

COLLEGE OF LIBERAL ARTS SOCIOLOGY DEPARTMENT

GRADUATE STUDENT HANDBOOK

Certificate in Survey Research M.A. in Applied Sociology Ph.D. in Sociology

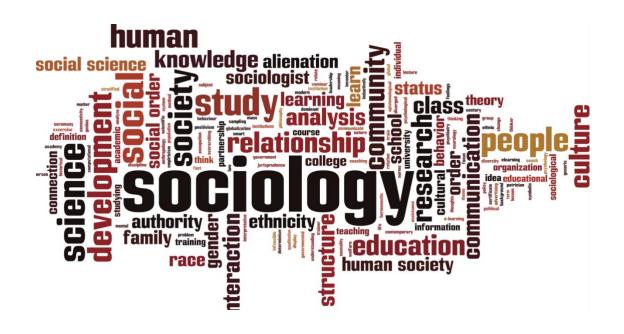
UNIVERSITY OF MASSACHUSETTS BOSTON

FALL 2023

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2023- 2024 Academic Calendar and Deadlines

Date	Details	
August 16 (Wednesday) & August 17 (Thursday)	Theory and Methods Comprehensive Exam	
September 6 (Wednesday)	Sociology Graduate Program Orientation	
September 4 (Monday)	Labor Day (Holiday)	
September 5 (Tuesday)	Fall Semester Classes Begins	
September 12 (Tuesday)	Add/Drop Ends	
October 9 (Monday)	Indigenous Peoples Day (Holiday)	
October 27 (Friday)	Last day to file for December 2023 graduation	
November 6 (Monday)	Spring/Winter 2024 Registration Begins	
November 11 (Saturday)	Veterans Day (Holiday)	
November 13 (Monday)	Independent Study Proposals Due	
November 16 (Thursday)	Pass/Fail & Course Withdrawal Deadline	
November 2 (Thursday) – November 26 (Sunday)	Thanksgiving Recess	
	Fall Thesis/Dissertation	
December 1 (Friday)	Submission Deadline	
December 13 (Wednesday)	Semester Ends	
December 23 (Friday)	Emergency Snow Day (if needed)	
December 28 (Thursday)	Fall 2023 Grades Due Online	
January 22 (Monday)	Spring Semester Classes Begins	
January 29 (Monday)	Add/Drop Ends	
February 19 (Monday)	President's Day (Holiday)	
	Reading List Deadline for	
March 1 (Friday)	Substantive Exam Takers	
March 4 (Monday)	Summer 2023 Registration Begins	
March 8 (Friday)	Last day to file for May/Aug 2023 graduation	
March 10 (Sunday) - March 17 (Sunday)	Spring Break	
April 1 (Monday)	Fall 2024 Registration begins	
April 15 (Monday)	Patriots Day (Holiday)	
April 18 (Thursday)	Pass/Fail Course Withdrawal Deadline	
May 1 (Wednesday)	Comprehensive Exam (substantive and T/M) Declaration of Intent Deadline	
May 1 (Wednesday)	Independent Study Proposals Due	
May 10 (Friday)	Last day of classes	

May 23 (Thursday)	Graduate Commencement
May 24 (Friday)	Undergraduate Commencement
May 24 (Friday)	Spring 2024 Grades Due Online
May 27 (Monday)	Memorial Day (Holiday)
June 1 (Saturday)	Selection of Exam Dates for Substantive Exam Takers
June 19 (Wednesday)	Juneteenth Holiday
July 4 (Thursday)	Independence Day
August 1 – 15	Substantive Exam Period
August 14 (Wednesday) & August 15 (Thursday)	Theory/Methods Comprehensive Exam
August 14 (Wednesday) & August 15	
August 14 (Wednesday) & August 15	
August 14 (Wednesday) & August 15	
August 14 (Wednesday) & August 15	

COVID-19 Policies

The following are UMass Boston's official COVID-19 policies, last updated May 5, 2023.

Vaccination Policy

UMass Boston is suspending its vaccine requirement for students, staff, faculty, and visitors. As of July 1, 2023, UMass Boston is transitioning to strongly recommending COVID vaccination and boosters (when eligible).

Face Covering Policy

UMass Boston currently has a mask optional policy in all spaces on campus, except for in University Health Services (UHS). Within UHS, patients who have respiratory symptoms or fever must wear a face mask.

Please note the following:

- Masks are welcomed and encouraged on campus.
- Anyone completing isolation or quarantine should continue to wear a high quality mask for the full 10 days.

Please continue to be vigilant in closely monitoring your own health and symptoms. If you feel symptoms, please stay home and get tested. We will continue to make antigen tests and masks available at four locations on campus:

- University Health Services (Quinn, second floor)
- Campus Center Information Desk (Campus Center, Upper Level)
- Human Resources office (Quinn, third floor)
- Office of Environmental Health & Safety (Quinn Service & Supply, Upper Level, 034)

Isolation and Quarantine

Isolation: Individuals testing positive must isolate for a minimum of 5 days. Isolation may end on day 6 or later when the individual is asymptomatic or if the individual is fever free for 24 hours and symptoms are improving. Any individual testing positive whose isolation ends prior to 10 days must mask at all times while on campus. This means that removing your mask for eating or drinking is NOT permitted within 10 days of the initial positive.

Quarantine: After a known exposure to the virus, individuals should wear a high quality mask for 10 days and should get tested on day 5. Symptom monitoring during this time is critical.

Hygiene and Daily Health Screening

We will continue to clean high touch surfaces and common areas and encourage use of hand washing and hand sanitizer and other routine hygiene practices that promote good health. In addition, all students and employees are encouraged to monitor their own health daily. Students, staff, and faculty are asked to review the <u>daily check</u> list prior to coming to campus each day.

Event and Visitor Guidance

In general, all campus safety protocols apply to visitors and events. This means that we expect each visitor to adhere to University requirements for masking and/or vaccination. Currently, masks are welcomed on campus, but not required. As of July 1, 2023, vaccinations and boosters (if eligible) are strongly encouraged, but not required. We also recommend that visitors complete a daily symptom self-check.

M.A. Programs in Applied Sociology

Accelerated Master's Program (AMP) in Applied Sociology

Program Description

The Sociology Department offers a B.A./M.A. or Accelerated Master's Program (AMP) for eligible UMass Boston undergraduate students. Students accepted into the AMP may begin graduate coursework in their junior or senior year and complete both B.A. and M.A. requirements in as few as 140 credits (103 undergraduate and 37 graduate). Students may earn both a bachelor's degree in their field of interest and a master's degree in Applied Sociology in less time than earning these degrees separately would typically require. Students typically are accepted into their master's program in their junior year and begin taking graduate courses either in the spring of their junior year or in their senior year. Courses cannot meet both bachelor's and master's requirements. Graduate courses can only fill general elective slots on an undergraduate degree audit.

Requirements for Admission to the B.A./M.A. Degree

- An overall undergraduate GPA of at least 3.2
- Approximately 75 undergraduate credits completed, at least 30 of which were completed at UMass Boston
- Completed undergraduate coursework must include:
 - o SOCIOL 101 Introduction to Sociology
 - o SOCIOL 201 Sociological Theory
 - o SOCIOL 202 Methods of Sociological Research
- A statement of purpose indicating why a student wants this joint degree
- Applications submitted according to the application dates (October 1 & March 1) established by the Office of Graduate Admissions
- Admission decisions follow the same procedures and standards used to evaluate graduate applicants to the M.A. program

According to current regulations, AMP students continue to be classified as undergraduates until they have earned a total of 120 credits and have completed all major and general education requirements. At that point they receive their B.A. degree and are matriculated as graduate students. They are then no longer eligible for financial aid that is restricted to undergraduate students (but are eligible for graduate financial aid). AMP students follow the same academic program plan as M.A. students once they complete undergraduate coursework. See Program Description for the M.A. in Applied Sociology.

M.A. in Applied Sociology

Program Description

The Master of Arts Program in Applied Sociology offers students an innovative and challenging curriculum in applied research. Students graduate with skills and expertise that are required by many research and administrative positions and/or prepare them for doctoral studies. Program alumni work in governmental and non-profit agencies and programs, applied research firms, and go on to advanced study in sociology and related fields.

Several core courses provide a foundation in the theories and methods used by applied sociologists: foundations of applied sociology, social theory, and research methods. Additional courses and concentrations allow students to develop substantive expertise and research skills. Graduate Certificates can also be obtained in Survey Research.

Students in the master's program may complete internship credits or a teaching seminar by taking SOCIOL 610: Teaching Sociology. The internship should reflect the student's academic and professional interests. Internship placements should be research oriented and enhance one's understanding of the relationship between theory, research, policy, and practice. SOCIOL 610: Teaching Sociology is a workshop-style seminar on best practices in teaching and on research on teaching and learning. This teaching seminar provides students with opportunities to develop and collaboratively refine teaching materials.

For the capstone, students must pass the Master's Research Paper (SOCIOL 694) course and receive no lower than a B- on the final capstone project paper written for that class.

Most graduate seminars are currently scheduled in the afternoon and evening hours (2.75 hours, once per week). Full-time students, typically registering for 9 credits per semester, can complete the requirements for the M.A. in two years. All matriculated students, whether full- or part-time, must complete degree requirements within five years.

