



THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

Sociology Graduate Program: Overview, Requirements and Rules

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Dr. St. John, Chair

Dr. Kroska, Graduate Liaison

Telephone: (405) 325-2793

Departmental Office: (405) 325-1751 (Susan McPherson)

(405) 325-1752 (Leslie Gillies)

Overview of the Department

The Department of Sociology has two interrelated missions: 1) to provide the highest quality education at the baccalaureate, master's and doctoral levels, and 2) to foster state-of-the-art research among faculty and graduate students. Teaching and research in the Department help meet the needs of the state and nation by addressing important social issues.

Departmental programs focus on four areas:

- Criminology
- Sociology of the Family
- Analysis of Class, Gender and Race
- Demography

At both the undergraduate and graduate levels, coursework offered by the Department of Sociology provides an analytic research emphasis for studying, understanding, and explaining major social issues. Research in these areas updates and refines knowledge, and helps formulate and evaluate social policy. The Department offers a diverse curriculum covering a wide range of topics in sociology. During a typical year, the Department will have almost 5,000 enrollees from throughout the University. About 800 undergraduate students major in Sociology. The Graduate Program in Sociology has about 40 graduate students pursuing either a master's or doctoral degree. During a typical year, the Department awards 250 baccalaureate degrees and 15 graduate degrees. Over the years, the Department has been very successful in placing its graduates as teachers and researchers in colleges and universities, and as applied sociologists in a wide variety of public and private agencies.

All graduate students, regardless of their career orientations, receive a thorough grounding in basic theoretical and methodological aspects of sociology, as well as pursuing their chosen areas of specialization. Core seminars in research methods (5293) and statistics (5283 & 6233) emphasize the collection and analysis of survey data. In addition, the Department offers several advanced statistics and methods courses in which students can develop their research skills. The Department regularly offers substantive courses for graduate credit in criminology, deviance, the family, gender, stratification, global inequality, social psychology, race, demography, medical sociology and migration/immigration.

The Department offers a number of structured research opportunities for graduate students in conjunction with the required seminars in research methods and statistics. The Department has full access to the data archives maintained by the Inter-University Consortium for Political and Social Research, and also houses many data sets collected by the National Opinion Research Center, the Bureau of the Census and the faculty themselves. These are available to students for secondary analysis and a number of substantive courses, and seminars have components that introduce

students to the use of these data sets. Many graduate students use these data for writing theses and dissertations, to present papers at professional meetings, or to submit articles for journal publication. In addition, students also have the opportunity to work as research assistants on faculty grants and often co-author publications with faculty members.

The Department awards 10-to-12 new Graduate Teaching Assistantships (GTAs) each year to incoming students. At present, the Department supports over 90 percent of its full-time graduate students with GTA funding. The GTA represents a value of over \$21,000 and involves working with a professor 20 hours per week during the semester. In exchange for this work, the MA student will receive \$12,772 and the Ph.D. student will receive \$14,234 for 2009-10 over 10 months, a seven-credit hour tuition waiver for both the fall and spring semesters, and the student health insurance policy. The stipends normally increase by 2-to-3 percent each year. Additionally, the GTA includes a waiver for any out-of-state tuition during the academic year over the seven-credit hours, and up to four hours of out-of-state tuition waived during the summer session.

The Department recognizes the importance of graduate students' participation in professional meetings and offers travel awards to students who will present their research. At present the Sociology Department's Graduate Student Travel Award is \$500 for presentations at national and international meetings and \$300 for presentations at regional meetings. Students should also apply for travel funding from the College of Arts and Sciences (\$750), the Graduate Student Senate (\$300), and the Graduate College (\$500).

The Department is equipped with a computer lab, so students have full and free access to its personal computers. These personal computers are equipped with MS Office, Internet and statistical software.

Graduate Courses in Sociology

<p>Tools</p> <p>5283 Advanced Sociological Statistics I</p> <p>5293 Advanced Methods of Social Research</p> <p>5313 Qualitative Methods: Participant Observation</p> <p>6243 Advanced Quantitative Analysis</p> <p>6253 Advanced Qualitative Methods</p> <p>6233 Advanced Sociological Statistics II</p>	<p>Demography / Family</p> <p>5723 Sociology of the Family</p> <p>5823 Seminar in Social Demography</p> <p>6833 Seminar in Mortality</p> <p>6843 Seminar in Fertility</p> <p>6853 Migration & Immigration</p> <p>6353 Special Topics in Demography</p> <p>6373 Special Topics in Family</p>
<p>Theory / Core Substantive Courses</p> <p>5833 Seminar in Social Psychology</p> <p>5933 Seminar in Sociological Theory</p> <p>6313 Seminar in Social Change</p> <p>6753 Historical & Comparative Sociology</p> <p>6903 Issues in Sociological Theory</p>	<p>Social Differentiation</p> <p>5383 Seminar in Social Stratification</p> <p>5623 Minority & Ethnic Groups</p> <p>5733 Sociology of Gender</p> <p>5943 Inequality in a Global Perspective</p> <p>6363 Special Topics in Social Differentiation</p>
<p>Criminology</p> <p>5333 Seminar in the Criminal Justice System</p> <p>5523 Seminar in Criminology</p> <p>5543 Seminar in Deviance and Social Control</p> <p>5863 Seminar in the Sociology of the Law</p> <p>6343 Special Topics in Criminology</p>	<p>Other</p> <p>5790 Special Sociological Issues</p> <p>5831 Teaching Seminar I</p> <p>5841 Teaching Seminar II</p> <p>5980 Research for Master's Thesis</p> <p>6980 Research for Doctoral Dissertation</p> <p>6990 Special Studies in Sociology</p>

