

# The University of Miami Department of Sociology & Criminology Graduate Studies Handbook 2021-22



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## **DEPARTMENT CONTACT INFORMATION**

**Department Website:** <http://www.as.miami.edu/sociology/>

**Graduate Program Website:** <http://www.as.miami.edu/sociology/graduate-programs/>

**Department Address A:** P.O. Box 248162, Coral Gables, FL 33124

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**Graduate Program Director:** Dr. Amie Nielsen ([nielsen@miami.edu](mailto:nielsen@miami.edu))

**Graduate Program Staff Associate:** Monica Metcalf ([monicametcalf@miami.edu](mailto:monicametcalf@miami.edu))

## **GRADUATE PROGRAM OVERVIEW**

The Graduate Program in Sociology at the University of Miami is designed to provide students with the theoretical, methodological, and analytical tools required for research and teaching. We recruit students who are seeking the Doctor of Philosophy (Ph.D.) in Sociology. Students complete the Master of Arts (M.A.) as the first step in their program. At the doctoral level, graduate students choose primary and secondary concentrations. The primary substantive area must come from one of the three following departmental specializations: (1) Criminology, (2) Medical Sociology, and (3) Race, Ethnic Relations and Immigration. Although the strengths of the department lie within these major programmatic fields, students may develop secondary concentrations that meet their specific research interests and career objectives. Assistantships and fellowships are awarded competitively each academic year to cover tuition and living expenses.

## **ADMISSIONS CRITERIA**

All incoming graduate students must be committed to pursuing the Ph.D. degree. The Doctoral Program in Sociology at the University of Miami does not accept students who aspire to earn a terminal M.A. degree.

All applicants to the Ph.D. program are evaluated across several indicators of academic potential, including:

- Grade point averages (GPA)
- Letters of recommendation (three)
- Statements of purpose

Applicants **without** graduate experience are expected to have a minimum overall **GPA of 3.25 in undergraduate coursework**. Applicants **with** graduate experience are expected to have a minimum overall GPA of **3.50 in graduate coursework**.

All applicants should provide at least three (3) letters of recommendation from persons who are familiar with their academic work and scholarly potential. At least two of these letters should come from professors currently or previously employed at a college or university. All applicants should provide a brief (no more than three double spaced pages), yet compelling, statement of purpose. This statement should clearly describe the applicant's academic background, research interests, and professional goals. The statement should also clearly indicate how the student's interests are consistent with the research strengths of the department.

**Non-native English speakers** should be prepared to demonstrate English language proficiency, as indicated by minimum scores of 80 (internet based), 213 (computer based), or 550 (paper based) on the Test of English as a Foreign Language (TOEFL) examination. Alternatively, applicants may submit IELTS results; the minimum score should be 6.5. See the following for more information about TOEFL/IELTS, including possible waivers: <https://www.grad.miami.edu/graduate-education/international-credentials-and-applicants/index.html> .

## **APPLICATION PROCEDURES**

1. All applicants must complete an online application and pay a non-refundable fee of \$85.00.

The online application link is:

<https://www.grad.miami.edu/apply/on-campus-graduate-programs/index.html>

2. Official transcripts from all undergraduate and graduate institutions should be submitted to the Department by the Registrar of each institution. Transcripts sent by applicants will not be accepted.

3. When completing the online application, all applicants must provide contact information for three references. Three letters of recommendation will then be solicited online by the University of Miami system. Letters sent by applicants will not be accepted.

4. All applicants should submit a statement of purpose as part of the application.

5. Non-native English speakers should have official TOEFL or IELTS scores submitted electronically to the University. Scores sent by applicants will not be accepted.

6. Those students who complete an M.A. degree in Sociology at the University of Miami must apply to transition into the Ph.D. program. The Graduate Director will provide instructions concerning this application process. Students who are transitioning from our M.A. program to our Ph.D. program are expected to have a minimum GPA of 3.50 and should submit only two letters of recommendation and a statement of purpose.

7. The application deadline for priority funding (assistantships and fellowships) is January 15th. Rolling admissions begin on January 16th. For those who meet the January 15th deadline, admissions and funding decisions will be made by the middle of February and accepted applicants will receive notification shortly thereafter. Accepted applicants must respond to the offer by April 15th.

8. In order to receive a thorough review, international students must submit their application, transcripts and TOEFL/IELTS scores by December 15.

## **FINANCIAL ASSISTANCE**

Graduate Assistantships, Teaching Assistantships, and University Fellowships are offered each academic year (fall and spring semesters), and additional funding sources from both inside and outside UM may be available. Graduate Assistantships require students to assist individual faculty members with their research, teaching, and other professional responsibilities (15 hours per week). Graduate Assistantships also require students to assist the Department in miscellaneous tasks (5 additional hours per week). Teaching Assistantships are usually awarded following the completion of the M.A. degree and SOC 622 (Teaching Sociology). Teaching Assistantships require students to teach undergraduate courses independently. Teaching Assistants meet periodically with a regular faculty member for supervision and support. University Fellowships are awarded by the Graduate School based on nominations by the Graduate Committee. University Fellowships do not entail any formal teaching or research responsibilities. Research Assistantships are also offered periodically when faculty members have financial support from external sources (e.g., research grants and contracts) and/or internal research accounts.

