduling of these two components.

3. The written component is in the form of a take-home exam. Specific requirements for written examinations are determined by each doctoral program committee and/or area examination committee, though most range between five (5) to fourteen (14) days.
4. Each doctoral program committee will either maintain a standard reading list for the area examination or require you to prepare a reading list for the examination in accordance with your area examination committee.

5. Each doctoral area of concentration will maintain a written general statement that describes the area, lists the courses that fall within the area of concentration, identifies the professors on the area program committee, and describes the structure of the area examination. These statements are available from the Director of the Graduate Program, the various area program committee members and on the Department's website.

6. At the conclusion of both components of the examination, the committee will award either a PASS or a FAIL. If the committee is unable to make a decision at that time, it may be awarded an INCOMPLETE and request additional written work and/or a second oral exam before making its final decision. The additional work that is required must be explained in writing to both you and your doctoral advisor. The final decision of PASS or FAIL must be made within six weeks of the date of the assignment of the INCOMPLETE. If you receive a FAIL, you may retake the entire examination one more time.

**Non-Standing Area Examinations – Guidelines for Petition**

All doctoral students are required to take two area examinations. The standing areas are: research methods/applied sociology, gender and feminism, comparative sociology, criminology, power and inequality, race and ethnicity, and religion.

While you are strongly encouraged to take two exams in the standing areas, we recognize that under exceptional circumstances a student may want to take an exam in an area that is not standing. Generally, the department strongly discourages examinations in non-standing areas in which its graduate faculty do not have a proven record of teaching and/or research expertise (e.g., courses taught, papers published in relevant area journals, or research grants awarded). To petition to take a non-standing area exam, you must submit the following materials to the Central Graduate Committee:

1. A letter from the graduate student explaining, in detail, why the elected non-standing area is necessary for the completion of dissertation research and/or degree.
2. A letter from the sociology graduate faculty member who has agreed to chair the area examination committee explaining why, in detail, the elected non-standing area is necessary for the completion of dissertation research and/or degree.
3. The names of two additional sociology graduate faculty members who have agreed to serve on the examination committee.
4. A list of graduate sociology courses that support the examination. At least two courses outside of the core specified for the doctoral program that bear directly on the elected non-standing area must be completed. If these courses had been offered under a “special topics” category or otherwise not explicitly listed in the Graduate Catalog, provide written descriptions and other supportive materials (e.g., syllabi, assignments) for the courses.
5. Optional but recommended: Any other materials that attest to the relevance of the non-standing area (e.g., reading lists).

The Central Graduate Committee will review these materials and notify the graduate student of its decision. Once approval has been received for the non-standing area examination, the graduate student will develop a reading list under the guidance of the examination committee chair and faculty members.
DOCTORAL CANDIDACY

Sequence for Meeting Requirements

Candidacy will not be approved by the Graduate College until all requirements except the dissertation have been met. Oral examinations on the dissertation cannot be taken before all other requirements have been met and the student has applied for graduation and received a satisfactory audit.

Doctoral Candidacy

To meet the general requirements for doctoral candidacy, a student must have the following:

1. Regular admission to a doctoral degree program.
2. Completion of any additional requirements established at the time of admission.
3. Appropriate grade point average (in the program and overall).
4. Graduate College Dean’s approval of an advisor-approved program of study.

In addition to the general requirements, a candidate for a doctoral degree, prior to the session or semester in which the dissertation is defended, is required to have earned or completed satisfactorily the following:

1. An overall graduate grade point average of 3.0 or better.
2. Appointment of a doctoral dissertation committee and approval of the dissertation proposal by the committee.
3. All courses (excluding dissertation credit) and program requirements.
4. All research tool requirements.
5. Satisfactory completion of two area examinations.

DISSERTATION

The doctoral dissertation is an unpublished document submitted to the graduate faculty of the university by way of your doctoral dissertation committee. It is a report of your investigation as one of the requirements of the doctoral degree; it shows evidence of your competence to design, carry out, and report an original and important sociological investigation. As you conduct your dissertation research, you may find the Graduate College’s support programs for students at the doctoral level to be useful.

Major Advisor/Dissertation Chair

It is your responsibility to choose your major advisor and secure permission from that individual to become an advisee. Your major advisor must be a full-time member of the graduate faculty within the Department of Sociology. Since your major advisor will guide you in the preparation of your dissertation, you should select a person whose interests in sociology are pertinent to your major interests. Meeting regularly with your major advisor is a good way of ensuring you are meeting deadlines and other degree requirements. Your major advisor will supervise your dissertation research and help you appoint a dissertation committee.