Degrees Offered

- *Master of Arts*
- *Doctor of Philosophy*

Master of Arts in Sociology

Degree Requirements, Rules, and Regulations

Adopted September 2002, Revised August 2008

The M.A. degree in sociology is a 34-hour program requiring a thesis. The following core coursework is required:

Advanced Methods of Social Research (5293)
Advanced Sociological Statistics I (5283)
Seminar in Classical Theory (5933)
Advanced Sociological Statistics II (6233)
Four hours of Thesis Credit (5980)

In addition to the core courses, completion of the program entails 18 hours of elective coursework. Among the 18 hours of electives, 12 must be courses housed in the Department of Sociology at the 5000-level or above. The remaining six hours of electives may come from three areas: Directed Readings (5960), cross-listed courses housed outside the Sociology Department, or courses outside the Sociology Department.

Important Deadlines for Master's Level Students

Below is a list of important deadlines. These deadlines are the responsibility of the student. The dates for any specific year can be found on the Graduate College website:

<http://gradweb.ou.edu/Current/deadlines.asp>.

- 1) File as a Candidate for a Master's degree by October 1 during second year in program
 - a) Candidacy form
 - b) Application for approval of the thesis topic & committee membership
- 2) File for graduation with the Office of Records by March 1 during second year in program
- 3) Defend the Thesis at least one week prior to the last day of class in the graduating semester. Note that this is a Department of Sociology deadline.
- 4) Deposit the Thesis in the library by last day of finals in the graduating semester.

Candidacy for Master's Degree

To file as a candidate for a master's degree the student must submit two forms to the Graduate College: 1) the "Candidacy" form, and 2) the "Application for Approval of the Thesis Topic and Committee Membership."

On the "Candidacy" form, the student should list all the courses that will count toward the degree (including current and future classes planned but not completed yet). This form must be signed by the Graduate Liaison.

On the "Application for Approval of the Thesis Topic and Committee Membership" form, the student must list a tentative thesis topic, the three members of the thesis Advisory Committee, and indicate whether human subjects' approval will be required. This form must be signed by the members of the thesis Advisory Committee and the Graduate Liaison. If the student does not complete the thesis or requisite coursework in time to graduate at the end of the designated semester, the application for candidacy remains in effect for an additional semester.

Thesis Proposal

As part of the Sociology master's program, the student must write a Master's thesis. A Master's thesis is an original research project that is conducted under the supervision of a faculty committee. In most cases a master's thesis is the equivalent of an article published in a scholarly journal. Before a master's student can begin thesis research (i.e., collecting and/or analyzing data) s/he must have a research proposal approved by his/her thesis committee. A research proposal is a detailed description of the rationale for conducting the proposed research and the research design (i.e., methods/analysis) that will be used. The thesis Advisory Committee consists of three sociology faculty, of whom one is chosen as chair.

The research proposal must be approved at least one semester before the semester in which the thesis will be defended (e.g., approval in fall for defense in spring). The research proposal must be approved before an application is submitted to the Institutional Review Board (IRB) for approval of research using human subjects. The student must have approval from the IRB before s/he can engage in any data collection or data analysis involving human subjects. There are very few exceptions for any kind of sociological research (e.g., use of archival census data on aggregates like countries). Any project involving contact with humans (such as interviews or questionnaires), even if the data already have been collected by someone else (existing surveys), requires IRB approval. The student should be mindful of the fact that getting IRB approval can be arduous and time-consuming, so procrastination is not a sound idea. Advisory Committee members must receive a copy of the research proposal at least one week prior to the proposal approval meeting.

Thesis Defense

The student must demonstrate at the thesis defense that s/he has executed the research project that was approved at the proposal stage to the satisfaction of the thesis Advisory Committee. Advisory Committee members have seen and had the opportunity to comment on drafts of the thesis so that by the time a thesis defense is held it is *pro forma*.