Degree Requirements

*Please note: M.A. students who begin the program in the fall 2023 semester will following the new M.A. curriculum plan. This plan is expected to be fully approved in September. The course listings below reflect this new plan. Students who began our MA program prior to fall 2023 should refer to the handbook for the year they began the program.

To access the Graduate Sociology Handbook, please sign in to your UMB account. <u>Here is the link to the handbook</u>.

Candidates for the M.A. degree in Applied Sociology earn a minimum of **37 credits**, at least 31 of which must be in courses offered in the sociology program at UMass Boston. Students may not receive pass/fail grades in their courses. To graduate, students must have an overall GPA of 3.0.

Students will be placed on academic probation if their GPA falls below 3.0. The lowest passing grade for a graduate student is a "C." Grades lower than a "C" which are submitted by faculty will automatically be recorded as "F." This graduate grading policy also applies to graduate students enrolled in undergraduate courses.

Program Plan for the Applied Sociology M.A. for students beginning fall 2023 (37 credits total)

- o SOCIOL 700 (1 credit) Proseminar I: Intro to Graduate Sociology
- o SOCIOL 604 (3 credits): Classical Social Theory
- o SOCIOL 607 (3 credits): Contemporary Social Theory
- o SOCIOL 609 (3 credits): Qualitative Methods
- o SOCIOL 650 (3 credits): Methods of Research
- o SOCIOL 651 (3 credits): Quantitative Methods
- SOCIOL 698 (3 or 6 credits): Internship Fieldwork <u>OR</u> SOCIOL 610: Teaching Sociology
- o SOCIOL 694 (6 credits): Master's Paper Seminar
- o Electives (9-12 credits, depending on internship and capstone options)

Internship or Teaching Seminar Requirement

Students will complete either an internship fieldwork or a teaching seminar. Students may choose to complete both an internship and the teaching seminar if desired, but at least one of the two options is required.

Internship

The internship is designed to provide students with a meaningful practical experience in a social service, health care, criminal justice, or other government or community-based organization, internships can lead to research paper projects and (potentially) job offers.

To complete the internship requirement:

- O Students will register for the SOCIOL 698 for 3 or 6 credits and complete the following by the end of the semester:
 - 3-credit internship
 - Work 150 hours over the semester
 - 10-page Paper
 - 6-credit internship
 - Work 300 hours over the semester
 - 20-page Paper
- Submit a short (1-3 page) proposal to the M.A. Program Director in the semester prior to the one in which students would do their internship. The proposal will include the following:
 - The agency or other setting for the internship
 - The prospective supervisor and contact information
 - The type of work for which the intern will be responsible

- The number of credits sought
- The supervising faculty member
- Outline a project that will be the focus of the internship and include some sociological literature relevant to understanding issues in the setting. This may change over the course of the internship, with approval from the student's advisor
- The work is done largely independently (i.e., there is no formal class component), but students should remain in contact with the M.A. program director and/or supervising faculty member about their experience, progress, and any concerns or questions.
- O Workplace supervisors will be asked to verify the proposed arrangements before the student registers and submit an evaluation of the student's performance at the end of the semester. This paper must be planned in consultation with the supervising member of the faculty and must analyze work experiences considering relevant sociological theory and/or research.

Teaching Seminar

Teaching Sociology (SOC 610) is a workshop-style seminar on best practices in teaching and on research in teaching and learning. This teaching seminar provides students with opportunities to develop and collaboratively refine teaching materials over the semester. This is a useful course for anyone interested in teaching their own courses or gaining skills that can help in their work as a teaching assistant.

Teaching Sociology (610) counts as one of the required components of the <u>Graduate Teaching Program</u>. The Graduate Teaching Program is a university-wide professional development program for graduate students. Those who complete the program requirements receive notation on their transcripts.

Waiver of Internship/Teaching Seminar Requirement

Students who have had relevant research experience may apply for a waiver of this requirement by submitting:

- o A one-page description of their relevant work experience to the Program Director
- o Documentation from the worksite (such as a letter from the supervisor)

PLEASE NOTE: Students for whom the internship is waived based on work experience *do not receive credits* toward their degree for their prior experience and must still complete 37 credits total.

Master's Research Paper

The Research Paper is written while students are enrolled in a 6-credit seminar (SOCIOL 694). Students should plan on taking their methods courses (SOCIOL 609, 650, and 651) prior to enrolling in SOCIOL 694. SOCIOL 694 is co-taught by two faculty members, one of whom

primarily advises those working on qualitative projects and one of whom primarily advises those working on quantitative projects. The course is structured with intermediate assignments to develop the research project throughout the semester. Final papers (and some course assignments) are evaluated by both course instructors.

In order to complete the capstone, MA students must pass SOC 694 and receive no lower than a B- grade on their final capstone project paper.

Earned Credits

- Before enrollment in the program, students should consult with the M.A. Program Director regarding transfer credits if these are intended to satisfy degree requirements. Only **two** graduate courses (either within UMass Boston or from other institutions) may be transferred into the program.
- At least **31 credits of the 37 required** for the M.A. degree **must** be earned in courses offered by the Graduate Program in Applied Sociology.
- Students may obtain and satisfy degree credits by completing coursework in select graduate programs. Full-time students in the M.A. Program in Applied Sociology may pursue a course of study leading to a certificate in survey research.
- Students may choose to complete a certificate in another field while in a Sociology graduate program. These may require additional credits. <u>Search for available Graduate Certificate Programs here.</u>

(*Note*: Enrollment in these areas is contingent on approval of the respective program directors.)

- Credits **cannot** be transferred if they have been used to fulfill requirements for another degree, or if they were earned more than seven years before matriculation into the Applied Sociology program.
- Students **cannot** use undergraduate credits toward the M.A.
- All matriculated students expecting to enroll in courses outside the Applied Sociology program should first consult with the M.A. Program Director and these electives must be included on the student's program plan.

Advising

Your formal academic advisor is the M.A. Graduate Program Director. Prior to registration each semester, students must meet with the M.A. GPD and/or the Graduate Program Coordinator to discuss progress toward degree completion, registration, and goals. Students are also encouraged to seek out other faculty for advisement based on their substantive areas of interest and research or courses taught. In many cases, assistantship supervisors serve as formal and/or informal advisors and mentors to students.

Assistantships

There are limited assistantships available to students enrolled in the M.A. in Applied Sociology. Masters' level graduate assistants work as either teaching or research assistants with faculty in the Sociology Department. These are dependent on university funding levels and the research and/or teaching needs of the department. A full description of assistantship funding is contained in this handbook following the Ph.D. Program Description.

Graduate Certificate in Survey Research

The Graduate Certificate Program in Survey Research is a joint program offered by the UMass Boston Center for Survey Research (CSR) and the Department of Sociology. From political polls to surveys about such topics as health, religious sentiments, quality of life, and attitudes toward immigrants, survey research informs popular discussion, political decisions, and academic discourse.

The Graduate Certificate prepares students for leadership roles in this growing field. Students can enroll in the survey concentration within the M.A. in Applied Sociology or Ph.D. in Sociology program, or in the freestanding post-baccalaureate certificate program, allowing them to choose the level of training best suited to their professional interests and career goals.

Certificate Requirements (15 credits)

Core Courses (12 credits)

SOCIOL 660 Fundamentals of Survey Methodology

SOCIOL 661 Measurement: Question Design and Evaluation

SOCIOL 662 Sampling and Inferential Statistics

SOCIOL 651 Quantitative Methods

Elective Courses (3 credits chosen from these courses)

SOCIOL 655 Evaluation Research

SOCIOL 663 Survey Experiments

SOCIOL 664 Practicum in Survey Research Techniques

SOCIOL 665 New Techniques in Survey Data Collection

SOCIOL 666 Internet Survey Data Collection

SOCIOL 698 Field Work / Internship

Relationship to the Ph.D. Program in Sociology and the M.A. in Applied Sociology

Students who have already been admitted to the M.A. or Ph.D. Program in Sociology can declare their intent to complete the Survey Methodology certificate (see Graduate Program Coordinator). Students who are admitted to the Graduate Certificate Program in Survey Research can apply for admission to either the M.A. in Applied Sociology or the Ph.D. in Sociology. Applications will be reviewed in accordance with regularly determined program deadlines. Upon admission into either the M.A. or Ph.D. Program, credits earned in the Survey Research Certificate Program (up to 15) can be applied to M.A. or Ph.D. program. All core and elective Certificate credits will count as elective credits toward the M.A. or Ph.D.

Students jointly enrolled in the M.A. and Certificate programs may opt to complete an internship (SOCIOL 698) at the Center for Survey Research with the permission of the M.A. and Certificate Program directors. The course will count toward the internship requirements of the M.A. and the 3-credit elective requirement of the Certificate.



Ph.D. in Sociology

Program Description

The Doctor of Philosophy Degree Program in Sociology at University of Massachusetts Boston trains students for professional careers in areas including academia, research, government, and industry. The program provides a strong grounding in sociological theory, qualitative, quantitative, and survey research methods, teaching experience, and opportunities to connect with working sociologists across a range of fields. Our students are prepared to bring and communicate sociological knowledge about their areas of expertise to diverse audiences.

Based in the vibrant city of Boston, the Ph.D. program is uniquely positioned to expose students to the issues that are at the forefront of the nation's conversations regarding race, gender, immigration, crime and criminal justice, health care, and public policy.

