

***COLLEGE OF  
ARTS AND SCIENCES***

***DEPARTMENT OF SOCIOLOGY***

***DOCTORAL PROGRAM  
2019-2020***

***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 areas of specialization.

This manual is designed to supplement Western Michigan University's Graduate Catalog <http://catalog.wmich.edu/index.php?catoid=31>. 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 Catalog as well as this handbook. A check-list that specifies each step of your program is included at the end of this manual. 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 working closely 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 is included at the end of this manual.

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 the Executive Council and other policy-making department committees. An announcement of graduate student elections is issued by the Graduate Student Association.

## FIRST-YEAR FACILITATING ADVISOR

Your first-year facilitating advisor is assigned to you when you are admitted to the Sociology Graduate Program. The main purpose of the first-year facilitating advisor is to help make your transition into the graduate program as smooth as possible. The first-year facilitating advisor counsels you concerning the requirements of the doctoral degree program, initial course selection, and selection of your major advisor. You should consult with your first-year 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 to 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 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 <http://catalog.wmich.edu/index.php?catoid=31> .

### ***Required Courses***

#### **Prerequisites**

\*These prerequisite hours do not count toward total doctoral hours.

\*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

#### **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)

**Sociology Area Courses**, 5000-level or higher (see area examination requirements for more details)

**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 they need to take course requirements for 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 Graduate Program Director 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).

Graduate courses taken outside Sociology may be used to fulfill sociology electives if both of the following conditions are met: 1) the courses were not also used to fulfill cognate course requirements or requirements for another degree, and 2) the student receives approval from the Central Graduate Committee for the outside elective after filing a petition. This approval must be received before the start of the course. A petition to the Central Graduate Committee for permission to take an outside elective, should include: 1) a copy of the catalog description of the course (or a copy of the description of the course from the syllabus or instructor if it is a special topics course), and 2) an explanation of why this course will help to further your progress/studies. Courses taken outside sociology specifically for the cognate course requirement do not require a petition.

***Program Schedule***

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

<u>Credit Hours</u>	<u>Activities</u>
0	Admission
0	Facilitating faculty advisor matched
15	Major advisor selected
18	Areas of concentration selected, program of study approved by doctoral

	advisor, filed with the Graduate Records Office and the Department of Sociology
27	Core courses completed
36	Doctoral dissertation committee selected and appointment form completed
45	Course work completed. Area examinations taken, dissertation proposal approved and permission to elect 7300 hours filed with the Sociology Department and the Graduate College. Application to graduate and audit request submitted.
60	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 reading proficiency test administered and approved by the Department of Spanish and the Department of World Languages and Literatures (details of this are in the Graduate Catalog <http://www.wmich.edu/languages/academics/graduate-reading-proficiency>).

Second, pass with a B or better, the second of a two-course sequence in the language. The Department of World Languages and Literatures and Department of Spanish have 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 are 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). Students must earn a B or better in these classes to fulfill the cognate requirement.

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 Central Graduate Committee to have your language credits transferred from another university or program.

## **Responsible Conduct of Research Course Requirement**

All new graduate students must complete the online **Responsible Conduct of Research Course**. The deadline for completing the RCR course is Friday, December 13, 2019. See more details on the course here: <http://wmich.edu/grad/current-students/responsible-research> .

## **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 the Friday after fall semester grades are turned in (for 2019 this will be December 20<sup>th</sup>) 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 an excellent progress toward the doctoral degree in sociology.

### ***Progress toward the Ph.D. Degree***

Each student will receive a letter by March 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. Excellent Progress**

The decision of the committee is that the student is not only making timely progress towards the degree, but also has an exceptional record of professional accomplishment as evidenced by publications in peer-reviewed journals, book chapters, national and regional conference presentations, and other professional activities.

#### **2. Satisfactory 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.

### **3. 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 and indicate what remedial action the student should immediately take in order to address such concerns.

### **4. 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. Students are not eligible for funding for the next year after receiving unacceptable progress in the annual review.

### **5. 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 degree program, the student must receive at least one letter from a previous review indicating unacceptable progress and the conditions that needed to be addressed immediately. If there was a failure to correct the problems, and an effort to address the issues has not been evidenced, the graduate student will be dismissed from the program. This is not a decision the Department of Sociology takes lightly. The Graduate Program Director will notify students of the Central Graduate Committee's decision to dismiss them from the doctoral degree program. The Graduate Program Director will send letters 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 dismissed from the program, the student has the right to appeal the dismissal decision to the university's Grade Appeal and Program Dismissal Appeal Committee (GAPDAC), <https://www.wmich.edu/ombudsman/appeals>). The student also has the option to apply for readmission to the doctoral degree program.