The students must submit a reading copy of the thesis in hardcopy form to each committee member 21 calendar days prior to a master's thesis defense meeting.

The student's Advisory Committee members will have 7 calendar days to respond to a thesis with comments and the formal authorization to proceed to the defense by signing the "Authorization to Proceed with the Thesis/Dissertation Defense," which is available on the Sociology Graduate Program webpage. If a faculty member does not respond in 7 calendar days, then it is considered authorized by that faculty member.

A student should tentatively reserve the conference room for a thesis oral defense meeting when s/he submits the reading copy of the thesis to his/her Advisory Committee. Note that no defenses may be scheduled during the last full week of class during the fall or spring semester. Therefore, to adhere to the Graduate College guideline of holding the defense by the last day of class of the graduating semester and the Sociology guideline of not holding defenses during the last week of class, a student should defend the thesis at least one week prior to the last day of class in the graduating semester.

The student must submit the "Authorization to Proceed with the Thesis/Dissertation Defense" form to the Graduate Liaison no less than two calendar days prior to the thesis oral defense date. The student may not take a reading copy to the Graduate College or hold a defense until this authorization is submitted to the Graduate Liaison.

A reading copy of the thesis must be approved by the Graduate College two days before a thesis defense is held. The student must have a letter indicating IRB approval for use of human subjects, if necessary, before the Graduate College will approve the reading copy. Once the Graduate College has approved the reading copy it will issue authorization for holding the defense (i.e., a form indicating defense success or failure).

At the thesis defense, the student may be asked to make revisions to the thesis. Normally, these revisions are minor.

The student is responsible for providing every member of the committee with a hardcopy reading draft of the thesis. If there are revisions, the student is responsible for providing every member of the Advisory Committee with a final hardcopy draft of the thesis.

If there is an extenuating or emergency circumstance, the Department Chair and Graduate Committee may allow an altered timeframe. To be considered, the student must submit a formal petition to the Graduate Committee through his/her Advisory Committee members with their support, and therefore, signatures.

Travel Funding

The Department encourages graduate students to present their research at professional meetings. Students may apply for the Sociology Department's Graduate Student Travel Award, currently \$300 (for regional meetings) and \$500 (for national and international meetings). A formal application is available on the Department's Graduate Program webpage. Students should also apply for the College of Arts and Sciences Travel Funding (\$750), the Graduate Student Senate Travel Grant (\$300), and the Graduate College's Robberson Conference Presentation Travel Grant (\$500).

Graduate Student of the Year Award

In consultation with the faculty, the Graduate Committee selects the Graduate Student of the Year Award. One master's-level student will be selected each year. Faculty members are encouraged to nominate one student during the spring semester when nominations are solicited by the Graduate Committee. The nomination packet consists of a letter of nomination by a faculty member, the student's CV, and a maximum of two student products (i.e., publications, thesis, seminar papers, syllabus for course taught, teaching evaluations).

Forms

All Graduate College forms (e.g., Candidacy, Application for Thesis Topic and Committee Membership, the Graduation Application Card) are available on the Graduate College website. For master's degree forms, go to the following URL:
<http://gradweb.ou.edu/Current/Forms/masters/index.asp>.

The Department of Sociology forms (e.g., Authorization to Proceed with Thesis/Dissertation Defense, Graduate Student Travel Award) are available on the Department of Sociology website (www.ou.edu/soc, Graduate Program webpage).

Checklist for Master's Degree Students

- ❑ Apply to the Office of Admissions and Records for admission to the Graduate College. (Have all transcripts of previous college studies sent to the Office of Admissions and Records).
- ❑ Obtain registration materials. Consult the graduate liaison of your academic unit for an advisor. Plan your program of study - check the master's degree requirements for your academic unit and the Graduate College Bulletin. Register for coursework.
- ❑ No later than the semester in which you plan to start your thesis, select a thesis topic in conjunction with your advisor.

Graduate College Guideline → Complete the *Thesis Title* form and have it signed by all members of your thesis committee and the graduate liaison for your academic unit. Return the form to the Graduate College at the time the *Admission to Candidacy* is filed.

Graduate College Guideline → File an *Admission to Candidacy* form for the master's degree in the Graduate College. Submit your candidacy form and obtain your packet from the Graduate College no later than the first Monday in October (for spring graduates). Some academic units have individualized *Admission to Candidacy* forms, but the Department of Sociology uses the generic form from the Graduate College.

- ❑ Enroll in a minimum of two credit hours of 5980 (thesis research) each semester following your initial enrollment in 5980. Hence, if a student plans to graduate in May, takes four credit hours of 5980 in the spring semester, and does not finish the thesis, that student will take two credit hours each semester until s/he finishes the thesis.

