

GRADUATE STUDENT HANDBOOK
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WELCOME!

Welcome to the Department of Sociology's Graduate Program at the University of Tennessee-Knoxville!

The purpose of this handbook is to familiarize graduate students with the content, admissions procedures, policies, and requirements of the program. Faculty members teach, conduct research, and perform service in ways that are consonant with the Department's Mission Statement:

Our mission is the creation of a learning environment that emphasizes the theme of Social Justice. Through coursework and research in the interest areas of criminal justice, environmental issues, political economy, and globalization, students should develop an understanding of everyday social behavior as well as the structural factors that contribute to social injustice. From the classroom and the field, students also should acquire the intellectual tools to critically analyze social phenomena and trends and the methodological tools to conduct research and to evaluate social policy.

The Department offers programs leading to the M.A. and the Ph.D. degrees. The primary objectives of the Graduate Program are: to offer coursework that equips students with a strong foundation in sociology and social justice issues and with depth of knowledge in the basic tools of the discipline; to promote high-quality teaching; and to provide professional socialization that prepares students for various careers in the discipline. The Department's overarching focus on Social Justice unites faculty research interests with graduate curricula.

The Interest Areas

Faculty members' research centers on the interest areas of: Criminology/Criminal Justice, Environmental Sociology, and Political Economy and Globalization.

Criminology/Criminal Justice faculty apply a sociological approach to crime and criminal justice, exploring the linkages between crime phenomena, justice practices, and the more elusive *social* justice. They investigate how race/ethnicity, class, and gender affect criminal offending and victimization as well as criminal justice experiences. They consider the historically- and politically-specific processes whereby some actions are criminalized. Finally, they examine innovative harm reduction strategies, including restorative justice and responsive regulatory mechanisms. Their scholarship explores interpersonal, corporate, and state offending.

Faculty in Environmental Sociology analyze the historical and social bases of environmentalism, the mobilization of grassroots environmental movements, and environmental justice at local and global levels. Environmental policies are examined as

sometimes contributing to social justice and, at other times, contributing to social *injustice*. Faculty members maintain research ties with a large number of organizations and programs outside the department.

Political Economy and Globalization faculty analyze the political and economic foundations of change in global society, examining contemporary issues in the context of large-scale and long-term historical shifts to understand continuity and change in global society and local communities. Instruction is provided in the sociology of development, and political, economic, and social institutions and categories such as classes, the state, race and ethnicity, gender, markets, and social, nationalist, and revolutionary movements.

Students who are unable to achieve their educational goals within the three interest areas may elect to pursue the Special Studies option. Special Studies students must recruit a committee to develop an approved course of study. Recent M.A. and Ph.D. recipients have specialized in social psychology, gender, and research methods.

Administration of the Graduate Program

The Department's Director of Graduate Studies is the primary administrator of the graduate program. S/he operates in conjunction with the three members of the Graduate Committee to admit new students, monitor the progress of current students, and operate the program within the charge of the full faculty. The Director of Graduate Studies arranges an annual Department Orientation for new graduate students.

The Office of Graduate Studies maintains general university requirements for all graduate students, and sponsors several publications containing a variety of information. For general university requirements, please see the Graduate Catalog online at gradstudies.utk.edu/dlc.catalog/g2006. Graduate Studies offers a welcome flyer at gradstudies.utk.edu/orientation/welcomeflyer.pdf and an on-line orientation for new students at gradstudies.utk.edu/orientation. The Graduate Teaching Assistant Handbook is at gradstudies.utk.edu/GradAsstHandbook.pdf. The Guide to the Thesis/Dissertation is at web.utk.edu/~thesis/guide10.pdf.

Additionally, you may reach the Office of Graduate and International Admissions at admissions.utk.edu/graduate.

Please note that graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university.

ADMISSION REQUIREMENTS AND APPLICATION PROCEDURES

Admission to the Department of Sociology involves two processes, through the Department and through Graduate Admissions.

Admission through Graduate Admissions

Procedures include the completed Graduate Application for Admission (<http://admissions.utk.edu/graduate>); a \$35 non-refundable application fee; one official transcript from all colleges and universities attended; scores from the Graduate Record Examination; and scores from the Test of English as a Foreign Language, if native language is not English. Send to: Graduate and International Admissions, 218 Student Services Building, University of Tennessee, Knoxville, Tennessee.