Applicants who intend to apply for McKnight Fellowships should do so before submitting an application to the Graduate Program. The McKnight Foundation requires this sequence. Additionally, students who receive McKnight funding do not work for the Department while this fellowship is in effect. When this funding expires, students will perform either graduate or teaching assistantship duties for the remainder of their time in the graduate program.

Assistantships and University Fellowships are awarded by the Department on a competitive basis and normally include a tuition scholarship for full-time enrollment (\*) and a stipend for living expenses. For the 2019/2020 academic year, Graduate Assistantships are worth approximately \$60,950. This financial package includes roughly \$38,000 for tuition and fees (18 credit hours) and a stipend of \$22,950 (9 months). Students who enter with an M.A. degree are normally given 3 years of funding to earn the doctorate; those who enter with a B.A. normally receive 5 years of funding to earn the doctoral degree. These funding durations are honored unless a student fails to maintain the requisite G.P.A., inadequately performs TA, RA, or GA duties, and/or fails to make timely progress in the program.

\*Please note that students who receive funding are required to enroll full-time (i.e., 9 credits per semester prior to reaching candidacy).

If after the completion of these normal funding periods more time to completion of degree is needed, an additional year may be provided if a student has made significant progress. Significant progress means that the student, at a minimum, has written and defended a detailed dissertation proposal, has a research plan, and has illustrated clearly that the dissertation will be completed within this extra year. Students who have not made this progress are not eligible for this extra year of funding. This extra funding is not automatic and is contingent on availability. Students who are eligible and wish to be considered for this extra year of funding from the Department must submit a request to the Graduate Committee that includes a statement concerning progress in the program to date, why the extra year of funding is necessary, and an explicit timeline anticipated for dissertation completion. A support letter from the student's dissertation advisor is also required and must accompany the request for additional funding. This support letter must state clearly that the dissertation project will be completed within the stated time frame.

If a student secures funding from outside of the Department -- for example, a University of Miami or national fellowship, funding on a research grant, or from the Dean's office -- this time will be added to the normal funding period supplied by the Department, subject to the rules of the University of Miami and/or the rules of the funding agency.

All funding awards are contingent upon (a) full-time enrollment each semester (fall and spring), (b) satisfactory annual performance evaluations, and (c) significant progress toward degree completion. Assistantships are assigned by the Program Director according to the needs of (1) the department, (2) junior faculty, (3) faculty funded by research grants and contracts, (4) faculty with requests for special research assistance, and (5) faculty with requests for teaching assistance. Whenever possible, graduate students are assigned to faculty working in their specific areas of concentration. Students and faculty may also request specific assignments. Under normal conditions, students are expected to fulfill their TA/GA/RA duties in residence.

Additional funding may be available from sources both inside and outside of the University of Miami. Please see: <https://www.grad.miami.edu/about/costs-fellowships-and-other-funding/fellowships,-financial-aid,-and-other-funding-opportunities/index.html>.

Applicants who intend to apply for McKnight Fellowships (<https://www.grad.miami.edu/about/costs-fellowships-and-other-funding/fellowships,-financial-aid,-and-other-funding-opportunities/graduate-school-fellowships-and-scholarships/mcknight-fellowships/index.html>) should do so before submitting an application to the Graduate Program. The McKnight Foundation requires this sequence. Additionally, students who receive McKnight funding do not work for the Department while this fellowship is in effect. When this funding expires, students will perform either graduate or teaching assistantship duties for the remainder of their time in the graduate program.

### **THE MASTER OF ARTS (M.A.) DEGREE**

All students who enter the program without a graduate degree must earn an M.A. degree in sociology before transitioning to the Ph.D. degree. The M.A. degree in sociology provides training in sociological theory, research methods, statistics, and initial work on substantive areas of concentration for the Ph.D. program. The M.A. degree has four general requirements: (a) coursework, (b) a master's thesis, (c) research ethics training, and (d) annual self-evaluations.

#### **Coursework Requirements**

The M.A. degree requires thirty-one (31) hours of graduate credit (600 level or above), and twenty-eight (28) of these hours must be in sociology. No more than six (6) credit hours of independent study (SOC 690) will count toward the M.A. degree without prior approval from the Graduate Committee. No more than three (3) credit hours in out-of-department coursework will count toward the M.A. degree. Six (6) credit hours of thesis work (SOC 810) will count toward the thirty-one (31) total hours of graduate coursework.

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1. SOC 601: Classical Sociological Theory	3
2. SOC 604: Proseminar in Sociology	1
3. SOC 609: Sociological Statistics	3
4. SOC 610: Quantitative Research Methods <b>OR</b> SOC 613: Qualitative Research Methods	3
5. SOC 611: Statistics I	3
6. Four additional courses <sup>1</sup>	12
7. SOC 810: Thesis Work	9

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**Total Credits 31<sup>2</sup>**

<sup>1</sup> These electives should include anticipated Ph.D. courses.

<sup>2</sup> Funded, full time students will complete 36 credits as a result of funding requirements. These should include beginning Ph.D. courses.

