

**GUIDELINES FOR STUDENTS WORKING TOWARD
THE Ph.D. DEGREE IN SOCIOLOGY**

**DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK
TEXAS WOMAN'S UNIVERSITY**

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INTRODUCTION

The guidelines presented here are intended as an aid to the student in pursuing the Doctor of Philosophy in Sociology at Texas Woman's University. It is the responsibility of the student to become familiar with the expectations and procedures described here and with the regulations contained in the current Graduate Catalog and the TWU Student Handbook.

The student should be aware that the attainment of a Ph.D. in Sociology involves more than simply the presentation of a given number of hours of coursework. The successful completion of a doctoral program demonstrates evidence of mastery of a body of knowledge, the ability to reason analytically and critically, to work independently and creatively, and to function as an ethically responsible professional capable of designing, conducting, and communicating the results of meaningful research.

I. APPLICATION/ADMISSION

A. Application for admission to the Sociology doctoral program must be made directly to the Office of Student Records. The Dean of the Graduate School will notify the applicant of admission to the Graduate School and to the Sociology Program.

The following credentials should be filed online through www.ApplyTexas.org with the Office of Student Records at least 90 days before the semester to which admission is sought.

1. Completed Application for Graduate Admission Form. The Graduate School application is available online (see Appendix A).
2. Official transcript(s) of all college or university credits.
3. An official report of the Graduate Record Examination (GRE).

Applicants are also required to submit a personal statement of purpose (2-3 pages) and arrange three letters of recommendation to be sent by their referees directly to the departmental Graduate Advisor, Dr. Philip Yang.

B. Admission to the Ph.D. program in sociology requires a bachelor's degree in sociology or its equivalent, GRE, a GPA of 3.5 or higher on the last 60 hours of undergraduate courses and on all graduate courses, three letters of recommendation, and a personal statement of interest (2-3 pages). Students without a bachelor's degree in sociology will be considered if the admission committee believes that the student shows academic promise. International students must have a satisfactory score on the Test of English as a Foreign Language (TOEFL).

C. The applicant who has a GPA of at least 3.0 but meets other conditions above may be considered for conditional admission. Additional coursework may be required. The admission committee may request additional evidence of the applicant's ability to do graduate work.

D. Students applying for admission to doctoral study must meet the general admission requirements of either the Graduate School at TWU or the Toulouse School of Graduate Studies at UNT. Students additionally must apply to the sociology program. Applications of students who satisfy the Graduate School's admission standards are forwarded for review to the department admission committee. This committee is responsible for recommending acceptance or rejection of applicants to the respective Graduate School of the Federation doctoral program.

E. Students admitted with a bachelor's degree can earn their M.A. degree during the course of study. They will be required to write a Master's thesis, which, together with their coursework, will be evaluated by the sociology faculty at the end of their Master's stage (normally between 30 and 36 hours of coursework). Based on the evaluation, the faculty could recommend that a student continue to pursue the Ph.D. degree or be awarded a terminal M.A. degree. The thesis requirement is waived for students admitted with a Master's degree.

F. Students who have previously been admitted to the doctoral program and begun classes but have been inactive for one year or longer must reapply to the Graduate School.

II. ADVISORY COMMITTEE

A. Prior to enrolling for the first semester of doctoral work, the student should confer with the departmental Graduate Advisor (Dr. Philip Yang) who will be responsible for supervising the student's program until an Advisory Committee has been appointed, normally after completion of eighteen (18) hours of graduate coursework.

B. The appointment of the Advisory Committee is made by the Dean of the Graduate School, upon recommendation by the Chair of the Department and based on suggestions from the student via the form "Request for Appointment of Graduate Committee". The committee consists of not fewer than three members, with at least two being from the major department. If the student has a minor area of concentration outside of sociology, a faculty member from the minor field must be included. It is appropriate that the student ask the faculty members involved before requesting that they serve on the committee. Additional members may be added to the committee at the discretion of the major professor in consultation with the student and other committee members. These additional committee members may be from the major department, another component at TWU, UNT, or other accredited institution as appropriate.

C. Once appointed, the committee has primary authority and responsibility for the student's program, including recommending coursework and evaluating the student's progress within the program, with the chair of the committee administering this authority. Once the Advisory Committee is appointed, the student should meet with the committee to plan the full program of work toward the doctoral degree.