Dissertation Committee

Your dissertation committee must consist of a minimum of four members: your major advisor who serves as chair, two additional members of the sociology graduate faculty, and one faculty member from outside of the sociology department. You may request additional members from within or outside sociology. Once you and your major advisor settle on a dissertation committee, you should
complete a committee appointment form. Changes in your dissertation committee or major advisor require the submission of another committee appointment form.

Permission to Elect Doctoral Dissertation Hours

An application for permission to elect doctoral dissertation hours (SOC 7300) is required. Following your first enrollment in doctoral dissertation hours, you must enroll in SOC 7300 each fall and spring semesters continuously until all your dissertation requirements are completed and approved. If you are unable to complete your dissertation within the first 15 hours of registration, you must continue to enroll fall and spring semesters; however, only 15 hours of SOC 7300 will count toward meeting program requirements for your degree. If you plan to graduate during the Summer I or Summer II semesters, you will need to be enrolled during that semester.

Prospectus

You are required to write and defend a doctoral dissertation prospectus by the time you complete 45 hours in the doctoral program. You should complete this prospectus in close consultation with your major advisor. Generally a prospectus includes the following:

1. A precise statement of the objective and importance of your research. Research is construed in the broadest terms consistent with the demands of degree attainment.
2. An initial review of the literature pertaining to your problem and/or theory pertinent to your research.
3. The methods, including research design, data sources, and means of analysis, through which your research will be pursued.

Your prospectus must be approved by your thesis committee at a prospectus meeting prior to the initiation of your research. The doctoral dissertation prospectus approval form must be signed by all committee members and returned to the graduate advisor for inclusion in your file. The doctoral dissertation research will be carried out under the supervision of your major advisor and the dissertation committee, with whom you should have regular and frequent consultations. To this end, it may be helpful to form an understanding with your major advisor and thesis committee about the following:

1. The schedule of work to be completed and distributed for thesis committee review.
2. Ample turn-around times for committee review and your response to their comments and suggestions.
3. A schedule for meetings with your major professor and committee members.

Human Subjects Approval

If your dissertation involves human subjects, you must have PRIOR APPROVAL of your research proposal by the Human Subjects Institutional Review Board (HSIRB) before data collection can begin. Policy guidelines and application forms are available from the Office of Vice President for Research.

Oral Dissertation Defense

Following unanimous approval of your dissertation by your dissertation committee and a satisfactory audit from the Registrar’s Office, you must present an oral defense of your dissertation to your dissertation committee and other interested persons.

An application for graduation precipitates an audit that informs you of any problems that might delay the scheduling of your oral dissertation defense. This application should be submitted to the Registrar’s Office two semesters prior to the date of your anticipated graduation. THE ORAL
Dissertation Defense can be scheduled only after the audit is complete.

You must complete a “Dissertation Defense Scheduling Form” which must include an abstract of the dissertation. This form must be received by the Graduate College office two weeks prior to the scheduled time of your defense. A two hour block of time should be reserved for the defense.

Prior to the time scheduled for your oral examination, you must secure three copies of a “Dissertation Approval Form” appropriate to the size of your committee from the Graduate College website. The “Dissertation Approval Form” copies, with signatures affixed by the members of your committee, must be submitted to the Graduate College along with your dissertation.

Submission of Dissertation to the Graduate College

Following a successful defense, you are responsible for making any corrections or changes directed by your dissertation committee and preparing final copies to be submitted to the Graduate College. The Graduate College employs a check-in form for the submission of the dissertation that should be followed closely. The Graduate College also maintains a list of deadlines and other important dates, including the deadline for submitting a dissertation in order to graduate in a particular semester.

Distribution

When your dissertation receives final approval from the Graduate College, the Dean of the Graduate College will sign the appropriate forms and the dissertation will be sent for microfilming. The original will be forwarded to Waldo Library and the microfilm copy will be sent to UMI to be archived.

Financial Awards

There are numerous ways for graduate students to acquire support for their graduate studies. Working for pay outside the university and acquiring student loans are the most obvious, but they are not always the most advisable in terms of financial health and intellectual enrichment. That is why the Department of Sociology and WMU endeavor to provide qualified graduate students with competitive awards and opportunities. In addition to the funding opportunities discussed below, one can receive further information from the Office of Student Financial Aid.