### **Master's Thesis**

The M.A. degree also requires the completion of a master's thesis. The thesis is an independent research project that is completed by students in their final phase of their M.A. degrees. The thesis project should represent an original contribution to sociological knowledge. A thesis may be theoretical, qualitative and/or quantitative in focus. All graduate students working towards an M.A. degree must recruit and enlist a thesis committee. Thesis committees consist of three (3) faculty members. Two faculty members (including the chairperson of the thesis committee) must come from the sociology faculty. The third member of the thesis committee must be selected from an outside department. Once a thesis committee is established, the student must complete a written thesis proposal. The thesis proposal introduces and describes the objectives of the research project, reviews relevant scholarly research, and clearly states the research problem and/or research questions or hypotheses that define the specific aims of the project. Proposals for quantitative projects must also describe the data and any relevant research designs, statistical techniques, and procedures. After the thesis proposal has been formally defended and accepted by the thesis committee, the student may begin the project. The final written thesis project must be successfully defended and submitted according to the guidelines of the Graduate School.

Further information concerning deadlines and formatting is available from the Graduate School and Library websites.

### **Research Ethics and Teaching Assistant Training**

All graduate students are required to complete a University workshop on Responsible Conduct of Research, CITI Certification for Social and Behavioral Research, and an online teaching assistant training. Additionally, students must attend professional development events scheduled by the Graduate School.

### **Annual Self-Evaluation**

All graduate students are required to submit an annual self-evaluation in the spring. Annual evaluations describe the academic progress of graduate students. The Graduate Committee will notify students of evaluation requirements and deadlines and will provide feedback with regard to progress in the program.

### **Time Limits for the M.A. Degree**

All requirements of the M.A. degree must be completed within two (2) years from the time of admission to the graduate program. If a student fails to finish within this time frame, that student may be dismissed from the program. Under rare circumstances, exceptions may be granted by the Graduate Program Director. (See Time Limits for the Ph.D. degree on p. 24).

## THE DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

The Ph.D. degree in sociology provides advanced training in sociological theory, research methods, statistics, and primary and secondary areas of concentration. All Ph.D. students must have a master's degree in sociology or related field. Although previous graduate work in sociology is preferable, applicants with graduate degrees from other disciplines will be considered. The Ph.D. has six additional requirements: (a) coursework, (b) one substantive area examination, (c) a publishable-quality paper, (d) admission to candidacy, (e) a doctoral dissertation, and (f) annual self-evaluations.

### Coursework Requirements for Students **WITH** an M.A. in Sociology from UM

The Ph.D. degree requires a minimum of 36 hours of graduate credit (600 level) beyond the M.A.; 33 hours must be within sociology. Twelve (12) credit hours of dissertation work (SOC 830/840) will count toward the total 36 hours of graduate credit. Any grade below B- in a specific course is considered unsatisfactory for required graduate coursework and may result in dismissal from the program. All Ph.D. students are required to maintain a minimum GPA of 3.3 in each of the core areas: Theory (601, 602) and methods and statistics (609, 610, 611, and 613). Students who fall below the minimum 3.3 GPA requirement in a core area will be required to take a comprehensive exam in that area. If a student receives a grade below a B- in any core class in theory or statistics/methods, then the class must be retaken. The second grade (i.e., when the class is retaken) will be used to calculate the GPA in the core area for purposes of fulfilling departmental requirements.

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1. SOC 602: Contemporary Sociological Theory	3
2. SOC 610: Quantitative Research Methods <b>OR</b> SOC 613: Qualitative Research Methods <sup>1</sup>	3
3. SOC 622: Teaching Seminar in Sociology	3
4. Three courses toward the primary substantive area	9
5. Two courses toward a secondary substantive area	6
6. SOC 830/840: Dissertation Work	12 <sup>3, 4</sup>

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### **36 Total Credits**<sup>2</sup>

- <sup>1</sup> The course taken for the Ph.D. must be different from the course taken for the M.A. degree.
- <sup>2</sup> Some of these credit hours may have been taken while completing the MA by students with continuous funding.
- <sup>3</sup> 12 hours are needed to graduate. These hours should be a combination of 830/840, but no more than 6 in 830. SOC830 is used during pre-candidacy – e.g., writing a publishable paper – while 840 is used when writing a dissertation (post-candidacy).
- <sup>4</sup> If upon completion of 12 credits of SOC830/840 the dissertation is not finished, students may enroll in SOC850 (Research in Residence) for 1 credit hour per semester.

### **Coursework Requirements for Students **WITHOUT** an M.A. in Sociology from UM**

The Ph.D. degree requires 37-49 hours of graduate credit (600 level). Twelve (12) credit hours of dissertation work (SOC 830/840) will count toward the total 37-49 hours of graduate credit. Any grade below B- is considered unsatisfactory for required graduate coursework and may result in dismissal from the program. All Ph.D. students are required to maintain a minimum GPA of 3.3 in each of the core areas: theory (601 and 602) and methods and statistics (609, 610, 611, and 613). Students who fall below the minimum 3.3 GPA in a core area will be required to take a comprehensive exam in that area. If a student receives a grade below a B- in any core class in theory or statistics/methods, then the class must be retaken. The second grade (i.e., when the class is retaken) will be used to calculate the GPA in the core area for purposes of fulfilling departmental requirements.