D. To facilitate fulfilling the committee's responsibility for guiding and evaluating the student's progress in the doctoral program, the student may be required to take a diagnostic examination in the areas of methods and theory after the first year of graduate study. Such an examination is designed to guide decisions about course selection and to determine needs early in the student's advanced studies. Any student who has had an examination in sociological theory (including history of theory) and in methods (including statistics) within three years prior to entry into the Ph.D. program (usually written M.A. comprehensive examinations) should provide the examination paper and its evaluation to the Advisory Committee. If it is possible to provide these materials, and the committee deems that examination to be satisfactory for diagnostic and advisory purposes, no further diagnostic examination will be required.

E. The responsibilities of the Advisory Committee include the preparation, with the student, of a total program of graduate study. This plan must be on file in the Graduate School and have approval of the Dean of the Graduate School before comprehensive examinations may be administered. (Form: Doctoral Degree Program)

Once the degree program has been filed in the Graduate School, any changes or substitutions in the courses listed must be approved by the student's Advisory Committee and reported to the Graduate School. (Form: Change in Degree Program)

III. PROGRAM REQUIREMENTS

Program requirements include the following:

1. Satisfaction of a minimum number of hours beyond the baccalaureate or the master's degree;
2. satisfactory completion of research tool requirements in statistics, research methods, pedagogy, information retrieval, or a foreign language;
3. passing the qualifying examination and the comprehensive examinations in two areas; and
4. preparation and defense of a written dissertation under the supervision of a Dissertation Committee.

A. Course Requirements

1. The Ph.D. requires satisfactory completion of a minimum of 91 hours beyond the baccalaureate degree or 61 hours beyond the master's degree, including dissertation (12 hours) and individual study courses. It should be noted that the completion of a specified number of credit hours is not sufficient in and of itself. The student may need to complete more than the minimum number of required semester hours to meet individual requirements of quantity or quality of work specified by the student's Advisory Committee.
2. The following hours are required for the doctoral degree in sociology:

AREA	Semester Hours
Masters level coursework	30
Doctoral Core	16
• Doctoral Classical Sociological Theory	3
• Doctoral Contemporary Sociological Theory	3
• Intermediate Social Statistics	3
• Quantitative Methods and Design	3
• Qualitative Methods	3
• Proseminar in Sociology	1
Major/Primary Area	12
Minor/Secondary Area	12
Electives	9
Dissertation	12
TOTAL	91

3. The student must demonstrate proficiency in Doctoral Core by completing the coursework and by successfully passing the qualifying examination.

4. The student must take a minimum of 12 hours of graduate work in a primary area and pass a comprehensive examination in this area. All of these courses must have an SOCI prefix. Only one Independent Study (SOCI 6913) course or one Individual Research in Sociology (SOCI 6923) course (3 credit hours) may be counted towards the primary area coursework. This is the area of concentration in which the student contemplates doing his/her major research and writing the dissertation.

5. The student must take a minimum of 12 hours of graduate coursework in a second area of concentration and pass a comprehensive examination in this area. This coursework may include courses with a prefix of SOCI or a cross-disciplinary choice. Only one Independent Study (SOCI 6913) course or one Individual Research in Sociology (SOCI 6923) course (3 credit hours) may be counted towards the secondary area coursework. The student should consult with the Graduate Advisor and with the Advisory Committee concerning the alternatives available.

N.B. On occasion, a graduate seminar does not have the requisite number of students to be listed under its own number, and the students are individually registered under 6913--the independent study number. The above rule does not apply to this situation of being enrolled in a regular seminar.

6. In addition to the coursework in the primary and secondary areas, the student must complete nine (9) hours of elective courses. The elective courses must have an SOCI prefix.

B. Transfer Credit/Time Limit

1. Transfer Credit

a. The student's Advisory Committee may consider recommending to the Dean of the Graduate School acceptance of some transfer credit from another college or university, should such previous work be deemed relevant to the student's doctoral program and otherwise meet the transfer requirements of the Graduate School. A student may apply to the advisory committee for consideration of transfer credit after satisfactorily completing a minimum of nine (9) semester hours of graduate coursework at TWU and upon filing the degree plan.

b. At least 50 percent of the work that is counted toward a doctoral degree (including 50 percent of the minor area) must be comprised of courses having residence status at TWU. Residence status requirements for individual courses are met by courses taken at any TWU campus and by approved courses taken by cross-registration at the University of North Texas.