Students will work closely with faculty on their research while creating their own research agendas. Ph.D. students will complete a core set of courses in sociological theory and research methods, elective courses, and then develop a specialization in an area of their choosing.

Doctoral students may also complete requirements concurrently for a Graduate Certificate in Survey Research.

Graduate assistantships provide doctoral students with opportunities to conduct research in collaboration with faculty, provide essential support to faculty as teaching assistants, and to teach classes under faculty supervision.

Ph.D. in Sociology: Degree Requirements (72 Credits)

Students who apply for admission to the Ph.D. program with an M.A. in Sociology from a nationally accredited college or university or its international equivalent may be admitted with Advanced Standing, receiving credit for *up to* 36 credits. Students in Advanced Standing are required to complete a minimum of 36 credits. Student records will be reviewed on a case-by-case basis. Those without previous graduate work must complete all requirements for UMass Boston's 72 credit Ph.D. in Sociology program. Students entering the program without a master's degree should complete the Master's in Applied Sociology en route to their Ph.D.

To graduate, students must have an overall GPA of 3.0. Students will be placed on academic probation if their GPA falls below 3.0. The lowest passing grade for a graduate student is a "C." Grades lower than a "C" which are submitted by faculty will automatically be recorded as "F." This graduate grading policy also applies to graduate students enrolled in undergraduate courses.

Courses

• **Required Courses** (21 credits):

- SOCIOL 604: Classical Sociological Theory
- o SOCIOL 607: Contemporary Social Theory
- o SOCIOL 609: Qualitative Methods and Field Research
- o SOCIOL 650: Methods of Research
- o SOCIOL 651: Quantitative Methods
- o SOCIOL 652: Advanced Quantitative Methods
- o SOCIOL 700: Proseminar I: Introduction to Graduate Sociology
- o SOCIOL 701: Proseminar II: Planning a Career in Sociology
- SOCIOL 702: Proseminar III: Developing Professional Skills, Preparing for Job Market

Elective Courses:

- o SOCIOL 601: Complex Organizations
- o SOCIOL 606: Social Semiotics and Cultural Analysis
- o SOCIOL 608: Urban Sociology
- o SOCIOL 610: Teaching Sociology: Theory and Practice
- o SOCIOL 620: Social Problems
- o SOCIOL 621: Social Psychiatry
- o SOCIOL 623: Alcohol, Drugs, and Crime
- o SOCIOL 630: Applied Social Psychology
- o SOCIOL 642: Issues in Contemporary Social Policy
- SOCIOL 643: Immigration Policy: Global and North American Perspectives
- o SOCIOL 644: Gender, Ethnicity, and Migration
- o SOCIOL 646: Sociology of Gender
- o SOCIOL 647: Sociology of Race and Racism
- o SOCIOL 655: Evaluation Research
- o SOCIOL 660: Fundamentals of Survey Methodology
- o SOCIOL 661: Designing and Evaluating Survey Questions
- o SOCIOL 662: Applied Survey Sampling Design and Analysis
- o SOCIOL 664: Practicum in Survey Research Techniques
- o SOCIOL 665: New Techniques in Survey Data Collection
- o SOCIOL 667: Sociology of Law
- o SOCIOL 668: The Life Course Paradigm
- o SOCIOL 681: Health Care Policy
- o SOCIOL 682: Sociology of Health and Illness
- o SOCIOL 690: Nature of Crime
- o SOCIOL 691: Contemporary Issues in Responding to Crime
- o SOCIOL 692: Communities and Crime
- o SOCIOL 696: Independent Study
- o SOCIOL 698: Fieldwork

o SOCIOL 897: Special Topics

Please note: All courses that are **NOT being used to satisfy basic requirements may be taken as electives. Any SOCIOL course at the 600 level or above can be used to meet elective requirements.

Comprehensive Exams

Part I – Theory and Method Comprehensive Exam

This exam focuses on mastery of the theories and methods crucial to the study of sociology. Students with Advanced Standing and appropriate coursework typically take the Theory/Method Comprehensive Exam at the end of their first year. Full-time students without advanced standing take the exams at the end of their second year. This can be adjusted for part-time students. The Exam is offered mid-August.

The Theory/Method Comprehensive exam is administered remotely. Students will receive all questions at 5pm the day before the exam date. Students will submit their completed exams to the GPC by 9 AM the day after the exam date.

Example:

Remote Examination			
Tuesday	Wednesday	Thursday	Friday
Students will receive			Students will submit
all the questions by	Exam Day One	Exam Day Two	their complete exams
5 PM		_	to the GPC by 9 AM

Students receive eight (8) questions (2 for each section) and will choose to answer four (4) questions, one (1) each from the following subjects:

- Classical Sociological Theory
- Contemporary Sociological Theory
- Qualitative Methods
- Quantitative Methods

Required coursework (SOCIOL 650, 651, 652, 609, 604, 607) provides the preparation for this exam.

Faculty members serve on the comprehensive exam committee and are charged with preparing the questions and evaluating the responses. Students are responsible for preparing for this exam by utilizing class notes, readings, and exercises provided in the courses covered in the theory/method exam. For additional information about the Theory/Method Comprehensive Exam, please refer to the <u>Graduate Sociology Student SharePoint</u>. You must be signed in to your UMB account to access SharePoint.

Students must complete the "<u>Declaration of Intent to take the Comprehensive Exam</u>" form to register for the Theory/Method Comprehensive Exam and submit it to the GPC by May 1. Students who require accommodation should arrange for the Ross Center to send a letter to the GPC by May 1.

Part II – Substantive Area Comprehensive Exam

The Substantive Area Comprehensive Exam Period is August 1-15 of each year. The exam will focus on the student's substantive area(s) of study. Full-time students who have completed the Theory/Method Comprehensive Exam typically take the Substantive Exam at the end of their second or third year.

Early in the year they plan to take the exam, the student develops a 2-person faculty committee. Together, the student and faculty committee develop a reading list of research focusing on the student's area of interest. Students should plan to enroll in a 6-credit independent study with a faculty member on their substantive exam committee in the Fall or Spring of the academic year they plan to take their exam. Students are advised to limit other demands on their time to allow for rigorous exam preparation over 6-9 months. Students should plan to have a finalized and approved reading list by the start of the **fall semester.** The reading list must be submitted to the **GPC by March 1**, in preparation for an August exam.

Substantive Comprehensive Exam Guidelines

Important Deadlines			
March 1	Reading list submitted to committee and GPC		
May 1	Declaration of Intent submitted to the GPC		
July 1	Exam dates selected; Committee and GPC are notified		
August 1 - 15	Substantive Exam Period		

1. Reading List

- o The student works together with their committee to develop a reading list. The reading list should be finalized two semesters before the planned exam date.
- o The students must submit their final reading list to their committee and the graduate program coordinator by **March 1** of the year they plan to take the exam.

2. Declaration of Intent Form

- o The student must submit their declaration of intent form to the GPC by May 1.
- The GPC will send the form for the appropriate signatures.

3. Exam Method and Dates

- \circ The Substantive Exam Period is **August 1 15** of each year. Together with the committee, the student will select their exam date(s).
- The exam is a **48-hour take home exam**.
- o The student must notify their committee and the GPC of their exam dates and provide a letter from the Ross Center if accommodation is sought by **May 1**.

4. Exam Questions

Students will receive a minimum of 6 questions, of which the student must answer
 4.

The exam structure may take the following formats: (1) Student may choose any 4 questions; (2) Student is required to answer one question and choose three remaining questions; (3) Student must choose 2 questions from 2 sets of questions.

Grading Guidelines

- o Each committee member individually grades the exam.
- o Three possible grade outcomes:
 - High Pass, Pass, Fail for each question and for the overall exam.
- o To "high pass" the exam, the student must have a high pass on 3 out of 4 questions.
- o To "pass" the exam, student must high pass/pass 3 out of 4 questions.
- o Students will receive written feedback on failing answers.

Failing the Exam/Retake

- o If a student fails the exam, they can retake the exam once.
- Students may retake the exam in January, generally two weeks before the start of the semester. Students will also have the option to retake the exam in August during the usual Substantive Exam period.
- o A retake consists of a new set of at least six questions (i.e., the student must retake the entire exam, not just the number of questions that were not passed the first time)
- o If the student fails the exam twice, they are recommended for dismissal from the program.
- O Students who do not pass their comprehensive exams after the two allowed attempts have the option of graduating with a terminal M.A. in Applied Sociology.

Appeals Process

- o A student can appeal a failing grade by contacting the Ph.D. program director in writing within two weeks of their receipt of the exam outcome.
- If a student appeals, the Ph.D. program director will ask a third faculty member with expertise in the substantive area to read the exam and provide grades and comments.
 - If the new grader determines that the student earned a failing grade on two or more questions, the fail stands.
 - If the new grader fails the student on zero or one question, the Ph.D. program director will weigh all the comments and provide a final grade.

The completed exams are expected to demonstrate the high level of writing and analysis expected from an individual receiving a Ph.D. in the social sciences.

Dissertation

Dissertation Credits

Students will register for SOCIOL 899 – Dissertation credits (6-12 credits) the semester after students have completed the Substantive Area Comprehensive Exam. Dissertation credits are independent study used to develop a dissertation proposal under the guidance of a dissertation committee chair. Students will earn the credits or complete SOCIOL 899 after the successful defense of their dissertation proposal. It is recommended that students enroll in SOCIOL 899 in their last year of funding.