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1. SOC 601: Classical Sociological Theory <sup>3</sup>	3
2. SOC 602: Contemporary Sociological Theory	3
3. SOC 604: Proseminar in Sociology	1
4. SOC 609: Sociological Statistics (or Equivalent) <sup>3</sup>	3
5. SOC 610: Quantitative Research Methods <sup>3</sup>	3
6. SOC 611: Statistics I	3
7. SOC 613: Qualitative Research Methods <sup>3</sup>	3
8. SOC 622: Teaching Seminar in Sociology	3
9. Three courses toward the primary substantive area	9
10. Two courses toward a secondary substantive area	6
11. SOC 830/840: Dissertation Work	12 <sup>2, 4</sup>

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#### **Total Credits 37-49<sup>1</sup>**

1. The number of hours will vary depending on whether/how many required courses are waived by assessment.
2. 12 hours are needed to graduate. These hours should be a combination of 830/840, but no more than 6 in 830. 830 is used during pre-candidacy – e.g., writing a publishable paper – while 840 is used when writing a dissertation (post-candidacy).
3. SOC601, 609, 610 and/or 613 may be waived through assessment
4. If upon completion of 12 credits of SOC830/840 the dissertation is not finished, students may enroll in SOC850 (Research in Residence) for 1 credit hour per semester.

### **Course Waiver Rules**

On rare occasions, students entering the program with an MA may request to waive SOC 601, 609, 610 and/or 613. This process entails a rigorous evaluation of background knowledge and demonstrated competence in the area/course in question by the instructor currently teaching the class/es. At a minimum, the student will need to produce the syllabus and grade in the course, and any other materials deemed relevant to the request by the evaluators. The evaluation could also entail any or all the following: An exam, assessment of prior course work and/or projects, an interview, or other methods. The request for a waiver/s must be made one week before classes begin in the first semester in the program, and the request is initiated through the Graduate Director. The faculty member who normally teaches the class in question, along with the Graduate Director, evaluate the waiver request.

### **Substantive Area Coursework Requirements**

All Ph.D. students are required to select primary and secondary substantive areas of concentration. The primary area requires the successful completion of both nine (9) credits of relevant coursework and a comprehensive examination. The secondary area requires the successful completion of two courses (6 credits) without a comprehensive exam. Although students are encouraged to select both primary and secondary areas of concentration from the fields of Criminology, Medical Sociology, and Race, Ethnic Relations and Immigration, they have the option of selecting the secondary area from outside of these three standing areas. If an option other than Criminology, Race, Ethnic Relations and Immigration or Medical Sociology is chosen, a detailed and persuasive proposal must be submitted to and accepted by the Graduate Committee *before* the student begins any coursework in this area. Check with the Graduate Director about the content and structure of this proposal. No more than three (3) credit hours of independent study (SOC 690) or out-of-department coursework will count toward the completion of a substantive area of concentration *without prior approval from the Graduate Committee*. In addition, no single course may count toward two specialty areas.

**Primary Area Course Requirements:****Criminology Courses**

SOC 670: Theories in Criminology	(required)	3
SOC 672: Research in Crime and Delinquency	(required)	3
SOC 692: Special Topics in Criminology <sup>1</sup>		3

**Medical Sociology Courses**

SOC 632: Social Psychology of Health and Illness		3
SOC 635: Medical Sociology: Issues in Research and Theory (required)	(required)	3
SOC 636: Health Diversity across the Life Course		3
SOC 691: Special Topics in Medical Sociology		3

**Race, Ethnic Relations and Immigration Courses**

SOC 650: Social Analysis of Race Relations		3
SOC 651: Race Relations: Social-Psychological Perspectives		3
SOC 652: Theories of Race and Ethnic Relations	(required)	3
SOC 693: Special Topics in Race and Ethnic Relations		3

<sup>1</sup> Some courses offered as part of the MS program in Criminology and Criminal Justice may be appropriate to substitute for SOC692 depending on the student's interests. Consult with the Graduate Director and the Chair of the Criminology area.

**Secondary Area Course Requirements:****Criminology Courses**

SOC 670: Theories in Criminology OR		3
SOC 672: Research in Crime and Delinquency		
One additional criminology course		3

**Medical Sociology Courses**

SOC 635: Medical Sociology: Issues in Research and Theory	(required)	3
One additional course from SOC 632, 636, or 691		3

**Race, Ethnic Relations and Immigration Courses**

Any two courses from: SOC 650, 651, 652, or 693		3, 3
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### **Substantive Area Examinations**

The Ph.D. requires the successful completion of one (1) substantive area examination in one area of concentration offered by the Department (i.e., Criminology, Medical Sociology, and Race, Ethnic Relations and Immigration). Substantive area examinations require students to synthesize large bodies of information from relevant coursework and special reading lists. Preparation for area examinations contributes directly to the intellectual growth of scholars by providing a unique opportunity for students to develop expert knowledge in their substantive areas of concentration. The substantive area examination must be completed before a student is permitted to register for dissertation hours (SOC 830/840) or to defend the dissertation proposal.

Substantive area examinations are taken following the completion of the required coursework for the specific area of concentration. Once students qualify to take a substantive area examination, they must contact the chair of the relevant committee. Examination committees consist of three faculty members appointed for the academic year, although students may nominate a fourth person from inside or outside the Department if they identify someone who is appropriate. These committees are responsible for preparing and grading substantive area examinations.

Although substantive area examinations are typically offered during the fall and spring semesters, they may be administered during the summer term or other break when examination committee members are available and amenable. Substantive area exams will be offered no more than once a semester, but there should be no expectation that these exams will be offered during the summer.