In most years, the department has about 15 graduate students on assistantships and many more receive other forms of support. The department’s current policy is to provide assistantship support for up to two years for master’s degree students and up to another three years for doctoral degree students. Funding from outside the department does not count against the time limits.

There are a number of forms of support available either through the department or the Graduate College. First, there are fellowships, which typically carry no service obligation, then there are assistantships, which do require some service. There are also supplemental sources for the support of graduate student research and professional travel. These different forms of funding to finance graduate studies are outlined below.

The Leonard and Dorotha Kercher Graduate Fellowship

The department offers this highly competitive fellowship for either M.A. or Ph.D. students once every five years, or as funds allow. It is named after the founder of the department and his wife, and only one is available at a time. It is good for up to five years of full-time graduate support (including one summer session annually) at the highest level the department offers, plus full tuition remission. It carries no service obligation. All told, it is worth well over $100,000.
Research and Teaching Assistantships

The College of Arts and Sciences provides funding to the department for graduate education. This is departmental support, and the funds are distributed by the department in the form of graduate assistantships.

Research Assistantships: These assistantships require 15 hours of work per week on research under the supervision of a faculty member.

Teaching Assistantships: These assistantships require work on one course per semester either as an assistant to a faculty member or as an instructor of record.

Western Michigan University recognizes the Teaching Assistants’ Union, affiliated with the American Federation of Teachers (AFL-CIO), as “the sole and exclusive representative for the purposes of collective bargaining in respect to wages, hours, and all other conditions of employment for all employees” considered teaching assistants (Article 1, Agreement between Western Michigan University and the Teaching Assistants’ Union). Teaching assistants are “all graduate assistants, doctoral graduate assistants, or doctoral associates appointed by Western Michigan University with the classification of teaching” (Article 1, Agreement between Western Michigan University and the Teaching Assistants’ Union).

As an employing unit, the Department of Sociology provides the following information about teaching assistantships in compliance with language in the Teaching Assistants’ Union contract (Article 8, Agreement between Western Michigan University and the Teaching Assistants’ Union).

Courses Typically Assigned Teaching Assistants

SOC 2000  Introduction to Sociology
SOC 2100  Modern Social Problems
SOC 2600  Introduction to Criminal Justice
SOC 2820  Methods of Data Collection

Required Qualifications

Full-time graduate student in good standing
Excellent progress on annual review

Preferred Qualifications

Evidence of superior intellectual ability
Evidence of professional engagement
Evidence of superior achievement in classes
Evidence of teaching experience

An application for a research or teaching assistantship is due on December 15 (or the following weekday if December 15 falls on a weekend). Completed applications and inquiries about the application process should be directed to Susan Standish, academic advisor in the Department of Sociology. The Central Graduate Committee will review applications for assistantships in conjunction with the information provided by each applicant for the department’s annual review of graduate students. Applicants will be informed about assistantship decisions between March 15 and April 15.
**Work Study**

Work study is a need-based financial aid program funded by the federal government, the State of Michigan, and Western Michigan University for students who are enrolled at least half-time during the period of their employment. Work study awards and amounts are subject to eligibility requirements and fund availability. Such awards typically allow students to work for WMU or a community non-profit organization. Early application is very important. More details are provided by the Office of Student Financial Aid.

**King/Chavez/Parks (KCP) Future Faculty Fellowships**

These are available to U.S. students from historically underrepresented groups who have gained regular admission to a doctoral program and who wish to pursue a full-time teaching career in post-secondary education in Michigan or Illinois. In exchange for a salary/stipend, no service is required in the department, but there are other requirements that must be met. The application deadline is February 15. More details and applications may be obtained online from the Graduate College.

**Thurgood Marshall Fellowship**

Thurgood Marshall fellowships are extended to students who exemplify the values and accomplishments of Thurgood Marshall, the first black Justice of the United States Supreme Court. They include a stipend/salary and cover at least partial tuition costs. They also carry a service requirement. The application deadline is February 15. More details and applications may be obtained online from the Graduate College.

**Graduate College Dissertation Completion Fellowships**

These fellowships are valued at approximately $21,000 and are awarded for two semesters and two summer sessions through an open competition based on superior scholarly achievement. They are designed to aid full-time doctoral students with the completion of their dissertations. Doctoral candidates are eligible for the award if they can establish a record of superior academic achievement and timely, steady progress toward completion of the Ph.D. degree. Applicants must have completed all requirements for the doctoral degree save the dissertation and must have successfully defended a dissertation proposal. Partial tuition remission is provided for non-resident students. The application deadline is February 15. Applications may be obtained online. More details are provided by the Graduate College.