Following the completion of the dissertation credits (including defense of dissertation proposal) and all course requirements, students may register under the "Program Fee" status until they complete and defend their dissertation. Students must maintain active student status until the completion of their degree.

Pathways through Ph.D. Program

Students move through the program, particularly after coursework is completed, at different rates. Students should plan to take all their credits while they have guaranteed funding that provides tuition waiver. Students starting the program with Advanced Standing will have a variable number of credits to complete depending on their individual situation. The Ph.D. program requires 72 credits, and the program may transfer up to 36 credits from a previous program. This means all students will have to take at least 36 credits. A full course load is 9 credits or 3 graduate-level courses usually combined with a Graduate Assistantship (GAship) of 18 hours per week. University credit hour policy notes that 1 credit represents 1 hour of instruction and a *minimum* of 2 hours of out-of-class student work. This means 9 credits and a GAship is 40+ per week of work and study. Although we advise students to take a full load of 9 credits in their first 2 semesters, students might take fewer credits depending on their personalized course of study. We strongly advise students to take a 6-credit independent study for substantive comprehensive exam prep in the fall or spring semester before the August exam. Students may take the substantive exam at the end of their 2nd or 3rd year. It often takes a full semester for students to create a reading list with the faculty committee prior to spending 6-9 months of intensive work to master the reading list.

Off Campus Work policy

We encourage students to refrain from working outside the University during the academic year. We recognize that students often experience financial hardship to pursue graduate degrees. We also note that taking 9 credits and working as a GA is a commitment of 40+ hours a week—a full-time commitment.

Graduate Student Assistantships are a precious resource allocated to departments from the university and may only be used to financially support graduate students *making significant*

progress toward degree completion. Please do not accept a GAship if you are taking a leave of absence, pursuing a degree outside the Sociology department, or working full-time off campus.

Planning your progress by semester

Students are encouraged to map out their coursework to ensure they complete all required credits during the time they have guaranteed funding and thus tuition remission. Here is just one proposed path for a student who starts the program with Advanced Standing. The student in this example must take 36 credits and plans to take the substantive exam at the end of year 2:

Year	Fall semester	Spring semester	Summer
1	Take 9 creditsGAship, 18hrs	Take 9 creditsGAship, 18hrs	Study for examTheory/Method Exam in Aug
2	 Take 6 credits Spend 9+hr on exam prep GAship, 18 hrs 	 Take 6-credit IS for exam prep, 18+hrs GAship, 18 hrs Form Sub exam committee Submit reading list by March 1 	Study full timeSubstantive Exam in Aug
3	 Take 6 Dissertation Credits to prepare dissertation proposal GAship, 18 hrs 	 Defend dissertation proposal April/May GAship, 18 hrs 	 Begin dissertation work Write grants Register for program fee

Many students take the Substantive exam at the end of their 3rd year. There is no downside to this as long as you complete credits during your period of guaranteed funding to take advantage of the tuition remission.

Here is a proposed plan for a student coming in without Advanced Standing and must earn 72 credits:

Year	Fall semester	Spring semester	Summer
1	Take 9 creditsGAship, 18hrs	Take 9 creditsGAship, 18hrs	Study for examTheory/Method Exam in Aug
2	Take 9 creditsGAship, 18 hrs	 Take 9 credits GAship, 18 hrs Form Sub exam committee Begin work on reading list 	• Finalize Substantive exam reading list
3	• Take 9 credits	• Take 3 credits	Study full time

	 Spend 9+hr on exam prep GAship, 18 hrs 	 Take 6-credit IS for exam prep, 18+hr GAship, 18 hrs Submit reading list by March 1 	Substantive Exam in Aug
4	 Take 9 credits (May take 6-12 dissertation credits to prepare dissertation proposal) GAship, 18 hrs 	 Take 9 credits (May take 6-12 dissertation credits) GAship, 18 hrs Defend dissertation proposal April/May 	 Begin dissertation work Write grants Register for Program Fee

Reach out to the GPD if you would like help mapping your individual pathway through the program.

The 5 Stages of Being ABD

Doctoral students are admitted to candidacy and enter the All But Dissertation (ABD) stage after successful completion of the substantive comprehensive exam and completion of all required coursework.

[All dissertation forms have been converted to electronic forms on DocuSign and can be accessed in the Student SharePoint].

Stage 1: Notification of Candidacy

Students will submit the form "<u>Stage 1: Notification of Candidacy</u>" after passing the Substantive Comprehensive Area Exam.

Admission to candidacy indicates that a student has completed coursework, passed the comprehensive exams, and is ready to begin the dissertation process. This dissertation process is comprised of a research project specifically related to their study of sociology under the supervision of the doctoral dissertation committee. Throughout this time, students must be continuously matriculated in the program.

The doctoral dissertation is a substantial research project that is independently carried out and makes an original contribution to the discipline of sociology as well as the specific field of study. It must be a written work of original research, demonstrating the candidate's comprehensive knowledge and mastery of theoretical, methodological, historical, and empirical knowledge relevant to the chosen research topic. Students are responsible for following the guidelines established by the Office of Graduate Studies, selecting a committee chair and a topic, registering

for dissertation credits, preparing the dissertation, completing, and defending it, and applying for graduation in accordance with all University deadlines. (*A full overview of the process for writing one's dissertation is found in the appendices of this handbook*).

Stage 2: Notification of Proposed Dissertation Committee

The Dissertation Committee will guide the development and completion of the dissertation research. A student must first select a dissertation chair. A dissertation chair must be a member of the Sociology department faculty. The dissertation chair is the student's primary resource for the completion of the dissertation. In consultation with the chair, a student will ask at least two other faculty members to serve on the Dissertation Committee and offer specialized support as needed. One of these faculty members must be outside of the Sociology Department. A current C.V. or resume must accompany the dissertation form for any member outside of the Sociology Department.

Students must complete the form "<u>Stage 2: Notification of Proposed Dissertation Committee</u>" and submit through DocuSign for a formal approval of the dissertation committee by the PhD GPD. It is recommended that students complete Stage 2 and submit the form the semester after completing the Substantive Comprehensive Exam.

Stage 3: Notification of Proposal Acceptance

The dissertation proposal presents a student's proposed plan for a dissertation study. The format of the proposal varies depending on the nature of the project and the student's committee. While the length of the proposal can vary, a typical proposal is 25-30 pages. The dissertation proposal should include:

- An abstract
- An introduction and overview of the study
- A literature review that demonstrates one's command of current research on the topic
- A conceptual framework and set of research questions or hypotheses
- A detailed statement of the qualitative and/or quantitative procedures to be used
- A description of the data and/or sample
- Data sources and/or methods of data collection
- A discussion of the significance of the study

The student must successfully defend their dissertation proposal to their committee. The content of the defense is determined by the members of the dissertation committee. All members of the student's dissertation committee must approve proposals.

Students must complete the form "Stage 3 - Notification of Proposal Acceptance" and submit through DocuSign for a formal approval of the dissertation proposal by the student's dissertation

committee. It is recommended that students defend their proposal and submit the Stage 3 form within one year after completing the Substantive Area Comprehensive Exam.

Stage 4: Notification of Intent to Defend Dissertation

The dissertation defense serves as a final oral examination for the candidate, as well as providing an opportunity for the doctoral candidate to share their research results with the wider sociology community. This public presentation should be of the quality associated with job talks. Participation by the audience is welcomed and encouraged, subject to ground rules set by the chair of the dissertation committee.

The candidate should work closely with their Chair throughout the dissertation process. A dissertation defense will only be scheduled after the Committee members agree that the dissertation is sufficiently complete and polished to undergo defense. Copies of the dissertation must be provided to all members of the Committee no less than one month before the defense.

Steps in Dissertation Defense Preparation

All members of the Dissertation Committee must attend the Dissertation Defense, and the event is open to the public. The student should take the following steps in scheduling the defense:

- 1. The student is responsible for choosing a date that all committee members can attend.
- 2. The student must contact the GPC to reserve a conference room and/or a virtual room for the defense.
- 3. At least two weeks but preferably one month prior to the defense, the student will notify the GPC with their defense date, dissertation title, and abstract. The student will complete the DocuSign "Stage 4: Notification of Intent to Defend Dissertation." The GPC will then advertise the defense to the University Community.
- 4. The student is responsible for all setup, material preparation, and other details for the defense.
- 5. After the dissertation defense, the student will complete and submit the DocuSign Powerform, <u>Stage 5: Results of Dissertation Defense</u>.
- 6. The student must contact the UMass Boston Format Editor from the Office of Graduate Studies and submit the formatted signature page of their dissertation for approval. For more information, refer to the guidelines under Theses & Dissertations here.
- 7. The student should bring the <u>signatory page of the dissertation</u> to the defense for committee member signatures. *It is the student's*

<u>responsibility</u> to keep this page and include it as part of the final dissertation submitted to Graduate Studies for editing and binding.

Statute of Limitations: Students who are in their sixth year since entering the PhD program must submit a Statute of Limitations (SOL) Extension Form. Graduate Forms are found here: https://www.umb.edu/registrar/forms/graduate

Stage 5: Results of the Dissertation Defense

All Committee members must make one of four recommendations to the Chair or the Committee: 1) approved; 2) approved subject to minor revisions; 3) action deferred pending major revisions; or 4) rejected. The University requires a unanimous vote of the Committee for the candidate to pass the final oral defense. Recommendations must be recorded on the <u>Stage 5 Form</u>, which the student is responsible for submitting after the completion of the dissertation defense.