## **AREAS OF CONCENTRATION**

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

The department offers seven doctoral areas of concentration: Research Methods/Applied Sociology (Chair, Susan Carlson), Comparative Sociology (Chair, Slava Karpov), Criminology (Chair, Zoann Snyder), Gender and Feminism (Chair, Zoann Snyder), Race and Ethnic Relations (Chair, Charles Crawford), Power and Inequality (Chair, Barry Goetz), and Sociology of Religion (Chair, Slava Karpov). Each of these areas has a doctoral program committee that is responsible for general supervision and policy formation for the area. Each doctoral program committee has implemented its own set of criteria for its respective area examination. These criteria are available from the departmental website: <http://www.wmich.edu/sociology/academics/doctoral>

### ***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 examinations, 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 methods, 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. 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 examination 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 examination. 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 consultation 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 on the department's website <http://www.wmich.edu/sociology/academics/doctoral/doctoral-area-examinations>.

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 award an INCOMPLETE and request additional written work and/or a second oral examination 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. Refer to the dismissal policy within this handbook regarding the total number of area examination failures allowed prior to dismissal from the doctoral program. Results of each doctoral area examination will be provided in writing to the Central Graduate

Committee, via Susan Standish, by the respective chair, or the area examination committee.

### ***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 examination 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 3.25 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 original research 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 (<http://wmich.edu/grad/current-students/support>).

### ***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 in 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 dissertation topic. 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 available from the Graduate College <http://wmich.edu/grad/forms>. 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 <http://wmich.edu/grad/forms>. *Both area examinations must be successfully completed before permission to take dissertation hours will be granted.* Following your first enrollment in doctoral dissertation hours, you must enroll in SOC 7300 each fall and spring semester 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 sessions, you will need to be enrolled during the session when you plan to graduate.

### ***Dissertation Proposal***

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

1. A precise statement of the objective and importance of your research, where 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 proposal must be approved by your dissertation committee at a proposal meeting prior to the initiation of your research. 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 dissertation committee about the following:

1. The schedule of work to be completed and distributed for dissertation 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*. This entails completion of the CITI training program on human subjects research. Policy guidelines, information about the training program, and application forms are available from the Office of Vice President for Research <http://wmich.edu/grad/current-students/support>.

### ***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" (<http://wmich.edu/grad/forms>) which must include an abstract of the dissertation. This form must be received by the Graduate College 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 (<http://wmich.edu/grad/forms>). 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. Note that the Graduate College has stringent guidelines for formatting theses that must be followed (for more information see <http://wmich.edu/grad/current-students/dissertation>).

### ***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 for inclusion in ScholarWorks and the microfilm copy will be sent to UMI to be archived.

### **Doctoral Associate Teaching and Supervision**

All first-year doctoral associates (DAs), who have not been teaching assistants in the department as M.A. students, will be assigned as teaching assistants to full-time faculty members during their first semester of funding. It is assumed that faculty members will allow their doctoral teaching assistants to teach one or more class periods and to provide feedback on their performance.

Each fall semester, the Central Graduate Committee will conduct an evaluation of doctoral associate teaching. This evaluation will include the following elements:

- One classroom observation of the DA’s teaching by a member of the Central Graduate Committee;
- Submission of a teaching philosophy statement by the DA to the Central Graduate Committee;
- Review of syllabi and other teaching materials;
- Review of student teaching evaluations from the past year.

DAs who successfully complete SOC 6080 Teaching Sociology will be exempt from the annual review of their teaching. Those who receive two consecutive positive reviews of their teaching, also will be exempt from this annual review.

## **FINANCING YOUR GRADUATE STUDIES**

The Department of Sociology and WMU provide qualified graduate students with competitive awards and opportunities. In addition to the funding opportunities discussed below, one can find additional information from Student Financial Aid, <http://wmich.edu/finaid/>.

### ***Departmental Doctoral Research/Teaching Assistantships and Doctoral Associateships***

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 and doctoral associateships.

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

***Doctoral Teaching Assistantships and Doctoral Associateships:*** These assistantships/associateships 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 or satisfactory progress on annual review

***Preferred Qualifications***

Evidence of superior intellectual ability (e.g., high GRE scores, GPA above the required minimum for admission)  
Evidence of professional engagement (e.g., professional memberships, conference presentations, publications)  
Evidence of superior achievement in classes (e.g., high GPA in classes at WMU)  
Evidence of teaching experience (e.g., served as TA or mentor)

In recent years, the department has been able to award 12-13 graduate teaching/research assistantships and doctoral associateships. However, the actual number awarded in any year will depend on such factors as budgetary constraints and contractual changes in stipends. The department's current policy is to provide assistantship/associateship support for up to two years for master's degree students and up to three years for doctoral degree students. Highest priority for departmental funding is given to M.A. students in the first two years of their programs and Ph.D. students in the first three years of their programs.