**Graduate Student Research Fund**

The Graduate College maintains a research fund that is designed to support graduate students with their independent scholarly research, scientific inquiry, inventive technology, and original artistic activity. Awards from this fund aim to allay the extraordinary or unusual costs associated with research projects. The amount of an award for a project will vary with the available budget, the number of applications, and the priority ranking given by the selection committee, with a maximum award of $600 possible. Preference is given to applications submitted before a project is completed. The application deadlines are listed on the Graduate College website. More details and applications may be obtained online.

**Graduate Student Travel Fund**

The Graduate College maintains a travel fund designed to support graduate students with their independent scholarly research, scientific inquiry, inventive technology, and original artistic activity. Awards from this fund can cover costs associated with travel to meetings or events sponsored by professional organizations for the purpose of reporting the results of research, exhibiting or performing creative works, or otherwise disseminating results from scholarly activity. The amount of an award for a project will vary with the available budget, the number of applications, and the priority ranking given by the selection committee, with a maximum award of $600 possible. Preference is given to applications submitted before the travel has been completed. More details and deadlines may be obtained online.
**Kercher Endowment Fund**

Through its Kercher Endowment Fund, the department also provides support for graduate student research, travel and hourly employment. While there are annual limits, the application is simple, involving a brief description of the project/meeting, a rationale, and an estimated budget. In addition, a parallel application to the appropriate Graduate College fund is required. In recent years, virtually all such applications have been supported. Requests to the endowment for funds to hire graduate assistants or an hourly basis must come from individual faculty members.

**Other Information about Financial Awards**

**Summer I/Summer II Awards:** Summer session department awards are often considered separately, and will be made when and as funds are available.

**Conditions of Support:** Students who receive awards are expected to make a full-time commitment to a graduate career or time proportionate to fractional awards. Sociology’s assumption is that any scheduling conflicts created by outside activities will be resolved in favor of departmental expectations.

**Enrollment Requirements:** In order to be eligible to maintain an award, graduate students must enroll in, and are expected to complete, a minimum of 21 hours for the academic year (fall and spring semesters), or 9 hours if the award is made for a fall or spring semester alone; Summer I/summer II session assistants must take a minimum of 3 hours in whichever summer term classes applicable to their program of study are offered. Students at the end of a degree program who need less than the required number of hours may, with special permission of the Central Graduate Committee and the Graduate College, be given permission to decrease hours enrolled to six hours.

**Assignments:** Assignments are made subsequent to awards on the basis of department needs, faculty requests, special skills, previous course work, and other considerations.

**Fringe Benefits:** Students receiving university or department awards are entitled to some additional advantages:

1. Faculty library privileges (1-month circulation, not subject to overdue fines)
2. Faculty/staff level discount at Western’s Campus Bookstore
3. Parking sticker
4. Priority for student housing

**Other Funding Sources**

**Kercher Center for Social Research:** The KCSR offers Sociology graduate students positions in funded projects. See the Director in the Center for a current list of projects and an application.

**Special Projects:** Students may be employed directly by the project director (faculty member) of an independently supported research or training project. This is an independent arrangement between the student and faculty involved.

**Teaching:** Students who meet department qualifications for teaching (M.A. in addition to the required and preferred qualifications noted above) may be employed as part-time instructors.

**External Support:** Student efforts to obtain outside fellowship support from other programs at WMU or external sources are encouraged and much appreciated. Under certain circumstances the time a student is supported externally would not count against the time limits specified above. Faculty in the department are available to provide assistance in making such applications, and their
aid should be solicited. For further information, contact the department chair or the director of the Kercher Center for Social Research.

Student Loans: Western Michigan University participates in some state and nationally supported student loan programs. For further information, see the Graduate College website or contact the Student Financial Aid office on campus.

OTHER IMPORTANT INFORMATION

Dismissal from the Sociology Graduate Program

Sociology doctoral students may be dismissed from the graduate program under the following circumstances:

1. Failure to maintain the required cumulative grade point average of 3.25 calculated initially on the first two semesters or sessions of the student’s graduate program. Dismissal for failure to maintain the required cumulative grade point average is automatic upon notification of the student and the Central Graduate Committee by the Director of Graduate Studies. (Students starting graduate course work PTG have the option of excluding up to 9 hours of courses from this GPA).