Graduate College Guideline → File for graduation. Deadlines are: Fall – November 1; spring – March 1; summer – July 1.

Department of Sociology Guideline → 1) Submit a reading copy of thesis in hardcopy form to each committee member 21 days prior to a master's thesis defense meeting. The advisory committee members will have one week to respond to a thesis with comments and the formal authorization to proceed to the defense by signing the "Authorization to Proceed with the Thesis/Dissertation Defense" form.

- ❑ Check with the members of your thesis committee to select an examination date and suitable hour. Notify all thesis committee members of the time and place. Only one attempt is afforded the candidate to defend the thesis.

Department of Sociology Guideline → 2) Submit the "Authorization" form to the Graduate Liaison no less than two calendar days prior to the thesis oral defense date.

- ❑ Present a reading copy of your master's thesis to the Graduate College two days prior to the defense. Obtain authorization at least two days prior to the defense.

Department of Sociology Guideline → 3) The student is responsible for providing every committee member with a hardcopy reading draft of the thesis. If there are revisions, the student is responsible to provide committee members with a final hardcopy of the thesis.

- ❑ Within 72 hours after the thesis defense, submit the report signed by all committee members to the Graduate Dean.
- ❑ Within 60 days after passing the thesis defense submit three copies of your thesis signed by all committee members to the Graduate College and then to the Library. Return the signed deposit form to the Graduate College.

Congratulations!

Doctor of Philosophy in Sociology

Degree Requirements, Rules, and Regulations

Adopted September 2002, Revised August 2008

To earn the Ph.D. degree, the student must complete 90 hours of graduate coursework, pass a General Examination, and write a doctoral dissertation. A maximum of 24 dissertation preparation hours (SOC 6980) may be applied to the dissertation. A maximum of 44 credit hours may be transferred from other universities with the permission of a student's Advisory Committee and the dean of the Graduate College. The purpose of the coursework is to prepare the student for the General Examination and the dissertation. The accumulation of coursework, in and of itself, does not constitute progress toward the degree.

With few exceptions, the student seeking this degree anticipates a career in teaching and/or research. Departmental requirements emphasize professional competence in sociology as a whole, especially research methodology, and expertise in two fields within sociology. At the Ph.D. level, the student should acquire a broad knowledge of the fundamentals of sociology and a focused specialization in two substantive areas of expertise.

Important Deadlines for Doctoral-Level Students

Below is a list of important deadlines. These deadlines are the responsibility of the student. The dates for any particular year may be found on the Graduate College website

(<http://gradweb.ou.edu/Current/deadlines.asp>):

- 1) File the "Advisory Conference Report" form by the 14th month in the Ph.D. program (generally Oct.1 of second year).
- 2) File the "Application for Doctoral General Examination" form 2 weeks prior to taking the General Examination.
- 3) Defend the Dissertation Proposal with doctoral Advisory Committee in a semester prior to the graduating semester.
- 4) File Graduation Application Card in the Office of Records by March 1 for spring semester graduation, by October 1 for fall semester graduation, by July 1 for summer graduation. Students who do not file the Graduation Application will not be cleared for graduation.
- 5) Submit the Dissertation Reading Copy to doctoral Advisory Committee 30 days prior to the defense.
- 6) Request a Degree Check online with the Graduate College 10 days prior to the submission of the Dissertation Reading Copy to the Graduate College.
- 7) Submit the Dissertation Reading Copy to Graduate College at least 14 days prior to the defense.
- 8) At least 14 days prior to the defense, the student must also submit 1) the "Request for Authority for Defense of Dissertation," to the Graduate College, and 2) a letter indicating IRB approval to Graduate College.
- 9) Defend the Dissertation at least one week prior to the last day of class in the graduating semester. Note that this is a Department of Sociology deadline.
- 10) Deposit the Dissertation in library within 60 days and by the last day of finals in the semester in which you will graduate.

Advisory Committee & the Advisory Conference

Within 14 months of beginning the Ph. D. program (October 1 of the following year if beginning in a fall semester), the doctoral student must form an Advisory Committee, hold an Advisory Conference, and submit a "Report of the Advisory Conference" form to the Graduate College. This form is signed by all committee members and the Graduate Liaison before it is submitted to the Graduate College. Failure to submit this form will result in not being allowed to enroll in additional courses.

The Advisory Committee is made up of four sociology faculty (of whom one is designated as chair) and one faculty member from another department. The purpose of the Advisory Conference is to record and approve the coursework that the student has taken or will take for the Ph.D.

The "Report of the Advisory Conference" form outlines a plan of study that should develop a student's knowledge of and expertise in sociology broadly defined and two substantive areas of sociological expertise. The two areas may be any within the competence of the faculty. The plan of study must include the core requirements for the M.A. This is especially important to highlight for students who are transferring credits from other universities or entering the doctoral program with a master's degree in a related field. The plan of study must contain sufficient coursework to prepare a student for the General Examination.