2. Time Limit

All requirements toward a doctoral degree, beyond the master's degree or its equivalent, must be completed within a period of ten consecutive calendar years from the date doctoral credit is first earned.

N.B. Texas residents should note that the Texas Legislature has passed a bill that places a cap of 99 doctoral credit hours a student may earn before being charged the out-of-state tuition rate.

C. Research Tools

1. According to the Graduate School, doctoral studies require skills and techniques (tools) that vary with the specific needs of the discipline. The degree-granting components determine the suitability of specific research tools for their programs. Research Tools means 2 tools. Such tools comprise coursework equivalent to a minimum of 6 credit hours at the graduate level or the equivalent of 12 hours at the undergraduate level for each tool. (Undergraduate courses may be used to meet research tool requirements at departmental specification.) Equivalent competencies may, if acceptable to the component, be demonstrated by examination. The degree-granting component establishes whether the credits are included in the 90 hours required for the program or whether they are required in addition to the minimum hours needed for the degree. However, if undergraduate courses are used as research tools they may not be used in the hours that count toward the graduate degree.

2. Doctoral students are required to demonstrate competency in two areas of research tools before being admitted to candidacy for the doctoral degree. This requirement is met by taking twelve (12) graduate hours of courses in at least two of the following areas: statistics, research methods, pedagogy, information retrieval, and foreign language. Six (6) hours must be in one of these areas, and the other six (6) hours may be across two other areas.

3. Starting from the fall 2011 cohort, all 12 hours of Research Tools courses required by the Graduate School can be included in the 91-hour doctoral curriculum. For students who entered the Ph.D. program prior to fall 2011, whether the 12 hours of Research Tools can be moved into the 91-hour curriculum will be reviewed on a case-by-case basis.

4. Because of insufficient course offerings in foreign language at TWU to meet the need of our students, foreign language is no longer required for the Ph.D. degree in sociology, albeit desirable.

IV. ADMISSION TO CANDIDACY—QUALIFYING EXAMINATIONS

A. Application for Examinations

1. After satisfaction of the residence requirement, completion of the necessary research tools, and with the approval of the Advisory Committee, the student may be admitted to candidacy for the doctoral degree upon successful completion of all qualifying examinations.
2. Students must select an Advisory Committee prior to taking their first qualifying exam. An application to take the qualifying examination must be signed by the student's advisory committee and submitted to the Chair of the Department at least six weeks before the date scheduled for the examination. (Form: Request for Qualifying Examination)

B. Core Qualifying Examination

1. The core qualifying examination consists of written examination administered and evaluated by the Department Qualifying Exam Committee at least one academic year prior to the time when the degree is expected to be conferred. Normally this takes place near completion of the second full year of graduate work.
2. The qualifying examination is scheduled once per regular semester of the academic year on the fourth Friday of every semester.
3. Students are required to take the qualifying exam at the completion of their first 27 hours of doctoral coursework. The 27 hours do not include any deficiency courses that a student might be required to take as a condition for admission into the Ph.D. program. Requests for exception must be made in writing by the completion of 18 hours and approved by the Graduate Advisor, doctoral Advisory Committee chair, and department chair. If students do not take the exam on time, a hold/block will be placed on their registration for classes.
4. Since Ph.D. students entering with a bachelor's degree are required to take M.A.-level theory, methods, and statistics courses, they are not required to take the Ph.D. core Qualifying Exam during their master's stage.
5. All students receive the results of their exams from the Chair of their Advisory Committee on "Telling Day," which will be three weeks after the date of the last exam.
6. Students are urged to become familiar with the format and content of the examination by studying earlier exams available on the TWU departmental website.
7. If a Ph.D. student fails the qualifying exam, the exam must be retaken within the next two consecutive long semesters of academic enrollment. A student can only take a qualifying exam twice. If a student fails an exam a second time, the student's Advisory Committee, by majority vote, may appeal the decision to the Department chair. The procedures will follow a grade appeal process.

C. Major and Minor Exams

1. Major and minor exams are the responsibility of the student's Advisory Committee. The format and parameters of these exams will be determined by the Advisory Committee in consultation with the student. Acceptable formats include in-class written exams, taken-home exams, written essays, a publishable manuscript, and oral examinations.

2. A formal oral exam will no longer be required of students. If the student's committee has concerns about the student's past performance on the theory, methods/statistics, major or minor exams, the committee can use the proposal or dissertation defense as an opportunity to ask questions about areas of weakness.