Submission and Publication of the Dissertation

The dissertation must conform to university guidelines for style and format. The Office of Graduate Studies has provided a detailed manual for organization and style which can be found here. Students are required to order at least two bound copies of the dissertation: one for the program office and one for the Healey Library.

Deadlines for Submission

INITIAL SUBMISSIONS: By 11:59 PM (EST/EDT) on the dates below, you must submit a copy of your defended and revised thesis/dissertation, approved in full for content by your program, to the Office of Graduate Studies (OGS) via the UMass Boston/ProQuest/UMI ETD website.

- December 1 for a December degree
- July 20 for an August degree
- April 20 for a May degree

Institutional Review Board (IRB)

Research involving human participants may need approval by the campus Institutional Review Board (IRB) and data collection cannot start until appropriate Human Subjects Research trainings have been completed and approvals have been obtained. Information about Humans Subjects Review can be obtained from the Office of Research and Sponsored Programs. Students are advised to consult with the IRB early in the dissertation process. Depending on the project, it may be appropriate to have IRB approval for the dissertation proposal defense.

Course Substitutions / Waivers

In some instances, students may request a substitution for a required or elective course. They can also request to be waived out of a course. This may only happen through consultation with and approval by the Ph.D. Program Director. A course substitution form must be filed with the Office of the Registrar to ensure that this change is accounted for at the time of application for graduation. The form is included in the appendices of this manual.

Advising

Incoming students are assigned a First-year Faculty Advisor. They may also consult with the Ph.D. Graduate Program Director (Ph.D. GPD).

Students prepare for their substantive exam (usually in their second or third year) under the guidance of a two-person faculty committee chosen by the student who have expertise in the area(s) of the student's exam.

After passing the substantive exam, students develop a dissertation committee of at least three faculty (two internal to the department and one outside the department) that have the substantive and methodological expertise to support the student's dissertation research.

Students are strongly encouraged to develop a team of mentors in addition to their primary advisor. In the first semester, students are strongly urged to meet all tenure track faculty members in their office hours to introduce themself and learn about faculty research.

Program Fee

Once all coursework and dissertation credits are complete, students are required to register for CAS 600 Program Fee each semester to maintain an active status in the program. If a graduate student does not register for course, thesis, or dissertation credits during any semester, the student must pay a **program fee** to maintain continuous registration. Each degree-seeking graduate student is required to maintain continuous registration until the degree that the student is seeking has been formally awarded. The **program fee** for all students is \$225.00 per semester. **Graduate Assistantships are only available to students enrolled in courses or on program fee**. The university is required to terminate your Graduate Assistantship immediately after the add/drop period if you are not an enrolled student.

Note: Payment of the **program fee** does not extend the time limit for completion of the degree. Students who receive student loan deferments must verify that they are working full time on their dissertations to remain eligible while in program fee status. Any questions regarding the **program fee** should go through the One Stop Student Center.

Students who are receiving financial aid but are not registered in courses may enroll in CAS 800 to show full time enrollment.

Students are responsible for enrolling in Program Fee each semester and may contact the Graduate Program Coordinator for the class number and other details.

Statute of Limitations

The University requires that each Ph.D. candidate earn the degree within **eight** calendar years of entering the program. A student may obtain a leave-of-absence for up to a maximum of two years.

An extension of the maximum program completion time will correspond with the length of leave time. In exceptional cases, an extension of the statute of limitations (typically no more than two years) may be granted when a student can demonstrate that they are making substantial progress on the dissertation. Students should request such an extension from the Ph.D. GPD and provide a progress report and timeline for completion, agreed upon between the student and their committee chair. If approved, the Ph.D. GPD will then make a recommendation for the extension to the Graduate Registrar.

Graduate Assistantships (GAships)

Full-time students accepted into the Ph.D. program are typically offered a research/teaching assistantship A full GAship includes a stipend, waiver of tuition and most fees, and a credit to cover some of the University-offered health insurance and requires 18 hours per week of research or teaching assistant support. Details of your GAship should be provided by the Ph.D. program director at the time of admission.

For students that do not wish to commit to a full GAship, partial GAship are available (1/2 or 3/4). These GAships come with a pro-rated stipend, pro-rated tuition waiver and health insurance benefit corresponding to the level of support.

Graduate Assistantships are only available to students enrolled in courses or on program fee. Graduate Studies is required to terminate your Graduate Assistantship immediately after the add/drop period if you are not an enrolled student.

Master's students are eligible for GAships (often partial). B.A./M.A. students are eligible *only* after completing all B.A. requirements, completing at least 120 credits, and being formally classified as a graduate student.

PLEASE NOTE: acceptance of a partial GAship during the first three years does not guarantee students any level of support beyond the timeline of their original offer. Support is guaranteed in line with the original offer only.

The Graduate Assistantship is considered a form of income and must be treated as such for the purposes of loans, scholarships, tax reporting, and any other financial considerations.

Graduate Assistantship Expectations

While every effort is made to assure that assistantships provide valuable learning experiences for students, some assignments, and a portion of the work for most assignments, may consist of

administrative tasks such as library searches, duplicating materials, conducting work for the department, etc. Faculty supervisors and students are encouraged to review the <u>Letter of Understanding</u> and update the letter early each semester.

As stated earlier, Graduate Student Assistantships are a precious resource allocated to departments from the Office of Graduate Studies and may only be used to financially support graduate students *making significant progress toward degree completion*. Please do not accept a GAship if you are taking a leave of absence, pursuing a degree outside the Sociology department, or working full-time off campus. Although we certainly want students to support themselves, we also want students to complete their degree in a timely manner.

If you are unable to accept a full GAship, please let us know and we will work with you to negotiate a reduced GAship if possible. Partial GAships include a reduced stipend and a partial tuition waiver; thus, you would be responsible for the remainder of the tuition costs.

Policies for all Graduate Programs in Sociology

General Transfer Credit Policy

University policy states that students who have completed graduate course work at other accredited institutions may transfer up to 6 credits from the following:

- 1) Courses in which the student received a grade of B or higher
- 2) Courses which have **not** been used to fulfill requirements for another degree; and
- 3) Courses which were earned no more than seven years prior to their matriculation at UMass Boston.

During their first semester of study or at the point of admission, students may put in a request to the Graduate Program Director to transfer up to 6 credits towards their degree. Requests should include copies of the student's transcript and course syllabi. Transfer credit decisions are to be made on a case by case, course by course (either core or elective) basis.

Students in the Ph.D. program may enter at Advanced Standing, receiving credit of up to 36 credits based on previous coursework and degrees. Advanced Standing will be reviewed and applied at the time of admission. Students should see Ph.D. program director to discuss details of these assessments.

Independent Study

Students may earn up to 6 **credits** for an Independent Study project (SOCIOL 696). This option is for students who have a special interest that they would like to pursue through intensive reading or original research and who can identify a faculty member who can supervise the project. In the semester before enrolling for Independent Study credit, students must submit a 1–3-page written

proposal following the guidelines on the **Independent Study Agreement after consultation with the prospective faculty supervisor.** Proposals should include a reading list, a work plan (e.g., how often will the student meet with the advisor?), and work products. Graduate Program Directors review Independent Study proposals. **These proposals should be submitted no later than May 1.**

All Independent Study Agreement Forms have been converted to DocuSign Forms, use the links below for your respective program Independent Study Agreement.

M.A. Independent Study Agreement Ph.D. Independent Study Agreement

Electives

The Sociology department offers a limited number of elective courses each semester and are offered on a rotating basis. If you see an elective offered that you are interested in, register for it then, if possible, as it may not be offered again during your coursework. We encourage students to take electives offered in the department even if they are not in your substantive area of interest. Elective courses build connections with sociology faculty, train students to apply the sociological perspective to various topics and create a breadth of knowledge that enriches dissertation and other research projects.

Students can choose to complete elective work through both program courses and other means as described below.

All elective requirements fulfilled other than through Sociology-sponsored elective courses require written approval of the Graduate Program Director and a change indicated on the student's plan of study.

- On-campus courses offered by other graduate programs. The course will appear on the student's transcript with the course title and grade.
- An independent study under the direction of a graduate program faculty. This course should consist of an amount of study and work equivalent to a graduate-level course, and a specific written product must be the result of the semester's work (e.g., a project report, a literature review). The student and faculty member must agree to the scope of the work and the amount of supervision required (e.g., weekly or biweekly meetings) and submit the Independent Study Agreement. Students can complete up to 6 credits of independent study work. Exceptions to this policy must be approved by the graduate program director.
- Off-campus graduate courses taken for credit. If a student wishes to enroll in a sociology- related course at another graduate school and plans to transfer credits toward their doctoral degree, the course should be approved by the GPD before the student

registers for the course. A maximum of 6 credits from other institutions may be transferred towards the doctoral degree.