An application for departmental funding is due at the time of the annual review for continuing students, or at the time of application for admission for new students. 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 reviews applications for funding by continuing students at the time of annual review. Based on the results of the annual review, the Committee ranks students by priority for funding. The Committee ranks the funding priority of new students when it makes admissions decisions. The two ranked lists are combined, giving currently-funded, continuing students, who are making satisfactory progress in the program, priority for funding above newly admitted students. The department

chair makes funding offers according to the ranked list subject to budget constraints. Applicants are informed about funding decisions between February 15 and March 15.

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 Dorothea Kercher Graduate Fellowship***

The department offers this highly competitive fellowship 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. Priority for this award is given to in-coming master's students. It carries no service obligation. All told, it is worth well over \$100,000.

#### ***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 Student Financial Aid <http://wmich.edu/finaid/>.

#### ***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. The one-year fellowship is awarded to doctoral students in the final stages of dissertation completion. 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 <http://wmich.edu/grad/fellowships-grants/kcp> .

#### ***Thurgood Marshall Fellowship***

Thurgood Marshall fellowships are awarded to students who exemplify the values and accomplishments of Thurgood Marshall, the first black Justice of the U.S. Supreme Court. They include a stipend/salary and cover up to 24 credit hours of tuition per year. They also carry a service requirement. These fellowships are awarded for one year, but may be renewed up to three additional years. The application deadline is February 15. More details and applications may be obtained online from the Graduate College <http://wmich.edu/grad/fellowships-grants/marshall>.

#### ***Graduate College Dissertation Completion Fellowships***

These fellowships are awarded for up to 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 <http://wmich.edu/grad/fellowships-grants/diss-complete> .

### ***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 \$1,000 possible. Preference is given to applications submitted before a project is completed. More details and application deadlines may be obtained online <http://wmich.edu/grad/fellowships-grants/gstrg> .

### ***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 \$700 (\$900 for travel to Alaska or Hawaii) possible. Preference is given to applications submitted before the travel has been completed. More details and application deadlines may be obtained online <http://wmich.edu/grad/fellowships-grants/gstg> .

### ***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, at least in part. Requests to the endowment for funds to hire graduate assistants on 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 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. The department'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 who receive up to three credit hours of tuition support.

*External Support:* Students are encouraged to seek outside support from other programs or units at WMU that offer graduate assistantships. Academic programs and units where our students have held graduate assistantships include Sindecuse Health Center, Gender and Women's Studies, the Evaluation Center, the College of Arts and Sciences, Office of the Provost, and WMU libraries. Postings of these opportunities and application instructions can be found on the Career and Student Services website <https://wmich.edu/career/campus/students> Only under rare circumstances would the time a student is supported externally not count against the time limits for departmental assistantships/associateships specified above.

Student efforts to apply for external scholarships and fellowships to support their doctoral studies, and particularly their dissertation research, are encouraged. Professional organizations such as the American Society of Criminology, the American Sociological Association, the Society for the Study of Social Problems, among many others, offer scholarship or fellowship funding for dissertation research and writing. Also, many government organizations such as the National Science Foundation, National Institute of Justice, National Institute of Mental Health, have programs to support doctoral studies and/or dissertation research. Private foundations (e.g., Ford Foundation) also offer such graduate student funding opportunities. 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 Student Financial Aid <http://wmich.edu/finaid/loans>

For more information on graduate student funding opportunities, see the financial section of the Plan It 4-Ward website <https://wmich.edu/grad/plan-it>

## 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 Graduate Program Director.
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 Graduate Program Director will 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 will establish conditions for the student's continuation in the program.
3. The department will not tolerate academic dishonesty. Academic dishonesty includes cheating, fabrication, falsification, forgery, multiple submission, plagiarism, complicity, and academic computer misuse, per the WMU Student Conduct Code ([www.wmich.edu/conduct/code](http://www.wmich.edu/conduct/code)). In the event that a student is charged with academic dishonesty and subsequently accepts responsibility or is found responsible by the Office of Student Conduct, the Central Graduate Committee will review the case and determine whether dismissal from the program and/or other sanctions are appropriate, consistent with WMU policy. The presumption of the Central Graduate Committee will be dismissal from the program.
4. Should a student fail to pass area exams on two occasions (in a single area or combination of areas), the student's case will be reviewed by the Central Graduate Committee within one month of the second failure. The committee will decide whether the student may continue in the program and make a third exam attempt (which would have to be in a new area if both previous failures were in the same area) or will be immediately dismissed from the program. Should a student fail to pass area exams on three occasions (in any combination of areas), the student will be dismissed from the program at the end of the term.