D. Time Limit of Exams

1. The whole examination process should be completed by a student in no more than three years from the time of the initial taking of a written examination.

V. DISSERTATION COMMITTEE

A. Once all examinations have been successfully completed and a student is admitted to candidacy, the candidate may begin preparation of a dissertation under the direction of a Dissertation Committee. Once all qualifying examinations have been passed, a student has the prerogative of restructuring her/his committee, or keeping the same committee, before beginning work on a dissertation proposal.

B. If the composition of the Dissertation Committee is to differ from that of the Advisory Committee, the candidate submits to the Chair of the Department suggestions for committee membership, having first requested each member to serve.

The actual composition of the committee depends upon three factors: (1) the particular substantive interests of the candidate, (2) the preferences voiced by the candidate, and (3) an attempt within the department to allocate an equitable research direction load to the faculty members.

C. The Dissertation Committee is an arm of the Graduate School. Once appointed, the authority of the department is delegated to the committee. Actions and decisions of the committee are subject to review and to recommendation by the Chair of the Department.

D. The major responsibility for directing the dissertation lies with the faculty member appointed chair of the candidate's Dissertation Committee. It is to the chair the candidate should address questions, inquiries, etc. It is also the chair who will aid the candidate in deciding at which point the work being done is ready for presentation to the other members of the committee. The chair of the Dissertation Committee may often suggest that the candidate request the help or advice of another committee member in areas in which that person has special expertise. However, such "referrals" should come about by joint agreement of the candidate and the chair rather than on the initiative of the candidate without consultation with the chair.

E. Should the need arise, changes in committee membership can be made at the request of the student, a committee member, or the Chair of the Department. Requests for changes should be in writing and should be routed through the chair of the committee to the Chair of the Department and the Dean of the Graduate School. (Form: Request for Appointment of Graduate Committee, with CHANGE OF COMMITTEE typed on form). Academic courtesy holds that before any official change is made, the chair of the committee informs all parties concerned in the decision.

VI. DISSERTATION PROSPECTUS

A. The candidate's Dissertation Committee is responsible for approving the plan and prospectus for the dissertation. The prospectus typically may include an introduction, the research problem, the significance of the study, literature review, theory and/or hypotheses (for a quantitative study), data including data-collection techniques (if applicable), method(s) of data analysis, and research plan. Once the candidate and the chair of the Dissertation Committee are in agreement that the prospectus has reached a near-to-finished state, the chair will call a meeting of the candidate's full committee to consider the prospectus and make appropriate suggestions, alterations, or adjustments in the design. The candidate is responsible for providing each member of the committee with a copy of the prospectus at least ten days prior to the meeting.

B. Once the committee has assessed the candidate's prospectus and ability to carry out the research proposed, the committee makes suggestions to the chair and to the candidate. The committee's decision takes one of several forms:

1. **Unqualified Approval** - if the prospectus is followed in precise detail, the candidate will not later be faulted on the research design.
2. **Qualified Approval** - changes may be made under the supervision of the chair without further committee involvement.
3. **Qualified Disapproval** - the candidate will revise the prospectus and will meet again with the whole committee.
4. **Unqualified Disapproval** - the candidate is urged to prepare a new prospectus or to withdraw from the program.

C. When the prospectus has been accepted by the committee, final typed copies should be submitted to each committee member. To indicate approval, each committee member signs the prospectus, which must be reviewed by the Chair of the Department before it is submitted for review by the Dean of the Graduate School. The original signed copy of the dissertation prospectus, which is limited to a maximum of ten pages, is filed in the Graduate School upon the approval by the Dean of the Graduate School. The prospectus does not have final approval until the candidate receives a letter from the Dean of the Graduate School indicating that approval has been granted. (The candidate is also asked to submit a final copy of the prospectus for the permanent files in the departmental Graduate Advisor's office.)

D. An approved prospectus is required prior to the implementation of data-gathering procedures. Any data collected before the prospectus is approved may be rejected by the dissertation committee.

VII. THE INSTITUTIONAL REVIEW BOARD

A. The chair of the candidate's Dissertation Committee assures the Graduate School in writing that any study involving human subjects meets the criteria of the current Texas Woman's University Institutional Review Board (IRB) guidelines and has been approved by the IRB. The guidelines are available in the departmental office. A copy of the letter of approval from the IRB must accompany the dissertation prospectus to the Graduate School.

