Photographer Unknown. Wilson Hall, Washington State University, Pullman, Washington, ca. 1920. Washington Localities Collection, Postcard Collection (U. of Washington).

DEPARTMENT OF SOCIOLOGY

GRADUATE STUDENT HANDBOOK

Revised: April 2018 (Previous Revisions: **January 2010; February 2014; September 2015; June 2016, May 1, 2017; October 2017;)**

This Handbook applies to the 2018/19 Cohort.

Washington State University

Department of Sociology

Table of Contents

WELCOME

Congratulations on being part of a thriving, intellectually vibrant department! We are pleased you have decided to join the Department of Sociology at Washington State University. At WSU, you will experience a challenging curriculum, have the opportunity to engage with undergraduate students in the classroom, all while interacting on a personal level with top level sociologists. We anticipate that your experience in graduate school will be a positive one.

Introduction

The Sociology graduate program at Washington State University is designed to prepare students for professional careers as sociologists in academic or nonacademic settings. The Department offers M.A. and Ph.D. degrees. Students are admitted to the program under the assumption they will earn an M.A. degree on the way to the Ph.D. degree.

The design of our graduate program and the favorable faculty-to-student ratio facilitate close collaboration between faculty and students. Nearly all graduate students obtain first-hand research experience during their graduate study. Most take advantage of opportunities to present papers at professional meetings and other venues and to publish in peer-reviewed journals. Historically, our program has been one of the most productive in the nation in the proportion of graduate students who have published articles while in graduate school. Graduate students also have opportunities to gain teaching experience. Students assist faculty members with teaching duties and, after a period of training and with faculty supervision, students may teach their own courses.

This Department of Sociology *Handbook* was prepared to help incoming students navigate through our graduate program in a way that is timely and contributes to intellectual and professional development. While directed primarily at students already accepted into the program, prospective students can use this handbook to get a clear vision of the procedures and expectations of the program. **Current students should refer to the online handbook for the most up-to-date policies and procedures**.

Both the Department of Sociology and The Graduate School have guidelines for obtaining each type of degree. Visit the WSU Graduate School web page for more information: http://www.gradschool.wsu.edu/. A few important links are listed below.

Students and the Department are bound by Graduate School policies and procedures:

http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/.

The Graduate School Handbook includes degree requirements, enrollment credits, and meeting academic standards:

http://gradschool.wsu.edu/policies-procedures/

F*orms*, *guidelines*, and *deadlines* to formally progress through the graduate program can be found on-line:

http://gradschool.wsu.edu/facultystaff-resources/18-2/

The graduate student rights and responsibilities policy document can be located here:

http://gradschool.wsu.edu/chapter-twelve/

The Graduate School's best practices recommendations are here:

https://gradschool.wsu.edu/wp-content/uploads/sites/19/2014/06/GuidelinesGoodPractices.pdf

Upon entering the first year of study, you will be assigned an Initial Faculty Advisor to assist with academic decisions. By the end of your first year, if you are entering the program with a B.A., you will select an M.A. Chair to guide thesis work; if you are entering with an M.A. you will select a Chair of your Preliminary Examination Committee / Dissertation Committee. After completing an acceptable Master's thesis but prior to a dissertation, you must pass preliminary exams (or prelims). You will complete course work in the fundamentals of sociological theory and methods and the basics of research and teaching. You also will tailor your program of study to pursue substantive interests that are aligned with department areas of expertise. Although not a substitute for speaking with faculty advisors and fellow graduate students, this *Handbook* will assist in the procedure for initiating and completing your graduate studies to meet your professional goals.

Department of Sociology Graduate Program Objectives & Learning Outcomes

The objectives of our program are:
1: To enable students to conduct original, empirical research.
2: To prepare students to contribute to scholarly dialogue about their area of expertise.
3: To train students to communicate sociological knowledge to relevant audiences.

The student learning outcomes for each of the stated program objectives are:

1: To enable students to **conduct original, empirical research** the program aims to provide a variety of experiences, inside and outside of the classroom, that help students to:
   a. Formulate an important, viable sociological research question within their field of expertise, including situating that research question within the relevant literature.
   b. Collect or identify data from which to draw conclusions about the research question.
   c. Apply appropriate research methods to sociological questions and describe the research methods accurately.
   d. Appropriately analyze research data and present results in a clear, concise manner
   e. Draw conclusions about the research questions in a way that effectively locates the conclusions in the larger body of knowledge.
   f. Draw implications about sociological knowledge from research findings.

2: To prepare students to **contribute to scholarly dialogue** about their area of expertise, the program aims to provide a variety of experiences that help students to:

   a. Present their research at local, regional, national, and international professional conferences and symposia.
   b. Present research to broader audiences through publication in professional, peer-reviewed journals.
   c. Develop a comprehensive knowledge of past and current research in their field of expertise and demonstrate that knowledge. (preliminary exams)

3: To train students to **communicate sociological knowledge** to relevant audiences, the program aims to provide a variety of experiences that help students to:

   a. Broaden their professional foundation through undergraduate teaching
   b. Place students in positions in academia, government, and the private sector (job placement statistics)

PART ONE. GENERAL INFORMATION

Graduate students are integral to the WSU Sociology Department. Students will welcome incoming cohorts; participate in departmental governance; contribute to the department's intellectual environment via research and collaboration; and educate undergraduate students. This section of the *Handbook* describes graduate student involvement in department affairs and funding sources for graduate student scholarship, including research- and teaching-assistantships, departmental awards, and travel grants. This section also describes how continued funding is linked to making "satisfactory progress" through the program.

New Student Information

Arriving at WSU

In August, usually the week before fall semester begin, there will be several orientation sessions for new graduate students. Both the Graduate School and the Department of Sociology offer separate orientations. Through these orientation programs, you will acquire important information about your teaching or research assignments and you will learn about registering for classes and obtaining a WSU student ID. The Director(s) of Graduate Study will coordinate the department orientation activities. The Director(s) of Graduate Study will also contact you in the spring or summer before your arrival on campus with further details about the orientation and information about things that you can do to prepare for graduate school.

You will also obtain essential resources, such as department keys and office assignments, in the Department of Sociology main office located in Wilson-Short 204. Upon your arrival, the administrative assistant/graduate coordinator will help you obtain your office assignments and keys.

Campus Map
You can find a map of the Pullman campus here:
http://www.wsu.edu/wireless/docs/WirelessMap.pdf

Graduate Program Administration
The Graduate Coordinator is the person who will collect from you important documents throughout your graduate career (exam scheduling forms, change of committee forms, your graduate program of study). S/he is a great source of information about forms and procedures at the Graduate School.

The Director(s) of Graduate Study help facilitate your graduate career. In addition to organizing orientation activities, the director(s) can offer advice on coursework, committee membership, and teach a required professional socialization course. You can also seek advice from the director(s) on matters related to graduate student life.

Continuous Enrollment Policy
All degree-seeking graduate students must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. **Continuous enrollment is maintained by registering** *for a minimum of 2 graduate credits per semester (excluding the summer).* International students who enroll for fewer than 10 credits must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year.

For more information, visit:
https://gradschool.wsu.edu/chapter-five-a2/

Graduate Student Involvement

Peer Mentoring Program
Peer mentors are continuing graduate students who provide guidance to students in the *first-year cohort* as they begin their graduate careers. The *first-year cohort* is comprised of first-year graduate students, whether entering with a BA or an MA.

The Peer Mentoring Program, piloted with the 1995 cohort, is now an active component of the graduate program in sociology. Peer mentors are a valuable resource in making the transition to graduate life. Peer mentor relationships are established even before first-year students take up residency in Pullman (e.g., during a campus visit; e-mail/phone conversations). Students representing various areas of concentration are available to answer prospective graduate students' questions about the program and assist during departmental visits. Each incoming graduate student has a peer mentor who answers questions and assists with housing, academic, and other needs. Additionally, these mentors may help facilitate working relationships between new students and the faculty in their areas.

Sociology Graduate Student Organization (SGSO)

The SGSO was formed to facilitate professional development and to ensure that graduate student preferences or concerns are represented in departmental decisions. It strives to provide Sociology Graduate Students with the opportunity to develop professional leadership skills through active participation in decision-making and activities; to foster collegial peer and faculty relations within the Department of Sociology, and to provide a venue to develop and share professional and academic information and ideas. SGSO is self-governed. Meetings, announced via e-mail, typically are held once a month. All sociology graduate students are encouraged to attend.

Departmental Committees

Graduate student representatives volunteer through SGSO to serve on Sociology Department committees and participate in department meetings. Responsibilities associated with each committee are described at the initial SGSO meeting to select volunteers. Department Committees include: Awards, Faculty Meeting Representative(s), Graduate Studies, Undergraduate Studies, and other ad hoc committees, such as Faculty Search.

Financial Support of Graduate Research and Teaching

The Sociology Department strives to provide financial support for all of its graduate students who are making satisfactory progress. Two major kinds of financial support are awarded by the department to graduate students: Teaching Assistantships (TAs) and Graduate Research Assistantships (RAs). The availability of research assistantships depends, in part, on grant funding. The department also has a limited number of Research Fellowships (RFs) awarded on a competitive basis. TA duties consist of either assisting a course instructor or teaching a course independently. RA responsibilities typically involve support of faculty research.

Responsibilities: As described by Graduate School policies and procedures, graduate students supported by TA- and RA-ships have the following responsibilities. Appointments for graduate students financially supported by the department run from August 16-May 15 so students are expected to be on campus, available to work during these times. Absences during this time frame must be cleared in advance with the faculty member you work with.

Teaching Assistants: TAs are obligated to provide 20 hours of service per week. Tasks will vary, but may include attending lecture, grading, holding office hours, developing assignments, and writing exams. Regardless of how their assignments are crafted, TAs have the responsibility to meet the goals and objectives of their teaching assignments as specified by course instructors and departmental administrators. TAs should strive for the highest quality of instructional pedagogy and delivery of services to students. All grading and other responsibilities should be fulfilled thoughtfully and in a timely manner. Students should anticipate being TA *at least one time* for Sociology 101 because the department uses this course as a training ground for independent teaching.