Admission to the Sociology Program

The Department of Sociology requires for admission to the graduate program a minimum grade point average of 3.00, competitive Graduate Record Examination (verbal, quantitative, and analytical) scores, and completion of an appropriate previous degree. Students' admission to the program may be contingent on confirmation that the degree is completed. The following application materials must be received in the Department of Sociology by the February deadline: the completed departmental application form; three letters of recommendation (with completed evaluation forms available from the Department) from persons suited to evaluate applicants' potential for graduate work; and a Statement of Purpose of attending graduate school in Sociology. Send to: Graduate Admissions, Department of Sociology, 901 McClung Tower, Knoxville, Tennessee 37996-0490.

Applicants are notified of admission status as the decisions are made. The deadline for applications with requests for departmental funding is February 15. Announcements of awards of financial support are typically made by April 1. By state law, international students are considered for funding only *after* their scores on the SPEAK test meet the English proficiency standards set by the University. Depending on available space, applications for admission without requests for departmental funding are accepted on a rolling basis until July 15 for the academic year.

INFORMATION FOR NEW STUDENT COHORTS

In July, newly admitted students receive letters from the Director of Graduate Studies providing information on registration, the departmental orientation, and contacts for a temporary academic advisor and the President of Sociology Graduate Student Association (the department's graduate student organization). New students are asked to report upon arrival to the Graduate Secretary in 901 McClung Tower.

Full-time students must complete 6-9 credit hours per semester of approved, graduate-level coursework. The number of credit hours required for full-time status varies with appointments and with loan terms (see **Funding**).

Students may elect to attend graduate school on a part-time basis, but should be advised that courses are not readily available: few required courses are offered every year, few graduate seminars in sociology are offered in the evenings and summers.

The Office of Graduate Studies maintains time limits for the completion of graduate programs: 6 years for the M.A. program and 8 years for the Ph.D. program.

Faculty Advisors

The initial assignment of a faculty advisor is intended as temporary. Students may change advisors at any time simply by securing consent from the chosen advisor and notifying the Director of Graduate Studies and the Graduate Secretary. Students are expected to work closely with advisors, meeting at least once per semester, to complete and regularly update the Plan of Study form and to gain approval of each semester's course-load. The Plan of Study form, available from the Graduate Secretary, is used to establish a tentative course of study leading to the degree. The form must be completed by the student in consultation with the advisor, signed by the advisor, and placed by the advisor in the student's permanent file.

Alpha Kappa Delta

The Department maintains an active chapter of Alpha Kappa Delta, an International Sociology Honor Society. Undergraduate and graduate members are selected on the basis of superior scholarship and serious interest in Sociology. With the mission "To study humankind for the purpose of service," AKD strives to promote the study of social issues and serve humankind while at the same time providing an extracurricular outlet for students interested in the study of Sociology. For more information, please contact: utsocdep@utk.edu.

Graduate Student Employee Insurance

Graduate Teaching Assistants and Associates and Graduate Research Assistants who are employed at least 25% FTE will automatically be enrolled in the Graduate Student Employee Insurance program. The university pays 100% of the premium for these students. These students may elect to add spouse or dependent coverage at their own expense. If students already have insurance coverage through another insurance carrier, this policy functions as additional coverage. The Student Health Clinic manages the Graduate Student Employee Health Insurance Program. Questions about the insurance should be directed to them at 865-974-3135.

Thesis and Dissertation

Graduate students are advised to familiarize themselves with thesis/dissertation requirements as soon as possible. The Office of Graduate Studies publishes the *Guide for the Preparation of Theses and Dissertations*, available for downloading at <http://web.utk.edu/~thesis/guide10.pdf>.

Departmental Courses

Substantive departmental seminars are offered in: Criminology, Environmental Sociology, Political Economy and Globalization, Social Psychology, Sociological Theory; and Research Methods. Since seminars are typically offered once every two years, it is advisable to take required courses at the earliest opportunity. Theory and Methods courses need not be taken in numerical sequence. Statistics courses, offered in the Statistics Department, *must* be taken sequentially.

In addition to substantive seminars, other course numbers appear in the catalog.

500 Thesis Hours. (6) P/NP. Required.

502 Registration for Use of Facilities. (15) S/NC. Permits use of library and other university facilities when you are not otherwise registered. Use for the summer only. Hours do not count toward a degree.

593 Independent Study. (15) A-F. Student-initiated course that requires faculty member's approval and agreement to direct. Course requirements determined by faculty member. Requires form to be filed with the Director of Graduate Studies. Use this course to arrange for a class you would like to take but which is not offered by faculty.