All student dismissals from the sociology graduate program will be effected by a letter to the student from the department's Graduate Program Director in the name of the Central Graduate Committee informing him/her of dismissal from the graduate program. Copies will be furnished to the department chair, The Graduate College, the Registrar's Office, and the student's department file. Once dismissed from the program, the student has the right to appeal the dismissal decision to the university's Grade Appeal and Program Dismissal Appeal Committee (GAPDAC, <https://www.wmich.edu/ombudsman/appeals>). Applications for readmission to the doctoral program are possible. Such applications will be considered by the Central Graduate Committee.

**DEPARTMENT OF SOCIOLOGY  
GRADUATE PROGRAM FACULTY**

Susan M. Carlson, Doctoral University - Florida State University, Year Appointed 1993, Research Specializations: Criminology, Political Economy, Comparative, Social Control & Punishment, Social Inequality, Quantitative Methods.

Paul S. Ciccantell, Doctoral University - Wisconsin-Madison, Year Appointed 2000, Research Specializations: Comparative Sociology, Economic Development, Sociology of Organization, Environmental Sociology, Latin America, Japan, & China.

Charles E. Crawford, Doctoral University - Florida State University, Year Appointed 1995, Research Specializations: Criminology, Police Use of Force, Corrections.

Patrick Cundiff, Doctoral University - Pennsylvania State University, Year Appointed 2015, Research Specializations: Criminology, Life Course, Victimization, Prisoner Re-entry, Social Psychology.

Douglas V. Davidson (Emeriti), Doctoral University – UC-Berkeley, Year Appointed 1991, Research Specializations: Sociology of Education, Ethnic Relations, African-American Studies, Theory.

Whitney Decamp, Doctoral University - University of Delaware, Year Appointed 2011, Research Specializations: Criminology, Quantitative Methods, Sociology of the Internet, Copyright Issues.

Elena Gapova, Doctoral University - Minsk State University, Year Appointed 2007, Research Specializations: Nation, Gender & Class in Post-Communist Societies, Comparative Sociology.

Barry Goetz, Doctoral University - UC-Berkeley, Year Appointed 2001, Research Specializations: Policing and Society, Drugs & Society, Organizations, Political Sociology, White-Collar Crime.

Chien-Juh Gu, Doctoral University - Michigan State University, Year Appointed 2007, Research Specializations: Social Psychology, Gender, Social Inequality, Medical Sociology, International Migration.

David Hartmann, Doctoral University – University of Chicago, Year Appointed 1996, Research Specializations: Applied, Urban, Ethnic Relations, Methods.

Gregory J. Howard, Doctoral University – SUNY Albany, Year Appointed 1998, Research Specializations: Criminology, Surveillance & Mobility, Environmental Sociology.

Vyacheslav Karpov, Doctoral University – Ohio State University, Year Appointed 1996, Research Specializations: Sociology of Religion, Religion, Ethnicity, & Tolerance, Comparative Sociology, Theory.

Ronald C. Kramer, Doctoral University – Ohio State University, Year Appointed 1978, Research Specializations: Criminology, Corporate & State Crime, Climate Change, Sociology of Sport.

Ashlyn Kuersten, Doctoral University – University of South Carolina, Year Appointed 1997, Research Specializations: Gender and Justice, Social Inequality, Race and Ethnic Relations.

Elena Lisovskaya, Doctoral University – Ohio State University, Year Appointed 1996, Research Specializations: Comparative Sociology, Sociology of Education, Methods, Religion.

Vincent Lyon-Callo, Doctoral University – University of Massachusetts (Amherst), Year Appointed 1998, Research Specializations: Poverty, Social Movements, Post-Structuralist Marxism, Inequality, Homelessness, Race and Racisms.

Ann Miles, Doctoral University – Syracuse University, Year Appointed 2010, Research Specializations: Medicine & Health, Gender & Family, Transnational Migration, Ethnographic Methods.

Angela M. Moe, Doctoral University – Arizona State University, Year Appointed 2002, Research Specializations: Criminology, Women & Violence, Feminist Epistemology, Gender and the Body, Motherhood/Maternity, Holistic Health.

Tim Ready, Doctoral University – Michigan State University, Year Appointed 2012, Research Specializations: Public Policy, Inequality in Education, Health & Economics, Community Development, Immigration.

Jesse Smith, Doctoral University – University of Colorado, Year Appointed 2013, Research Specializations: Identity/Self, Symbolic Interaction, Sociology of Religion, Qualitative Methods, Deviance.

Zoann K. Snyder, Doctoral University – Arizona State University, Year Appointed 1992, Research Specializations: Gender & Justice, Media, Crime & Violence, Service Learning, Corrections, Sociology of Law.