According to the WSU Graduate School Policy and Procedures Manual, "International graduate students whose native language is not English and who have not previously held a teaching assistantship at Washington State University are required to take an English proficiency examination (the ITA evaluation) before being granted a teaching assistantship" (May 2011, p. 85). Departmental funded international students must pass their ITA evaluation with a score of "1" (the score that enables them to present new material to lower-division students and be a Sociology 101 TA) by May 15 of their second year or subsequent funding likely will be denied.

The Department strongly suggests you develop a plan to improve your communication skills and share this with your committee chair by the end of your first semester. The Department also suggests that you update your chair with your progress toward meeting this goal at the end of every semester. You will want to review the resources at the university to help you achieve this goal, including the university's Intensive American Language Center (IALC) (http://ip.wsu.edu/ialc/index.html) and their course offerings (http://ip.wsu.edu/ialc/documents/Course%20Recommendations%20for%20International%20ITAs,fa10.pdf).

Research Assistants: Employment as an RA involves commitments, not only to thesis and dissertation research, but to the goals and objectives or deliverables of the sponsored project providing salary support. RAs should, therefore, be aware of responsibilities prescribed by the University's Intellectual Property and Conflict of Interest policies and procedures.

Research Fellows: Recipients of research fellowships should understand the goals and objectives of sponsoring programs. These goals and objectives may require completion of training modules or internships, the development of a scholarly document (e.g., thesis or dissertation), or specific uses of support funds. It is the responsibility of RFs to be aware of such expectations and to meet them as completely as possible.

OTHER ASSISTANTSHIPS TO ENHANCE GRADUATE STUDENT TRAINING:

Global Campus teaching assignment – Sometimes there are opportunities for graduate students who have successfully completed coursework and preliminary exams to maintain assistantships while conducting field research or traveling for other research-related reasons. A Global Campus teaching assignment allows selected students to deliver online courses while being away from campus *for a semester or up to a year*. Because such assignments ought to enhance graduate career opportunities, requests may be made in the Fall during the Annual Review process for travel the following academic year. (For more details, see the Application in the Handbook's Appendix.)

Vancouver Campus assignment – Interested graduate students sometimes may complete their degree on the Vancouver campus when such an arrangement would benefit the student and fill a need in Vancouver (e.g., student's advisor location; campus has a funded teaching or research position). Students must have completed all coursework and preliminary exams. When available, notice of a Vancouver assistantship and application will be made available to all graduate students.

Departmental Funding

Students funded by the department as a TA or RA receive a specified stipend each month (for nine months), health insurance benefits, and an in-state tuition waiver (for WA state residents). Stipends differ depending on whether a student is a TA-I (pre-masters) or TA-II (post-masters). Out-of-state tuition is waived the first year until the student establishes residency.

Residency: To qualify for resident tuition, state law requires you be a state resident for 12 months. If you are a U.S. citizen or Permanent Resident and have come to WSU from out of state, establish residency in order to avoid paying out-of-state tuition. To establish residency, as applicable: obtain your Washington State Driver's license within 30 days of arrival; register your car; register to vote; establish a bank account; and live in-state for one year (http://access.wa.gov/living/resources/residency.aspx).

Payroll Options: Graduate students receiving an assistantship are paid, like the faculty, on the 10th and 25th of the month. You can receive your paycheck via inter-university mail or by direct deposit in your bank account. By going to the Payroll Office (French Administration Building) and completing the necessary forms, university fees can be deducted from your paycheck and spread over 8 pay periods. This must be done each semester. Current information about fees can be viewed at http://www.wsu.edu/studacct/tuitionFees.htm. If you have any questions concerning payroll, contact the staff person who manages the payroll and associated responsibilities for the Department of Sociology.

Annual Review of Graduate Students

Graduate School policies make continuance of financial support dependent upon available funds from administration, adequate performance as a teaching assistant or research assistant, and satisfactory progress in completing the degree requirements of the program. Graduate students are evaluated yearly by the Sociology Department's graduate faculty to assess whether they are excelling, meeting expectations, need improvement, or not meeting expectations with regard to the program. This review is typically conducted near the end of the Fall semester and students are informed of their progress by way of a written letter sent to them in the Spring semester.

Students are evaluated by faculty members using the following criteria: ability to understand and interpret sociological literature, ability to formulate a research question, ability to answer questions pertaining to understanding sociological problems and research, ability to formulate and test hypotheses, ability to interpret and present results in oral and written formats, ability to collect and analyze data, ability to import sociological ideas and research to a non-specialist audience (teaching), demonstration of high level of organization and timeliness, demonstration of enthusiasm for their work, frequency of interactions with faculty, taking of responsibility for their progress, and taking of responsibility for their professional development.

One component of the annual review is your self-assessment regarding progress over the past year. The self assessment is required of all graduate students, regardless of year in program, and future funding is partially contingent upon completion of this assessment. Another key part of

the yearly assessment is faculty reviews of your performance. Although any faculty member may contribute, it is generally committee members and faculty from whom you have taken classes and/or worked as a TA or RA who assess your performance. The annual review is meant to offer you constructive feedback and guidance about the trajectory of your graduate work and to encourage timely completion of work.

Satisfactory Performance: Performance is assessed across several dimensions including graduate course work, execution of TA/RA duties, and professional activity and development. Indicators of professional development include such activities as preparing a manuscript for peer-review, submitting a grant proposal, presenting research, attending a professional conference, serving on department committees, and attending department colloquia. Unusual teaching demands and other known extenuating circumstances may be taken into account.

At minimum, you must maintain a grade point average of at least 3.0 throughout your graduate career. If the GPA falls below 3.0, the Department must petition the Graduate School to allow you to continue the program.

Incomplete grades, ethical breaches, and insufficient progress also are factors affecting performance evaluations. An *Incomplete* ("I") defers a grade for a student who, for reasons beyond his/her control, is unable to complete the assigned work on time. Ordinarily, new or renewed appointments will not be approved for students who have a grade of "I" on their record for longer than one semester or summer session.

Satisfactory Progress: "Satisfactory progress" refers to timely goal attainment within the M.A. and Ph.D. programs, as defined by the Graduate School and by the Department of Sociology in this document. Student progress is confirmed through annual review by the faculty.

Once self-reported and faculty-reported assessments are collected, a summary and recommendation is presented by the Director(s) of Graduate Studies to the Sociology Graduate Faculty. The faculty examines each student's performance and a collective recommendation is rendered regarding satisfactory performance and progress. Recommendations for continuance of funding are made at this time.

A letter will be sent to you regarding your progress over the past year as judged collectively by the graduate faculty. Typically, students making satisfactory progress are funded. Negative evaluations will be expressly explained and any conditions for future funding will be set forth (e.g., defend by a specified date). Evaluations should be discussed with your advisory Committee or the Director(s) of Graduate Studies if further clarification is needed, the evaluation was negative, or the basis of evaluation seems vague or inappropriate.

Annual Awards to Graduate Students

The Department of Sociology grants more than ten Scholarships, Fellowships, and Awards each year to recognize or foster outstanding graduate student research, instruction, and other achievements.

Graduate student research is funded by the Dissertation Award, the Morgan Fellowship, and the Yoder Fellowship. The James F. Short Research Award recognizes exemplary graduate student research. Excellence in graduate student instruction is conferred by the DeMartini Teaching Award; teaching excellence is fostered by a DeMartini Grant for travel to attend teaching-related workshops and conference sessions. Other awards encourage diversity of backgrounds and interests, fund travel, and otherwise support graduate student scholarship.

You are encouraged to apply for these competitive awards. Applications are due the first Monday in March. Awardees are recognized at the annual Spring Banquet in April. Description and application information is on our website.

Funds for Conference Travel

You are encouraged to attend and to present research at professional conferences, particularly while on the job market. Several awards help defray travel costs for professional development. Department travel grants are the DePew Memorial Scholarship and the DeMartini Travel Grant (see Annual Awards, above).

The Graduate & Professional Student Association (GPSA) also funds conference travel: **http://www.gpsa.wsu.edu/services_travel_grants.aspx**.

The Role of Faculty Mentors and Advisors

"A *mentor* is a faculty person who assists scholarly development, contributes to intellectual stimulations, and fosters professionally enriching relationships with graduate students…one who nurtures a rapid transition from graduate student to colleague through insightful guidance, trust, and mutual respect" (*Washington State University Graduate Student Code)*.

Your mentor is expected to interact with you on a regular basis to provide advice and guidance related to professional development. You may change mentors at any time, without fear of reprisal.

As described in the *WSU Graduate Student Code*, mentors and advisors will:
- Interact in a professional and civil manner consistent with nondiscrimination and sexual harassment policies of the University
- Demonstrate collegiality in the classroom and in supervisory relations to encourage independent learning
- Develop clear expectations about research responsibilities including timelines for completion (e.g., research assistantships, theses/dissertations)
- Provide feedback on work in a timely manner
- Discuss authorship arrangements **in advance** of entering into collaborative projects
- Acknowledge student contributions to research presented at conferences or in professional publications

- Act in the student's best interest by: preventing faculty rivalries from interfering with their duties as mentors/advisors/committee members; not impeding student progress for the benefit of the student's teaching or research assistance; excusing themselves from supervising a student when there is an amorous, familial, or other relationship causing a potential conflict of interest; and refraining from requesting students to do personal work (e.g., child care, home/personal projects) without appropriate agreement and compensation.

