

**Department of Sociology**

**Graduate  
Handbook**

***2006-2007***

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## UC Davis Sociology Graduate Program Requirements and Procedures

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### **I. General Procedures**

- A. These rules apply to students who first entered the graduate program in Fall 1994 or later.
- B. For general campus M.A. and Ph.D. requirements refer to the Graduate Studies website at: <http://gradstudies.ucdavis.edu/>
  - 1. Plan II, listed on the Graduate Studies website, is the Sociology department's plan for the M.A. degree. This plan requires 42 units of coursework, plus passage of a preliminary examination.
  - 2. For the Ph.D., no specific number of units is required. Graduate Studies requires a minimum of two full years of residency beyond the bachelor's degree for the Ph.D.
- C. Students are encouraged to consult with the Graduate Staff Advisor for clarification of questions regarding the program.
- D. Each entering student is assigned a first-year advisor who will meet with the student to develop a curricular plan. At the end of the first year, each student must choose a major professor. Major Professor duties include: helping develop a curricular plan; discussing graduate program reviews; providing committee, funding, and professional advice. Subsequently, changes of the major professor may be initiated (by the student or the faculty member) at any time. To change your major professor, please obtain a "Major Professor Change" form from the Graduate Staff Advisor.
- E. All students are admitted directly to the Ph.D. program. Although students in the program have the option of obtaining an M.A. degree en route to the Ph.D., students are admitted to the graduate program only if they plan to obtain a Ph.D. degree. Students who enter the program without an M.A. degree are eligible to apply for it once they have completed all their requirements successfully. Those who enter with an M.A. degree are not eligible to apply for the M.A. from UC Davis, but must pass the requirements.

Continuation in the Ph.D. program is subject to (1) completion of all M.A. degree requirements, (2) performance on the preliminary exam, (3) grades in courses taken as part of the graduate program.

- F. Graduate students are reviewed annually (spring quarter) by the Graduate Program Committee (GPC). GPC members are appointed by the department Chairperson and oversee graduate student progress, program requirements, student petitions and support for continuing students. The student's entire record plus letters from his or her Major Professor are taken into consideration. GPC will either approve a graduate student's progress at that time or, in rare cases when the record supports it, will make a recommendation to the faculty for that student's disqualification. If GPC recommends disqualification, the faculty must vote to accept or reject that recommendation. If a majority votes for disqualification, that decision is then passed on as a recommendation for disqualification to the Dean of Graduate Studies.
- G. Upon matriculation in Sociology, graduate students are expected to register continuously until completion of the degree. However, leaves are readily granted for reasons such as illness, family problems, and uncertainty regarding educational goals. If the student does not register, and fails to have a leave approved, s/he is not guaranteed readmission at a later date.

## II. Course Requirements

- A. Master's Degree Course and Other Requirements (42 units) (must be fulfilled by all graduate students):
1. Sociology 293, Proseminar in Sociology, serves as an introduction to specialties/perspectives of individual faculty members (2 units).
  2. Two courses in theory [Sociology 265A, Classical Theory, and a second course approved by the department] (8 units). The second course currently approved by the department is Sociology 265B, Contemporary Theory.
  3. Sociology 106, Intermediate Statistics. Students with an equivalent course at another institution may fulfill the requirement by passing the final examination in Sociology 106 (4 units), and submitting a petition to GPC to waive the requirement.
  4. Two courses in basic methods [Sociology 201, Social Research, and Sociology 206, Quantitative Analysis] (8 units).
  5. All students are required to complete a minimum of two graduate substantive seminars in sociology (8 units total) beyond coursework taken to fulfill other requirements. Units of Sociology 298 or 299 and advanced methods courses are not normally counted as seminars.