B. The chair of the candidate's Dissertation Committee assures the Graduate School in writing that written permission has been obtained in advance from every person who is photographed, filmed, videotaped, or recorded in any way for research purposes. Model consent forms are available in the departmental office.

C. The chair of the Dissertation Committee assures the Graduate School that when other institutions or organizations are involved in the study, the candidate has obtained letters of cooperation from the appropriate officials before beginning the collection of data. A copy of each letter from such an agency must accompany the dissertation prospectus to the Graduate School.

D. The chair of the Dissertation Committee informs the candidate of the necessity of assuring the rights to privacy and protection of confidentiality of data before data are collected, normally when the prospectus is approved.

VIII. THE DISSERTATION

A. A dissertation, which is based on research and which makes an original contribution to the literature and research of the discipline, is required of all candidates for a doctoral degree. The term "original" should not be taken to mean "never done before," since replication of research is often not only acceptable but desirable. However, the dissertation should represent something more than just a duplication of already existing information.

B. The selection of a dissertation topic rests with the candidate. A number of suggestions can be made with respect to the choice of a topic.

1. The candidate should select a topic within the major area of concentration in which he/she is genuinely interested and is competent to handle. If the topic requires special knowledge or special research skills the candidate does not have or requires facilities that are not available, it is better to choose another topic.

2. The candidate should estimate the time and cost involved before beginning and should avoid a topic so broad it will never be completed. While it is easy to be overambitious, it is best to choose a relevant, but fairly delimited area to work.

3. The chair of the Advisory Committee will be glad to discuss potential dissertation topics and to offer suggestions until such time as the Dissertation Committee is appointed.

C. By a rule of the University, only students who are officially registered may hold conferences with a faculty member concerning the preparation of a dissertation. The rule applies both when the student is in actual residence and when the student is not in residence but is receiving aid or criticism by correspondence. The rule does not apply to those preliminary conferences that are held before the dissertation topic has been selected and the Dissertation Committee appointed.

D. As the dissertation is written, each chapter is presented first to the chair of the Dissertation committee (and dissertation director), who may pass the chapters on to the other members one at a time or wait until the work nears completion. Each committee member reads the entire dissertation and makes suggestions and corrections. It is the responsibility of the candidate to incorporate these revisions into the dissertation. When submitting corrected copy to the committee, it is recommended that both the original on which corrections were requested and the revised copy be presented to the chair, who will pass both on to other committee members.

E. It is the responsibility of the candidate to follow the University regulations in the final typing of the dissertation, once it is in a form approved by all committee members. The Graduate School booklet, *Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers* is available on-line (see Appendix A) and enables the preparation of a dissertation which meets the requirements of the Graduate School. (See also *Form and Style Requirements for Theses and Dissertations*, available upon request in the departmental office.)

F. After the final typed copies of the dissertation have been submitted to the Dissertation

committee, a final oral examination or defense of the dissertation is held. When the examination is passed and any suggested changes made in the final copy, the candidate may duplicate the required number of copies. (The defense of the dissertation is described in the following major section of these guidelines.)

G. The department requests one copy of each dissertation; the Graduate School receives two, which are placed in the library. If the candidate wants additional copies, he/she must prepare more than three. (An original copy must be submitted for microfilming.) It is the responsibility of the candidate to see that all three copies of the dissertation are turned in to the Graduate School by the date specified on the "Calendar of Deadlines." (If a copy of the dissertation, with the approval signatures of the committee, is turned in three weeks prior to the deadline, the Graduate School will check the copy and return it to the candidate for any necessary corrections before reproductions are made. As long as the Graduate School maintains this service, it is strongly recommended that use be made of it.)

H. An abstract of not more than 350 words must be filed with the Graduate School at the time the dissertation is submitted. The abstract represents a very brief description of the research reported in the dissertation. (If the candidate wishes to copyright the dissertation, the appropriate forms--available in the Graduate School--may be filled out at this time.)

I. Each candidate must file three copies of curriculum vitae. Two are requested by the Graduate School, and one is to be bound in the copy retained by the Department of Sociology and Social Work. The vita is simply a brief biographical sketch and should include: the full name of the writer, the date and place of birth, the names of parents, and any other personal data that might be of interest to the reader. There should also be an account of schools attended, degrees received, publications, and so on. It should also include the writer's permanent address. Below should appear the name of the person who typed the dissertation. The vita does not comprise part of the dissertation, the page is not numbered, and it is the last page before the blank end sheet.