When Difficulties Arise

Difficulties in one's academic career sometimes arise and it is important to know how any concerns you may have are normally handled at WSU. The first course of action is to *talk to your mentor / advisor* to resolve your concerns. If a remedy is not possible, you and/or your advisor can seek advice from the Graduate Studies Director(s) and then the Department Chair. If there is a reason why these individuals cannot be approached, problems may be taken directly to the appropriate office. Depending on the nature of the issue, you might wish to consult the Ombudsman (an impartial resource to assist all in the university community), the Office for Equal Opportunity, or Graduate School personnel. Academic issues are handled by the Assistant and Associate Deans. Student conduct issues are handled by the Office of Student Conduct. Other matters may be referred to the Committee on Graduate Student Rights and Responsibilities (CGSRR).

Exceptions to Policy

You may petition for exceptions to the policies described in this *Handbook*. For exceptions to Departmental policies, the petition should be submitted in writing *through the major professor* (your Advisor) to the Graduate Studies Committee. For exceptions to University Policies, the petition "should be submitted in writing *through the major professor* and the Chair of the major department/program to the Dean of the Graduate School. The Dean may then act upon the request or refer it to the [University] Graduate Studies Committee."

Ethical Considerations

Academic Integrity

You are expected to uphold high standards of scholarship and conduct in your roles as student, teaching/research assistant, and researcher. The Department of Sociology fully supports the academic integrity policies outlined in the Washington State Standards of Student Conduct. For updated policy documents, see http://conduct.wsu.edu.

Academic dishonesty includes, but is not limited to: plagiarism (presenting other's information, ideas, or phrasing as one's own without proper acknowledgment of the source); fabricating data,

research procedures, results, or citations; cheating; facilitating acts of dishonesty by others; possession of computer files or written documents without express permission (e.g., exams); and unauthorized multiple submission of the same work. Violations will be adjudicated using procedures described by the Office of Student Conduct.

One instance of academic dishonesty is likely to result in *termination* of one's duties and financial support. Ignorance of these policies is not a defense. If you are unclear about what constitutes a violation of policy, speak with your advisor.

Sociology Department Computer Privacy Policy

The Department of Sociology considers all computer files, programs, electronic storage materials etc., to be the private property of the person who created them. This means that access to such materials is limited to their creator and such others who receive explicit permission from the creator. In that sense, they are to be treated as any written material (data forms, papers, notes) that might be kept in a desk or file cabinet. In the absence of explicit permission, acquisition of such materials is considered theft. Unauthorized perusal of another's computer files is a serious invasion of privacy; unauthorized use of another's data is plagiarism; unauthorized modification to other's programs is vandalism.

Sociology Department's Statement on Ethics

The purpose of this statement is to acknowledge the nature of professional responsibilities as educators toward students, the subjects of and participants in students' research, and to our colleagues at Washington State University and in the wider discipline.

Sociology faculty at Washington State University affirm and support the Code of Ethics developed by the American Sociological Association. We acknowledge that it is our responsibility as educators, practitioners and researchers to ensure that our students are trained to be sensitive to ethical issues and to work in accordance with the ASA Code of Ethics.

Therefore, the Department's ethical expectations include all of the following:

- All course work in research methods and practice will include appropriate consideration of ethical issues.
- Students doing research must comply with the ASA Code of Ethics and applicable institutional research guidelines, including human subjects review procedures. For updated ethics code documents, see http://asanet.org/
- Students who do research to fulfill course work requirements, to meet degree requirements in Sociology, or as a representative of the University or Department, must do so under the direct supervision of sociology faculty.
- Students must have explicit permission of a sociology faculty member before beginning the research, and must continue to receive supervision from a sociology faculty member while the research is in process.

- Supervising faculty, generally, will be the chair of the student's committee or any assistant, associate, or full professor in sociology.
- Sociologists who, as members of this faculty, supervise student research will exercise their professional judgment in guiding the student with respect to ethical issues that arise in the course of the student's research.
- Owing to the supervisory capacity of faculty with respect to student research, any promise of confidentiality that exists between researcher and members of the research population necessarily extends to the supervising faculty, and respondents must be informed of this fact.

Institutional Review Board and Responsible Research

All research conducted on human subjects must have prior approval by the WSU Institutional Review Board: http://www.irb.wsu.edu/

At the above link, you will find (1) Human Subjects Forms & Information, and (2) a Human Subjects *Required* CITI Training Course.

PART TWO. EARNING A MASTER'S DEGREE

Earning a Master's Degree requires completing course work and an independent research project, the Master's Thesis. You must successfully complete at least 30 hours of course work to earn a Master's degree in Sociology—including at least 21 hours of graded course work.

Ultimately, you will need at least three faculty committee members, the majority of them in Sociology, to form a Master's committee, but the first step is to find a Sociology faculty member to chair your committee. To select a chair, look around the department: Who is doing work that interests you? Who seems like someone with whom you could work? Do you need someone who will allow you a great deal of autonomy or do you require a lot of guidance? Ask other graduate students about how it is to work with particular faculty.

Program of Study – the basis for your degree requirements, once approved

Before the end of your first semester (**no later than Dec 1**), you need to file your Program of Study with the Graduate School, through the Sociology Graduate Program Coordinator. The Program form, and all other Graduate School forms, can be accessed on the Graduate School web site: http://gradschool.wsu.edu/facultystaff-resources/18-2/.

Your *Program* is a plan of study that documents the list of seminars that you intend to take to fulfill the requirements of the Master's Degree, and the names of the faculty who will guide you through your thesis work. Each member of your MA committee must sign your program. Your Program must also include mention of your thesis topic. This can be quite general; it is not

necessary to state the exact nature of your thesis. The Graduate School will approve your planned course of study when it meets department and Graduate School minimum requirements for a degree. When you finish your MA thesis and apply to receive your MA degree, your Program of Study will be compared against your transcript of credits earned.

To earn an MA, you must successfully complete each course that is listed on your Program. However, it is likely that you will substitute various courses for those you initially planned. It is relatively easy to delete or add specific courses ("Change of Program" form) and/or faculty committee members ("Change of Committee" form) in order to meet changing interests. Faculty members understand that a student's interests and needs change and so committee changes are not uncommon. *Please inform faculty members who are removed from your committee.

Prior to the start of your fourth semester, after registering for seminars, verify that your Program of Study reflects your course record on your transcript. File Change of Program or Committee forms as needed. Not all of the courses you take must be included on your program, but you must take all courses listed on your program.

The Thesis

"The thesis is a scholarly, original study that is a significant contribution to the knowledge of the chosen discipline." (*Graduate School Policies and Procedures*)

Generally, you will design your project in close consultation with the Chair of your committee. The thesis itself may be of any length, but many students opt to write one that is "article-length" (facilitating their submission of the final document for publication).

You may use an existing data set, or collect your own data. Whatever you choose to do, make sure your thesis project is one that can be accomplished in a reasonable amount of time (see "Satisfactory Progress Chart" on page 14).

Overview of the Thesis Process

i. Begin by having informal discussions with faculty members with whom you share interests. Talk about topics, timelines, research methods, and ethical issues. Decide upon a Chair, who can help you form a committee.

ii. In consultation with the Chair of your committee, discuss how to proceed with the research topic you have chosen. A typical next step is to write a "proposal." In your proposal, describe the research questions or hypotheses you intend to address, your preliminary reading of the relevant literature, the methods and strategies you intend to use, and so forth. Generally, a student shares the proposal first with the committee Chair before distributing it to other committee members.

iii. Provide a copy of your proposal to each member of your committee and ask for feedback.

iv. Write a final version of the proposal and give copies to each member of your committee.

v. Schedule a meeting with members of your committee. The goal of this meeting is for everyone to leave the room with a similar idea of what your research is going to be, how you will proceed, and the kind of product you anticipate will result. It is appropriate for you to ask questions of your committee members to make sure that everyone is satisfied with your proposal.

vi. If the research involves human subjects you must have completed the human subjects training course—CITI—before you can submit an application to the Institutional Review Board. It can be accessed at: http://www.irb.wsu.edu/citi.asp. Then, complete the form required by the WSU Institutional Review Board and, under the supervision of your Chair, obtain approval before you begin your research http://www.irb.wsu.edu/forms.asp.

vii. As you conduct your research and begin to write, provide regular progress reports to the Chair of your committee. Occasionally update your committee members on your progress. Consult with your Chair if you have questions about how much information you ought to provide to other Committee members. Of course, you ought to call upon other members of your committee whenever you need/want their expertise.

viii. Once your research is complete, your thesis is written, and approved by your committee chair, give each member of your committee a working draft. A working draft is one that has a title, is properly formatted, written in complete sentences, includes a bibliography, and so forth. The closer your draft to final form, the better the quality of comments you can expect to receive from your committee members. Different faculty will have different expectations and interests, so be sure to discuss these expectations with committee members ahead of time.

ix. Your committee is responsible for approving all aspects of the final thesis before you schedule the final examination. After each member agrees that the thesis is ready to defend, a thesis Defense may be scheduled. To schedule a Master's defense you must:

- Have an approved Program of Study on record with the Graduate School, identifying your *current* committee configuration and coursework. Submit Change of Committee/Program of Study forms to make adjustments to your initial Program of Study.
- Have completed or be enrolled in all the required course work
- Be registered for a minimum of two credits of Soc 700 for the semester or summer session in which the final thesis defense examination is to be taken
- Submit the Scheduling form to the Graduate School 10 or more working days prior to the anticipated examination. When committee members sign the Thesis Acceptance/Final Examination Scheduling form, they indicate that a thesis, suitable in format for submission to the Library, has been given their approval (*Graduate School Policies and Procedures*). The candidate must present an electronic draft copy of the thesis, complete in format, with the scheduling form. Do NOT assume faculty members will sign a form for an incomplete thesis.
- Submit the Application for Degree form to the Graduate School

- Pay the $50 graduation fee by the time the defense is scheduled.

xi. The Defense. Before the defense, discuss the process with your Chair. Each MA Committee member must attend. Defenses are "public," so other faculty and students may attend as well. A thesis defense generally lasts about an hour (and may last no more than 90 minutes). Members of your committee will ask you questions about how you conducted the research and analyzed your data, and the implications of your work. Other faculty attending the defense may ask questions as well.