Faculty Research Specializations

Globalization, Immigration, and Migration: Capetillo, Montalva, Okigbo, Solari

Criminology, Law, and Punishment: Brown, Contreras, Gascón, Nevin, Zaykowski

Race/Ethnicity and Urban/Community: Contreras, Gascón, Montalva, Okigbo

Gender: Solari, Bobel

Culture, Group Processes, and Identity: Capetillo, Montalva, Okigbo, Rodriquez, Solari,

Stewart, Youngreen

Mental Health, Health, and Aging: Contreras, Rodriquez, Burr, Mutchler, Stokes, Sprague

Political Sociology and Public Policy: Brown, Stewart, Kallman, MacIndoe, Warren

Research Methods:

• Qualitative: Gascón, Montalva, Okigbo, Rodriquez, Solari

• Quantitative: Contreras, Nevin, Stewart, Youngreen

• Evaluation: Zaykowski

• Survey: Nevin, Stewart, Roman, Hargraves

*Italicized names are affiliated faculty who are based in other departments/units.

Graduate Sociology Departmental Awards

Award for Academic Excellence in Applied Sociology

The Graduate Program in Applied Sociology presents one Book Award for outstanding academic achievement at the Graduate Convocation every year. The award is given to the M.A. graduate with the highest GPA in the program.

The James E. Blackwell Prize

The Blackwell Prize is awarded each year by the Graduate Program in Applied Sociology in honor of Professor Emeritus James E. Blackwell, former President of the Society for the Study of Social Problems, founder of the Association of Black Sociologists, and author of leading books and articles about the African American community. The award is given to a student who has completed a graduate degree in Sociology and whose academic work exemplifies the spirit of Dr. Blackwell's combination of rigorous research and scholarship about concerns of the minority group members.

The Xiaogang Deng Graduate Paper Award

The Graduate Program in Applied Sociology recognizes the best empirical paper written by graduate student(s), and honors former faculty member, Xiaogang Deng, whose generosity made this award possible. It is selected among self-nominations by a committee of faculty members. Professor Deng was a vital and highly valued member of the Department of Sociology. He was also a significant contributor to Sociology's graduate programs, regularly teaching well-received seminars on research methods, crime, and criminal justice.

The Best Graduate Teaching Assistant Award

The Teaching Assistant Award is nominated by faculty and given to a teaching assistant whose work was of exceptional quality and who showed an outstanding work ethic, going above and beyond.

Guidelines for the Documentation of Academic Work

University Policies and Regulations

It is every student's responsibility to familiarize themselves with university codes, policies and regulations. Please refer to the University Policies & Regulations site for complete information on sexual offenses, academic dishonesty, and student misconduct policies, as well as the <u>Code of Conduct</u>. For information on academic policies, visit the <u>Registrar's</u> website.

Most of the below listed regulations have been taken from the University's Graduate Bulletin. For a comprehensive listing of all University regulations, visit the "<u>University Policies & Student Rights</u>" section of the "<u>Life on Campus</u>" website.

Academic Honesty

Students should be aware that, at the discretion of the instructor, assignments may be submitted to plagiarism detection software programs for the purpose of detecting possible plagiarism. Students must be prepared to submit an electronic version of any written assignment upon request of the instructor. It is the responsibility of the student to become familiar with the Code of Student Conduct (CSC) of the University of Massachusetts Boston. This is the guiding document for all classes and assignments. Please feel free to ask your professors any questions regarding academic honesty.

Students should be familiar with all procedures related to academic honesty at the University of Massachusetts Boston. Here, we list only the University's definitions of violations of the Academic Honesty portion of the Code of Student Conduct, which include, but are not limited to, the following:

- 1. Submitting as one's own an author's published or unpublished work (e.g. material from a journal, Internet site, newspaper, encyclopedia), in whole, in part, or in paraphrase, without fully and properly crediting the author.
- 2. Submitting as one's own work or materials obtained from another student, individual, or agency without full and proper attribution.
- 3. Submitting as one's own work material that has been produced through unacknowledged or unauthorized collaboration with others.
- 4. Submitting substantially the same work to more than one course without prior approval from all instructors involved: i.e., dual or multiple submission.
- 5. Using any unauthorized material during an examination, such as notes, tests, calculators, cell phones, PDAs, or other electronic or mechanical communication devices. Abuse of cellular devices with photographic capabilities and use of devices for purposes of photographing test questions or other notes and materials are also prohibited.
- 6. Obtaining answers to examination questions from another person with or without that person's knowledge; furnishing answers to examination questions to another student; using or distributing unauthorized copies of or notes from an examination.
- 7. Submitting as one's own an examination taken by another person; or taking an examination in another person's place.
- 8. Gaining or seeking to gain unauthorized access to or altering or destroying the paper or electronic files of a student, faculty member, or staff member for the purpose of gaining

- better academic standing and success.
- 9. Failing to adhere to professional standards or ethics of a discipline and/ or violating the rules of an agency in the course of completing field work, internship, practicum, student teaching, or clinical placement.
- 10. Interfering with an instructor's ability to evaluate accurately a student's competence or performance, misleading any person in connection with one's academic work.

In addition to the CSC, further discussion of academic integrity is also contained in the University of Massachusetts Boston document "University Policies and Regulations."

You are required to read these documents and ensure that your work conforms to the standards of academic integrity described therein throughout your time in the program.

***Conditions for Using Work in More than One Course

Students may use the same topic or issue of interest to demonstrate work in more than one course. However, when this is proposed, the student must:

- 1. Obtain prior agreement of the faculty member for each course
- 2. Inform both faculty members in writing at the time of turning in the assignment in what ways the papers differ from each other
- 3. Provide a copy of each completed paper to the Program Office; and
- 4. Make sure that substantial additions and revisions of the topic occur in each version of the work and are sufficient to meet the different requirements of each course.

If a topic is being revised and added to in a subsequent semester to the one in which it was first presented, the student must inform the faculty member from the prior course; obtain agreement from the current faculty member to complete the work in this manner; state in writing at the time of turning in the assignment to the new faculty member the ways in which the paper is different; and follow steps 3 and 4 above.

Turning in essentially the same work for credit in more than one course or Independent Study constitutes a violation of the campus' CSC academic honesty policy.

Graduate Certificate Programs

Graduate Teaching Program

The <u>Graduate Teaching Program (GTP)</u> offers graduate students an opportunity to learn about teaching from the university's many expert instructors and to develop their own skills and reflective capacities in ways that are useful in both academic and non-academic settings. Students who complete the program will receive a notation on their transcript—a significant form of documentation that can be referenced on résumés and graduate school and job applications.

Read about the Graduate Teaching Program **requirements** here.

Conflict Resolution Certificate Program

UMass Boston's <u>Conflict Resolution graduate certificate program</u>, with the McCormack Graduate School, provides professionals with the unique skills needed to manage conflict in a variety of settings. Students are trained in a range of approaches to the resolution of conflict, collaborative decision making and problem solving. Courses examine the development, role and management of conflict and encompass the theory, methods, and ethical perspectives of conflict resolution.

The certificate program requires 12 credits which can be completed in 1 year of full-time study (18 credit dual specialization available). Part time study is an option. If you start out in the certificate program and decide to apply for the master's program, all the credits transfer.

Gerontology Graduate Certificate Program

This online, five-course <u>Gerontology Graduate Certificate program</u> is designed for students who have a general interest in the study of gerontology, and either want to test the program before pursuing an MS degree or enhance their knowledge base regarding the impacts of aging societies for personal or professional benefit.

Learn about other Graduate Certificate Programs here.

University Student Resources

Graduate Sociology Student Association

The Graduate Sociology Student Association (GSSA) is a graduate professional organization at UMass Boston that is designed to provide support, resources, and a community for students pursuing graduate degrees in the Sociology Department at UMass Boston. The GSSA is here to build a sense of community, among graduate sociology students and faculty, by providing opportunities to socialize and engage with the larger campus and Boston communities.

Membership to the GSSA is open to all UMB graduate sociology students. The GSSA is headed by an executive board elected by graduate sociology students at the end of the previous academic year. The GSSA cabinet includes a president, vice president, secretary/treasurer, and events coordinator.

Graduate Student Government

The <u>Graduate Student Government</u> represent their graduate student constituents to the University community and support programming and activities for graduate students, especially through graduate professional organizations. The GSA funds graduate professional organizations with several different types of grants to graduate students to assist their professional development and research. They graduate research conference and plan social activities to bring graduate students from different programs together.

Graduate Employee Organization

The <u>Graduate Employee Organization (GEO)</u> at UMass Boston represent all graduate assistants in negotiating a <u>contract</u> with the University to secure fair wages and excellent working conditions. The GEO was officially founded in 2001 and created a standardized rate of pay and benefits for Graduate Assistants (GA's).

The GEO also provides it members access to two grants: The Scholarly Support Fund (SSF) and its new emergency fund. The SSF grants students up to \$500 for conference and research related expenses. The Emergency Fund is a new grant gained in the most recent round of negotiations. It is set to launch in Fall 2022 and is intended to provide students with monetary assistance for unexpected expenses.

Healey Library

The <u>Healey Library</u> supports the campus' academic pursuits, providing resources and staff to guide constituents in the complex process of discover and effective use of informational materials. The library also facilitates important conversations on scholarly communication, copyright, research, teaching, and learning in higher education, shaping the future of academic scholarship.

UMBrella

<u>UMBrella</u> provides an easy-to-use, one-stop search and discovery tool for books, e-books, videos, journals, databases, articles, digital media, and many others.

UMB students use UMBrella to manage research, renew books and other library resources, add items to your virtual bookshelf, export citations to your assignments, and research projects, view items and resources available at UMass Boston, as well as from other institutions.