IX. FINAL EXAMINATION—DEFENSE OF DISSERTATION

A. When the dissertation has been approved by all members of the Dissertation Committee and upon completion of all other requirements for the degree, the candidate will be examined orally by the committee. The examination includes a defense of the dissertation and of the research upon which it is based, as well as questions in the major and minor areas of concentration.

B. It is the responsibility of the candidate and of the committee chair to schedule the examination before the deadline set for the semester in which the degree is to be granted. It is the responsibility of the student to provide each member of the committee with a copy of the completed dissertation at least ten days prior to the scheduled examination.

C. The final oral examination is conducted and evaluated by the Dissertation Committee although the meeting may be announced and open to the component at the discretion of the committee. The final decision of the committee, made in executive session, takes one of several forms:

1. **Unqualified Approval** - the committee recommends that the candidate be approved for the degree by the Dean of the Graduate School.
2. **Qualified Approval** - suggested changes may be made under the direction of the chair of the committee without another meeting of the committee and the committee will then recommend that the Dean of the Graduate School approve the granting of the degree, subject to approval of the dissertation by the Chair of the Department.
3. **Qualified Disapproval** - the research needs to be repeated or modified or the dissertation extensively rewritten with resubmission and another meeting of the committee. If a second formal defense of the dissertation is scheduled, two such meetings may not be held in the same semester. (Two consecutive summer terms are considered one semester.)
4. **Unqualified Disapproval** - the student is advised to withdraw from the program without completing the degree.

Once approved by the candidate's committee, the completed dissertation must be reviewed by the Chair of the Department before it is submitted to the Dean of the Graduate School.

The committee chair informs in writing the Dean of the Graduate School, the heads of the components, and the student when the decision falls into the category of unqualified approval or unqualified disapproval. (Form: Certification of Final Examination)

X. THREE-ARTICLE Ph.D. DISSERTATION OPTION

A. The purposes of the three-article dissertation option are to encourage students to learn how to publish early during graduate studies, to give students an advantage for competitive job markets, to allow students to use different methodologies for their research, and to help increase the quantity and quality of scholarly production for our graduate students and Ph.D. graduates. It should be noted that this option is not appropriate for all Ph.D. students. It may be more difficult and take longer to complete than the traditional monograph dissertation format.

B. The three-article dissertation option requires that a student produce three manuscripts for publication in peer-reviewed social science journals. One of the articles must be accepted for publication. A second article must have been accepted or received a “revise and resubmit” request from a journal. A third article must be submitted for publication.

C. The articles must meet the following requirements:

1. The three papers should be logically related and should have a coherent theme.
2. The student must be the sole or first author of the three articles.
3. No articles published prior to entry into our graduate program can be counted.

D. The student’s doctoral advisory or dissertation committee must approve the three-article option. The committee will determine the appropriateness of the type, content, and length of the three articles as well as the journals to which the articles will be submitted.

E. The student must successfully defend a three-article dissertation proposal. In addition to a general introduction, the proposal must include a detailed description of each of the proposed articles that should cover the essential components of a research study.

F. The student must also successfully defend a three-article dissertation. The three-article dissertation will normally include the following components: (1) Abstract that synthesizes the articles, (2) introduction and background to the general substantive area, (3) first paper, (4) second paper, (5) third paper, and (6) conclusion and implications for policy and/or further research.

G. The final copy of the three-article dissertation must be formatted and submitted in accordance with TWU Graduate School guidelines.

H. Students must obtain permission for copyrighted materials from the copyright holder.

I. Students should decide as early as possible, in concert with their dissertation committee chair, whether to pursue the three-article dissertation option. However, they may switch from the three-article option to the traditional dissertation at any time, provided that their dissertation committee approves the switch.

XI. ANNUAL REVIEW

A. The progress of each student in the sociology Ph.D. program will be reviewed annually. The purposes of the review are to

1. review activities of the past year (April through March);
2. set objectives for the coming year;
3. explore future directions for academic and career development;
4. assist students in assessing their progress and to prepare to present themselves professionally in resumes and job applications.

To this end, each student will prepare a portfolio, the contents of which are specified below. The first portfolio will be assembled by the student and submitted to the Graduate Advisor during SOCI 6231.