If 75% of the eligible faculty who attend the defense and vote agree that you have successfully defended your thesis, you pass. The vote itself is conducted in closed sessions by written ballot (students will not be present).

In the unlikely event that you fail the thesis defense, the Graduate School permits that a "second and final attempt may be scheduled at the request of the major department/program after a lapse of at least three months."

xii. Submit an electronic copy of your successfully defended thesis to the Graduate School. One copy of the signature page on 100% rag bond (cotton paper) must be signed in black ink by all committee members and returned to the Graduate School within 5 working days for final acceptance. When theses are electronically submitted to the Graduate School, paper copies of the title page, abstract and signature pages are still required.

Creating Your Program

Calculating Course Requirements for the MA Program

The program of study for a Master's Degree requires a minimum of 30 total credits (hours) of course work. Of these 30 credits:

- At least 21 credits must be in graded course work
    - At least 15 credits in graded course work must be 500-level courses
    - No more than 6 hours may be earned from 300/400-level courses
    - No more than 10 hours may be from outside the department
- No more than 6 hours may be transfer-credits from another school
- At least 4 hours must be in ungraded Soc 700 ("Thesis Hours"), 2 of which must be taken in the semester the thesis will be defended

*Audited courses may not be used for the Program of Study.
*Students must re-take courses listed on the Program in which they do not earn a grade better than a C-.
*All full-time Master's Degree students must register for one Thesis Credit (Soc 700) *each semester* to track faculty advisor effort (*Graduate School Policies & Procedures)*.

- 700-Level Research Credits are for students working on master's research and/or examination.
- For each semester a student is enrolled in research credits, students should discuss expectations with his or her faculty advisor who will provide a grade based on whether the student met those research expectations.
- Credits are awarded for a grade of Satisfactory (S); no credit is awarded for a grade of Unsatisfactory (U). A grade of U will be assigned in the event of a failed exam or when the student otherwise does not fulfill requirements related to their research, including plagiarism or academic dishonesty of any kind related to the research.
- Two U grades for 700 credits may lead to dismissal from the Graduate School.

*A full-time academic load is 10 to 12 credits during the academic year.
*Students who serve as TAs or RAs are *required* to enroll full-time each semester. Students on summer appointments as teaching, research, or staff assistants must register for 3 credit hours during summer sessions, usually 700 Thesis Hours.

MA Programs must include the department's core courses:

- Soc 511 Data Management (3 graded hrs)
- Soc 520 Research Methods in Sociology (3 graded hrs)
- Soc 517 Seminar in Contemporary Social Theory (3 graded hrs) OR Soc 510 Development of Social Theory (3 graded hrs)
- Soc 521 Regression Models (3 graded hrs)
- Soc 591 Sociology—The Profession (2 semesters) (total of 2 ungraded hours)

- Soc 700 Thesis Hours (at least 4 ungraded hours, with 2 during semester of defense)

Students enrolled in Sociology 521 should have completed at least one introductory statistics course at either the undergraduate or graduate level.

Course Rotation: Typically, the Department offers four substantive graduate courses, an advanced analytic techniques course, and an advanced methods course each year. The advanced analytic techniques course is offered yearly in the fall, alternating between advanced regression (Soc 522) and Special Topics in Advanced Regression (e.g., networks, spatial analysis, multilevel modeling). To increase predictability and facilitate graduate training, graduate seminars rotate through the Department's identified areas of training expertise, with each area offering a seminar every two to three semesters. To view current and upcoming offerings, see: https://soc.wsu.edu/graduate-program/current-graduate-students/current-courses/

Transfer Credits: Credits appropriate to the program of study earned in other accredited graduate schools while in graduate student status may be applied toward a student's graduate degree program at WSU. Grade must be B or higher. Credits for an MA may not be more than 6 years old at the time of submission. Transfer credits cannot be from a previously earned Master's degree. Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive credit. Please note that the maximum time allowed for completion of a master's degree is 6 years from the beginning date of the *earliest* course applied toward the degree; this includes any transfer credits earned toward the WSU degree.

Clarification of the Graduate School's transfer credit policy is available here in the Graduate School manual:
https://gradschool.wsu.edu/documents/2017/03/policies-procedures-manual-2017-18.pdf/

Worksheet for MA Program

Typical Program

First year—Fall Semester (Sociology Classes)		*Credit Hours*
520	Research Methods in Sociology	3
511	Data Management	3
___	*Elective*	3
591	The Sociology Profession (Research) (Pass/Fail)	1
700	MA-level Research hours	<u>1</u>
	Total:	11

First Year—Spring Semester (Sociology Classes)		
517	Seminar in Contemporary Sociological Theory	3
521	Regression Models	3
___	*Elective*	3
591	The Sociology Profession (Teaching) (Pass/Fail)	1
700	MA-level Research hours	<u>1</u>
	Total:	11

Second Year—Fall Semester (Sociology Classes)		
___	*Elective*	3
___	*Elective*	3
___	*Elective (e.g., Soc 522, Adv Analytic Tech)*	3
700	MA-level Research hours	<u>3</u>
	Total:	12

Second Year—Spring Semester (Sociology Classes)		
___	*Elective*	3
___	*Elective (Advanced Methods)*	3
700	MA-level Research hours	<u>6</u>
	Total:	12

Notes:
1. When you fill out your program, include all courses needed to earn the MA degree—*even those you have yet to complete.*
2. You are expected to be enrolled in *at least* one graded course (400-500 level) each semester, except during the semester in which you are writing your thesis when all credits may be in Soc 700. You are expected to enroll for at least one hour of Thesis Credits (Soc 700) every semester, under the name of your main advisor (or, in the case of your first semester at WSU, your assigned initial faculty mentor).
3. While in residence at WSU, you must be registered for at least 10 credit hours each semester. Consult with your committee chair about your course plan.
4. Not all of the courses you take must be included on your program, but you must take all courses listed on your program. In cases when a course listed on your program is not offered or another need arises, file a "change of program" with the Graduate School.

PART THREE. EARNING A DOCTORAL DEGREE

Earning a doctoral degree requires completing course work, passing preliminary examinations, and conducting/defending an independent research project – the Dissertation. To earn a PhD, you must choose an area of Sociology in which to specialize, demonstrate mastery of knowledge in that area, and conduct original research to advance the field.

Ultimately, before the end of your first post-MA semester at WSU, you must find someone to Chair your dissertation committee. Look around the department: Who is doing work that interests you? Who seems like someone with whom you could work? Do you need someone who will allow you a great deal of autonomy or do you require a lot more guidance? Ask other graduate students about how it is to work with particular faculty.

Before the end of your first post-MA semester, you need to file your Program of Study with the Graduate School. Essentially, your Program of Study is a list of classes that you intend to take to fulfill the requirements of the PhD degree, and the names of the faculty who will guide you through your thesis work. Each member of your committee must sign your program. The Program form may be downloaded from the Graduate School and should be filed through the Sociology Department's Graduate Program Coordinator.

On the Program form you will list the courses you have already taken (toward the MA) as well as those you intend to take to complete the coursework requirements for a PhD. You must also indicate the title or topic area of your dissertation. The description of your dissertation topic can be general and later changed to better reflect your specific topic as your ideas develop. The Graduate School will approve your planned course of study when it meets department and Graduate School minimum requirements for a degree. When you finish your PhD and apply to receive your degree, your Program of Study will be compared against your transcript of credits earned.

To earn the PhD, you must successfully complete each course that is listed on your Program. However, it is likely that you will substitute various courses for those you initially planned; or you might change the configuration of your committee. It is relatively easy to change your program to delete or add specific courses ("Change of Program" Form) and/or faculty ("Change of Committee" Form) to adapt to changing interests. Please inform any faculty members removed from the committee of the change.

Prior to the start of your final semester, verify that your Program of Study reflects your _current committee configuration and your_ course record as it appears on your transcript. File Change of Program or Committee forms as needed.

Entering the Program with a Master's Degree from Elsewhere

Students entering the Program with a Master's degree in Sociology from another university are strongly encouraged to spend the first year of study at WSU taking core Theory, Statistics, Methods, and Professionalization/Teaching seminars with other first-year cohort members.

Participation in these fundamental courses further prepares students for more independent scholarship and enhances socialization into the department and discipline. To accommodate these coursework expectations, students entering the program with an MA from elsewhere are permitted *four* years to complete the PhD, allowing the first year to be devoted to fundamental coursework and becoming familiar with graduate faculty in the program before embarking on independent research. However, if you believe your situation is *exceptional*, you may consult with the Graduate Director(s) and your Advisor about electing out of a required course. Graduate School policy is to allow no more than 10 years of study to earn the PhD, starting from the beginning date of the *earliest* course applied to the PhD, including transfer credits.

In order for the sociology department to accept an MA from another institution or program, students must submit their MA thesis, paper, or project to the Graduate Studies Committee for review. If the MA is from a discipline *other than Sociology,* it will be accepted or rejected based on criteria including:

1. Illustrating independent research and asking and answering of a research question
2. Illustrating knowledge and familiarity with sociological (or closely related) theory, methods, and literature; and
3. Illustrating academic skill commensurate to the master's level.

After evaluation of the MA work, the Graduate Studies Committee will provide one of three decisions: Reject; Accept with Reservations (and, for non-Sociology MAs, the suggestion that the student pursue an MA in sociology at WSU); or Accept without Reservations. MA work can be turned in to the Graduate Coordinator (electronic copies preferred), who will pass it along to the committee.

For students whose MA is in Sociology, a second MA cannot be pursued in Sociology at WSU. For those students, this process is advisory. Students who receive the Accept with Reservations decision regarding a Sociology MA will be encouraged to speak with their advisors regarding ways in which to strengthen their background in Sociology prior to the CWE process.