599 Readings. (6) A-F. Student-initiated course that requires faculty member's approval and agreement to direct. Course requirements determined by faculty member. Requires form to be filed with the Director of Graduate Studies. Use this course number to permit time to read a body of literature.

600 Doctoral Research and Dissertation. (24) P/NP. Required.

629 Supplementary Readings in Sociological Theory. (3) S/NC. Allows preparation time for the comprehensive examination in theory while maintaining full-time status.

639 Supplementary Readings in Methodology. (3) S/NC. Allows preparation time for comprehensive examination in methodology while maintaining full-time status.

649 Supplementary Readings. (6) S/NC. Allows preparation time for two specialty examinations while maintaining full-time status.

695 Advanced Special Topics. (6) A-F. Typically faculty-initiated but sometimes students-initiated course in which students pursue a specific, narrowed focus within the literature.

699 Tutorials in Advanced Topics. (6) A-F. Student-initiated course for doctoral student's pursuit of a special topic – often involves the examination of a potential dissertation topic. Requires faculty member's approval and agreement to direct. Course requirements determined by faculty member. Requires form to be filed with the Director of Graduate Studies. This course is essentially an independent study course for doctoral students who are ABD (have completed All But Dissertation requirements).

No more than 12 total credit hours from the following courses will count toward the degree: Sociology 510, 593, 599, 695, and 699. Plans for those courses, with the exception of 510, must be approved by the faculty person directing the course and the appropriate form must be completed and filed with the Director of Graduate Studies. Plans must specify (1) the nature of the work to be done, and (2) how the work will be evaluated for purposes of assigning a grade.

FUNDING

The Graduate Program Committee awards Graduate Teaching Assistantships and Graduate Teaching Associateships to new and continuing students selected on the basis

of merit. Appointments are usually made for an academic year but, occasionally, the appointment is made for one-semester only. These positions provide a stipend for service, as well as health insurance and a remission of tuition and other fees as designated by the University. Extraordinary circumstances may require a student awarded an assistantship to resign his/her position during the academic year. In such cases, the student must file a letter with the Department Head describing the circumstances necessitating resignation. Students who are not accepted into a degree program are not eligible for departmental assistantships/associateships or for loans through the Financial Aid Office.

Graduate Teaching Assistantships are awarded to selected entering MA students and to selected entering Ph.D. students who have completed fewer than 18 graduate credit hours in Sociology. Graduate Teaching Assistants assist with teaching and advising activities and engage in supervised teaching in General Sociology and in Social Justice and Social Change courses.

Graduate Teaching Associates are awarded to selected students who have completed at least 18 graduate credit hours in Sociology. Graduate Teaching Associates are granted sole teaching responsibility for sections of General Sociology or Social Justice and Social Change. In special cases of departmental need, Graduate Teaching Associates may occasionally be granted the opportunity to teach upper-division courses in the student's area of specialization.

Funding decisions are made on the basis of the Annual Review (see **Policies** below) and reflect two goals: to support and reward continuing students who progress through the program in a timely fashion; and to admit and support the most qualified new applicants in numbers sufficient to sustain the program in the future. Students admitted without funding may re-apply in the next year. To be awarded and to maintain departmental funding, MA students are expected to remain on-track to earn the degree in two years and Ph.D. students are expected to remain on-track to earn the degree in four years.

The maximum number of years that a graduate student can be appointed to a 25% or more assistantship is limited by the Office of Graduate Studies to three years as a master's student and five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Requests for extensions beyond these maximum terms must first be made in writing to the Director of Graduate Studies, who presents the case to the faculty. If the faculty approves, the Department submits a written request for the extension to the Dean of Graduate Studies. No such request will be granted if it exceeds the time limits for completion of graduate programs (6 years for the M.A. program and 8 years for the doctoral program).

Important note: Graduate Assistantships and Graduate Associateships are funded at two levels: some at 25 percent time (requiring an average of 10 hours of work per week over a 15-week semester), and some at 50 percent time (requiring an average of 20 hours of work per week over a 15-week semester). Graduate students funded at the 25 percent level must be enrolled for 12 or more credit hours per semester to be considered as full-time students by the Department and the University. Graduate students funded at the 50

percent level must be enrolled for 6-11 credit hours per semester to be considered full-time students by the Department and the University. *But the definition of “full-time study” may be different for students with Stafford loans.* Consequently, graduate students who have loans must contact Ms. Sue Ellen Sheppard at 974-3131 or at ssheppar@utk.edu to inquire about full-time student status requirements in their particular cases.