6. Elective Units: Four (4) units of upper-division or graduate courses/seminars in sociology or in another UCD department. Units of Sociology 298 or 299 are not normally counted toward this requirement.
7. One of the following three methods course sequences (8 units for a sequence):
  - a. Sociology 207A-B, Methods of Quantitative Research.
  - b. Sociology 242A-B, Comparative Methods in Historical Sociology.
  - c. Sociology 292A-B, Field Research Methods.
8. Each student must take and pass the preliminary exam **(see Section III)**.
9. Students are required to take 390A, Teaching of Sociology (2 units). The department recommends students complete this course in their first year. Sociology 390B, Teaching of Sociology (2 units) is optional.
10. All first-year students are required to attend the Teaching Assistant (T.A.) Retreat presented by the T.A. Coordinator.
11. Students are expected to complete the requirements for the M.A. degree within two years (12 or more units per quarter).
12. In order to receive the M.A. degree, students must file an “Advancement to Candidacy for a Master’s Degree” form (available on the Graduate Studies website) with Graduate Studies. This form may be filed after completion of at least one-half of the course requirements for the degree and at least one quarter before completion of all degree requirements. Receiving the M.A. degree depends on the successful completion of 42 units as specified in **Section II.A** and on passing the preliminary exam **(Section III)**.

- B. Ph.D. Course/Seminar and Other Requirements (total of 56 units):
1. Completion of all M.A. degree requirements.
  2. A minimum of two substantive graduate seminars in sociology (8 units total) beyond coursework taken to fulfill the M.A. and other specific Ph.D. course requirements. Substantive graduate seminars are non-lecture courses other than required graduate program courses (i.e., Sociology 265A and 265B) covering a particular specialty area of sociological research, numbered in the course catalogue between Sociology 210 and 289 or offered by non-departmental members of the Graduate Program Faculty. Methodology courses (i.e., Sociology 242A/B) and units of Sociology 298 or 299 are not normally counted as substantive graduate seminars.
  3. Elective Units: Four (4) units of upper-division or graduate courses/seminars in sociology or in another UCD department, in addition to the upper division or graduate coursework taken to fulfill the M.A. requirements. Units of Sociology 298 or 299 are not normally counted toward this requirement.
  4. The “multicultural requirement”: Completion of a graduate or upper-division undergraduate course/seminar in the social sciences on some aspect of U.S. racial or ethnic issues (e.g., Sociology 230, 134), with a grade of B or better.  
  
Students who wish to meet this requirement with previous coursework at another university or with an independent reading course must submit a petition to the GPC, according to the procedures for graduate course exemption or satisfaction as described in **Section II.D**.
  5. Students must complete a qualifying paper, a qualifying examination, a dissertation prospectus, and a dissertation (detailed procedures are in **Sections IV to VI**).

C. Sample “Course and Requirements” Sequence:

Students should complete all requirements for the M.A. within two years of enrollment in the program and all requirements for the Ph.D. within five years. The following schedule is offered as one example of how this might be accomplished. Actual schedules are contingent upon course offerings. Students typically take two seminars/classes per quarter.

	<b><u>FALL</u></b>	<b><u>WINTER</u></b>	<b><u>SPRING</u></b>
YEAR 1	Soc 106 Soc 201 Soc 390A Soc 293	Soc 206 Soc 265A	Soc 265B or Soc 295 Required Seminar
YEAR 2	Required Seminar Required Seminar Preliminary Exam	Method Seq. I Elective	Method Seq. II Elective
YEAR 3	Required Seminar	Seminar Qual. Paper Prep. Soc 390B	Completion of Qual. Paper Expected
YEAR 4	Qual. Exam Prep	Qual. Exam Taken	Diss. Pros. Submitted
YEARS 5-6	Research	Research	Research
YEAR 7	Writing	Writing	Writing