Preliminary Exams

After you complete your Master's thesis, you will participate in Preliminary Exams or prelims. The prelims consist of two separate components.

Component One: Portfolio Preparation

Goal:
Demonstrate student's academic writing and competency in responding to scholarly critique, faculty support for research agenda, and professional development.

Students preparing to take their preliminary exams will enroll in 2 credits of Sociology 800 in the Fall semester, under their main advisor. Earning these research credits will require the

completion of a professional portfolio. There is no other scheduling paperwork required for this component of the preliminary exam.

Portfolio content:
  (1) **Professional Statement** (no more than 1500 words). The narrative, written in consultation with one's main advisor, should synthesize academic experiences in the graduate program as they relate to program objectives, elaborate one's professional goals as a scholar and educator, and describe professional objectives for the future, including how their interests align with the WSU Sociology Department's faculty expertise. The statement should also address the student's rationale for including each document (i.e., how does that piece show mastery of certain program goals), and lessons learned from writing each document (i.e., concrete skills, knowledge, or what not-to-do, etc.)

  (2) **Curriculum Vitae.** Using professional standards, list your qualifications and accomplishments in the areas of Research, Teaching, and Service to the department, college, university, discipline, and/or larger community

  (3) **Two examples of student scholarship**. These may include MA theses, papers developed from MA theses, revised graduate seminar papers, publications or manuscripts for publication, book chapters, or other scholarship that demonstrates competencies. Only one can be co-authored; at least one must be sole authored. If co-authored, the work can include more than two co-authors but the student must be the first author and the other coauthor(s) must describe the division of labor in a memo.

Evaluation:
An annual rotating committee of two graduate faculty members plus a student's main advisor will serve as the evaluation committee, hereafter the student's Faculty Examination Committee (FEC). The two "at-large" faculty members will be selected by a random process to the FEC by the department chair annually. A student's main advisor will serve as the third member of his/her FEC. At the beginning of each fall semester, the Department Chair will write a memo to the Graduate School identifying the two "at large" faculty members (and a substitute) to serve on FEC in that academic year, thereby eliminating the need for a student to file numerous change of committee forms. A committee is appointed from August 15-May 15 and charged with the evaluation of portfolios and revisions in the given academic year. If a student's chair is selected to serve as an at-large member on the FEC in a given year, the appointed substitute will serve as one of the FEC members. If a student's chair is on sabbatical, the student should discuss and make plans with his/her chair to identify a substitute chair for this process. File a Committee Substitution form with the Graduate School.

The FEC will use all of the following criteria to evaluate the portfolio.

  1. Extent to which the student has developed academic goals and interests consistent with departmental strengths/faculty expertise and has crafted a plan to achieve those goals.
  2. Articulates a cohesive, logical research agenda in the professional statement.

3. Extent to which progress has been made toward professional objectives.
4. Evidence of professional development.
5. Quality of scholarship submitted. Collectively, the body of scholarship must:
    a. Formulate a viable sociological research question located in a larger body of knowledge
    b. Collect or identify appropriate data to draw conclusions about the research question
    c. Apply or identify appropriate research methods and describe the methods accurately
    d. Recognize shortcomings or limitations of (proposed) research and findings.

After the FEC evaluates a student's portfolio, they will:

1. Provide an assessment of either "S" (satisfactory), "U"(unsatisfactory), "X" (work in progress), or "I" (incomplete), based upon the assessment of the majority of faculty who assessed the work.
2. Inform the student and graduate faculty of the outcome.
3. Provide written feedback on the portfolio. The feedback may be general in nature OR specific to each component of the portfolio.

In the case of an "S" grade, the student should file his or her preliminary exam scheduling form with the Graduate School (through the Sociology Graduate Program Coordinator) once the department announces the ballot meeting date for the spring semester.

In the case of an "X" grade denoting the need for continued progress toward completion, a student can treat it like a revise & resubmit on a journal decision. The student is responsible for revising the professional statement and portfolio, crafting a memo in response to the problem areas identified by the committee. Revised portfolios can be turned in for re-review any time after a student receives feedback up until prior to the end of the following spring semester. However, the FEC must have enough time to assess the revised portfolio before final grades are due. Therefore, all resubmissions must be received at least two weeks prior to the last day of instruction for the term. An "X" grade will be replaced with an "S" grade (with a formal change of grade form filed by the student's chair) when a student submits an acceptable portfolio. The need to revise will likely affect his or her progress and funding in the program. Students who receive an "X" should discuss the matter with his or her advisor regarding timing and strategy for revision.

An "I" grade may be used when a student cannot complete the requirements due to an exceptional situation beyond the control of the individual. S/he has one year to satisfactorily complete the portfolio requirements. An "I" grade will be replaced with a "S" or "X" grade (with a formal change of grade form filed by the student's chair) when a student submits a portfolio.

A "U" grade may be assigned for unsatisfactory performance or for unfulfilled requirements, such as when an "X" is replaced with a "U" in cases where a student cannot develop a satisfactory revised portfolio within the specified timeframe.

In keeping with Graduate School policy, any student who receives 2 "U" scores may be dismissed from the Graduate School. All potential dismissals because of failure to make progress on the portfolio will be discussed in a full meeting of graduate faculty.

Timing & Procedures:
Students will enroll for Sociology 800 (Portfolio-Research Credits) in their third year if they entered with a BA/BS or second year if they entered with an MA/MS. However, a student may not submit a portfolio for evaluation until she/he has successfully defended his/her MA thesis. A student's main advisor may request an exception to department policy that would allow the student to submit the portfolio while s/he finalizes his/her MA thesis or to delay portfolio submission due to an exceptional circumstance. Requests for exception must be made in writing and submitted to the Graduate Studies Committee who will make the final decision regarding exceptions. Extensions will be treated as major deviations from normal progress in the program, which may jeopardize funding. Students who are approved to defend an MA thesis in the Fall of their third semester *and* complete the portfolio within the same semester should register for two credits each of Soc 700 and Soc 800.

Portfolios are due to the Graduate Coordinator NO LATER THAN December 1 (by 4pm) of the year a student enrolls in portfolio research credits. Submit the portfolio components as PDF files using the following file naming conventions: ProfStatement_ YourLastName_date; CV_ YourLastName_date; WritingSample1_ YourLastName_date; WritingSample2_ YourLastName_date. The evaluation committee will provide assessment to students no later than the date grades are due at the university. Students who cannot meet the December 1 Portfolio deadline due to delayed progress on the MA thesis are at risk of losing departmental funding.

Example of the Portfolio Evaluation Rubric (Preliminary Examination)

Portfolio Evaluation Criteria (please check one column per row):

NARRATIVE &CV	absent/inadequate	needs work	meets expectations	exceeds expectations
Academic goals/interests consistent w/ departmental strengths/faculty expertise				
Formulates feasible plan to achieve goals				
Logical research agenda articulated in professional statement				
Demonstrates progress toward stated professional objectives				
Evidence of professional development				
SCHOLARSHIP				
Scholarship submitted formulates viable sociological research question located in a larger body of knowledge				

uses/identifies appropriate data to draw conclusions about research question			
uses/identifies appropriate methods & describes the methods accurately			
Recognizes shortcomings or limitations of (proposed) research & findings			
FINAL ASSESSMENT (select one)	**Unsatisfactory**	**X-Needs Revision**	**Satisfactory**

Component Two: Area Paper

Goal:

Demonstrate ability to synthesize and contribute to knowledge about a substantive area of sociology and identify gaps in that knowledge base.

Content:

(1) **Area Paper** (5000-6000 words, exclusive of references. Include word count after title. Abstract of 150-200 words suggested, not counted toward word limit.). The paper will be an analytic, critical review of a literature that encompasses one topic within a sub-area of sociology that is determined in consultation with a student's main advisor. It should demonstrate mastery of this subfield by critically reviewing foundational works on the topic as well as by discussing important contemporary debates in the literature (i.e., last 10 years). This critical review should lead to discussion of fruitful avenues for future research, given the knowledge gaps identified by the student. The review should be supported with a comprehensive cited reference list useful to one interested in understanding the history of thought and new developments in a specific area. This review can be modeled after *Sociology Compass*.

Your review should be driven by a question, such as:

- What debates are driving the subfield? What does new research add to these debates or the field more generally?
- Is a new school of thought or paradigm developing in the subfield? If so, how is the new perspective related to or a departure from previous schools of thought? If not, what promises to be an emerging perspective?
- Can you offer a fresh perspective on developments in the subfield? This discussion might be theoretical or methodological. What are the critical points needing further exploration?
- By comparing across sections or boundaries, are there related developments happening in different sub-fields?
- How has the subfield affected public policy or impacted social life in other ways?

Students should identify a topic in consultation with their advisors, but should not receive critical feedback or editing on drafts of the paper from faculty members in or outside the department, from other students, or anyone else. The area paper must be the student's independent scholarship drawing on published research. Paid copyediting or proofreading services are not permitted; however, one-on-one writing assistance can be sought from the WSU Graduate and Professional Writing Center.

Evaluation:

The same annual rotating FEC will evaluate the area paper (see above in discussion of Component One).

Papers should demonstrate a student's comprehensive knowledge of past and current research in their field of expertise. The FEC will use the following criteria to evaluate the paper:

 a. Suitability of topic of sociological inquiry
 b. Completeness of reference list to encompass a subarea of sociology
 c. Comprehensiveness of coverage and sufficiency of the level of detail
 d. Ability to identify shortcomings / knowledge gaps in the literature
 e. Ability to propose logical and feasible future directions of inquiry

A student must pass all five components (a-e) to pass the preliminary examination. After evaluation, the FEC will provide an overall assessment of "high pass," "pass," or "fail." A student who fails is allowed one chance to redo the area paper, a policy in keeping with the Graduate School preliminary exam process. The evaluation committee will provide feedback that indicates area(s) (a-e, above) where competency was not adequately demonstrated. These deficiencies will be summarized in writing and conveyed by the student's main advisor.