Individual faculty members whose research is funded and includes a stipend for a Graduate Research Assistant solicit applications for the position; the Graduate Program Committee does not make such decisions.

Other funding opportunities are managed through the Office of Graduate Studies, which awards a limited number of Fellowships each spring and posts descriptions of available open assistantships on the Graduate Student Services webpage. Additional information and application materials on Fellowships are available from November through January in the Office of Graduate Studies. Completed applications are due in the Office of Graduate Studies by February 15. Awards are announced by March 15.

Funded students are strongly cautioned that taking on additional income-generating work is quite likely to jeopardize progress in the graduate program.

Travel awards for graduate students participating in national and regional professional conferences are available through the Department and through the university’s Graduate Student Travel fund administered by the Graduate Student Association. Departmental travel awards, the Cole-Franklin Awards, are made through application to the Graduate Program Committee by submitting proof of conference participation, a copy of the paper to be presented, and estimated expenses. For the university’s Graduate Student Travel awards, see the Graduate Student Services webpage.

THE MA DEGREE IN SOCIOLOGY

The MA degree in Sociology requires a minimum of 30 credit hours past the bachelor’s degree. At least 20 total credit hours must be completed in 500- and 600-level courses. MA students may take 9 credit hours in 400-level courses in departments with graduate programs. 12 credit hours may be taken outside the Department, with the advisor’s consent. Students must complete all requirements within 6 calendar years of enrollment.

Required Course Work

All MA students must complete the following requirements (5 courses for 15 credit hours):

Sociology 506 Social Justice and Public Policy;
Sociology 521 Sociological Theory;
Sociology 531 Research Methods in Sociology;

One Foundations course – choose one from Sociology 504 Foundations in Political Economy, 505 Foundations in Criminology, 507 Foundations in Social Psychology, or 560 Foundations in Environmental Sociology; and Statistics 531 Statistical Methods for the Social Sciences I, or its equivalent.

Students may additionally elect to complete requirements for the MA Statistics Minor. The requirements are: replacement of Statistics 531 with Statistics 537; Statistics 538; one additional Statistics course; and the service of a Statistics faculty person on the thesis committee.

Although the program offers thesis and non-thesis options, all MA students – *particularly* those planning to pursue the Ph.D. – are strongly encouraged to follow the thesis option.

The Thesis Option

MA students choosing the thesis option are required to complete 12 credit hours of coursework in addition to the required 12 credit hours described above and 6 credit hours of 500 Thesis Hours. When a decision is reached about the thesis topic, the student should consult with the faculty member whose interests most closely match the student's and with whom the student can establish a strong working relationship and request that the faculty member chair the thesis committee.

Thesis Committee:

Application for admission to candidacy for the master's degree should be made as soon as possible after the student has completed required prerequisite courses and 9 hours of graduate course work with a 3.0 average or higher in all graduate work. The student acquires and completes the Admission to Candidacy Application Master's or Specialist Degree (<http://registrar.tennessee.edu/graduation/graduate>), obtains signatures from the thesis committee members and the Department Head, and submits the form to the Office of Graduate Studies no later than commencement day of the semester preceding the semester in which he/she plans to graduate.

The thesis committee is composed of the major professor and at least two other faculty members at the rank of Assistant Professor or above. Students pursuing a minor must have one committee member of the committee from the minor department. Any change in the composition of the thesis committee must be formally made at least **one month** prior to the final oral examination to provide the new committee member with time to become familiar with the thesis work.

The student works on the thesis primarily with the major professor. Other committee members serve as a resource base, offering suggestions at the proposal hearing, evaluating the student's written thesis and oral defense of the thesis, assessing the student as a doctoral candidate, and writing reference letters.

Thesis Proposal Hearing:

Students must submit a written thesis proposal to all committee members at least one week before a proposal hearing with the thesis committee is convened. At the hearing, committee members provide suggestions on the proposed research. Committee approval of the proposal is required.

Thesis Defense:

Copies of the complete thesis must be submitted to all committee members at least two weeks before the thesis defense is held. The thesis defense is a meeting in which thesis committee members conduct an oral examination on the student's thesis and evaluate it as Pass/Fail. The committee may require revisions of the written thesis prior to final approval and may withhold signatures of approval until the revisions are satisfactory.