D. Definitions, Petitions, Exceptions:

1. To satisfy the seminar requirement, a seminar must provide at least four units of credit at UCD, it must require some form of oral presentation by the student, and it must result in substantial written work involving research and literature review.
2. "Graduate seminars in sociology" refers to graduate seminars taken in the Sociology Department at UCD or taught by regular faculty of the Sociology Graduate Program at UCD.
3. Exceptions may be requested by petition to the GPC. Exceptions for courses taught by non-graduate-program-faculty sociologists in other departments or at other universities may be granted, but not automatically. Other exceptions will be considered more carefully and granted less liberally. In all cases, petitions for a second exception will be looked upon much less favorably than petitions for a first exception. Petitions seeking approval in advance will be looked upon more favorably than petitions seeking retroactive approval of a course already completed.
  - a. Petitions for exceptions to the seminar requirement must include a justification in terms of the student's academic goals, a statement of how the student plans to satisfy the full seminar requirement (i.e., what other seminars have been or will be taken), a description of the substitute seminar (e.g., syllabus, outline, or catalogue description), and a letter of support from the student's major professor.
  - b. Students who believe they have completed one or more equivalent required graduate courses/seminars at a previous school (e.g., equivalent to 206) may petition the GPC for exemption. The petition must include the following.
    1. A statement of where, when, and with whom the course/ seminar was taken and a summary of the material covered.
    2. A copy of all material distributed in the course/seminar, including the syllabus, and a copy of all written work produced.
    3. A letter of support from the student's major professor.
  - c. The GPC will ask a recent instructor of a course similar to the one for which exemption is sought to inspect and evaluate the student's

petition. The instructor's inspection may include a detailed discussion of the course with the student (or in some cases, an oral or written examination). The instructor will then submit the evaluation to the GPC, which will make the final decision. An approved exemption will be noted in the student's file.

- d. "Ph.D. transfer credit" is almost a contradiction in terms and not at all like transfer credit at lower educational levels. Ph.D. faculties are distinctive in their offerings. Therefore, incoming M.A. students ought not easily assume they have mastered a given field or are up-to-date in a given area simply because they have completed a similar-sounding course or seminar elsewhere. Indeed, the course-unit-credit mentality is inappropriate at the Ph.D. level, as indicated by the absence of unit requirements. The emphasis, rather, is on creative scholarship, an achievement that is not signaled by course completions or unit accumulations.

### **III. Preliminary Examination**

- A. The purposes of the preliminary exam are (1) to fulfill the requirements for the M.A. degree, in conjunction with coursework, (2) to serve as one basis for evaluating students for continuation in the Ph.D. program, (3) to help students cement their knowledge of the basics, (4) to identify students who may be in difficulty, (5) to help students see that theory is important less for its own sake and more for its role in inspiring or guiding our research, (6) to direct student attention to the need or an understanding of methodologies suited to the questions/topics addressed and as an essential feature of sociological literacy, (7) to help ensure that all students have a reasonably good grasp of the interpretations and logic of empirical reasoning with statistical data, and (8) to serve as a "marker of progress" which signals movement toward higher expectations, levels of expertise, and the Ph.D. degree.

The examination is graded High Pass, Pass, Low Pass, or No Pass. A High Pass is awarded only in exceptional circumstances of unusually strong performance. The Graduate Program Coordinator will submit the Master's Report Form – Plan II to Graduate Studies with the examination result of Pass or No Pass on the student's first attempt and Pass or Fail on any No Pass student's second attempt.

- B. All graduate students are required to pass a preliminary examination.
- C. Students are required to take the examination in the fall of their second year. The examination is offered on the Thursday and Friday preceding the start of fall quarter. It consists of three questions drawn from the materials of Sociology 106,

201, and 265A and is scheduled for 2 1/2 hours Thursday morning, 2 1/2 hours Thursday afternoon, and 2 1/2 hours Friday morning, for a total of 7 1/2 hours.

- D. Students who receive a No Pass are eligible to take the exam a second time only. Students who must take the examination a second time will be notified of their exam scheduling by the Graduate Program Coordinator. The grade of No Pass will not be given for the second examination; only a Pass or Fail will be assigned.
- E. The examination is written and evaluated by the members of the faculty Preliminary Examination Committee. The current list of committee members is posted in the Graduate Program Coordinator's office.