Pass: A grade of "S" will be assigned for 800-credits during the semester a student passes his/her initial exam.

Fail: A grade of "X" will be assigned for 800-credits during the semester a student fails his/her initial preliminary exam. If a student passes his/her second attempt, the "X" will be replaced by an "S" and an "S" will be assigned for the current semester. If a student fails his/her second attempt, a grade of "U" will be assigned for 800-credits during the semester s/he took the exam. A grade of "U" also will replace the "X" grade assigned to the initial attempt.

A student required to re-write the area paper should include a memo succinctly describing how s/he addressed the deficiencies in the initial area paper identified by the FEC. In the event a second exam is required, the FEC "on assignment" will use both the written comments by the previous FEC and the student's memo to assess the revised paper so that their review is in line with the initial set of critiques to which the student was responding. If a student desires, an effort will be made to appoint the same FEC members as the first examination to re-evaluate the revision, but this may not always be possible and is not guaranteed.

Timing & Procedures:
Students approved to proceed to the second component (Area Paper) of the preliminary exam should prepare a Preliminary Examination Scheduling form for the Graduate School, listing the ballot meeting date identified by the department and bearing the signature of her/his dissertation committee chair. Submit this scheduling form by **February 1** to the Graduate Program Coordinator, who will assist in obtaining the additional signatures from faculty examining committee (FEC) members and transmit the forms to the Graduate School.

**Examining students may have no more than *6 graded credits in process or outstanding* on their programs of study when Prelims are scheduled. Although the Graduate School may grant policy exceptions in some circumstances (e.g., remaining coursework is unrelated to exam material), plan coursework to meet requirements. Recall that you must take all coursework listed on your program of study, but you need *not* list all coursework you take on your program of study. File any necessary Change of Program forms *prior to* submitting your scheduling form.

Students will email a copy of their paper (as a PDF attachment) to the Graduate Program Coordinator by NO LATER than 4:00 pm on April 10th of their 3rd year if they enter with a BA/BS or their 2nd year if they enter with an MA from elsewhere. Use the following file naming convention: AreaPaper_ YourLastName_year. Failure to turn in a paper, or turning in one after the required deadline, will result in a "fail" and may affect the student's progress and funding in the program. A student's chair may request an exception to this requirement to make normal progress by submitting a written memo to the Graduate Studies Committee. This request for an off-time exam should be made in advance of exam scheduling, save for exceptional circumstances when this is not possible. All ballot meetings for the cohort of examinees will be held at one time before the end of the same semester. The evaluation committee will provide assessment to students within 30 days of the ballot meeting.

A student who receives a "fail" on the area paper must turn in a rewritten paper to the evaluation committee on September 30th. "Off-time" area papers typically will be turned in on September 30th (e.g., unless otherwise specified in the memo of exception; exceptional circumstances arise). Examining students should submit a Preliminary Exam Scheduling Form to the program coordinator by **September 1st** (see above for submission process).

After you pass your prelims you will be formally "admitted to candidacy" in the PhD program. If you fail your prelims you will be re-examined no sooner than three months. The second attempt to pass prelims is the final attempt. According to Graduate School policy, "a student who has failed two preliminary examinations may not become a candidate for the doctorate and the student's enrollment in the Graduate School will be terminated" (*Graduate Policies & Procedures*, Chapter 8, Section C).

Example of the Area Paper Evaluation Criteria (Preliminary Examination)

AREA PAPER Evaluation Criterion	Absent or Inadequate	Needs Work	Meets Expectations	Exceeds Expectations
Suitability of topic of sociological inquiry				
Completeness of reference list to encompass subarea of sociology				
Comprehensiveness of coverage and sufficiency of the level of detail				
Ability to identify shortcomings / knowledge gaps in the literature				
Ability to propose logical and feasible future directions of inquiry				
OVERALL Assessment* (Circle One)		Fail	Pass	High Pass

*A student must PASS (meet expectations) in all five areas to pass the preliminary examination.

The Dissertation

"The dissertation is a scholarly, original study that represents a significant contribution to the knowledge of the discipline" (*Graduate School Polices and Procedures).*

A dissertation committee includes at least three faculty members, of whom the majority and the Chair are Sociology graduate faculty (for further information, see the Sociology Graduate Program By-Laws.). Committees can include members outside the department or the university, who are approved on a case-by-case basis.

The traditional dissertation in sociology is a monograph. However, you may choose an alternate "journal article" format. The Graduate School requires these dissertations to include at least two published or to-be-published manuscripts based on research done while at WSU where the graduate student is the sole or primary author. The department strongly recommends a format of at least three sole-authored papers. Co-authored papers with other graduate students will not be accepted. The article-style dissertation must include an introduction, discussion, and/or conclusion that integrates the presentation of the manuscripts and must be formatted according to standard Graduate School guidelines, including a table of contents, signature page, etc. When a manuscript is co-authored, the contributions of each author must be detailed in the introduction. For further detail, see the Graduate School's Dissertation and Thesis Submission Guidelines.

Overview of the Dissertation Process

i. It's typical to discuss your dissertation plans with the faculty member who has agreed to serve as the chair of your dissertation committee and then to engage other committee members in discussion about your plans. Once you have some good ideas, write a proposal that describes the research questions or hypotheses you intend to address, your preliminary reading of the relevant literature, the methods and strategies you intend to use, and so forth. In most cases, students share their proposals first with their Chair and obtain his or her approval before involving the other members of the committee—though this is not a rule. Discuss it with your Chair.

ii. Provide a copy of your proposal to each member of your Committee and ask for feedback.

iii. Write a final version of the proposal, taking faculty feedback into account.

iv. Upon approval from your chair, schedule a meeting with members of your committee. The goal of this meeting is for everyone to leave the room with a similar idea of what your research is going to be, how you will proceed, and the kind of product you anticipate will result. It is appropriate for you to ask questions of your committee members to make sure that everyone is satisfied with your proposal.

iv. If the research involves human subjects you must have completed the human subjects training course—CITI—before you can submit an application to the Institutional Review Board. It can be accessed at: http://www.irb.wsu.edu/citi.asp. Then, complete the form required by the WSU Institutional Review Board and, under the supervision of your Chair, obtain approval before you begin your research, if your research will involve "human subjects." IRB forms can be obtained online at http://www.irb.wsu.edu/forms.asp.

v.   As you conduct your research and begin to write, provide regular progress reports to the Chair of your Committee. Consult with your Chair if you have questions about how much information you should provide to other committee members, and when. Of course, you ought to call upon other members of your committee whenever you need/want their expertise. At least once a semester, make a point of acquainting each committee member with your progress.

vi. Once your research is complete, and your dissertation is written, provide each member of your committee with a complete draft (i.e., one that has a title, is properly formatted, written in complete sentences, includes a bibliography, and so forth). The closer your draft is to being a final one, the better the quality of comments/feedback you can expect to receive from the members of your committee. Obtain feedback and revise your dissertation.

Note: Some committee members prefer to see drafts of each chapter/or set of chapters as these are created rather than wait until all chapters are written. Make sure you understand the expectations of your committee members.

vi. Present a final draft of your dissertation to members of your committee. Once each member agrees that the dissertation is ready to defend, you may schedule a dissertation defense ("final oral exam").

- √ Have an approved PhD Program of Study on record with the Graduate School, identifying your *current* dissertation committee configuration and coursework you've taken that counts toward your degree. Submit Change of Committee/Program of Study forms to make adjustments to your initial PhD Program of Study.
- √ Prior to scheduling your defense, pay the graduation fee to the Cashier and keep your receipt for submission to the Graduate School. Pay the microfilming and optional copyright fee. File an *Application for Degree* form with the Graduate School.
- √ Scheduling your defense requires that each member of the Committee sign a form attesting to the fact that the dissertation is defensible (i.e., a copy of the dissertation, suitable in format and content for submission to the library, has been given preliminary approval). The *Dissertation Acceptance/Final Examination Schedule Form* must be submitted to the Graduate School at least ten working days prior to the scheduled defense. The Graduate School will schedule your final examination upon receipt of the Form and a properly formatted, electronic copy of the dissertation. So plan accordingly!
- √ At least five working days prior to the oral defense, you must submit a complete (electronic) copy of the dissertation to the Sociology staff member responsible for graduate student records for public display in the Sociology Main Office.

vii. The Defense. Each member of your Committee must attend. Other faculty and students may attend as well. A dissertation defense lasts at least one hour and may not exceed two and one-half hours. Talk with your chair about how the defense will be conducted. Members of your Committee will ask you questions about how you conducted the research, analyzed your data, and so forth. Other faculty may ask questions as well.

If 75% of the eligible faculty who attend and vote agree that you successfully defended your dissertation, you pass. The vote is conducted in "closed session" by written ballot (students will not be present).

In the unlikely event that you fail the defense, the Graduate School allows that "a second and last attempt may be scheduled after a lapse of at least three months."

viii.   A final copy of the dissertation (and related required forms) must be submitted in digital format to the graduate school <u>within five working days</u> for final acceptance. When dissertations are electronically submitted to the Graduate School, paper copies of the title page, abstract and signature pages are still required. These should be on 100% rag bond with the signature page signed in black ink by all committee members. For additional formatting guidelines, see: http://www.gradsch.wsu.edu/

Calculating Course Requirements for the PhD

The program of study for a PhD requires a minimum of 72 total credits (hours) of course work beyond the Bachelor's Degree, of which:
At least 34 hours must be graded graduate-level (500-level) courses
At least 20 hours must be in ungraded 800-level research credits[1]
No more than 9 hours from non-graduate courses (e.g., 400-level)
No more than 15 hours at WSU from outside the department
No more than 12 hours transferred from another graduate school

*The Doctoral Program may contain no Pass/Fail or Audited classes. Any course included on the Program in which a grade a C- of below was earned must be repeated for a grade.