Food Pantry

The <u>U-Access food pantry</u> opened in February with the mission of providing emergency grocery items to UMass Boston students who did not have access to food for balanced and healthy meals.

The pantry provides typical pantry items, fresh produce, toiletries, and some school supplies. All UMass Boston students enrolled in at least one credit are eligible to participate, including but not limited to undergraduates, graduate students, parents, international students, ESL students, veterans, differently abled, and those with dietary restrictions.

UMass Boston Writing Center

The university-wide <u>Writing Center</u> serves the UMB undergraduate and graduate students, faculty, and staff. The center offers students one-on-one consultations with trained undergraduate and graduate consultants for all writing, at any stage, targeted programming, support for graduate students, and employment opportunities.

Counseling Center

The <u>Counseling Center</u> is committed to making sure that all students have access to high quality mental health and wellness care. Students across various ethnic, national, socioeconomic and religious backgrounds, and across diverse gender identities and sexual orientations.

The UHS Counseling Center at UMass Boston is available to help students identify and access the most appropriate services for their particular situation.

All enrolled UMass Boston students, regardless of insurance, are eligible for the following services, at no charge:

- Brief consultation, by appointment, to determine treatment needs and options
- Emergency/Crisis intervention
- Assistance with accessing care off-campus
- Outreach events and workshops
- Educational materials
- Brief and focused individual therapy, group therapy, and medication evaluation

The UHS Counseling Center can be reached by calling 617-287-5690 or by email: counseling.center@umb.edu.

Crisis Phone Support 24/7 – 855-634-4135 National Suicide Prevention Lifeline 1-800-273-8255 Samaritans Helpline for 24/7 1-877-870-4673

Ross Center (Disability Services)

The mission of the Ross Center is to serve as a resource for the UMass Boston campus community in order to ensure academic and housing access and inclusion for students by promoting a view of disability informed by social, cultural, and political forces. The Ross Center provides academic accommodations, resources, and training in assistive technology, and information to increase the understanding of disability throughout the university community.

Consortium for Graduate Studies in Gender, Culture, Women, and Sexuality

The Consortium for Graduate Studies in Gender, Culture, Women, and Sexuality, hosted by MIT, brings together feminist scholars and teachers from nine Boston area institutions, including UMass Boston, for the purpose of advancing interdisciplinary, intersectional feminist scholarship and teaching in the areas of women's, gender, and sexuality studies. The GCWS offers interdisciplinary, team-taught, graduate-level courses for master's and Ph.D. students at our member institutions that are led by faculty in a range of disciplines from our member institutions.

Consortium on Gender, Security, and Human Rights

Founded in 2002, the Consortium integrates the study of gender and of women into research on human rights, security, and armed conflict. Scholars from across the Boston area came together with the purpose of "changing the political and academic understanding of the security field so that the dynamics of gender become salient at all points in the conflict process, from prevention through post-conflict reconstruction."

It has shifted its focus on bridging the gap between the scholarly research community on the one hand, and policy makers and practitioners on the other.

In 2009, the Consortium moved to its current home at UMass Boston.

Research Institutes & Centers

Here is more information on UMass Boston's Institutes and Centers.

Graduate Course Descriptions

SOCIOL 601 Complex Organizations

Description:

The course acquaints students with studies of complex organizations that throw light on decision-making and conflict in the setting of formal organizations. Students will study how policies emerge and how they are translated into action. They study research illuminating the nature and functions of rules, the initiation and consequences of political processes, the role and problems of street-level bureaucrats, and the impact of social, political, and economic conditions on organizational behavior. Theories and concepts are applied to human service organizations, and their distinctive features are discussed.

SOCIOL 604 Classical Sociological Theory

Description:

Classical Sociological Theory asks us to grapple with big questions about how our social world is organized and how it might be organized. You will study the work of major canonical theorists, such as Karl Marx, Emile Durkheim, and Max Weber ("the Big Three"), as well as other early theorists who are key to contemporary applied sociology, such as W.E.B DuBois and Harriet Martineau. Upon completing the requirements for this course, you can expect not only to have a solid knowledge of classical theorists but also a critical insight into sociology as a discipline. We will discuss how the canon of sociological theory was and continues to be constructed and its influence on contemporary scholarship.

SOCIOL 606 Semiotics and Cultural Analysis

Description:

This seminar takes an in-depth look at semiotics—the study of meaning-making through various forms (words, images, sounds, actions, objects, etc.)—and explores how it can be used as a lens to analyze society and culture. We will examine how cultures can be understood and express themselves through collective symbols, creative texts, and media forms. Our discussions will also examine the role of semiotics in generating nuanced interpretations of culture and society, and what this has enabled for the social sciences.

SOCIOL 607 Contemporary Sociological Theory

Description:

Social theory is trained reflection on ways of knowing social life. But it is not only this, and it never begins purely as trained reflection. Social theory arises first and foremost from everyday life, from an enormous variety of contexts of conversation, discussion, and interaction between ordinary people. These are the same contexts that lead to the formation of such things as social movements, political parties, trade unions, and organized mass actions such as consumption, strikes, and revolutions. Social theory emerges from these contexts and is only a more reflective expression of the disputes and agendas that dominate

ordinary communication about social and political issues. It is itself a social and political issues. It is itself a social product with a multitude of everyday contexts of origination.

SOCIOL 608 Urban Sociology

Description:

This sociology seminar covers theoretical perspectives and empirical research on how cities are shaped by social and economic forces, as well as various (e.g., racial, political) ideologies. We will also investigate how cities, in turn, shape social life - in both positive and negative ways.

SOCIOL 609L Qualitative Methods and Field Research

Description:

This course is designed to introduce students to qualitative research methods; its specific focus is on policy research and aging. Students practice the skills needed to observe the world around them by attending to social phenomena, descriptively and analytically. The course functions as both a seminar and a research workshop, and students learn by engaging in a field work project. GERON GR 609L and PPOL-G 609L and SOCIOL 609L are the same course.

SOCIOL 610 Teaching Sociology: Theory & Practice

Description:

This seminar is designed for graduate students who are interested in teaching careers at the college and university level and/or in the scholarship about teaching and learning. Teaching assistants who are involved in classroom practice are also welcome. The course will address both the theory and practice of teaching with a focus on the kinds of backgrounds, experiences, and learning styles that UMass Boston students bring to the classroom.

SOCIOL 630 Applied Social Psychology

Description:

This course has been designed to introduce students to sociological theories about interaction and to motivate students to explore how the theories about which they learn can make change in the `real world'. During the seminar, the class will cover a mixture of contemporary and classical research literature in the attempt to make sense of interactions in everyday social life and to use the ideas and concepts from the literature to address social problems.

SOCIOL 642 Issues in Contemporary Social Policy

Description:

This course provides special emphasis on contemporary social policy issues. It examines principals of social policy analysis and the impact of social policy decisions on recipients and non-recipients of social services. Special attention is given to research on contemporary problem areas such as immigration, homelessness, public sector health and mental health, social justice issues, and crime and delinquency.

SOCIOL 644 Gender, Ethnicity, and Migration

Description:

Why do people migrate? Do immigrants assimilate into host countries or maintain ties with their home countries? What factors shape the work experiences of (im)migrants? A gendered perspective, critical to the study of these topics, is still poorly integrated into international migration theory. This course will challenge us to keep gender at the center when answering the classic questions of migration studies. Students will be asked to consider how the feminization of migration and a perspective that includes the intersection of gender, ethnicity, class, and nation challenge the theoretical tools used to make sense of migration and its effects.

SOCIOL 646 Sociology of Gender

Description:

How are gender and gendered identities socially constructed? In what ways does gender intersect with and influence issues of power and inequality in society? Gender is one of the most central axes of inequality, along with class, race, ethnicity, nationality, citizenship, and sexuality. We will examine gender as an ever-present organizing principle of social life that has broad-ranging effects, from micro-level individual interactions up to macro-level economic and political processes. We will consider different theoretical approaches and discuss the ways in which gender is social and cultural, rather than "natural" and "biological." Next we will look at the construction of gendered identities, sexuality, and the performance of masculinity and femininity in everyday life. Furthermore, we will explore how gender relations are being shaped by, as well as are shaping, larger processes of globalization. By the end of this course, you should be familiar with sociological perspectives on gender and the social construction and reproduction of gender categories.

SOCIOL 647 Sociology of Race and Racism

Description:

This course introduces students to the major sociological theoretical perspectives and current empirical research on racial inequality. We will mostly examine how social analysts have framed race and racism in the USA since about the 1950s, with a few examples from non-US contexts to push our thinking beyond American constructions. At the end of the semester, students should have attained a clear and comprehensive view of how issues around race and the intersection of race, class, and gender have been framed by social analysts over the last several decades.

SOCIOL 650 Methods of Research I

Description:

Focuses on methods of collecting information about social beliefs and social process, including the operation of social services and other programs. The course requires students to conduct exercises that will give them firsthand experiences in various approaches to data collection and management. Emphasis is given to techniques of survey, field, and experimental research. Students are introduced to the use of computers.

SOCIOL 651 Quantitative Methods

Description:

This class provides introductory training for graduate students in the interpretation, analysis, and presentation of quantitative data for the social sciences. The course covers descriptive statistics, data visualization, cross-tabulation and regression analysis for social data. It also provides introductory training for computer-based statistical analyses, no prior experience with statistical software is required.

