DEPARTMENT OF SOCIOLOGY
GRADUATE STUDENT HANDBOOK
2013-2014

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# TABLE OF CONTENTS

**WELCOME**

The Interest Areas

4

**INTRODUCTION**

The Graduate School

Administration of the Graduate Program

6

**ADMISSION REQUIREMENTS AND APPLICATION PROCEDURES**

7

**INFORMATION FOR NEW STUDENT COHORTS**

Faculty Advisors

Graduate Student Employee Insurance

Thesis and Dissertation

Departmental Courses

8

**FUNDING**

10

**THE MA DEGREE IN SOCIOLOGY**

Required Course Work

The Thesis Option

Thesis Committee

Thesis Proposal Hearing

Thesis Defense

The Non-thesis Option

12

**THE PH.D DEGREE IN SOCIOLOGY**

Students without thesis or with thesis from other disciplines

Required Course Work

Qualifying Examinations in Theory and Research Methods

Examination procedures

The examining committees

Specialty Examination

Option 1, standard format

Option 2, 72-hour take-home format

The Dissertation

Dissertation Committee

Dissertation Proposal Hearing

Admission to Candidacy

Dissertation Defense

15

**POLICIES**

Dismissal from Graduate Program

Petitions and Special Requests

Annual Reviews

20
<table>
<thead>
<tr>
<th>Human Subjects Review</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRADUATE FACULTY</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>APPENDIXES</strong></td>
<td>23</td>
</tr>
<tr>
<td>Pertinent Graduate Student Web Pages</td>
<td>23</td>
</tr>
<tr>
<td>Forms and Additional Resources</td>
<td>24</td>
</tr>
<tr>
<td>Recent Program Graduates</td>
<td>26</td>
</tr>
</tbody>
</table>
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 Vision:

Our sociological research and teaching are inspired by our understanding of social justice and our drive for excellence. Social justice can only be realized when the causes of injustice are clear. Such clarity is gained through rigorous empirical analysis guided by theory. Analysis can then enrich teaching and learning, and contribute to public policy formation, and serve in various social settings to achieve a just society.

and our 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 criminology, environmental issues, and globalization and political economy, 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 members’ research interests with graduate curricula.

The Interest Areas
As listed in the mission statement, faculty members' research centers on the following interest areas:

- Criminology/Criminal Justice
- Environmental Sociology, and
- Globalization and Political Economy

Faculty members specializing in Criminology/Criminal Justice apply a sociological approach to the study of crime and criminal justice, exploring the linkages between crime phenomena, justice practices and strategies, and the elusiveness of social justice—both
conceptually and practically. In addition, faculty members 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 members specializing in 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 contributing to social justice in some circumstances, and as contributing to social injustice, at other times. Faculty members maintain research ties with a large number of organizations and programs outside the department.

**Globalization and Political Economy** faculty members 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 both in global society and in local communities. Seminars focus on the sociology of development, and political, economic, and social institutions and categories such as class, 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.

Jon Shefner  
Professor and Head
INTRODUCTION

The Graduate School

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established Graduate School Policies noted in the Graduate Catalog (as http://catalog.utk.edu/content.php?catoid=2&navoid=27), but rather clarifies the specific ways in which those policies are carried out in the Department of Sociology.

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. Students should consult the Graduate Catalog, Hilltopics, and the publications on the Appeals Procedure, and the Graduate Assistant Handbook available on the Graduate School website (http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf)

Administration of the Graduate Program

The Department’s Director of Graduate Studies is the primary administrator of the graduate program, who 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 departmental faculty. The Director of Graduate Studies arranges an annual Department Orientation for new graduate students.


Additionally, you may reach the Office of Graduate and International Admissions at http://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 $60.00 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.

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 via online application at https://www.applyweb.com/apply/utg/ by the February 1 deadline: the completed Graduate School and Departmental application form; GRE scores and, for international students, TOEFL scores, three letters of recommendation from persons suited to evaluate applicants' potential for graduate work; a Statement of Purpose of attending graduate school in Sociology; and a writing sample. Send to:

Applicants are notified of admission status as the decisions are made. The deadline for applications is February 1 (amended by faculty in 2011). 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 leader of Sociology Graduate Student Association or SGSA (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 credit hours per semester of approved, graduate-level coursework (amended by faculty in 2012). 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. degree and 8 years for the Ph.D. degree.