B. The student portfolio will contain

Current curriculum vitae

Current transcript (official or unofficial)

Checklist of completed doctoral program requirements

Goals for the coming year. Goals should be stated in terms of the following areas:

Scholarship/research; Service (to the community, University, Department, Federation); Teaching/practice; Professional development; and Other. There may not be objectives in all areas each year.

Optional Information (see below)

The following optional documentation may be included:

Scholarship/Research

Statement of research interests

Written work (list of class papers, sample papers, published articles, book reviews, etc.)

Conference presentations (in any format)

Works in progress

Participation in grant writing

Dissertation prospectus (draft or final copy)

Service

Profession: Committee memberships, special projects

Community: Committee or board memberships, presentations/consulting, volunteer activities

Federation: Committee memberships, special projects

University: Committee memberships, organizations/activities

Department: Committee memberships, organization sponsorship/activities, special projects

Teaching/Practice

List of classes taught/assisted with

Class presentations

- Guest lectures
- Syllabi and other handouts
- Example(s) of lecture outline
- Documentation of applied sociological practice
- Professional Development
 - Association memberships
 - Attendance at meetings/workshops
- Other
 - Honors, awards, special recognition

C. Annual graduate student review normally takes place in March each year. The portfolio should be uploaded to Blackboard in the “Sociology Graduate Students” folder at least two weeks prior to the meeting date.

D. The review will rank the student’s performance in coursework, professional development, exams, and overall success; identify areas of strength and weakness; and make recommendations for next year. See Graduate Student Annual Evaluation Form.

E. In order to encourage close interaction and relationship between the student and the mentor and to reduce the amount of time required for the review meeting of the entire sociology faculty, the graduate program in sociology adopts a combined centralized-decentralized evaluation system for the annual review of graduate student performance.

1. Students who have completed their first year of graduate studies in the program (i.e., either two semesters or one semester and two summer terms) but have not completed all of their coursework will be evaluated by the entire sociology graduate faculty. The Graduate Advisor will provide each student in this category the result of evaluation after the annual review.
2. Students who have completed all of their coursework will be evaluated by their advisory or Dissertation Committee chair, in consultation with the advisory or Dissertation Committee if necessary. The committee chair will fill out the annual evaluation form, submit it to the Graduate Advisor for the student’s file, and give the student a copy.
3. Students who have not completed their first year of graduate studies in the program (i.e., less than two semesters of course work) are not required to be evaluated.

XII. SCHOLARSHIP AND GRANT OPPORTUNITIES

A limited number of small departmental scholarships are available. Applications must be filed through the TWU Scholarships Tracking and Review System (STARS) by March 15.

XIII. TEACHING AND RESEARCH ASSISTANTSHIPS

A. Teaching Assistantships

1. As part of the training process, the department provides a number of teaching assistantships for qualified students. There are two types of teaching assistant positions: Graduate Teaching Assistant (GTA) with full responsibility for a class, and Graduate Assistant (GA) responsible for assisting a faculty member with his or her class. The number of such positions varies each year with departmental needs (e.g., departmental enrollments, class sizes).
2. In order to qualify as a GTA, a student must have completed 18 hours of graduate coursework in sociology and have taken Sociology 5353: Methods of Teaching Sociology in College or have had an equivalent course or experience in college teaching. GA can be at any stage of graduate studies.
3. The remuneration for a doctoral-level teaching assistant and a master's-level teaching assistant is set by the university. Current information is available on the web at <http://www.twu.edu/gradschool/graduate-assistants.asp>. TWU also provides health insurance and an out-of-state tuition waiver for GTAs and GAs during their time of employment.
4. The department provides all graduate students with an equal opportunity to apply for and to be selected as a GTA or GA. At the beginning of each fall and spring semester, the department makes an open announcement to invite applications for departmental teaching assistantships for the next semester or the following academic year to all graduate students. The applications should be submitted to the Graduate Advisor.
5. The deadlines of application are October 15 for the fall semester and March 1 for the spring semester. First-time applicants are required to fill out the Graduate Assistant Application Form available from the website of the Graduate School at <http://www.twu.edu/gradschool/applying-for-asst.asp>. Applicants for a second or more times only need to submit a simple email request for consideration of renewed appointment to the Graduate Advisor, unless they want to update their Graduate Assistant Application Form. However, all applicants must apply annually.
6. The award of a teaching assistantship is an honor rather than just a job. The selection of GTAs and GAs is based on students' academic performance (e.g., GPA, GRE scores), degree program, progress toward degree, courses taken, teaching experience and evaluation, recommendation of faculty in the program, the necessity and benefits of being a GTA/GA for graduate training, and departmental needs. The department will try to select the best candidates for GTAs and GAs and maintain the continuity of departmental teaching staff in order to effectively support our undergraduate programs and other programs such as Bachelor of General Studies.
7. The appointment of a GTA/GA will normally be made for one academic year with the possibility of renewed appointments for up to five years based on reviews of satisfactory teaching performance, unless a GTA/GA desires a one-semester appointment. The appointment

