WAYNE STATE UNIVERSITY
COLLEGE OF LIBERAL ARTS AND SCIENCES

DEPARTMENT OF SOCIOLOGY
GRADUATE STUDENT HANDBOOK

Approved by the Graduate Committee in Sociology, Full Faculty of the Department of Sociology, and Graduate School at Wayne State University

Revised May 2014
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I. CONTACT INFORMATION

a. SOCIOLOGY DEPARTMENT
Main Office: 2228 F/AB

Mailing Address:
Department of Sociology, WSU, 2228 F/AB, 656 W. Kirby Ave., Detroit, MI 48202

Administrative Staff:
Departmental Chair     Dr. Janet Hankin     ad4388@wayne.edu     313-577-8131
Graduate Director     Dr. Khari Brown     kharib@wayne.edu     313-577-0146
Office Services Clerk Angelique Meiui     fq3512@wayne.edu     313-577-2930
Administrative Assistant Michelle Matthews     ab5393@wayne.edu     313-577-8972

Website: http://clas.wayne.edu/Sociology
Facebook Page: search for “WSU Sociology Graduate Students”

Graduate students in Sociology should feel free to contact the Department with questions at any time. Office staff members and the Graduate Director and Departmental Chairperson are all happy to help you with questions about admissions and applications, Masters or PhD program requirements, individual advising, what to do with your Sociology degree and anything else that comes up.

b. GRADUATE SCHOOL

Graduate Admissions
5057 Woodward, Suite 6304
Detroit, MI 48202
Ph: 313.577.4723
Fax: 313.577.0131
Email: gradadmissions@wayne.edu
Website: http://www.gradadmissions.wayne.edu

Students should contact the above office about any admissions-related questions.

Ph.D. Office
5057 Woodward, Ste 6305.5
Detroit, MI 48202
Phone: 313-577-2170
Email: phdstudents@wayne.edu
Website: http://gradschool.wayne.edu/

The PhD Office handles routine activities (approvals of Plans of Work, advancement to PhD candidacy, dissertation registration overrides, time extension requests, transfer credit forms, graduate applications, PhD fellowships and scholarships, etc.) associated with Ph.D. degrees. Masters students may contact the PhD office for information about thesis formatting as well. Masters students should seek all other information from the Office of Student Services only (see above).
For the latest updates in the Graduate Department, information on procedures, rules, adding/dropping courses, filing grade appeals, filing complaints, and filing to retake courses, please see http://gradschool.wayne.edu/.

Office of Student Services, College of Liberal Arts and Sciences (FOR MASTERS STUDENTS ONLY)
2155 Old Main
Detroit, MI 48202
Phone: 313-577-5188
Fax: 313-577-9693
Website: http://clasweb.clas.wayne.edu/CurrentStudents
This office handles ALL matters (besides Thesis submissions, see below) relating to the Masters degree, including but not limited to: Plans of Work, Changes In Plans of Work, Graduate Transfer Credit Forms, Changes of Status (required to change from PHD to Masters or vice versa, to add a 2nd program, or to change from one grad program to another within the college as well as other programs); Time Extensions, Credit Revalidations, Graduation Applications, and Masters Essay submissions for Plan B students.

II. INTRODUCTION
In its early history the University emerged out of a set of unrelated colleges and schools united in 1933 into a single institution, Wayne University, under the control of the Detroit Board of Education. In 1956, this institution became Wayne State University by formal action of the Governor and Legislature of Michigan. Wayne State University is a nationally ranked, Carnegie I Research University with a large, diverse student body and a variety of graduate programs. The main campus of the university is located in Detroit’s University Cultural Center which also is home to the main branch of the Detroit Public Library, the Detroit Institute of the Arts, the Detroit Historical Museum, the Detroit Museum of Science, College for Creative Studies, and the Museum of African American History.

The Department of Sociology at Wayne State offers programs leading to the degrees of Master of Arts and Doctor of Philosophy. On the Masters level, we have both a Masters in Sociology and a Masters in Applied Sociology. The graduate programs offered by the Department of Sociology are designed to prepare students for professional careers in a variety of settings. These programs require substantial course work in the general areas of sociological theory and sociological research methods. In addition to this core required of all students, individual students have considerable flexibility in pursuing course work designed to concentrate on specific areas of substantive specialization in sociology which reflect the current interests and work of the departmental faculty.

For graduate students, our Department provides close contact with a faculty that is committed to excellence in both scholarship and teaching. At the Masters or PhD level, many of our students graduate with hopes of having an academic career, either teaching or researching in a college or university setting. Others seek out more applied research positions upon graduation. We have PhD alumni, for instance, who are directors of health care institutes, research scientists at local hospitals, and faculty members and Deans at local colleges and universities. We have a large, vibrant graduate program and we are very proud of the variety of pathways that our graduate students take upon graduation. Graduate students in the Department of Sociology can choose to specialize in the study of health and illness, race and gender inequality, labor studies,
and urban studies. In addition to its emphasis on both basic and applied research, the department provides training for all graduate students in both qualitative and quantitative methodologies. Doctoral students are funded through research and teaching assistantships as well as university fellowships, compete for federal and foundation grant competitions, and publish widely. In addition, students are able to receive broad interdisciplinary training in aging research from the Institute of Gerontology and in research methodology from the Center for Urban Studies. Students also have the opportunity to make connections with the Wayne State Schools of Medicine, Nursing, Pharmacy and Allied Health Professions, Center for Citizenship, the Humanities Center, Labor@Wayne, the world renowned Walter Reuther Archives, and many other important research entities on the main campus. We are currently ranked by the National Research Council as the second highest grantor of minority PhDs in the US.