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 completion of 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.

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. For information, see http://studenthealth.utk.edu/insrec_studentinsurance.php or call 865-974-3135.

Thesis and Dissertation
Departmental Courses

Substantive departmental seminars are offered in: Criminology, Environmental Sociology, Globalization and Political Economy, 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. The core required Theory and Methods courses typically are offered annually while advanced methods courses are typically offered every other year. These 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 qualifying examination in theory while maintaining full-time status.
639 Supplementary Readings in Methodology. (3) S/NC. Allows preparation time for qualifying examination in methodology while maintaining full-time status.
649 Supplementary Readings. (3) S/NC. Allows preparation time for one specialty examination 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 Associate positions 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/graduate teaching associate 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 Associateships 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 50% assistantship is limited by the Office of Graduate Studies to three years at the Master’s level and five years at the doctoral level, or eight years in doctoral programs into 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 Teaching Associateships are funded at two levels: at 25 percent time (requiring an average of 10 hours of work per week over a 15-week semester), or at 50 percent time (requiring an average of 20 hours of work per week over a 15-week semester). Graduate students funded at 25 percent 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. 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 related 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 likely to slow or 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 beyond the bachelor's degree. At least 21 total credit hours must be completed in 500- and 600-level courses. MA students may take 9 credit hours in 400-level courses that carry graduate credit (in consultation with their advisor) 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 (6 courses for 15 credit hours):

- Sociology 506 Social Justice and Public Policy; (2 hours)
- Sociology 511 Pedagogy and Graduate Instruction (1 hour)
- Sociology 521 Sociological Theory; (3 hours)
- Sociology 531 Research Methods in Sociology; (3 hours)
- Two Courses (Foundations and one other) in one specialty area (Criminology, Environmental Sociology, or Globalization and Political Economy). - Choose one from Sociology 503 Foundations of Environmental Sociology 504 Foundations in Political Economy, 505 Foundations in Criminology, plus one additional course in the same area.

Students entering the MA program who have not completed at least one undergraduate course in Statistics or its equivalent must take Statistics 531 prior to enrolling in Sociology 531. Students may additionally elect to complete requirements for the MA Statistics Minor. A minor in statistics consists of 9 hours of statistics courses. See Department of Statistics, Operations and Management Sciences for requirements.

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

The Thesis Option
MA students choosing the thesis option are required to complete 9 credit hours of coursework in addition to the required 15 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 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’s potential as a prospective doctoral student, 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 prior to the thesis defense. During the thesis defense the 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.
All theses and dissertations accepted by the University as partial fulfillment of master’s and doctoral degrees must conform to certain formatting standards. Therefore, it is required that all graduating theses and doctoral students be in contact with the Graduate School’s thesis/dissertation consultant to discuss how formatting guidelines apply to their document.

At the end of the review and approval process, students will upload the final, official copy of their Theses and Dissertations to the Graduate School's collection in Trace, the university's electronic repository. The Graduate School will post students' theses and dissertations to the internet after graduation. For more detailed instructions, see http://web.utk.edu/~thesis/files/Trace ETD uploading guide.pdf.

The Non-thesis Option
MA students choosing the non-thesis option are required to complete the required 15 credit hours described above and 15 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.

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 51 credit hours beyond the Master's degree is required for the PhD degree: These hours include 24 credit hours of Doctoral Research and Dissertation and a minimum of 27 hours in graduate course work (9 courses). Students must also pass two qualifying exams, one each in theory and in methods, no later than the beginning of the third year of study; a comprehensive examination in one of the three areas of concentration (criminology, environmental sociology, and political economy), pass the defense of their dissertation proposal, write a dissertation based on original research, and pass a final oral examination on the dissertation. PhD students should complete Qualifying Examinations in sociological theory and research methods at the end of their first year of study, if possible. At the completion of coursework and prior to dissertation work, students must complete one Comprehensive Examination in their specialty area.

Students without thesis or with thesis from other disciplines
Any student accepted into the PhD program who has not completed a masters thesis must complete a thesis-length research paper within the first 2 years in the PhD program. An ad hoc committee that is comprised of at least two sociology faculty members must approve this paper. Any student who has completed a thesis in a field or discipline other than sociology must have their thesis approved by the graduate admissions committee as comparable to a sociology master’s thesis.