*As a PhD student you must register for at least one Dissertation Credit (Soc 800) *each semester* to track faculty effort (*Graduate Student Policies & Procedures*). You must enroll for research credits (Soc 800) while working on your preliminary examination components and while preparing and defending the dissertation. You must register for a minimum of two hours of Soc 800 during the semester in which the final oral examination (dissertation defense) is to be taken.

*A full-time academic load is 10 to 12 credits during the academic year. All TAs and RAs are *required* to enroll full-time each semester. If you are on summer appointment as a teaching, research, or staff assistant you must register for 3 credits during summer, typically Soc 800.

Programs for the PhD must include the department's core courses:
Soc 511 Data Management
Soc 520 Research Methods in Sociology
Soc 517 Seminar in Contemporary Social Theory
Soc 521 Regression Models*
Soc 591 Sociology—The Profession (2 semesters)
Soc 800 Dissertation Research Hours
*Students should have completed at least one intro statistics course (undergrad or grad level)

In addition, you must take **two** advanced methods/analytic techniques classes:
Soc 522 Advanced Regression Methods (Variable topics) (May be repeated for credit)
Soc 523 Qualitative Methods Practicum

---

[1] 800-Level Research Credits are for students working on doctoral research and/or examination. For each semester a student is enrolled in research credits, faculty advisors should discuss expectations and provide a grade based on whether the student met those research expectations. Credits are awarded for a grade of Satisfactory (S); no credit is awarded for a grade of Unsatisfactory (U). A grade of U should be assigned in the event of a failed exam or when the student otherwise does not fulfill requirements related to their research, including engaging in plagiarism or academic dishonesty of any kind related to the research. Two U grades for 800 credits may lead to dismissal from the Graduate School.

Soc 525 Practicum in Survey Research
Soc 526 Experimental Methods
Or other approved advanced methods/analytic techniques classes

Course Rotation: In a typical year, the Department offers four substantive graduate courses, an advanced analytic techniques course, and an advanced methods course. The advanced analytic techniques course is offered yearly in the fall, alternating between advanced regression (Soc 522) and Special Topics in Advanced Regression (e.g., networks, spatial analysis, multilevel modeling). To increase predictability and facilitate graduate student training in the Department's areas of expertise, graduate seminars rotate through the Department's identified areas of training expertise, with each area offering a seminar every two to three semesters. To view current and upcoming offerings, see:
https://soc.wsu.edu/graduate-program/current-graduate-students/current-courses/

Transfer Credits: Credits appropriate to the program of study earned in other accredited graduate schools while in graduate student status may be transferred and applied toward your graduate degree program. Grade must be B or higher. No more than 12 credits may be transferred toward a PhD. Credits may not be more than 10 years old at the time of submission. Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit. Please note that the maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the *earliest* course applied toward the degree; this includes any transfer credits earned toward the WSU degree.

Transfer credit is subject to departmental recommendation and approval by the Graduate School. To obtain department approval, present courses to your dissertation committee while planning your proposed program of study. If the committee and Director of Graduate Studies approve the transfer credits, they will sign the Program of Study form that lists these course and then submit it to the Graduate School for final approval.

Clarification of the Graduate School's transfer credit policy is available here:
https://gradschool.wsu.edu/documents/2017/03/policies-procedures-manual-2017-18.pdf/

Please note: To remain in "good standing," you must maintain a grade point average (GPA) of at least 3.0 throughout your time in graduate school. If your GPA falls below that level, the department will be required to petition the graduate school to keep you in the program. Any course listed on your "Program of Study" in which a grade of "C-" or below is earned must be repeated for credit.

Program of Study: Standard Course Plan & Benchmarks, BA to PhD**

FALL – YEAR 1	
SEMINAR	**CREDITS**
511 Data Management	3
517 Seminar in Contemporary Theory	3
5xx Elective	3
700 Research Credits (Ungraded)	(1)
591 Professionalization (Ungraded)	(1)
Total Credits	**11**
Progress Benchmarks: *Add an MA Degree; File an MA Program of Study* (committee & course plan); Annual Review (CV & Progress report)	9 graded credits

SPRING – YEAR 1	
SEMINAR	**CREDITS**
520 Research Methods in Sociology	3
521 Regression Models	3
5xx Elective	3
700 Research Credits (Ungraded)	(1)
591 Professionalization	(1)
Total Credits	**11**
Progress Benchmarks: Substantial progress on MA Thesis Proposal	9 graded credits

FALL – YEAR 2	
SEMINAR	**CREDITS**
5xx Elective	3
5xx Elective	3
522 Advanced Analytic Techniques*	3
700 Research Credits (Ungraded)	(3)
Total Credits	**12**
Progress Benchmarks: MA Thesis Proposal Mtg; *Update MA Program of Study (Courses & Committee, if nec)*; Annual Review (CV & Progress report)	9 graded credits
*Two advanced analytic techniques or methods courses are required for the PhD, which may be taken any time after year 1. Check current course rotation for offerings.	

SPRING – YEAR 2	
SEMINAR	**CREDITS**
5xx Elective	3
523/525/526 Adv Rsch Methods*	3
700 Research Credits (Ungraded)	(6)
Total Credits	**12**
Progress Benchmarks: *Schedule MA Defense (and MA Graduation);* MA Thesis Defense	6 graded credits
CUMULATIVE TOTAL FOR MA: (Minimum degree requirements: 30 credits total, *21 graded*, 4 Soc 700 Research credits)	**33 graded + (13 ungraded) = 46 total**

FALL – YEAR 3	
SEMINAR	**CREDITS**
5xx Elective	3
5xx Elective	3
800 Research Credits (Ungraded)	(2)
Total Credits	11
Progress Benchmarks: *PhD Program of Study* (committee & course plan) (Sept 10); Portfolio (Dec 1); Annual Review (CV & Progress report)	6 graded credits

SPRING – YEAR 3	
SEMINAR	**CREDITS**
5xx Elective	3
800 Research Credits (Ungraded)	(6)
Total Credits	12
Progress Benchmarks: *Schedule Preliminary Exam* (Feb 10)*;* Preliminary Exam Area Paper (April 10) *Only up to 6 credits may be in process/remaining to schedule prelim exam	3 graded credits

Program of Study: Standard Course Plan & Benchmarks, BA to PhD (cont'd)

FALL – YEAR 4	
SEMINAR	**CREDITS**
800 Research Credits	(10)
Total Credits	**10**
Progress Benchmarks: Dissertation Proposal Defense; Annual Review (CV & Progress report)	

SPRING – YEAR 4	
SEMINAR	**CREDITS**
800 Research Credits	(10)
Total Credits	**10**
Progress Benchmarks	

FALL – YEAR 5+	
SEMINAR	**CREDITS**
800 Research Credits	(10)
Total Credits	**10**
Progress Benchmarks: Job Market; Annual Review (CV & Progress report)	
Note: During your first 3 yrs of study, you are expected to be enrolled in at least one graded graduate-level course each semester, except for the semester of your thesis defense when all credits may be in Soc 700. Coursework should be completed before taking the prelim exam (area paper), but up to 6 credits may be remaining or in progress. While in residence at WSU, you must be registered for at least 10 credit hours each semester. **A full-time load is 10-12 credits.**	

SPRING – YEAR 5+	
SEMINAR	**CREDITS**
800 Research Credits	(10)
Total Credits	**10**
Progress Benchmarks: *Schedule Dissertation Defense & Apply for Degree;* Diss Defense; Job Market	
CUMULATIVE TOTAL FOR PhD (Minimum degree requirements: 72 credits, 34 graded [42 recommended], 20 Soc 800 credits)	**9 graded + 33 MA graded + 48 ungraded = 90 credits**

****In many cases it is appropriate for students to take coursework beyond the minimum that is required. Because the preliminary exam process is tailored to narrower interests, students are encouraged to take courses across several areas of sociology. Please discuss course planning with your faculty advisor(s) to adjust this example plan to fit your interests, best accommodate demands of your independent research with formal coursework, etc.**

Program of Study: Standard Course Plan & Benchmarks, MA (from elsewhere) to PhD

FALL – YEAR 1	
SEMINAR	**CREDITS**
511 Data Management	3
517 Seminar in Contemporary Theory	3
5xx Elective	3
800 Research Credits (Ungraded)	(1)
591 Professionalization (Ungraded)	(1)
Total Credits	**11**
Progress Benchmarks: *File an PhD Program of Study* (committee & course plan – Dec 1); Annual Review (CV & Progress report)	

SPRING – YEAR 1	
SEMINAR	**CREDITS**
520 Research Methods in Sociology	3
521 Regression Models	3
5xx Elective	3
800 Research Credits (Ungraded)	(1)
591 Professionalization	(1)
Total Credits	**11**
*Two advanced analytic techniques or methods courses are required for the PhD and may be taken any time after year 1. Check course rotation for offerings.	