Faculty members study a variety of topics including, but not limited to, gender and race inequalities in paid work, policy changes in workplaces, fetal alcohol syndrome, elder abuse, diversity in families, menopause and midlife, religion and racial politics in Detroit, motherhood, why different racial groups stay in Detroit, racial discrimination within the restaurant industry, public health and paid work movements, immigration patterns, and race disparities in education. We also have faculty studying paid work patterns, work-family policy, social movements, and the effects of natural disasters in countries such as Mexico, China, Germany and Japan. Our faculty directory can be found online at http://clasweb.clas.wayne.edu/Sociology/Directory. Information about current faculty research can be found on our website at http://clasweb.clas.wayne.edu/Sociology/FacultyResearch.

The Department of Sociology offices are on the second and third floors of the Faculty/Administration Building (FAB). The main office of the Department of Sociology is located on the second floor, in room 2228 FAB. All funded graduate students receive office space. The Department also maintains a conference room that is available for meetings and has a newly renovated graduate student computer lab that is equipped with numerous, up-to-date softwares for sociology graduate student use only. The Social Science Data Lab is also located on the second floor of FAB and provides state-of-the-art hardware and software for graduate student assignments in quantitative and qualitative research courses and other student projects. The Data Lab is located in room 2308 FAB, and available to sociology graduate students. The Undergraduate Library and Purdy/Kresge Library also provide additional computer facilities for graduate student use.

III. MASTERS PROGRAM (M.A.)

a.) APPLICATION PROCESS
Admission to this program is contingent upon admission to the Graduate School. New applicants to the sociology program must satisfy the criteria below.

Masters Program Entrance Requirements:
Applications for admissions into the Sociology MA program are reviewed by the graduate committee in the Department of Sociology. This committee’s admissions decisions about entrance into the MA program are determined by an overall assessment of the applicant’s academic profile including their GPA, G.R.E. scores, transcripts, letters of recommendation,
writing sample, and statements of interest. The department routinely receives more qualified applicants than can be admitted meaning that some students who meet minimum criteria may not be admitted. A competitive application includes all of the following characteristics:

1. All applications to our Masters program must include the following items in order to be considered:

   - Graduate Application (demographic and educational profile)
   - Application Fee (currently $0; no fee required)
   - Official transcripts from past universities attended
   - Three (3) letters of recommendation from individuals who can comment on the applicants academic abilities and accomplishments (at least 2 letters should be from faculty members at Wayne State or another university)
   - Statement of Interest (this should describe applicants’ reasons for pursuing a graduate degree in Sociology, proposed areas of study, and career goals)
   - Writing Sample (e.g. a term paper or report)
   - G.R.E. Scores
   - TOEFL Scores (international students only)*

*We are currently asking for paper-based TOEFL scores of 600 or above (or internet-based TOEFL scores of 100 or above) for entry into our PhD program.

2. Students should have an overall grade point average of at least 3.0 with a 3.3 or higher in their major courses, upper division courses, and sociology courses. An undergraduate major in sociology is not an absolute requirement for admission, but an applicant must have substantial background in sociology, and an understanding of basic social science research methods, sociological theory, and basic statistics.

3. Students who do not have an undergraduate major in sociology are required to take the following three undergraduate courses as prerequisites prior to beginning graduate studies: SOC 4050 (sociological theory), SOC 4200 (research methods), and SOC 4220 (statistics). These courses are not for graduate credit. Students must earn a "B" or higher in these courses with an overall average of at least 3.3 to be considered for regular admission to our Masters program. In the event that students can demonstrate, by providing a syllabus, that they have taken and earned at least a “B” in a comparable social science course, they can appeal to the graduate committee to have one or more of these prerequisite courses waived. Students should make this appeal in writing and include it with their application. In most cases, students appealing to waive SOC 4220 (statistics) will be required to take an exam that demonstrates competency in the content area of this course.

Prerequisite courses do not apply towards graduate credits required for the degree. Students may not be admitted in full to the Masters program if they have more than one of these prerequisites to take, and may be asked to show satisfactory grades in these courses before the admissions decision is finalized. Students who have not yet applied to the Masters program may take these courses in advance of applying so as to improve their chances for admission to the Masters program. If students have been admitted but told that they must take prerequisites, then these
prerequisite courses should be completed by the end of the first year of graduate studies and prior to taking the graduate-level theory and methods courses.