#### **IV. Qualifying Paper and Qualifying Examination**

- A. Eligible Faculty: Faculty eligible to serve on qualifying-paper and qualifying-examination committees and the dissertation committee are defined as follows: tenure-track faculty who are members of the Sociology Graduate Program Faculty are considered "from the department;" all other faculty are considered "outside the department."
- B. Qualifying Paper:
  - 1. Each student is required to complete one original research paper as a qualifying paper. The paper may cover any substantive problem chosen by the student (e.g., stratification, sociology of science, race relations, family), and should have a clear research question, literature review, data, and conclusions. The paper should demonstrate competence in one or more of the major methodologies of sociological research: field methods, comparative-historical methods, or advanced quantitative methods. This paper is an article-length, professional-quality paper. Acceptable papers will analyze new data or develop a new analysis of existing data. Qualifying papers often originate in graduate seminars or courses, and are then substantially revised before submission to the committee.
  - 2. The paper should be completed by the end of the student's third year.
  - 3. Each paper is evaluated by a faculty committee of three persons chosen by the student. At least two of these must be from the Sociology Graduate Program Faculty. The committee should be formed in the student's second year and by the beginning of the third year at the latest.
  - 4. Procedures for Paper Submittal:

- a. When the paper is ready for formal submission, it is given to the Graduate Staff Advisor who distributes it to the committee members, collects the evaluations, and reports to the committee chair. The chair informs the student of the committee's decision.
- b. The paper is graded Pass, Pass With Suggested Changes, Revise and Resubmit With Suggested Changes (Chair will review revised version and pass if changes are successfully made), Fail (even a revised version will not be acceptable).
- c. Passing papers are kept in each student's file and on file for review by the Graduate Staff Advisor.
- d. Students are strongly encouraged to present their papers orally as part of a seminar series for faculty and students, in order to gain practice in oral presentations and to obtain feedback for revising the paper for submission for publication. Contact the faculty member in charge of departmental colloquia or the department chair to arrange your presentation.

C. Qualifying Examination:

1. Upon successful completion of required coursework and a qualifying paper, the qualifying examination is scheduled. The examination committee consists of five faculty members with a minimum of one and a maximum of two members appointed from outside the Graduate Program Faculty. It is the student's responsibility in consultation with their Major Professor, to recommend to the Office of Graduate Studies a committee chair and the additional four members.
2. The examination covers two broad fields of sociology, chosen from the following list:

Community and Urban Sociology  
 Complex Organizations  
 Culture, Religion and Ideology  
 Demography and Ecology  
 Family and Kinship  
 Law, Deviance, Criminology and Social Control  
 Political Economy, Development and Economic Sociology  
 Political Sociology  
 Race and Ethnic Relations  
 Sex and Gender  
 Social Movements and Collective Behavior

Social Psychology  
Social Stratification  
Work, Occupations and Professions

Students may petition the GPC to be examined in an area not included in the above list.

3. Students will develop their own reading lists for these fields in consultation with their committee members.
4. Additionally, it is in the student's interest to provide committee members with a portfolio containing samples of written work. Members should receive such a portfolio at least two weeks prior to the examination date.
5. The qualifying examination performance is evaluated in accordance with rules and regulations of the Graduate Council and the Office of Graduate Studies. (See Graduate Adviser's Handbook, page 23.)
6. The chair of the qualifying examination committee may not serve as chair of the dissertation committee.
7. Students must file an "Application for Qualifying Exam" (available on the Graduate Studies website) with Graduate Studies at least four weeks prior to the exam for approval by the Graduate Council Chair of the committee composition.
8. Changes in the composition of the qualifying exam committee may be requested by completing a "Reconstitution of Committee" form (available on the Graduate Studies website) at least two weeks prior to the exam.
9. Upon successful completion of the exam, the chair of the committee will submit the "Report on Qualifying Examination" to Graduate Studies notifying them of the result of the exam. At that point the student should pick up their "Application for Advancement to Candidacy for the Ph.D." form from the Graduate Staff Advisor.