Reading lists for each standing area are available to help students prepare for their examinations, and they should obtain the relevant list as early as possible. Each reading list includes core readings in a substantive area. The examination committee will meet with students to go over examination details, including examination date, location, format, and length in hours. This meeting will occur no later than four weeks prior to the scheduled date of the examination. Students are strongly encouraged to meet with individual committee members to gain a clear understanding of examination procedures, policies, and related expectations.

Students are required to pass their substantive area examinations with a majority of passing votes. Students will be awarded a grade of “Pass with Honors,” “Pass,” “Conditional Pass,” or “Fail.” In the event of a “Conditional Pass,” the examination committee will decide what the student must do to transition to a “Pass.” All “Conditional Pass” revisions must be successfully completed by the end of the semester following the semester of the original attempt. If a student fails, the Graduate Committee must be petitioned to re-take the examination. Under no circumstances can a failed examination be re-taken during the semester of the original attempt. A student only has two attempts to pass a substantive area exam. If both attempts are failures, a student may be dismissed from the program.

Substantive area exams should be graded and feedback given to students within two (2) weeks, unless there are rare circumstances or a mutually agreed on extension. When an examination grade is determined, the chairperson of the examination committee will communicate these results to the student, the student’s advisor, and the Graduate Program Director. The chairperson of the examination committee will also provide the student with a separate letter that summarizes the strengths and weaknesses of the examination and invites the student to meet with the chairperson of the examination committee to discuss the results.

### **Publishable-Quality Paper**

All Ph.D. students are required to produce a quality manuscript to be submitted to a reputable peer-reviewed journal. Especially important is that students are first or sole author. The publishable quality paper can originate from class papers, the MA thesis, co-research with faculty members, and other sources. To fulfill this requirement, in most circumstances the student will work with an advisor. This advisor is normally the student’s research mentor. The student’s advisor will approve the topic and mentor the student. If the advisor’s level of involvement in developing and writing the paper is significant, the advisor may rise to the level of second author. The mentor, together with one reader whom the mentor identifies, will determine if the paper is publishable. When they determine it is publishable, the student must submit the paper to an established peer-reviewed academic journal. When the paper has been submitted, the student’s advisor shall notify the Graduate Committee. Such notification is the sole criterion needed to satisfy the paper requirement, regardless of the journal’s initial or final editorial decision.

In some situations, the publishable quality paper requirement is satisfied if the student publishes (or has accepted for publication) a sole/first authored paper in a reputable peer-reviewed journal while in the program without going through the stated procedures.

### **Establishing Authorship**

Sociologists are expected to publish books, articles, and reviews, for example, throughout their careers. Graduate students, likewise, should engage in this activity. In fact, graduate students in the Department of Sociology are required, as part of their Ph.D. program, to produce a publishable paper and submit this work to a journal. A key facet of this process is establishing authorship. Authors contribute significantly to, and are responsible for, the work that is published. To become familiar with the issues surrounding authorship, students should consult the following documents:

ASA Code of Ethics, sections 15 and 16.01

<http://www.asanet.org/sites/default/files/savvy/images/asa/docs/pdf/Ethics%20Code.pdf>

British Sociological Association Authorship Guidelines

<https://www.britisoc.co.uk/publications/guidelines-reports/authorship-guidelines.aspx>

A Graduate Student's Guide to Determining Authorship Credit and Authorship Order

[www.apa.org/science/leadership/students/authorship-paper.pdf](http://www.apa.org/science/leadership/students/authorship-paper.pdf)

Per these sources, order of authorship should be addressed and negotiated prior to beginning collaboration. If students have concerns about this process, they should contact the Graduate Director.

### **Admission to Candidacy**

When a graduate student has completed all required coursework, passed the substantive area examination, and submitted the publishable-quality paper, that student must be approved for admission to candidacy. All students must apply for and be admitted to candidacy before the defense of the dissertation proposal. All candidacy applications must be reviewed by the Department Chairperson or Graduate Program Director and the Dean of the Graduate School. Students are not permitted to receive the Ph.D. degree in the same semester or summer session during which the student was admitted to candidacy. The application for candidacy can be found at the Graduate School website.

### **Dissertation Requirements**

The Ph.D. degree requires the completion of a dissertation. The dissertation is a significant research investigation that is completed in the final phase of the student's doctoral work. The dissertation should represent an original contribution to sociological knowledge. The dissertation may be in the form of a single research project written as a book length document or may assume the form of three publishable papers connected by an introduction and conclusion. Students should work with their advisors and dissertation committee members to determine which option is most appropriate.

Traditionally, dissertations have assumed the form of a single research project written as a book length document. This manuscript typically includes an introduction, several chapters which may involve literature review, theory, description of data and analyses (if relevant), results, and a concluding chapter that reviews the work makes suggestions for recommendations for future research and/or policy development.

In the three-paper format, these papers must be contextualized properly, organized into a coherent document, and supplemented with an introduction and conclusion. For the three article format dissertation, it is suggested that the proposal entails essentially the introductory chapter. This introduction delineates the broad topic and unifying theme(s) across the papers and provides the dissertation's rationale and an overview of the specific issues and methods underlying each of the substantive papers. The student must be the sole or first author on all three publishable papers.

All graduate students must recruit and enlist a dissertation committee. Dissertation committees consist of four (4) faculty members. Three faculty members (including the chairperson) must come from the sociology faculty. The fourth member must be selected from an outside department. All dissertation

committees must be approved by the Program Director or Department Chairperson. Once a committee is set, the student must complete and defend a written dissertation proposal. After the proposal has been formally defended and accepted by the dissertation committee, the student may begin the project.