Required Course Work
If not completed at the MA level, students must complete SOC 506, SOC 511, SOC 521 and SOC 531. However, note that these hours will not count toward the minimum number of hours required for the PhD).

At least 12 credit hours (4 courses) must be completed at the 600 level.

The following requirements must also be met:

- Three core courses (9 hours): SOC 621; SOC 631; one from SOC 633, SOC 636, SOC 638, or SOC 640
- Three courses (9 hours), including foundations class, in one area of concentration
  - The criminology concentration includes SOC 505, SOC 652, SOC 654, and SOC 655
  - The environmental sociology concentration includes SOC 503, SOC 661, and SOC 665
  - The political economy concentration includes SOC 504, SOC 541, SOC 543, SOC 644 and SOC 645
- 9 hours in second area (another concentration in Sociology, a foreign language, interdisciplinary social theory graduate certificate, statistics minor, or an additional area proposed by the student in consultation with their advisor and approved by the graduate committee.
- At least 24 hours of SOC 600 Doctoral Research and Dissertation
Six credit hours are permitted outside the Sociology Department.

Students pursuing a dissertation in an area requiring statistical competence beyond forms of regression are strongly encouraged to take appropriate advanced methods and/or statistics courses from other departments.

*Qualifying Examinations in Theory and Research Methods*

Qualifying Examinations are offered once each semester. The theory exam is offered at the beginning of fall semester (August/September) and in March near the beginning of spring recess. The methods exam is offered in October close to the time of fall break and at the beginning of spring semester (January/February). The respective committees announce exact dates after consultation with students taking the exam to account for scheduling conflicts.

Students who fail an examination are allowed to retake the exam once. Students are required to take both exams by the beginning of their fifth semester in the PhD program and pass both exams, including any necessary retakes, by the end of the fifth semester in the PhD program. 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 unable to complete this requirement are dismissed from the program.

All incomplete grades in methods and theory courses must be eliminated by the date of examination. A 3-credit hour supplementary reading course (S/NC) is available for each exam (Sociology 629 for sociological theory and Sociology 639 for research methodology). The credit hours for these courses 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. The Graduate Secretary will assign to each examinee a room on the 9th floor that provides access to a computer. Examinees are encouraged to bring snacks and beverages, and may take breaks. When finished, examinees submit the answers in the form of an electronic file to the Graduate Secretary, who will print copies of the exams. Each member of the appropriate examining committee will receive a complete copy of the exam answers without the student’s name indicated.

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 qualifying 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 faculty members who serve for one year. The committee chair and members are chosen by the Department Head. The members of examining committees are announced each spring for the following year. Each examination committee recommends a grade of Pass or Fail for each student. The full faculty then vote on the committee's recommendations.

*Specialty Examination*
After passing the qualifying examinations in theory and research methods and completing all required course work, a student asks a faculty member to serve as chair of the specialty examination committee. Three members make up the specialty examination committee, 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 qualifying 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 committee 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.

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.

Dissertation Proposal Hearing
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 qualifying 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 receive 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
Each spring, graduate students are required to submit an annual report on their progress to the faculty. Faculty advisors and chairs are responsible for completing the Advisor Report and Chair’s report, respectively, which provides the faculty member’s written assessment of the student’s progress in the graduate program.

All graduate students' files are reviewed to evaluate progress in the program and eligibility for funding. The files contain course grades, qualifying/specialty examination grades, Plans of Study records, and Advisors' Reports. Advisors and faculty members who have worked with students submit written evaluations of students. 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. Students should consult with their thesis/dissertation advisor 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
Sherry Cable (Ph.D. Pennsylvania State University, 1985) Environmental Sociology, Social Movements. scable@utk.edu
Jon Shefner (Ph.D. University of California-Davis, 1997) Political Economy, Social Movements, Development. jshefner@utk.edu