2. Failure for two consecutive years to maintain satisfactory progress toward completion of one’s degree. If, upon the second consecutive annual review evaluation, a student is found to have failed in rectifying the initial shortcomings or failed to maintain satisfactory progress in terms of the additional hours taken between the first and second reviews, the Director of Graduate Studies shall make a recommendation to the Central Graduate Committee that the student be dismissed from the doctoral degree program. Upon Central Graduate Committee review and concurrence, the student will be dismissed from the graduate sociology program. If the Central Graduate Committee does not concur, the Committee shall establish conditions for the student’s continuation in the program.

All student dismissals from the sociology graduate program will be effected by a letter to the student from the department’s Director of Graduate Studies in the name of the Central Graduate Committee informing him/her of loss of standing in the graduate program. Copies will be furnished to the department chair, The Graduate College, the Registrar’s Office, and the student’s department file. Applications for readmission are possible. Such applications will be considered by the Central Graduate Committee.
<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Year Appointed</th>
<th>Doctoral University</th>
<th>Research Specializations</th>
<th>Dept. Areas of Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Caringella</td>
<td>1984</td>
<td>Western Michigan University</td>
<td>Criminology, Social Problems, Women &amp; Violence Methods</td>
<td>Criminology, Gender &amp; Feminism, Power &amp; Inequality</td>
</tr>
<tr>
<td>Susan M. Carlson</td>
<td>1993</td>
<td>Florida State University</td>
<td>Criminology, Political Economy, Comparative Social Control &amp; Punishment, Social Inequality, Quantitative Methods</td>
<td>Criminology, Research Methods/Applied Soc, Comparative Sociology</td>
</tr>
<tr>
<td>Charles E. Crawford</td>
<td>1995</td>
<td>Florida State University</td>
<td>Criminology, Police Use of Force Corrections</td>
<td>Criminology, Race &amp; Ethnic Relations</td>
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<tr>
<td>Elena Gapova</td>
<td>2007</td>
<td>Minsk State University</td>
<td>Nation, Gender &amp; Class in Post-Communist Societies, Comparative Sociology</td>
<td>Gender &amp; Feminism, Power &amp; Inequality</td>
</tr>
<tr>
<td>Barry Goetz</td>
<td>2001</td>
<td>UC – Berkeley</td>
<td>Policing and Society, Drugs &amp; Society, Organizations, Political Sociology, White-Collar Crime</td>
<td>Criminology, Power &amp; Inequality</td>
</tr>
<tr>
<td>Chien-Juh Gu</td>
<td>2007</td>
<td>Michigan State University</td>
<td>Social Psychology, Gender, Social Inequality, Medical Sociology, International Migration</td>
<td>Power &amp; Inequality, Gender &amp; Feminism, Race &amp; Ethnic Relations</td>
</tr>
<tr>
<td>Whitney Gunter</td>
<td>2011</td>
<td>University of Delaware</td>
<td>Criminology, Quantitative Methods, Sociology of the Internet, Copyright Issues</td>
<td>Criminology, Research Methods/Applied Soc, Sociology</td>
</tr>
<tr>
<td>Gregory J. Howard</td>
<td>1998</td>
<td>SUNY Albany</td>
<td>Criminology, Surveillance &amp; Mobility, Environmental Sociology</td>
<td>Criminology, Power &amp; Inequality, Comparative Sociology</td>
</tr>
<tr>
<td>Vyacheslav Karpov</td>
<td>1996</td>
<td>Ohio State University</td>
<td>Sociology of Religion, Religion, Ethnicity, &amp; Tolerance, Comparative Sociology, Theory</td>
<td>Sociology of Religion, Comparative Sociology</td>
</tr>
<tr>
<td>Ronald C. Kramer</td>
<td>1978</td>
<td>Ohio State University</td>
<td>Criminology, Corporate &amp; State Crime, Climate Change, Sociology of Sport</td>
<td>Criminology, Power &amp; Inequality</td>
</tr>
<tr>
<td>Name</td>
<td>Year</td>
<td>University</td>
<td>Research Areas</td>
<td>Specializations</td>
</tr>
<tr>
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<tr>
<td>Ann Miles</td>
<td>2010</td>
<td>Syracuse University</td>
<td>Medicine &amp; Health&lt;br&gt;Gender &amp; Family&lt;br&gt;Transnational Migration&lt;br&gt;Ethnographic Methods</td>
<td>Gender &amp; Feminism&lt;br&gt;Race &amp; Ethnic Relations&lt;br&gt;Power &amp; Inequality</td>
</tr>
<tr>
<td>Angela M. Moe</td>
<td>2002</td>
<td>Arizona State University</td>
<td>Criminology&lt;br&gt;Women &amp; Violence&lt;br&gt;Feminist Epistemology&lt;br&gt;Gender and the Body&lt;br&gt;Motherhood/Maternity&lt;br&gt;Holistic Health</td>
<td>Criminology&lt;br&gt;Gender &amp; Feminism&lt;br&gt;Research Methods/Applied Soc&lt;br&gt;Race &amp; Ethnic Relations</td>
</tr>
<tr>
<td>Tim Ready</td>
<td>2012</td>
<td>Michigan State University</td>
<td>Public Policy&lt;br&gt;Inequality: Education; Health, Economies&lt;br&gt;Community Development&lt;br&gt;Immigration</td>
<td>Applied Sociology&lt;br&gt;Race and Ethnic Relations&lt;br&gt;Research Methods</td>
</tr>
<tr>
<td>Jesse Smith</td>
<td>2013</td>
<td>University of Colorado</td>
<td>Identity/Self&lt;br&gt;Symbolic Interaction&lt;br&gt;Sociology of Religion&lt;br&gt;Qualitative Methods&lt;br&gt;Deviance</td>
<td>Sociology of Religion&lt;br&gt;Social Psychology</td>
</tr>
<tr>
<td>Zoann K. Snyder</td>
<td>1992</td>
<td>Arizona State University</td>
<td>Gender &amp; Justice&lt;br&gt;Media, Crime and Violence&lt;br&gt;Service Learning&lt;br&gt;Corrections&lt;br&gt;Sociology of Law</td>
<td>Criminology&lt;br&gt;Gender &amp; Feminism&lt;br&gt;Research Methods/Applied Soc&lt;br&gt;Race &amp; Ethnic Relations</td>
</tr>
<tr>
<td>Yuan-Kang Wang</td>
<td>2008</td>
<td>University of Chicago</td>
<td>International Relations Security Studies&lt;br&gt;Methods&lt;br&gt;China &amp; East Asia</td>
<td>Research Methods/Applied Soc&lt;br&gt;Comparative Sociology&lt;br&gt;Sociology of Religion&lt;br&gt;Power &amp; Inequality</td>
</tr>
</tbody>
</table>
Department of Sociology
Doctoral Program Checklist