SOCIOL 652 Advanced Quantitative Methods

Description:

This class provides training in quantitative analyses that moves beyond the more basic techniques covered in the preceding course SOCIOL 651. The course begins with a review of multiple regression before spending the rest of the semester covering specialized regression techniques.

SOCIOL 655 Evaluation Research

Description:

An advanced course in the theory and practice of evaluation of public policy and social service programs for social science students and practitioners. Basic knowledge of research methods is assumed, but relevant issues in research design and implementation are reviewed. The course provides general overview of evaluation theory and landmark evaluation studies, as well as analysis of commonly used evaluation models and of practical and political issues involved in design and implementation of evaluations. Design of an evaluation of a social agency program is required.

SOCIOL 660 Fundamentals of Survey Methodology

Description:

This course introduces students to the principles of survey design that are the basis of standard practices in the field, providing tools to design and implement survey data collection and for evaluating surveys. Topics include sampling, nonresponse, survey instrument development and evaluation, survey interviewing, post survey data processing, and research ethics.

SOCIOL 661 Designing and Evaluating Survey Questions

Description:

This course will teach students what is known about how the characteristics of survey questions affect the likely validity of the resulting data. It will also teach them how to evaluate how well questions meet the standards that we set for them. The course will introduce students to the underlying science of how to design and evaluate questions and will provide them with experience in actually carrying out question design and evaluation.

SOCIOL 662 Applied Survey Sampling - Design and Analysis

Description:

This course is designed to teach students the principles of probability sampling for general populations. It will teach them about the various types of sampling methods including simple random, stratified, cluster, and probability proportionate to size. It will help them to understand when certain methods are preferable and how adding complexity to a sample design can affect data analysis. Topics will also include developing survey weights and analyzing data from complex samples.

SOCIOL 664 Practicum in Survey Research Techniques

Description:

This course offers students hands-on experience in planning and conducting a survey, focusing on sampling, questionnaire development, and interviewing techniques. Students will put survey best practices into action in the development of a survey instrument by planning and moderating focus groups. They will evaluate questions by conduction cognitive interviews and completing behavior coding of recorded interviews. Students also participate in a sample listing exercise in the Boston area and conduct face-to-face pretest interviews.

SOCIOL 665 New Techniques in Survey Data Collection

Description:

This course is designed to introduce students to the newest and most state-of-are methods of survey data collection, an appreciation of their history and development, as well as their rapidly developing research programs. Purposes both methodological (to improve the instrument and forward the state-of-the-art in survey techniques) and substantive (addressing research questions in sociological frameworks) will be addressed.

SOCIOL 667 Sociology of Law

Description:

A general analysis of the social origins and consequences of law and legal process; special emphasis on law as a method of conflict resolution and as a social control structure, and on law and social change. Attention also given to law in other societies, including non-literate societies, to the evolution and development of legal structures, and to patterns of due process and criminal law.

SOCIOL 681 Health Care Policy

Description:

This course focuses on recent changes in health care policy and in the organization of medicine, with special attention to the impact of these changes on the delivery, distribution, and quality of health services. Additional emphasis is given to the history of medicine; the political economy of health care; inequality in utilization of and access to health services; rising costs and cost containment programs; attempts at regulation; and government health programs and private health service organizations.

SOCIOL 682 Sociology of Health and Illness

Description:

This course highlights the role of the social sciences in dealing with problems of health care practice, focusing on research contributions to health maintenance, prevention, treatment, and quality of care. Topics include the nature and goals of client-practitioner relationships, health education, behavioral and psychosomatic medicine, and the linkages between social problems and medical problems.

SOCIOL 690 Nature of Crime

Description:

This course examines the social nature of crime. It explores a variety of theoretical perspectives, including anomie/strain theory, neighborhood theories, social control, social learning, life course theories, and theories of desistance. Rather than try to superficially address every theory, we will go into greater depth on a few major approaches and themes. One such theme throughout the course is the life course of offending and offenders; we will talk about juvenile delinquents through to desisting adult (former) offenders. The various theories are examined through a review of recent empirical studies. We also will discuss the adaptability of these theories to social policy.

SOCIOL 691 Contemporary Issues in Responding to Crime

Description:

This seminar focuses on the social nature of responses to crime. As individual citizens and as communities, we get our information about and respond to crime in a variety of ways. As David Garland writes at the beginning of *The Culture of Control*, "We quickly grow used to the way things are. Today more than ever, it is easy to live in the immediacy of the present and to lose all sense of the historical processes out of which our current arrangements emerged." (p. 3). The primary goals of the course are to challenge these "common sense" understandings of crime and punishment, to learn to ask good questions, and to strategize about how to answer these questions.

SOCIOL 692 Communities and Crime

Description:

Broad patterns that differentiate local communities from one another, including characteristics of residents, businesses, architecture, and other general symbols of everyday life, quickly become apparent when traveling across cities. Similar variation characterizes the rates of crime, delinquency, and incarceration found in these areas. This course focuses on the nature of the social structures and group dynamics that shape neighborhood context, which in turn influences other social processes, like crime and responses to crime.

SOCIOL 694 Master's Research Seminar

Description:

This course guides students in their design and completion of the master's paper. It operates as an intellectual workshop where throughout the semester students share with the group the process as well as the results of their research. Special attention is given to the formation of research questions, research methodology, and writing appropriate literature reviews.

SOCIOL 696 Independent Study

Description:

In-depth study of a particular topic according to the student's interests. Independent study projects are expected to make an important contribution to a student's training in applied sociology. All projects are under the supervision of a faculty advisor, who is responsible for guiding and evaluating the student's work. An application and detailed proposal must

be submitted to the graduate program director not later than two weeks before the end of the semester previous to that in which SOCIOL 696 is to be taken.

SOCIOL 697 Special Topics in Applied Sociology

Description:

An advanced seminar on selected topics in applied sociology. The course content and credit vary according to topic. Details on special topics courses will be announced during the advance registration period.

SOCIOL 698 Field Work

Description:

Intensive field work and/or internship in a public or private research or practice setting jointly supervised by faculty and agency-based staff. Placements made according to student interest and internship availability.

SOCIOL 699 Thesis Research in Applied Sociology

Description:

Supervised thesis research open to students who elect the thesis option. The research is conducted under the supervision of a faculty committee consisting of a primary faculty advisor and two additional faculty members, who are responsible for advising the student in preparing and carrying out the thesis project and for evaluating and judging its acceptability.

SOCIOL 700 Proseminar I: Introduction to Graduate Sociology

Description:

The goal of this proseminar is to introduce students to UMass Boston and to life as a graduate student.

SOCIOL 701 Proseminar II: Planning a career in Sociology

Description:

The goal of this proseminar is to help you think about the develop plans for your particular career plans in sociology. We will discuss upcoming program requirements (comprehensive exams, dissertation), and well as how to think about graduate school as an opportunity for professional development, both within your courses and TA/RA experiences and beyond.

SOCIOL 702 Proseminar III: Developing professional skills and preparing for job market

Description:

The goal of this proseminar is to help you think about and develop plans for your particular career plans in sociology. Much of our time will be spent talking about the job market (academic and applied) and how to tailor your work to fit different types of jobs.

SOCIOL 897 Special Topics

Various topics in Sociology.

SOCIOL 899 Dissertation Credits

This is a course for students working on their dissertations. Students may only enroll in dissertation credits after they have completed the other credit requirements for the Ph.D..

APPENDICES

Graduate Sociology Departmental Faculty

Elizabeth Brown, Ph.D. SUNY Albany

• Law and society, penal policy, state-level trends, public opinion

Christopher Contreras, Ph.D. University of California Irvine

 Communities and Crime, Criminological Theory, Drug Abuse, Drug Markets, Quantitative Methods

Jorge Capetillo-Ponce, Ph.D. New School for Social Research

• Social theory, race and ethnic relations, media studies, Latino studies

Louis Daniel (Danny) Gascón, Ph.D. University of California, Irvine

• Urban sociology, law and society, race and ethnic relations, and primarily the study of urban policing punishment and inequality, and gang and youth culture

Miguel Montalva, Ph.D. Northeastern University

Race and Racism, Urban Sociology, Critical Race Theory,
 Intersectionality, Undocumented Immigrants, and Qualitative Methods

Andrew Nevin, Ph.D. University of Toronto

 Digital sociology, internet & technology studies, crime & deviance, cybercriminology, quantitative methods, inequality & stratification, social networks

Karen Okigbo, Ph.D. City University of New York Graduate Center

• Migration, Race/Ethnic Studies, Sociology of Family, Qualitative Methods, Quantitative Methods (Demography)

Jason Rodriguez, Ph.D. University of Massachusetts Amherst

 Medical sociology, care work, health and aging, health services organizations, sociology of mental health, emotions, qualitative methodology

Cinzia Solari, Ph.D. University of California, Berkeley

• Gender and migration, work and globalization, social theory, global ethnography

Evan Stewart, Ph.D. University of Minnesota

• Political and cultural sociology, public opinion, civic engagement, religion and secularism, social psychology, survey research, quantitative methods

Reef Youngreen, Ph.D. University of Iowa

• Social psychology, status processes, deviance

Heather Zaykowski, Ph.D. University of Delaware

• Victimization, youth violence, communities and crime, law and society