The content of the dissertation proposal for each format may differ depending on format and the stipulations imposed by the dissertation committee. In general, a dissertation proposal introduces and describes the focus of the research project, reviews relevant scholarly research, and clearly states the importance of the research problem and/or research questions or hypotheses that define the specific aims of the project. Proposals for empirical projects must also describe the data and any relevant research designs and procedures.

Historically, under the book-length dissertation format the dissertation proposal has entailed a range of forms, from one introductory overview chapter to most of the first several chapters largely completed. For the three article format dissertation, the suggestion is that the proposal entail essentially the introductory chapter, which delineates the broad topic and unifying theme(s) across the papers and provides the dissertation's rationale and an overview of the specific issues and methods underlying each of the substantive papers.

Once the dissertation has been completed, following the rules of the Department of Sociology and the Graduate School, the dissertation must be defended orally. The student is responsible for scheduling the defense and clarifying any relevant procedures. At least three weeks before the date of defense, the student must submit a complete and properly formatted copy of the dissertation to the dissertation committee chairperson. At least two weeks before the date of defense, all committee members must receive complete and properly formatted copies of the dissertation. The dissertation committee chairperson must formally announce the dates of the proposal defense and the final dissertation defense to the Department at least two weeks in advance. All dissertation defenses are open to all members of the Department of Sociology, other interested members of the UM community, and invited individuals. Once the dissertation is successfully defended and any required revisions are successfully completed, the Dissertation Committee will recommend to the Graduate School that the candidate be awarded the Ph.D. Degree.

Further information concerning deadlines and formatting can be found at the Graduate School and Library websites.

### **Annual Self-Evaluation**

All graduate students are required to submit an annual self-evaluation. Annual evaluations describe the academic progress of graduate students. The Graduate Committee will notify students of evaluation requirements and deadlines and provide feedback with regard to progress in the program.

### **Graduate Student Teaching Guidelines<sup>1</sup>:**

Teaching is an integral part of academic life. While not all graduate students will enter academia upon earning the doctorate, preparation for and actual teaching are elements of graduate training in the Department of Sociology at the University of Miami. In this light, the pedagogical preparation of graduate students, successful learning on the part of undergraduate students, and the scheduling needs of the Department are all important elements to be considered and balanced. Departmental needs in any given semester take priority over all other considerations. As part of assistantships provided by the University, all doctoral students will teach their own courses as the instructor of record (hereby Teaching Assistants or TAs) during their time in the graduate program. The following policies represent the best way to train graduate students in pedagogy for them to have productive and active careers while in the graduate program and beyond.

#### **1. Teaching timeline:**

- Students must take the teaching seminar (SOC 622) before becoming TAs. Therefore, students should take SOC 622 as early as possible in their graduate career.
- Students must have an MA to serve as the instructor of record for a course.
- Students who enter the SOC graduate program without an MA should start teaching by the beginning of their 4<sup>th</sup> year or, if necessary, earlier following the completion of their Master's. Students who enter the sociology graduate program with an MA should start teaching in their 2<sup>nd</sup> year.

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<sup>1</sup> Everything in this section is subject to departmental needs.

- As a prerequisite to serving as the instructor of record, a student must serve as a graduate assistant and assist a faculty member with teaching (at least as part of the responsibilities) for a minimum of two semesters at the University of Miami.

## **2. Length of teaching appointments:**

- Normally, students will teach, at minimum, 2 semesters with 1 class per semester, but more semesters of teaching may be required to meet the needs of the Department. Effort will be made to limit students to a total of one new preparation during the semesters in which they are teaching, unless a student volunteers to prepare another course. Additionally, a student may request an alternative assignment after teaching 2 consecutive semesters and attempts will be made to do so for students to gain additional research experience.

## **3. Notification of teaching appointments:**

- Students will be notified about teaching assignments at least one semester before a class starts, unless a departmental emergency arises, for example, because a student moved on to a grant.

## **4. Classes taught by graduate students:**

- Students will teach only 100- and 200-level classes. These classes include fundamental courses in sociology (SOC 101: Introduction to Sociology, SOC103: Social Problems, SOC210: Research Methods, SOC211: Social Statistics, SOC212: Statistics Lab, and SOC271: Introduction to Criminal Justice). Teaching assignments for these classes are based on departmental needs as well as student expertise.
- Students cannot opt out of teaching at least 1 class at the 100 or 200 level.
- The department does allow students to propose to teach a special topic course (SOC291). If a student is interested in proposing such a course, this decision should be made in consultation with the Graduate Director, Director of Undergraduate Studies, the Chair of the Department, and the student's advisor. Note that proposing such a course does not guarantee that the proposal will be accepted at all

or accepted in the semester for which it is proposed. To be eligible, students must have already taught a 100- or 200-level class; develop a detailed and complete syllabus; and have expertise, as judged by the faculty and their advisor, in the area of the proposed course. Students who seek to teach SOC291 also need to provide a brief statement that addresses the following: The motive and rationale for teaching the course; how the class fits into their research agenda and career trajectory; and, the basis of their competence to teach the course (e.g., relevant graduate classes taken). The request, the syllabus, and the brief statement must be approved by the persons mentioned above at least one (1) semester before the semester in which the course would likely be taught. Note that such classes cannot duplicate nor largely overlap with standing classes offered at the 300 level or higher. The Department may allow only one SOC291 class to be offered by a graduate student in any semester.