D. Timely Completion of Qualifying Paper and Qualifying Examination:

Students are expected to complete the qualifying paper by the third quarter of their third year of graduate study and are expected to take the qualifying examination no later than the end of the fourth year. If, by these standards as applied by the GPC, a student's progress is unsatisfactory, status in the Ph.D. program will be re-evaluated by the committee. Any student who is evaluated negatively by the

committee shall have the opportunity to provide information about progress and evidence of any extenuating circumstances to the committee. The committee may make a recommendation to the faculty about the continuance in or disqualification from the program of any student who has been evaluated because of unsatisfactory progress in the Ph.D. program. If the committee recommends disqualification, the faculty must vote on whether or not to recommend to the Dean of Graduate Studies that the student be disqualified from the program. These deadlines may be extended by petition to the GPC, and they do not include approved leaves of absences and part-time status.

## **V. Advancement to Candidacy**

- A. Upon successful completion of all required courses, the qualifying paper, and examination, the student applies for advancement to candidacy for the Ph.D. (**see Section IV.C.9**) and, if relevant, may apply for the degree Candidate of Philosophy. An Application for Advancement to Candidacy fee is payable at the Cashier's Office.

## **VI. Doctoral Dissertation**

- A. Committee Structure:
  - 1. A dissertation fulfilling the requirements of Graduate Studies is required for each Ph.D. candidate (**see B.5.a. below**). The dissertation is supervised by a committee consisting of three faculty members, with one member appointed from outside the graduate program faculty (**see Section IV.A.** for definition of eligible faculty).
  - 2. The outside faculty member may be drawn from outside the Graduate Program Faculty on the Davis campus or from a sociology department on another University of California campus. With prior approval from the Department and the Chair of Graduate Council, professional researchers who hold the Ph.D. and who are employed by the University are also eligible to serve as outside members of dissertation committees, as are faculty members on campuses outside the UC system.
- B. Prospectus and Dissertation:
  - 1. At the first stage of their dissertation, students are required to provide a dissertation prospectus to their Ph.D. Committee. A prospectus is typically the length of a grant application (i.e., 5-25 pages). The chair of that committee shall call a meeting to discuss the prospectus with the full

committee and the student. The committee shall then file a letter with the Department of Sociology's GPC stating that the committee has met with the student, and discussed and agreed to accept the prospectus as the basis for the student's dissertation.

2. The approved prospectus will be placed on file with the Graduate Staff Advisor. The student will also provide an abstract to the Graduate Staff Advisor for distribution to all faculty members of the department.
3. The dissertation prospectus should:
  - a. Provide an abstract of not more than 250 words stating concisely and clearly the problem to be investigated.
  - b. Describe the relationship of the projected research to the relevant theoretical and empirical literature, present a plan of research, and append a bibliography of works central to the research.
4. As specified by Graduate Studies' Plan B (<http://gradstudies.ucdavis.edu/continuing/degree.htm>) for the dissertation, the candidate and the dissertation committee may hold such individual conferences and committee meetings as seem to the committee and candidate appropriate and necessary.
5. Submission of the Dissertation:
  - a. Upon advancement to candidacy, Graduate Studies will forward to the student an instruction booklet on preparing the dissertation. In the back of the booklet is an example of how the title page should appear. Copy this example exactly when typing your title page. One unbound copy of the dissertation is submitted to Graduate Studies. Along with the dissertation, Graduate Studies needs: 1) the original title page with all three faculty signatures, plus one photocopy; 2) two copies of the abstract; 3) the copyright agreement form; and 4) the student survey form. All these forms can be found in your instruction booklet.
  - b. The Sociology Department requires one unbound copy of the dissertation to be submitted to the Graduate Staff Advisor. The dissertation will then be sent for binding and filed in the graduate staff advisor's office.