FALL – YEAR 2	
SEMINAR	**CREDITS**
522 Adv Analytic Techniques*	3
5xx Elective	3
5xx Elective	3
800 Research Credits (Ungraded)	(2)
Total Credits	11
Progress Benchmarks: *Update Program of Study (Courses & Committee, if nec)*; Portfolio (Dec 1); Annual Review (CV & Progress report)	

SPRING – YEAR 2	
SEMINAR	**CREDITS**
523/525/526 Adv Rsch Methods*	3
5xx Elective	3
800 Research Credits (Ungraded)	(6)
Total Credits	12
Progress Benchmarks: *Schedule Preliminary Exam* (Feb 10)*; Prelim Area Paper (April 10)* **Coursework shld be completed before prelim (area paper), but up to 6 credits may remain.**	

FALL – YEAR 3	
SEMINAR	**CREDITS**
800 Research Credits (Ungraded)	(10)
Total Credits	10
Progress Benchmarks: Dissertation Proposal Defense; Annual Review (CV & Progress report)	

SPRING – YEAR 3	
SEMINAR	**CREDITS**
800 Research Credits (Ungraded)	(10)
Total Credits	10
Progress Benchmarks	

FALL – YEAR 4+	
SEMINAR	**CREDITS**
800 Research Credits (Ungraded)	(10)
Total Credits	10
Progress Benchmarks: Job Market; Annual Review (CV & Progress report)	
NOTE: You are expected to enroll in at least 1 graded course/semester for 1.5 yrs. While in residence, you must register for at least 10 credits/semester. **A full-time load is 10-12 credits.** Up to 12 graded transfer credits may count toward your degree. ****Discuss course planning w/your faculty advisor to adjust this example to your interests, demands of independent research, etc.**	

SPRING – YEAR 4+	
SEMINAR	**CREDITS**
800 Research Credits (Ungraded)	(10)
Total Credits	10
Progress Benchmarks: *Schedule DissDefense & Apply for Degree;* Diss Defense; Job Market	
CUMULATIVE TOTAL FOR PhD (Minimum degree requirements: 72 credits, 34 graded, 20 Soc 800 credits)	**33 graded cr + 12 transf cr + 52 (ungr) = 91 credits**

Satisfactory Progress toward the MA & PhD for Students Entering with a Bachelor's Degree

	Year 1	Year 2	Year 3	Year 4	Year 5
Fall	Add an MA Degree (Sept 10) Select MA Chair & Committee to File MA Program of Study (Dec 1)	Thesis Proposal to Committee (early Fall) File any Change of Committee & Program Change forms (after Spring registration);	Select PhD Chair/Committee; File PhD Program of Study (Sept 10); Submit Preliminary Exam Portfolio (Dec 1)	(Preliminary Exam Re-Take: schedule by Aug 27; resubmit area paper by Sept 10) Defend Dissertation proposal (end of Fall or early Spring semester)	File any Change of Committee & Program Change forms (after course registration) Dissertation fully drafted (end of Fall or early Spring)
Spring		Defend Thesis (end of Spring)	File any Change of Committee & Program Change forms Schedule Preliminary Exam (by Feb 10); Submit Preliminary Exam Area Paper (April 10)	Begin Job Market Preparation	Defend Dissertation (end of Spring)

*All forms to the Graduate School should be submitted through Megan Konkel, sociology graduate program coordinator. Specific dates represent departmental submission deadlines for on-time delivery to the Graduate School. Observe Graduate School deadlines for other forms, such as Applying for Degree forms, and so forth, which should be submitted through the graduate

program coordinator. See Deadlines & Procedures for MA and PhD degrees here: http://gradschool.wsu.edu/facultystaff-resources/18-2/

Satisfactory Progress toward the PhD for Students Entering with an MA Degree from elsewhere

	Year 1	Year 2	Year 3	Year 4
Fall	Select PhD Chair & Committee to File PhD Program of Study (Dec 1) Take fundamental (core) courses	Submit Preliminary Exam Portfolio (Dec 1)	(Preliminary Exam Re-Takes; schedule by Aug 27; resubmit area paper by Sept 10)	File any Change of Committee & Program Change forms (after course registration)
Spring	Take fundamental (core) courses	File any Change of Committee & Program Change forms Schedule Preliminary Exam (by Feb 10); Submit Preliminary Exam	Defend Dissertation proposal (end of semester or early Spring semester) Begin Job Market Preparation	Defend Dissertation (end of Spring)

		Area Paper (April 10)		

All forms to the Graduate School should be submitted through Megan Konkel, sociology graduate program coordinator. Specific dates represent departmental submission deadlines for on-time delivery to the Graduate School. Observe Graduate School deadlines for other forms, such as Applying for Degree, Defense Scheduling forms, and so forth, which should be submitted through the sociology graduate program coordinator.

See Deadlines & Procedures for PhD degree here: http://gradschool.wsu.edu/facultystaff-resources/18-2/

PART FOUR. ADDITIONAL IMPORTANT INFORMATION

Useful Websites and Form Links

These important web sites provide vital information or other forms of support in meeting the requirements and procedures of your graduate program.

WSU Graduate School: http://www.gradschool.wsu.edu/ ; http://gradschool.wsu.edu/students/
- Graduate School Policies & Procedures
- Announcements for current students from the Graduate School
- Deadlines for Degree
- Dissertation & Thesis Guidelines of the Graduate School
- Forms to file with the Graduate School
    - ☞ Program of study (i.e., "Your Program")
    - ☞ Add a Degree
    - ☞ Change of program
    - ☞ Committee change/substitution
    - ☞ Preliminary exam scheduling
    - ☞ Final exam (defense of thesis or dissertation) scheduling

Fees and Expenses Information for Graduate Students
http://finaid.wsu.edu/cost-of-attendance/

GPSA Travel Grant Information
http://studentinvolvement.orgsync.com/org/gpsa

Useful Information for International Students

WSU's Office of International Programs hosts a number of programs and services useful to incoming international students. Visit their website for information on international programs, community events celebrating international cultures, and support services:
https://ip.wsu.edu/on-campus/

International student services, including on how to maintain your F-1 or J-1 student status:
https://ip.wsu.edu/on-campus/overview-2/
English-language support: https://ip.wsu.edu/learn-english/
The International Center for https://ip.wsu.edu/on-campus/the-student-center/

Tax information for international students can be found here:
https://ip.wsu.edu/on-campus/travel-transfer-regulations-taxes/

**Students for whom English is a second language are expected to take a language assessment as soon as possible upon arrival at WSU to measure English language proficiencies and to optimize

assistantship assignments. Exams include your advisor and require advance preparation. Appointments fill quickly and may be scheduled through English Language Services: https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/

Additional Services

Graduate students have access to a host of services on campus, including:

Counseling and Psychological Services: http://counsel.wsu.edu/
Libraries: http://www.wsulibs.wsu.edu/

Professional Development Workshops and Leadership Opportunities:
http://gradschool.wsu.edu/professional-development/

Graduate & Professional Writing Center:
http://universitycollege.wsu.edu/units/writingprogram/index.html

Fellowship Opportunities for Graduate Students:
http://gradschool.wsu.edu/fellowships/

Graduate Student Funding Opportunities and Grant-writing Workshops:
http://informer.ogrd.wsu.edu/CollatedOpportunityList.aspx?ID=9
http://www.ogrd.wsu.edu/workshops.asp#240

Assistance with grievances:
http://svr.gradschool.wsu.edu/Documents/Pdf/GrievanceProcedures.pdf

The university has comprehensive safety policy that includes, among many things, information and links to the university sexual harassment policy, campus safety services, counseling services, and service to individuals living with disabilities. You can read about these policy here:
http://safetyplan.wsu.edu/

APPENDIX A. *EXAMPLE* **DEPARTMENT OF SOCIOLOGY APPLICATION FOR SHORT-TERM GLOBAL CAMPUS TEACHING ASSIGNMENT**

WSU - Department of Sociology
Graduate Student Application for Teaching Assistantship – Global Campus Online

Eligibility: Sociology graduate students who have <u>passed their Preliminary Exam</u> and have the <u>approval of their Dissertation Chair</u> are eligible to be considered for appointments to teach online.

Duration of Appointment: Appointments to teach online are made for one to two semesters. Normally only one appointment will be made over the course of a graduate student's studies. In exceptional cases, a second appointment may be granted. *The typical assignment will consist of one to two online courses totaling 50 or fewer students.*

Deadline and Instructions for Applications:
Online teaching requests may be made during submission of annual review materials for the following academic year (e.g., submit in December for next academic year).

Please attach a current CV to your application and submit to Megan Konkel via email. She will share the application with the Graduate Studies Committee who will make a recommendation to the chair about your application.

Evaluation Criteria and Application:
As positions are available, applicants will be selected based on: a) the applicant's research-relevant need to be out of Pullman; b) the applicant's performance to date in his or her graduate studies; c) the applicant's teaching experience and mastery, to include prior independent, classroom-based teaching; d) the applicant's suitability with respect to which courses meet the teaching needs of WSU Online, the Sociology Department, and CAS.

<u>Name:</u>   <u>Year in program:</u>

<u>CWE Completion Date:</u>   <u>Anticipated graduation date:</u>

<u>Research-relevant requests are given high priority. How will an online teaching appointment facilitate work on your dissertation?</u>

Requests are also evaluated based on the merit of the applicant. Please describe aspects of your performance to date that you wish the committee to consider.

Courses taught/served as teaching assistant for: (Please attach syllabi for your independently taught courses. Briefly summarize your quantitative and qualitative teaching evaluations over the past year.)

Courses for which you have been a TA	Courses Taught Independently	Summary of Evaluations

Dissertation topic and abstract of dissertation (if available):

Committee Signatures
Your signature indicates that you support this student's request to teach online. Advisors will be consulted prior to making these teaching appointments.

Name	Date

Name	Date

Name	Date

Name	Date

APPENDIX B. **GRADUATE STUDENT REQUEST FOR DEPARTMENT OF SOCIOLOGY FUNDS FOR UNIQUE OPPORTUNITIES**

Occasionally, the department may be able to support graduate student professional development and research opportunities for which scholarships through the Sociology Department, SGSO, Graduate School, or other institutions are not feasible or timely. Please submit your request, using this form, to the Department Chair and Program Coordinator (Megan Konkel) via email attachment.

Name: _____

Date: _____

Amount Requested: _____

Purpose (fill out all that apply):

Conference Fees:_____

Research Expenses: _____

_____

Travel to: _____

_____

Other (explain) _____

Have you applied for other sources of funding (i.e., GPSA travel grants)? Yes/No

If so, which ones?

Justification for request (including why other funding sources are not feasible):

Committee Chair Statement of Support (In 2-3 sentences please describe how requested funds will assist progress toward degree).

Committee Chair Signature.
Your signature indicates that you support this student's request for funds.

Name:_____   Signature:_____

Date:_____

Approved ____   _____   _____
Denied   ____   Department Chair Signature   Date