The program of coursework and the committee can be amended. Usually, this is done at the time students apply to take the General Examination.

General Examination

The General Examination (also referred to as the comprehensive exam) in Sociology consists of written components and an oral defense. The General Examination is usually taken sometime after the second or third year of study, once a Ph.D. student has completed his/her coursework (except dissertation hours). The General Examination is a two-day, closed book, written exam over the two substantive areas of sociology in which the students have chosen to specialize. One day is devoted to each substantive area, and the two examination days may not be more than one week apart. The exam is administered and graded by the student's Advisory Committee with assistance from additional sociology faculty if needed.

When a student is ready to take the General Examination, s/he must apply to do so by submitting the "Application for the General Examination" form to the Graduate College at least 10 working days (2 weeks) prior to the beginning of the written portion of the General Examination. This form must be signed by the applicant, the Graduate Liaison and by all the members of the Advisory Committee.

When submitting the "Application for the General Examination" to the Graduate College, students must report amendments or changes to their original plan of coursework or Advisory Committee (as indicated on the "Report of the Advisory Conference" form) using the "Request for Change in Doctoral Advisory Conference Report" form. This form must be signed by all original and new committee members (except for faculty who are no longer employed by the University) and the Graduate Liaison.

Once the Graduate College is satisfied that the student has completed an acceptable program of coursework and has an appropriate committee, it authorizes the student to take the exam by issuing an authorization form to the committee chair. This form is used by the Advisory Committee for indicating whether the student has passed or failed the exam.

The General Examination is concluded by an oral defense (normally, within two weeks of the written exam) in which the Advisory Committee has the opportunity to ask additional questions of the students and seek clarification on the student's written answers. At the conclusion of the oral defense the Advisory Committee decides whether the student has passed or failed the exam.

If the student successfully passes the General Examination, formal work on the dissertation may begin. If the Advisory Committee judges that the student has neither passed nor failed the exam, but that the student needs to do additional study and writing before a determination can be made, the results are held in abeyance until a determination can be made. If a student fails the exam, s/he may opt to retake the exam. If a student fails the exam a second time, s/he will be removed from the graduate program.

General Examination Guidelines

1. *Schedule for taking General Examination.* Exams will be offered three times per year, during the months of March, August, and October. There must be two weeks from the date the last part of the exam is taken before an oral defense can be scheduled. For exams taken in August, no oral defense can be scheduled during the first two weeks of the fall semester.
2. *Preparation.* The reading list for the General Examination is Advisory Committee driven, and it is expected that the student has taken courses from his/her Advisory Committee members. The student will be held responsible for any material covered in course syllabi in a specialty area as well as any additional materials for which the Advisory Committee members suggest the student master.
3. *Exam questions.* The chair of a student's Advisory Committee, in consultation with other members of the Advisory Committee, will construct the exam. Thus, not every student taking an exam in a specialty area will have exactly the same exam questions.
4. *Grading.* A student's Advisory Committee is responsible for grading the exam and holding the oral defense. All members of the student's Advisory Committee must be present at the oral defense of the exam. The program committee may consult with faculty not on the program committee. This consultation may include the actual grading of answers and/or participation in the oral defense (although not having final say on passing/failing the exam).
5. *Format.* The General Examination is a closed-book and nine hours long (8:00 a.m. to 5:00 p.m.), with breaks as needed. An office, a computer, and blank flash key will be provided by the Department. The two parts of the General Examination, one substantive area taken each day, may be taken no more than one week apart. The chair of a student's doctoral Advisory Committee is responsible for managing the administration of the General Examination.

Dissertation Research Proposal

Before a Ph.D. student can begin dissertation research (i.e., collecting and/or analyzing data) s/he must have a research proposal approved by his/her doctoral Advisory Committee. A dissertation research proposal is a detailed description of the rationale for conducting the proposed research and the design (i.e., methods/analysis) that will be used. The Advisory Committee generally remains the same at the dissertation stage.

The dissertation research proposal must be approved at least one semester before the semester in which the dissertation will be defended (e.g., approval in fall for defense in spring).

The dissertation research proposal must be approved before an application is submitted to the Institutional Review Board (IRB) for approval of research using human subjects (if such approval is needed). The student must have approval from the IRB before s/he can engage in any data collection or data analysis involving human subjects. There are very few exceptions for any kind of sociological research (e.g., use of archival census data on aggregates like countries). Any project involving contact with humans (such as interviews or questionnaires), even if the data already have been collected by someone else (existing surveys), requires IRB approval. The student should be mindful of the fact that getting IRB approval can be arduous and time-consuming, so procrastination is not a sound idea.