Deadlines for the thesis defense and for final submission of the thesis to the Office of Graduate Student Services are regularly posted in the Department and through Graduate Student Services. A notice of the time and place of the thesis defense must be posted in the departmental office at least **one week** in advance. Anyone may attend the defense. It is advisable to meet prior to the deadline with the Thesis/Dissertation Consultant in Graduate Student Services (thesis@utk.edu) to assure that the thesis is correctly formatted. Many students arrange the consultation at the same time as submitting the thesis to committee members.

Students must obtain the appropriate forms prior to the thesis defense and submit to the thesis committee chair. After the thesis defense, the thesis committee chair submits a signed form to Graduate Student Services, documenting the student's performance in the oral examination, and a memo to the Director of Graduate Studies, indicating the thesis committee's recommendation on the candidate's suitability for doctoral study. The committee chair also reports the results of the thesis defense to the faculty.

Two copies of the approved thesis with original signature sheets must be deposited with the Office of Graduate Studies. Students are **required** to deposit one bound copy with the Director of Graduate Studies. Members of the thesis committee frequently request copies of the thesis; students are obligated to comply with such requests.

The Non-thesis Option

MA students choosing the non-thesis option are required to complete the required 12 credit hours described above and 18 additional credit hours of coursework. Application for admission to candidacy for the master's degree should be made as soon as possible after the student has completed required prerequisite courses and 9 hours of graduate course work with a 3.0 average or higher in all graduate work. Plans for the completion of the non-thesis MA must be filed in writing with the Director of Graduate Studies. The student acquires and completes the Admission to Candidacy Application Master's or Specialist Degree (<http://registrar.tennessee.edu/graduation/graduate>), obtains signatures from the non-thesis committee members and the Department Head, and submits the form to the Office of Graduate Studies no later than commencement day of the semester preceding the semester in which he/she plans to graduate.

The non-thesis committee consists of three faculty members; the committee chair and at least one other member must be a Sociology faculty member. The committee performs evaluations of the student's work and presides at the oral defense.

In place of the thesis project, the non-thesis MA candidate must complete: a paper of about twenty pages on a topic in the interest area; a three-hour written examination in the standard format that covers theory, methods, and the student's interest area; and defend his/her work in an oral defense. Committee members evaluate the paper, the written exam, and the oral defense as Pass/Fail. Students may have two attempts to pass the written examination. Students must obtain the appropriate forms prior to the defense and submit to the committee chair. After the non-thesis defense, the committee chair submits a signed form to Graduate Student Services, documenting the student's performance in the oral examination. Deadlines for the oral defense are regularly posted in the Department and through Graduate Student Services. Copies of the paper and the written examination are placed in the student's permanent file by the committee chair. The committee chair reports the results to the faculty for its information.

THE PH.D DEGREE IN SOCIOLOGY

A minimum of 48 credit hours beyond the master's degree is required for the PhD degree: 24 credit hours in coursework (8 courses) that includes advanced courses in sociological theory, research methods, and Statistics; and 24 credit hours in doctoral research. At least 12 credit hours (4 courses) must be completed at the 600 level. Six credit hours are permitted outside the Sociology Department. As soon as possible, PhD students should complete Comprehensive Examinations in sociological theory and research methods. At the completion of coursework and prior to dissertation work, students must complete one Specialty Examination in their interest areas. **The Office of Graduate Studies requires that these examinations be taken within five years of first enrollment in the Ph.D. program.** All requirements for the Ph.D. degree must be completed within a period of 8 years from first entry into the doctoral program.

Required Course Work

Students who did not complete Sociology 506, 521, 531, and Statistics 531 or their equivalents must complete them without the credits counting toward the minimum number of hours required for the Ph.D.

All Ph.D. students must take three core courses (9 credit hours) listed below.

Sociology 622 Sociological Theory II;

Select one from Sociology 534 Advanced Sociological Analysis, Sociology 633 Survey Design and Analysis, Sociology 636 Field Research; and

Either Statistics 532 Statistical Methods for the Social Science II or the second in a different two-course sequence in Statistics.

Comprehensive Examinations in Theory and Research Methods

Comprehensive Examinations are offered each fall on the first Monday and Thursday (during the first whole week of classes) after Labor Day and each spring on the first Monday and Thursday in February. Application to take the examinations should be made to the appropriate examining committee **no later than** one week after the start of classes. All incomplete grades must be eliminated by the date of examination. A 3-credit hour S/N readings course is available for each exam (Sociology 629 for sociological theory and Sociology 639 for research methodology). The credit hours count toward the 18 credit hours/year requirement for funded students but do *not* count toward the 24 hours of coursework required for the degree. The courses are intended to allow adequate time for exam preparation. Copies of earlier theory and methods exams are available from the Graduate Secretary to aid in preparation for the exams.