will be made by the Chair of the Department through a formal letter upon the recommendation of the Graduate Advisor.

8. The Graduate Advisor and the Chair of the Department will make every effort possible to finalize teaching assignments for the spring semester by the target date of December 1 and to make tentative teaching assignments for the fall semester by the target date of June 1 and finalized assignments by August 1, unless there are unanticipated changes in instructors, classes, or other factors. Appointed GTAs and GAs will have an opportunity to request course and time assignments according to their preferences and class and work schedules. The department will try to accommodate such requests to the extent possible but cannot guarantee a requested assignment.

9. The department may have a few openings of GTA or GA positions during summer sections. Only students who have held a GTA or GA position before are eligible to apply and to be appointed. Applicants are required to submit an application to the Graduate Advisor by email. The normal deadline of application is March 1. The selection criteria for regular semesters also apply for summer sections. The target date of teaching assignments is April 1.

B. Research Assistantships

Positions as a research assistant (RA) are occasionally available to students who may be employed by faculty members who hold a research grant. The remuneration for a graduate research assistant is set by the university. Current information is available on the web at <http://www.twu.edu/gradschool/graduate-assistants.asp>. TWU also provides health insurance and an out-of-state tuition waiver for RAs during their time of employment.

XIV. GENERAL INFORMATION

A. It is the responsibility of the student to become familiar with the various specific requirements of the Graduate School with respect to regulations, final deadlines, forms to be filled out, and so on. The student is urged to read carefully the Graduate Catalog and to check carefully with his/her advisor to make sure that all requirements are fulfilled.

B. In order to facilitate keeping track, a file is kept for each student in the department. Inside the file is a checklist for requirements, applications, etc. It is the student's responsibility, together with the Graduate Advisor and the committee chair, to keep the file up to date. Unofficial advisory transcripts can be obtained via the Portal.

C. The student who is a Texas resident should be advised that for the last semester he/she is registered for three hours of dissertation only, an application can be made for a "Code 3" designation, which allows for a reduction in tuition. (Form: Request for Reduced Tuition)

D. If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the office of Disability Support Services (CFO 106, 940-898-3835, dss@twu.edu) in order to obtain the required official notification of your accommodation needs. Please plan to meet with the instructor by appointment or during office hours to discuss approved accommodations and how the course requirements and activities may impact your ability to fully participate.

Appendix: Graduate School and Departmental Forms and Resources

FORM	AVAILABLE AT:
Graduate School Application	https://www.applytexas.org/adappc/gen/c_start.WBX
Schedule of Classes	http://www.twu.edu/academics/
Doctoral Degree Plan	http://www.twu.edu/gradschool/forms.asp
Ph.D. Worksheet	http://www.twu.edu/sociology/doctoral-forms.asp
Request for Appointment of Graduate Committee	http://www.twu.edu/sociology/doctoral-forms.asp
Request for Qualifying Exam	http://www.twu.edu/sociology/doctoral-forms.asp
Old Ph.D. Qualifying Exams	http://www.twu.edu/sociology/federation-exams.asp
Form and Style Requirements (Departmental)	http://www.twu.edu/sociology/doctoral-forms.asp
Guide to Preparation of Dissertations and Theses	http://www.twu.edu/sociology/doctoral-forms.asp
IRB Application	http://www.twu.edu/research/irb-denton.aspl
Prospectus Cover Sheet	http://www.twu.edu/gradschool/forms.asp
Certification of Final Examination	http://www.twu.edu/gradschool/forms.asp
Graduate Assistantship Application	http://www.twu.edu/gradschool/forms.asp
Graduate Assistant Pay Scales	http://www.twu.edu/graduate-assistants.asp
Request for Reduced Tuition	http://www.twu.edu/gradschool/
Application for Graduation	http://portal.twu.edu