Name: ____________________________________________________________

Entering Date: ___________________________  

PREREQUISITES

M.A. Degree
SOC 6000 Proseminar
SOC 6060 Research Design and Data Collection I
SOC 6070 Logic and Analysis of Social Research I

PREREQUISITE AND RESEARCH TOOL
SOC 6210 Logic and Analysis of Social Research II

PROVISIONS (if any)
__________________________________________________________

________________________________________________________________

CORE COURSES

SOC 6020 Sociological Theory I
SOC 6040 Sociological Theory II

CORE COURSE AND RESEARCH TOOL
SOC 6200 Research Design and Data Collection II

SELECT ONE OF THE FOLLOWING RESEARCH COURSES
(not taken at the M.A. level)
SOC 6800 Studies in Research Methodology:
  Variable Topics
SOC 6810 Advanced Multivariate Analysis
SOC 6820 Qualitative Methods
SOC 6870 Evaluation Research
SOC 6880 Methods of Survey Research

AREAS OF CONCENTRATION (must complete two)

Area One
  Description
  Course Work
  Date of Area Exam

Area Two
  Description
  Course Work
  Date of Area Exam
<table>
<thead>
<tr>
<th>COMPLETION DATE</th>
</tr>
</thead>
</table>

**COGNATE AREA (minimum 6 hours taken outside of Sociology)**
- Course One
- Course Two
- Course Three

**DISSERTATION HOURS (15 minimum)**

**ELECTIVE HOURS**

**IMPORTANT REQUIRED TASKS**
- Major Advisor Selected
- Program of Study Approved and on File
- Doctoral Committee Approved and on File
- HSIRB Approved and on File
- Department Dissertation Approval Form on File

**PLEASE NOTE**
Any substitutions or waivers regarding the above requirements must be documented, with a notice of approval copies to the student's file.