Examination procedures:

Each examination is scheduled for six hours to allow for four hours of writing time and two hours of organization. The Graduate Secretary places each examinee alone in a room on the 9th floor that has access to a computer. Examinees are encouraged to bring snacks and beverages with them and are permitted breaks as they choose. At the end of six hours, examinees submit the floppy disks to the graduate secretary who prints copies of the exams and distributes them, without identifying marks, to the members of the appropriate examining committee.

Students are allowed two attempts to pass each examination. Under special circumstances, a student may petition the full faculty for the opportunity to take one of the examinations a third time.

Students for whom English is not a native language may petition to take comprehensive examinations in the take-home format on the first attempt. The petition is a written statement that states the reasons for the request and includes evidence (e.g., GPA, term papers, presentations at professional meetings) that the student's performance in the program strongly indicates that the use of a second-language under the strict time constraints of the standard format would significantly reduce the student's exam performance. The petition is submitted to the Director of Graduate Studies who presents the issue to the faculty for discussion and vote on approval.

The examining committees:

Each examining committee consists of three graders who serve for one year. The committee chairs are designated by faculty, and the other two members are randomly chosen. The members of examining committees are announced each spring for the following year.

Committee members have no way of knowing who the examinees are until they have completed their evaluations. Each grading committee recommends a grade of Pass or Fail for each student. The committee's recommendations are then voted on by the full faculty.

Specialty Examination

After passing the comprehensive examinations in theory and research methods and completing all required course work, a student may ask a faculty member to serve as chair of the specialty examination committee. Together, they devise a plan for the completion of the Specialty Examination and file the plan with the Director of Graduate Studies. Students select the format of the examination from the following options:

Option 1, Standard format:

The student in consultation with the chairperson selects a Specialty Examination Committee appropriate to his/her interests and generates a bibliography in consultation with committee members. Committee members design the examination to allow for four hours of writing time and two hours of organization. On the agreed-upon examination date, the student takes the exam and submits essays (print or electronic) to the Graduate Secretary for photocopying and distribution to committee members. Committee members evaluate the exam and recommend a grade of Pass or Fail to the faculty for their approval.

Option 2, 72-hour take-home format:

The student in consultation with the chairperson selects a Specialty Examination Committee appropriate to his/her interests and generates a bibliography in consultation with committee members. The Specialty Examination Committee constructs the exam. On the exam date, the student receives the exam at 9:00am on a day of their choosing. Typed, double-spaced essays are returned to the Graduate Secretary for photocopying and distribution by 9:00am three days later. A typed bibliography of the works cited in the exam must be submitted to the secretary on the following Thursday. Committee members evaluate the exam and recommend a grade of Pass or Fail to the faculty for their approval. [The committee may or may not elect to provide the student with an item pool of potential test questions prior to the agreed-upon examination date.]

The Dissertation

Students may not enroll in Sociology 600 (Doctoral Research and Dissertation) until they pass all comprehensive and specialty examinations. Once a student enrolls in Sociology 600, s/he must maintain continuous enrollment (fall, spring and summer terms) until graduation. The dissertation process involves: selecting a dissertation committee, holding a dissertation proposal hearing, completing the dissertation project, admission to doctoral candidacy, and the oral defense of the dissertation.

Dissertation Committee:

Students choose a dissertation advisor according to shared research interests. The committee is composed of the dissertation advisor as the chairperson and at least three other faculty members, one of whom is from a department other than Sociology. Three of the four committee members must be approved by the Graduate Council for directing doctoral research. Any changes in the dissertation must be approved by the Department Head and the Office of Graduate Studies at least **one month** prior to the oral defense of the dissertation.

The dissertation advisor provides guidance at every stage of the research process and in the preparation of the written dissertation. Committee members also provide consultation. The dissertation committee evaluates the dissertation proposal, acts as a resource base, evaluates the written dissertation and the student's oral defense of it, and writes recommendation letters for job applications.

Dissertation Proposal Hearing:

The Department strongly encourages all Ph.D. students to write proposals to obtain funding for their dissertation research. Faculty members are available to advise and otherwise assist students, as needed.

Students are required to write a proposal for the dissertation research and to schedule a formal hearing for the committee's review of the proposal. A minimum of **two weeks** must be allowed between the time the proposal is received by committee members and the hearing. The proposal must be approved before the student proceeds.