**5. Role of SOC 622:**

- On a case by case basis, if department need is paramount and in consultation with the Graduate Director and their advisor, students may teach before taking SOC 622.

**6. Supervision and Support for Students who are teaching:**

- Faculty advisory responsibilities should encompass teaching. Students who are teaching will meet with the faculty “TA supervisor” once per month, as a group. This “supervisor” is also available to meet in person and provide support and information to students as needed. This “supervisor” may or may not be the faculty member who teaches SOC622.
- All students who are teaching must provide to the “TA supervisor” a complete and detailed syllabus at least two weeks prior to the beginning of each semester for approval. This practice is an attempt to ensure that students have included all necessary syllabus components, as well as to provide feedback intended to benefit the student instructor.
- As part of SOC/SACS accreditation, all TAs will be observed twice per semester. These observations will be made typically by each graduate student’s primary (dissertation) advisor but may involve

another faculty member. This evaluation provides an opportunity for graduate students to receive constructive feedback on their teaching effectiveness.

## 7. Hierarchy of exemptions:

- On a case by case basis, the timing of a teaching appointment may be modified or altered. For example, teaching may be delayed if a student is working on an important research project that will likely result in immediate publications versus a student who is periodically teaching a class or mostly grading exams.

### **Time Limits for the Ph.D. Degree**

The Graduate School has established the following parameters for the time to degree completion: “All work must be completed within six years of the time of admission for those studying for the various master’s degrees; and within eight years for those studying for doctoral degrees.” The department has established more stringent guidelines: For students admitted without an M.A. or M.S. degree, all work that is funded must be completed within five years and for those admitted **with** an M.A. or M.S. degree, all work toward the Ph.D. degree that is funded must be completed within three (3) years. If a student needs an extra year of funding to complete the Ph.D., this extension may be granted (see Financial Assistance Section above on pp. 7-8). However, any student who extends longer than the official timeline established by the Graduate School must petition and receive a waiver from the Dean of Graduate School.

### **Scholarly Development Plan**

The Graduate Student Scholarly Development Plan (next page) shows the approximate timing and sequencing of training that students should anticipate as they proceed through their graduate careers. Note that graduate students are required to make presentations at academic conferences and other venues as part of their degree program.

GRADUATE STUDENT SCHOLARLY DEVELOPMENT PLAN<sup>1</sup>

Development Area	Year 1	Year 2	Year 3	Year 4	Year 5/6
<b>1. Coursework and Exams</b>	Begin Coursework	Continue Coursework  Prepare for Substantive Area Exam	Continue Coursework  Take and Pass Substantive Area Exam	Complete Coursework	
<b>2. Research</b>	Learn about research and opportunities for research participation and collaboration via contact with faculty and senior graduate students and attendance at colloquia and professional conferences.	Continue learning about research.  Present research at a professional conference or research symposium.  Submit research to a student paper competition.	Continue learning about research.  Develop and submit research for presentation, competition, and publication.  Complete publishable paper.	Continue learning about research.  Develop and submit research for presentation, competition, and publication.  Submit and revise publishable quality paper.	Continue learning about research.  Develop and submit research for presentation, competition, and publication.
<b>3. M.A. Thesis and Ph.D. Dissertation</b>	Identify thesis topic, find an advisor/ committee, and complete thesis proposal.	Defend thesis proposal.  Begin thesis.  Finish/defend thesis.	Begin to think about a dissertation topic and potential advisors and committee members.	Identify dissertation topic, find advisor/ committee, and complete/defend dissertation proposal.  Begin dissertation and apply for grants and fellowships.	Finish/defend dissertation.
<b>4. Teaching</b>	Take Soc. 622: Teaching Sociology	Develop a course to teach.	Develop a course to teach.  Teach a course.	Develop a course to teach.  Teach a course.	Develop a course to teach.  Teach a course.
<b>5. Professional Training</b>	Attend a professional conference, including the ASA annual meeting, a regional conference, and/or specialty area meeting.  Attend research presentations by visiting scholars (colloquia) and prospective faculty (job talks).	Work with a faculty member on an ongoing/ sponsored research project.  Attend conferences and local research presentations.  Seek Service opportunities: Volunteer for ad hoc tasks and standing committees. Review a paper for a scholarly journal.	Work with a faculty member on an ongoing/ sponsored research project.  Attend conferences and local research presentations.  Attend conferences and local research presentations.  Seek special training: Consider using electives for out-of-department statistics and research methods courses. Consider ICPSR summer workshops.  Seek service opportunities.	Work with a faculty member on an ongoing/sponsored research project.  Attend conferences and local research presentations.  Seek special training.  Seek service opportunities.	Attend conferences and local research presentations.  Seek service opportunities.  Prepare job application materials.  Apply for jobs.  Prepare job talk. Schedule Practice Job Talk.  Go on interviews.  Get a job.

<sup>1</sup> Recommendations listed within the scholarly development plan are subject to course availability and individual goals.

### **ADVISING STRUCTURE**

All graduate students are assigned an advisor from the Graduate Committee upon entry into the program. New students are assigned advisors during the new graduate student orientation prior to the beginning of the fall semester. These initial advisor assignments are based on related interests, but students are encouraged to explore other options and should not feel that making these changes will be perceived as problematic. As such, continuing graduate students may remain with their original advisor or they are welcome to select another faculty advisor within the Department of Sociology. After the first year of graduate study, students must maintain an up-to-date advisor election form. Students are expected to meet with their advisors to develop course schedules and monitor progress in the program. The student's advisor must sign off on all program plans and course schedules.