Advisory Committee members must receive a copy of the proposal at least one week before a meeting to approve the proposal is held.

Dissertation Defense

As part of their degree program Ph. D. students must write a doctoral dissertation. A dissertation is an original research project. In most cases a dissertation is the equivalent of scholarly monograph or two or more articles published in a scholarly journal. The doctoral dissertation is written and defended under the guidance of a student's Advisory Committee, consisting of five members of the graduate faculty (of whom one is outside the Department of Sociology).

The student must submit a reading copy of the dissertation in hardcopy form to each committee member 30 calendar days prior to a doctoral dissertation defense meeting.

The student's Advisory Committee members will have 7 calendar days to respond to a dissertation with comments and the formal authorization to proceed to the defense by signing the "Authorization to Proceed with the Thesis/Dissertation Defense," which is available on the Sociology Graduate Program webpage. If a faculty member does not respond in 7 calendar days, then it is considered authorized by that faculty member.

A student should tentatively reserve the conference room for a dissertation oral defense meeting when submitting the reading copy of the dissertation to his/her Advisory Committee. Note that no defenses may be scheduled during the last full week of class in the fall or spring semester. Therefore, to adhere to the Graduate College guideline of holding the defense by the last day of class of the graduating semester and the Sociology guideline of not holding defenses during the last week of class, a student should defend the dissertation at least one week prior to the last day of class in the graduating semester.

The student must submit the Sociology Department's form, "Authorization to Proceed with the Thesis/Dissertation Defense," to the Graduate Liaison no less than 14 calendar days prior to the dissertation defense date. Students may not take a reading copy to the Graduate College or hold a dissertation defense until this authorization is submitted to the Graduate Liaison.

In addition, the doctoral candidate must submit the Graduate College form, "Request for Authority for Defense of Dissertation," to the Graduate College at least 14 calendar days prior to the dissertation defense date. This "Request" must be signed by all members of the dissertation committee and the Graduate Liaison. The Graduate Liaison will not sign this form until the student has submitted the "Authorization to Proceed with the Thesis/Dissertation Defense" form to the Graduate Liaison, indicating that all members of the dissertation committee have read the dissertation and believe it is ready to be defended.

At least 14 days prior to the dissertation defense, the student must also submit a letter indicating IRB approval for use of human subjects, if necessary. The Graduate College will not approve the reading copy without this letter.

Once the Graduate College has approved the reading copy it will issue authorization for holding the defense (a form indicating defense success or failure).

In a dissertation defense the student must demonstrate that s/he has executed the research project that was approved at the proposal stage to the satisfaction of his/her Advisory Committee. Normally, Advisory Committee members have seen and had the opportunity to comment on drafts of the dissertation so that by the time a dissertation defense is held it is *pro forma*. At the dissertation defense, students may be asked to make revisions to their dissertation. Normally, these revisions are minor.

The student is responsible for providing every member of the committee with a hardcopy reading draft of the dissertation. If there are revisions, the student is responsible for providing every member of the Advisory Committee with a final hardcopy draft of the dissertation.

If there is an extenuating or emergency circumstance, the Department Chair and Graduate Committee may allow an altered timeframe. To be considered, the student must submit a formal petition to the Graduate Committee through his/her Advisory Committee members with their support, and therefore, signatures.

Residency Requirement

The student must be in residence as a full-time student at the University of Oklahoma for at least two consecutive 16-week semesters and be engaged in coursework or research activities as prescribed by the academic unit.

Time Limits

A doctoral student who enters the University of Oklahoma graduate program with a bachelor's degree is expected to pass the General Examination within five calendar years. A doctoral student

who enters with a master's degree is expected to pass the General Examination within four calendar years. A doctoral candidate is expected to complete all degree requirements, including the written dissertation and its defense, within five years after passing the General Examination.

Teaching as a Graduate Student

At the doctoral level, a student in good academic standing generally assists a professor for one year as part of GTA duties. During the second year of the Ph.D. program, the student normally begins to teach his/her own section of an introductory-level course. Once the student has successfully passed the General Examination, the chair may assign the student an upper-division course in one of the student's two areas of expertise.

Ph.D. students having sole responsibility for teaching a course in the Sociology Department are required to take Teaching Seminars I and II (5831 and 5841) for one credit each. These credits are listed under Tools on the "Report of the Advisory Conference" form and may not be applied toward a graduate degree.

As a general rule, students should not have appointments that exceed .5 FTE (including jobs outside the Department or University). The chair should keep this in mind when hiring instructors, even though the need to staff courses can make this general rule difficult to follow. After the master's degree, a student will not be supported by the Department for more than five years as a graduate assistant, graduate instructor, or adjunct instructor.