Admission to Candidacy:

The Office of Graduate Studies must approve admission to candidacy for the Ph.D. degree at least one full semester prior to the date on which the degree is to be conferred. Admission to candidacy is not approved until all qualifying and comprehensive examinations are passed and the doctoral committee is approved.

Dissertation Defense:

Copies of the complete dissertation must be submitted to all committee members at least two weeks before the oral defense is held. The dissertation defense is a meeting in which committee members conduct an oral examination on the student's dissertation and evaluate it as Pass/Fail. The committee may require revisions of the written dissertation prior to final approval and may withhold signatures of approval until the revisions are satisfactory.

Deadlines for the dissertation defense and for final submission of the dissertation to the Office of Graduate Student Services are regularly posted in the Department and through Graduate Student Services. A notice of the time and place of the thesis defense must be posted in the departmental office at least **one week** in advance. Anyone may attend the defense. (Only members of the dissertation committee may vote on the outcome of the examination.) It is advisable for students to meet prior to the deadline with the Thesis/Dissertation Consultant in Graduate Student Services (thesis@utk.edu) to assure that the dissertation is correctly formatted. Many students arrange the consultation at the same time as submitting the dissertation to committee members.

Students must obtain the appropriate forms prior to the thesis defense and submit them to the dissertation advisor. After the defense, the dissertation advisor submits a signed form to Graduate Student Services, documenting the student's performance in the oral examination. The committee chair also reports the results of the thesis defense to the faculty.

Two copies of the final draft of the dissertation, with original signature sheets, must be deposited with the Office of Graduate Studies. One bound copy must be deposited with the Director of Graduate Studies. Additionally, members of the thesis committee frequently request copies of the thesis.

POLICIES

Dismissal from Graduate Program

Plagiarism is a grave offense and is the basis for dismissal from the program. Penalties for plagiarism and procedures for handling cases are outlined in *Hilltopics*.

Students whose GPA drops below 3.00 are placed on probation by the Office of Graduate Studies and are not permitted to graduate until the GPA is above 3.00. Students who receives three grades of C+ or lower in any university courses taken for graduate credit are dropped from the program at the end of the semester in which the third C+ or lower grade is received.

A grade of Incomplete automatically converts to an F after two semesters. Changing the F to a higher grade requires written justification to the Office of Graduate Studies, and that office decides whether to approve the grade change.

Petitions and Special Requests

Requests pertaining to the waiver of departmental requirements should be submitted in writing to the Director of Graduate Studies, who will report information about waivers to the faculty.

Complaints about unfair treatment should be addressed first to the student's advisor and then to the Director of Graduate Studies and the Department Head. If no resolution is obtained at the departmental level, consult *Hilltopics* for grievance procedures.

Annual Reviews

Faculty advisors are responsible for completing the Advisor Report form which provides the advisor's written assessment of the student's progress in the graduate program.

Each January, all graduate students' files are reviewed to evaluate progress in the program and eligibility for funding. The files contain course grades, comprehensive/specialty examination grades, Plans of Study records, and Advisors' Reports. Advisors and faculty members who have worked with students submit written evaluations of students every spring. The faculty evaluations address class performance, teaching effectiveness, assessment of the student's strengths and weaknesses, and progress toward the degree. Teaching evaluations, performance of duties, presentations at professional meetings, and publications are taken into account in funding decisions.

Criteria for the evaluation of current students without funding include initial admission information (GRE scores, pre-admission GPA, recommendation letters), performance in the program and faculty evaluations. The student's annual report of activities and the

Advisor's Report document progress since entering the program. Thus, students should meet regularly with their advisors to assure that they have all the supportive information necessary for making funding recommendations.

Human Subjects Review

Graduate students whose research outside of course work uses human subjects are required to submit the appropriate forms to UT's Institutional Review Board for approval prior to data collection. The thesis/dissertation advisor consults with students on the human subject review process.

GRADUATE FACULTY

Professors

R. Scott Frey (Ph.D. Colorado State 1980) Environmental Sociology, Development, Comparative-Historical Sociology. rfrey2@utk.edu

Asafa Jalata (Ph.D. SUNY-Binghamton 1990) Political Economy, Race/Ethnic Minority Relations, Development. ajalata@utk.edu

Wornie L. Reed (Ph.D. Boston University, 1976) Director of African and African-American Studies. African American communities, Children and youth, Criminal justice, Health and medical care, Sports and society wreed5@utk.edu

Neal Shover (Ph.D. Illinois-Urbana 1971) Criminology, Law and Society, Corrections. nshover@utk.edu

Associate Professors

Stephanie Bohon (Ph.D. Pennsylvania State 1998) Social and Applied Demography, Latino Migration, and Ethnic Economies.