### **TRANSFERRING DEGREES AND CREDITS**

Under most circumstances, the Graduate Program in Sociology at the University of Miami will accept M.A. and M.S. degrees from other universities. Six credits can be transferred if they have not been applied to a degree at another university, and with the approval of the Graduate Committee. Most Ph.D. students, including those students with previous graduate work, are required to complete SOC 601, 602, 604, 609, 610, 611, 613, and 622. With regard to these courses, please see the section on Waiver Rules.

### **UNIVERSITY HONOR CODE**

All graduate students are expected to act in accordance with the University Honor Code. This code can be found at the UM Student Life page.

### **UNIVERSITY GRADUATE STUDENT HANDBOOK**

For additional information concerning graduate study, students are encouraged to consult the Graduate Student Handbook produced by the Graduate School at the University of Miami. This handbook can be found at the Graduate School's website.

### **DEPARTMENT AWARDS**

The graduate program in sociology at the University of Miami offers two awards to outstanding graduate students: The Outstanding Graduate Student Award and the Chair's Fellowship. Outstanding graduate students exceed the average expectations of timely and successful completion of degree requirements, examinations, theses, and dissertations, and are marked by excellence in the performance of assistantships and original research (conference presentations and scholarly publications). The Outstanding Graduate Student Award is given annually and is based on faculty nomination. The Chair's Fellowship offers an additional year of funding to truly outstanding Ph.D. students in the interest of making these students more competitive for academic appointments in research universities. The Chair's Fellowship is contingent on available financial resources and requires the recommendation of the student's advisor, an additional faculty member, Graduate Committee, and Department Chairperson. To be considered for the Chair's Fellowship, applications that contain a current CV and a statement why this award is needed and how it will enhance professional growth should be e-mailed to the Graduate Program Director by March 15.

### **ROLE OF DEPARTMENT CHAIRPERSON**

The Department Chairperson has the final authority in all actions taken by the Graduate Program Director and Graduate Faculty.

## GRADUATE FACULTY

**ANTONACCIO, OLENA**, Ph.D. North Carolina State University, 2008. Professor.  
Criminology, Deviant Behavior, Theory, Comparative Sociology, Quantitative Methods

**BELGRAVE, LINDA LISKA**, Ph.D. Case Western Reserve, 1985. Associate Professor.  
Social Gerontology, Medical Sociology, Social Psychology, Quantitative & Qualitative Methods

**BRADDOCK II, JOMILLS HENRY**, Ph.D. Florida State, 1973. Professor.  
Race & Ethnic Relations, Sociology of Education, Sociology of Sport, Social Psychology

**DAWKINS, MARVIN**, Ph.D. Florida State, 1975. Professor.  
Race & Ethnic Relations, Urban Sociology, Sports, and African American Studies

**DUNHAM, ROGER**, Ph.D. Washington State, 1977. Professor.  
Criminology, Policing, Juvenile Delinquency

**JOHNSON, ROBERT**, Ph.D. University of Utah, 1983. Professor.  
Medical Sociology, Aging, Life-course, Social Psychology, Deviance, Quantitative Methods

**MURPHY, JOHN**, Ph.D. Ohio State, 1981. Professor.  
Sociological Theory, Social Philosophy, Community Health

**NIELSEN, AMIE L.**, Ph.D. University of Delaware, 1997. Associate Professor.  
Criminology, Delinquency, Deviance, Substance Abuse, Race/Ethnicity, Quantitative Methods

**NOWOTNY, KATHRYN M.**, Ph.D. University of Colorado, Boulder, 2016. Associate Professor.  
Health Disparities, Correctional Health and Health Care, Drug Use and Abuse.

**PETERSEN, NICK D.**, Ph.D., University of California, Irvine, 2015. Associate Professor.  
Criminology, Criminal Justice, Racial Stratification, Law and Society.

**PIQUERO, ALEX R.**, Ph.D., University of Maryland, 1996. Professor and Departmental  
Chairperson. Criminology, Race/Ethnicity, and Criminal Justice.

**PIQUERO, NICOLE LEEPER**, Ph.D., University of Maryland, 2001. Professor.  
Criminology, Gender, and Criminal Justice.

**PORTES, ALEJANDRO**, Ph.D., University of Wisconsin, Madison, 1970. Professor; School of Law.  
Ethnic Enclaves, Informal Economics, Immigrants and Immigration, Economic Sociology

**WILSON, GEORGE**, Ph.D. Johns Hopkins, 1995. Professor.  
Social Stratification, Race & Ethnic Relations, Sociology of Work and Occupations

### SECONDARY APPOINTMENTS:

**PAGE, JOHN BRYAN**: Professor, (Ph.D., Florida, 1976), Department of Anthropology

**FRENK, JULIO**: UM President, Professor (M.D., National University of Mexico, 1979; Ph.D. in Sociology, University of Michigan, 1983), Departments of Public Health and of Health Sector Management and Policy

**ROSEN, ROBERT**: Professor (Ph.D. UC Berkeley, 1984), School of Law

*Revised and submitted August 11, 2021.*