Associate Professors
Stephanie Bohon (Ph.D. Pennsylvania State University, 1998) Social and Applied Demography, Research Methods, Latino Migration, and Ethnic Economies. sbohon@utk.edu
Michelle Brown (Ph.D. Indiana University Bloomington, 2003) Criminology, Law and Society, Visual Criminology Carceral Studies. mbrow121@utk.edu
Hoan N. Bui (Ph.D. Michigan State 2001) Criminology, Race/Ethnic/Minority Relations, Sex and Gender. hbui@utk.edu
Harry F. Dahms (Ph.D. New School for Social Research, 1993) Theory, Globalization, Comparative-Historical Sociology. hdahms@utk.edu
Paul K. Gellert (Ph.D. Wisconsin-Madison, 1998) Environmental Sociology, Political Economy, Comparative-Historical Sociology. pgellert@utk.edu
Robert E. Jones (Ph.D. Washington State, 1990) Environmental Sociology, Survey Analysis. mountain@utk.edu
Lois Presser (Ph.D. Cincinnati, 2002) Criminology, Corrections, Qualitative Methods, Narrative. lpresser@utk.edu

Assistant Professors
Michelle Christian (Ph.D. Duke, 2011) Globalization and Political economy, Racial stratification, Labor, Tourism. mchris20@utk.edu

Adjunct Faculty
Chen, Chien-fei (Ph.D Washington State University, 2009) Social Psychology, Social Impact of Energy and Environmental Issues Social Networks, Norms and Health cchen26@utk.edu
APPENDIXES

Pertinent Graduate Student Web Pages

- Best Practices in Teaching  
  http://gradschool.utk.edu/orientation/teaching.shtml

- Center for International Education  
  http://web.utk.edu/~globe/index.php

- Counseling Center  
  www.utk.edu/counselingcenter

- Electronic Submission of Theses and Dissertations (Guide)  

- Funding, Fellowships, Assistantships for Graduate Students  
  http://gradschool.utk.edu/gradfund.shtml

- Graduate School  
  http://gradschool.utk.edu

- Graduate Catalog  

- Graduate Student Appeals Procedure  
  http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf

- Graduate Student Senate  
  http://web.utk.edu/~gss

- Graduate and International Admissions  
  http://graduateadmissions.utk.edu/

- International House  
  http://web.utk.edu/~ihouse

- Judicial Affairs  
  http://web.utk.edu/~osja/

- Office of Equity and Diversity  
  http://oed.utk.edu

- Multicultural Student Life/Black Cultural Center  
  http://omsa.utk.edu/
• Research Compliance/Research with Human Subjects  
  http://research.utk.edu/compliance/

• International Teaching Assistant (ITA) (formerly SPEAK) Program  
  http://gradschool.utk.edu/speaktest.shtml

• Thesis/Dissertation Website  
  http://web.utk.edu/~thesis/

• VolAware  
  http://volaware.utk.edu

• Library Website for Graduate Students  
  http://www.lib.utk.edu/refs/gradservices.html

• Office of Information Technology (OIT)  
  http://oit.utk.edu

Forms and Additional Resources

All forms are available on the Graduate School Website  
http://gradschool.utk.edu/gradforms.shtml . Current URL links are provided below.

• Graduate Student Deadline Dates  
  http://gradschool.utk.edu/ddategraduation.shtml

• Graduate Student Travel Award Forms  
  http://web.utk.edu/~gss/files/Travel%20Award%20Application.pdf

• Graduate Student Senate Website  
  http://web.utk.edu/~gss/

Master’s student forms

• Admission to Candidacy Application - Master's Degree  
  http://gradschool.utk.edu/forms/Master_Adm_Cand.pdf

• Graduation Application - found on MyUTK / "Student Records" / "Apply to Graduate"

• Revision to Candidacy Application - Master’s  
  http://gradschool.utk.edu/forms/Master_Adm_Cand_Rev.pdf

• Report of Final Examination  
  http://gradschool.utk.edu/forms/MasterPassFail_interactive.pdf
• Thesis Approval Form
  http://web.utk.edu/~thesis/ETDApprovalForm.pdf

_Doctoral student forms_

• Admission to Candidacy Application - Doctoral Degree
  http://gradschool.utk.edu/forms/Adm_Candidacy_Docs.pdf

• Graduation Application - found on MyUTK / "Student Records" / "Apply to Graduate"

• Doctoral Committee Appointment Form
  http://gradschool.utk.edu/forms/Doc_Comm_Appoint.pdf

• Revision to Admission to Candidacy Application – Doctoral
  http://gradschool.utk.edu/forms/rev_adm2cand_doctoral_reader2.pdf