Sherry Cable (Ph.D. Pennsylvania State 1985) Environmental Sociology, Social Movements. scable@utk.edu

Harry F. Dahms (Ph.D. New School for Social Research 1993) Theory, Globalization, Comparative-Historical Sociology. hdahms@utk.edu

Steven P. Dandaneau (Ph.D. Brandeis University, 1992) Director of the Chancellor's Honors Program. Social Theory, Political Economy, Community, Critical Theory, Postmodernism. sdandane@utk.edu

Robert E. Jones (Ph.D. Washington State 1990) Environmental Sociology, Survey Analysis. mountain@utk.edu

Suzanne Kurth (Ph.D. Illinois-Chicago 1971) Social Psychology, Family. skurth@utk.edu

Jon Shefner (Ph.D. California-Davis 1997) Political Economy, Social Movements, Development. jshefner@utk.edu

Assistant Professors

Hoan N. Bui (Ph.D. Michigan State 2001) Criminology, Race/Ethnic/Minority Relations, Sex and Gender. hbui@utk.edu

Paul Gellert (Ph.D. Wisconsin-Madison 1998) Environmental Sociology, Political Economy, Comparative-Historical Sociology. pgellert@utk.edu

Lois Presser (Ph.D. Cincinnati 2002) Criminology, Corrections. lpresser@utk.edu

RECENT PROGRAM GRADUATES

2005

Goldberg, Kyle	MA	Non-thesis
King, Juanita	MA	Non-thesis
Knight, Denise	MA	The Collaborative Creation of Alternate Realities and the Use of Torture: An Analysis of Abu Ghraib.
Mathews, Brandee	MA	Narrating Single Motherhood: What Does It Mean to Be a Single Mother?
Russell, Regina	MA	Non-thesis
Thomas, Jana	MA	Non-thesis
VanHoorweghe, Kristen	MA	From an Issue-based to a Globalized Frame for Addressing Women's Grievances: Possibilities for Social Change? <i>PhD program, CUNY.</i>
Weissman, Evan	MA	Food Security in the 21 st Century: Lessons from Cuban Agriculture for Materializing Realities. <i>PhD program, UT.</i>

2004

Araki, Yoko	MA	Non-thesis.
Page, Amy	PhD	Behind the Blue Line: Investigating Police Officers' Attitudes Toward Women and Rape. <i>Assistant Professor, Appalachian State University</i>
Steele, David	PhD	Does Alliance Formation Between National Labor Unions And National Environmental Organizations Exist? <i>Assistant Professor, Austin Peay University</i>
Vos, Matt	PhD	Bridging Thought Communities: Implications of Membership in Degree-Completion Program Groups for the Self-Concepts of Adult Students. <i>Assistant Professor, Covenant College</i>
Wynn, Porche	MA	Paternal Involvement: Effects on Delinquency.

2003

Gonzales, Stephanie	PhD	Toxic Communities: Examining the Relationship Between Race, Market Forces, and Environmental Hazards Using Elementary Schools as Community Locus. <i>Assistant Professor, Adams College, Colorado</i>
Rainey, Shirley	PhD	Assessing Environmental Concern, Health, and Justice in Clarksville, Tennessee. <i>Assistant Professor, Austin Peay University</i>
Routhe, Aaron	MA	An Integrated Framework: Applying Attitude Theory to Environmental Concern and Public Support for Environmental Policy.
Sandifer, Jackie	PhD	Parenting Behind Bars: An Evaluation of the Parenting Program at the Kentucky Correctional Institution for Women. <i>Assistant Professor, Campbellville University, Kentucky</i>

Williams, Patrick	PhD	The Straightedge Subcultural Identity in Cyberspace. <i>Lecturer, University of Georgia</i>
Zahran, Sammy	PhD	Social Capital, Rationality, and Inequality: The Distribution of Environmental Health Risks in the Southeastern United States. <i>Post-Doctorate Fellowship, Institute for Science, Technology, and Public Service, Bush School of Public Policy, Texas A & M George Bush School of Government and Public Service, Texas A&M University</i>
Zilney, Lisa	PhD	Ideology, Community and Demography: Explaining the Link of Violence Against Human and Nonhuman Animals. <i>Assistant Professor, Montclair State University, New Jersey</i>