Travel Funding

The Department encourages graduate students to present their research at professional meetings. Students may apply for the Sociology Department's Graduate Student Travel Award, currently \$300 (for regional meetings) and \$500 (for national and international meetings). A formal application is available on the graduate program webpage. Students may also apply for the College of Arts and Sciences Travel Funding (\$750), the Graduate Student Senate Travel Grant (\$300), and the Graduate College's Robberson Conference Presentation Travel Grant (\$500).

Graduate Student of the Year Award

In consultation with the faculty, the Graduate Committee selects the Graduate Student of the Year Award. One Ph.D.-level student is selected each year. Faculty members are encouraged to nominate one student during the spring semester when nominations are solicited by the Graduate Committee. The nomination packet consists of a letter of nomination by a faculty member, the student's CV, and a maximum of two student products (i.e., publications, thesis, seminar papers, syllabus for course taught, teaching evaluations).

Forms

All Graduate College forms (e.g., Report of the Advisory Committee, Application for the General Examination, Graduation Application Card) are available on the Graduate College website. For doctoral degree forms, go to the following URL:

<http://gradweb.ou.edu/Current/Forms/doctoral/index.asp>.

The Department of Sociology forms (e.g., Authorization to Proceed with Thesis/Dissertation Defense, Graduate Student Travel Award) are available on the Department of Sociology website (www.ou.edu/soc, Graduate Program webpage).

Checklist for Doctoral Students

- Apply to the Office of Admissions and Records for admission to the Graduate College. (Have all transcripts of previous college studies sent to the Office of Admissions and Records.)
- After admission, obtain registration materials. Consult with the graduate liaison of your major department for an advisor. To plan your program of study, check the doctoral degree requirements with your academic unit and the Graduate College Bulletin. Register for course work.
- By your 14th month in the Ph.D. program (generally October 1 of second year), in consultation with your chair, schedule your Advisory Conference to plan your program of study. At the conference, it is the duty of the chair to secure approval of each committee member and file the Report of Advisory Conference in the Graduate College.

Graduate College Guideline → File the “Advisory Conference Report” form by 14th month in the program (generally Oct.1 of second year).

- Proceed with coursework. If any changes become necessary in the Advisory Conference Report, file in the Graduate College an amended report which has been approved by all members of the Advisory Conference Committee and the graduate liaison.
- Complete tools of research as specified in *Advisory Conference Report*.
- When all required coursework and research tools have been completed, file Application for General Examination in the Graduate College two weeks prior to the General Examination. Approval by the Graduate Dean is required if membership of the Doctoral Committee conducting the General Examination is different from that assigned at the Advisory Conference.
- After the General Examination is authorized by the Graduate Dean, arrange with the Doctoral Committee for time and place of examination. General examinations should be completed during the semester in which approval was given. Within 72 hours after the General Examination is completed, a report signed by the entire committee must be submitted to the Graduate Dean.

Department of Sociology Guideline → Defend the Dissertation Proposal with doctoral Advisory Committee in a semester prior to the graduating semester.

- Following initial enrollment in Research for Doctor’s Dissertation (course 6980), maintain continuous enrollment in a minimum of two credit hours each semester until all degree requirements are completed.
- File the Application for Graduation with the Office of Academic Records. Pay the microfilming fee in the Bursar’s office. Submit the Degree Check card to the Graduate College. (Deadlines are Fall – November 1; spring – March 1; summer – July 1).
- Prepare reading copies of the dissertation (one for each Doctoral Committee member) and when approved by the committee chairperson, present one copy to the Graduate College with a completed Request for Authority form. Reading copy deadlines are published in each semester’s class schedule and are available in the Graduate College office.

Department of Sociology/Graduate College Guideline → Submit the Dissertation Reading Copy to doctoral Advisory Committee 30 days prior to the defense.

Graduate College Guideline → Request a Degree Check online with the Graduate College 10 days prior to the submission of the Dissertation Reading Copy to the Graduate College.

- If approved, the reading copy will be returned with the Authority for the Final Examination. The Graduate Dean must approve any change in membership of the Doctoral Committee.

Department of Sociology Guideline → Submit the “Authorization” form to the Graduate Liaison no less than 14 calendar days prior to the dissertation oral defense date.

Graduate College Guideline → Submit the Dissertation Reading Copy to Graduate College 14 days prior to the defense.

Graduate College Guideline → At least 14 days prior to the defense, the student must also submit 1) the “Request for Authority for Defense of Dissertation,” to the Graduate College, and 2) a letter indicating IRB approval to Graduate College.

- Arrange with members of Doctoral Committee the time and place of Final Oral Examination. Only one attempt to defend is afforded to the candidate. If a report of unsatisfactory is received, the student must discontinue candidacy.

Department of Sociology Guideline → Defend the Dissertation at least one week prior to the last day of class in the graduating semester. Note that this is a Department of Sociology deadline.