• Scheduling Defense of Dissertation Form
  http://gradschool.utk.edu/forms/SchedDissDef.pdf
## Recent Program Graduates

### 2013

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<th>Name</th>
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<td>Conley, Meghan</td>
<td>Ph.D.</td>
<td>Immigrant Rights in the <em>Nuevo</em> South: Enforcement and Resistance at the Borderlands of Illegality</td>
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<td><em>Postdoctoral Fellow, Department of Sociology and Anthropology, University of Mary Washington</em></td>
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<td>Hendricks, Sarah</td>
<td>Ph.D.</td>
<td>Transportation and Isolation: The Latino Experience in Atlanta, GA</td>
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<td><em>Lecturer, Drake University</em></td>
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<td>Routhe, Aaron</td>
<td>Ph.D.</td>
<td>Religion’s Influence on Environmental Concern: U.S. Evangelicals’ Construction of Climate Change Perceptions</td>
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<td>Rowland, Aaron</td>
<td>Ph.D.</td>
<td>How Left A Turn? Legacies of the Neoliberal State in Latin America</td>
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<td><em>Lecturer, Department of Sociology, University of Tennessee-Knoxville</em></td>
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<td>Stoner, Alexander (Alex)</td>
<td>Ph.D.</td>
<td>Sociobiophysicality, Cold War, and Critical Theory: Human-Ecological Transformation and Contemporary Ecological Subjectivity</td>
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<td><em>Assistant Professor, Department of Sociology, Salisbury University</em></td>
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<td>Stover, Kayla</td>
<td>M.A.</td>
<td>I am working for the good guys: Street level Enforcement of the Clean Water Act in East Tennessee</td>
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<td><em>PhD program, Department of Sociology, University of Tennessee-Knoxville</em></td>
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<td>Assistant Professor, Dept. of Sociology, Manhattan College</td>
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<td>From an Issue-based to a Globalized Frame for Addressing Women’s Grievances: Possibilities for Social Change?</td>
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<td>Food Security in the 21st Century: Lessons from Cuban Agriculture for Materializing Realities</td>
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<td>Does Alliance Formation Between National Labor Unions And National Environmental Organizations Exist?</td>
<td><strong>Assistant Professor, Austin Peay University</strong></td>
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<td>Vos, Matt</td>
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<td>Bridging Thought Communities: Implications of Membership in Degree-Completion Program Groups for the Self-Concepts of Adult Students</td>
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<td>Rainey, Shirley</td>
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<td>Assessing Environmental Concern, Health, and Justice in Clarksville, Tennessee</td>
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<td>Routhe, Aaron</td>
<td>M.A.</td>
<td>An Integrated Framework: Applying Attitude Theory to Environmental Concern and Public Support for Environmental Policy</td>
<td><strong>Assistant Professor of Sociology, Houghton College, Houghton, NY, and PhD program, Dept. of Sociology, University of Tennessee</strong></td>
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<tr>
<td>Sandifer, Jackie</td>
<td>Ph.D.</td>
<td>Parenting Behind Bars: An Evaluation of the Parenting Program at the Kentucky Correctional Institution for Women</td>
<td><strong>Assistant Professor, Campbellsville University, Kentucky (retired, 2012)</strong></td>
</tr>
<tr>
<td>Williams, J. Patrick</td>
<td>Ph.D.</td>
<td>The Straightedge Subcultural Identity in Cyberspace</td>
<td><strong>Assistant Professor of Sociology, Arkansas State University</strong></td>
</tr>
<tr>
<td>Zahran, Sammy</td>
<td>Ph.D.</td>
<td>Social Capital, Rationality, and Inequality: The Distribution of Environmental Health Risks in the Southeastern United States</td>
<td><strong>Post-Doctorate Fellowship, Institute for Science, Technology, and Public Service, Bush School of Public Policy, Texas A &amp; M George Bush School of Government and Public Service, Texas A&amp;M University</strong></td>
</tr>
<tr>
<td>Zilney, Lisa</td>
<td>Ph.D.</td>
<td>Ideology, Community and Demography: Explaining the Link of Violence Against Human and Nonhuman Animals</td>
<td><strong>Assistant Professor of Justice Studies, Montclair State University, New Jersey</strong></td>
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