- Incorporate any corrections and comments into the final dissertation copy.

Department of Sociology Guideline → The student is responsible for providing every committee member with a hardcopy reading draft of the dissertation. If there are revisions, the student is responsible for providing every member of the committee with a final hardcopy draft of the dissertation.

- Within 60 days after the successful defense of the dissertation, submit to the Graduate College one electronic copy and two hard copies of your dissertation on 100% cotton paper with the signatures of all committee members.
- Deposit your dissertation copies and the signed UMI Agreement with the Library. The Library will date and sign your Dissertation Receipt.
- Return the signed Dissertation Receipt, Survey of Earned Doctorates, Graduate College Exit Survey, and Entry Form to the Graduate College.

Congratulations!

**UNIVERSITY OF OKLAHOMA
DEPARTMENT OF SOCIOLOGY
GRADUATE STUDENT TRAVEL AWARD APPLICATION**

The Department of Sociology faculty recognizes the importance of graduate students' participation in professional associations and professional meetings. A carefully prepared conference presentation reflects well upon both you and the department, so we are pleased to provide financial support for students who are giving a presentation at a professional conference.

Here are the restrictions:

- (1) We will give up to \$500 per fiscal year (July 1 – June 30) for participation in a national or international meeting associated with a professional association (e.g., ASA, ASC, PAA) and up to \$300 per fiscal year for participation in a regional meeting associated with a professional association (e.g., Southwest Sociological Association).
- (2) Students can receive departmental funding for only one meeting per year. Any of the approved money not used for the appointed meeting cannot be applied to future meetings.
- (3) First year MA students can receive funding for presenting a poster at a conference, but all other students must present a paper at the conference to receive funding. The exception is the Population Association of American (PAA) meeting, where posters are competitively evaluated; students are eligible for funding if they are presenting a poster at the PAA.
- (4) Although the department will give financial support to MA students who are participating in regional meetings, we will not give support to PhD students who are participating in regional meetings; we will support PhD students to attend only national and international meetings.
- (5) While the order of authorship does not matter, you must be the primary presenter of the paper.
- (6) You must provide proof that you have applied for travel funds to both the College of Arts and Sciences and the Graduate College. This proof must be the application that you submitted to each college.
- (7) Applications must be submitted to the graduate liaison by the specified deadline. For fall meetings (e.g., ASC), the deadline is October 1; for spring meetings (e.g., regional meetings), the deadline is February 1; and for summer meetings (e.g., ASAs), the deadline is June 1.
- (8) As noted below, the departmental funding will be applied to expenses only after the other sources of funding have been exhausted.
- (9) Exceptions to this policy will be considered on a case by case basis by the chair and graduate liaison.

This application form serves as a cover sheet and should be submitted to the graduate liaison along with the following.

- (1) A copy of the paper to be presented
OR
An abstract of 250 words or less (outlining the topic, theoretical background, methodology employed, and results of the paper) and (b) a letter of support from a faculty member.
- (2) A complete budget with the following categories: Airfare, ground transportation, hotel costs, per diem, and conference registration fees. If you are receiving any support from other sources, please provide this information on the budget.
- (3) Copies of your applications for funding to both the College of Arts and Sciences and the Graduate College.

Student information

Name: _____ Email: _____

Number of years in Dept.: _____

Dates of prior Sociology Department Travel Awards: _____

Paper information

Title of paper: _____

Paper authors in order: _____

Are you the main presenter? Yes ____ No ____

Conference information

Title of conference: _____

Location & Date of conference: _____

**Department of Sociology
University of Oklahoma**

Authorization to Proceed with Thesis/Dissertation Defense

Requirements

The master's thesis and Ph.D. dissertation represent the final and most important components in the academic experiences that culminate in the awarding of the graduate degree. The Department of Sociology offers a thesis or dissertation experience that:

- 1) is a work of original scholarly research that demonstrates an understanding of the subject area and makes a contribution to existing knowledge;
- 2) demonstrates the candidate's mastery of sociological research methods and tools while using acceptable professional standards and ethics; and
- 3) tests a student's ability to address a significant intellectual problem and arrive at a logical conclusion.

The master's thesis teaches the student how to conduct independent sociological research with a faculty mentor. In most cases a master's thesis is the equivalent of an article published in a scholarly journal. The doctoral dissertation establishes that the student is accomplished in the field and can conduct meaningful sociological research independently.

This authorization form should be submitted to the Graduate Liaison no less than two calendar days prior to the thesis oral defense date and 14 calendar days prior to the dissertation oral defense date.

I have read _____'s thesis/dissertation and believe it is ready for a defense on _____ (date).

_____ (chair)

Cc: St. John, Department Chair, Sociology