4. Graduate Record Examination (G.R.E.): The Sociology Department is now requiring students applying for the program to have taken the G.R.E. (Graduate Record Examination). The Graduate program uses G.R.E. scores to evaluate your readiness for graduate-level work. The G.R.E. General Test measures verbal reasoning, quantitative reasoning, critical thinking and analytical writing skills that are not related to any specific field of study.

The Department realizes that scores on standardized tests are greatly influenced by social and cultural factors, and may not be accurate indicators of performance ability. Consequently, G.R.E. scores will be considered, but will not be a binding criterion for admission. The Department realizes that scores on standardized tests are greatly influenced by social and cultural factors, and may not be accurate indicators of performance ability. However, most students that are accepted into the MA program have an overall G.R.E. score in at least the 50th percentile. In the event that a student’s G.R.E. score falls considerably short of the 50th percentile the graduate committee looks for evidence of excellence in the other criteria (e.g., GPA, letters of recommendation, writing sample) used to make their admission decisions. Students with G.R.E scores below the 50th percentile are encouraged to explain the reasons for lower scores in their statement of interest. A combination of GPA, G.R.E., transcripts, letters of recommendation, and letters of interest will be used to make all admission decisions.

5. Students are accepted for admission for the fall semester only. There are no exceptions.

6. The application deadline for our Masters program is January 15th of each year. All application materials must be uploaded by this deadline. If a student’s application is incomplete, he/she will not be considered for admission. All students must apply via the online application. To start the application process, visit http://www.gradadmissions.wayne.edu/

IMPORTANT INFORMATION:
THE STUDENT IS BOUND TO THE REQUIREMENTS OF THE PROGRAM IN PLACE AT THE TIME THEY ARE ADMITTED TO THE GRADUATE PROGRAM. THE ABOVE GUIDELINES WILL APPLY TO ALL APPLICANTS SEEKING ADMISSION AND/OR FUNDING FOR THE FALL 2014 SEMESTER ARE HELD TO THESE REQUIREMENTS. THEY CODIFY THE GUIDELINES THE GRADUATE COMMITTEE USED FOR STUDENT APPLYING IN 2013.

Students filing a change of status from another degree program within the university are required to submit everything except the graduate application and application fee.

Please note your application is valid only for the semester originally requested. If you were admitted and did not register for classes, or would like to be reconsidered for admission to a future semester, you must complete a new application. Download the renewal application at http://gradadmissions.wayne.edu/apply.php
If you do not register for classes within the first academic year after admission, you must also complete a new application. This includes completing an application for admission, submitting another application fee, submitting all supporting documents, and requesting all official transcripts be resent to the Office of Graduate Admissions.

b.) MASTERS DEGREE REQUIREMENTS

The Master of Arts degree with a major in Sociology offers two tracks: Plan A (the Masters thesis track) and Plan B (the Masters Essay track). Plan B includes two choices: a.) the Masters in Sociology, terminal track, or b.) the Masters in Applied Sociology, terminal track. Students who plan on seeking the Ph.D. degree should select Plan A.

1. PLAN A: THESIS, The M.A. as preliminary to the Ph.D. program

(Required for Students who plan on seeking a PhD degree)

TOTAL HOURS: 32 (minimum)

- SOC 6050 Sociological Theory Before 1920
- OR
- SOC 6060 Sociological Theory Since 1920

- SOC 6280* Social Statistics
- SOC 7030 Proseminar
- SOC 7200 Advanced Survey of Approaches and Techniques of Social Research
- SOC 8999 Master’s Thesis (8 hours required)
- Elective courses (8 credits)

2a. PLAN B: ESSAY, the terminal M.A. in Sociology

(Recommended for Students who do not plan on seeking a doctoral degree)

TOTAL HOURS: 32 (minimum)

- SOC 6050 Sociological Theory Before 1920
- OR
- SOC 6060 Sociological Theory Since 1920

- SOC 6280* Social Statistics
- SOC 7030 Proseminar
- SOC 7200 Advanced Survey of Approaches and Techniques of Social Research
- SOC 7999 Master’s Essay (3 hours required)
- Elective Courses (13 credits, at least 10 of which must be in sociology)

2b. PLAN B: ESSAY, the terminal M.A. in Applied Sociology

TOTAL HOURS: 32 (minimum)

- SOC 6050 Sociological Theory Before 1920
- OR
- SOC 6060 Sociological Theory Since 1920

- SOC 6280* Social Statistics
- SOC 6580 Applied Sociology I: Research and Theory in Applied and Clinical Settings
- SOC 6590 Applied Sociology II: Strategies for Changing Social Behavior
- SOC 7000 Internship in Applied Sociology
- SOC 7030 Proseminar
- SOC 7200 Advanced Survey of Approaches and Techniques of Social Research
- SOC 7999 Master’s Essay (3 hours required)
- And at least two other advanced courses within a major area of sociology (to equal at least 32 credits in total)

**PERMISSION ONLY COURSES:**
Admission to Sociology 6280 Social Statistics (a required course for all Sociology graduate degrees) is **by permission only**. Students can take this class if either: a) they passed SOC5010 Computing and Social Sciences (soon to be renumbered) with a grade of B or better; b) they have had the prerequisite waived because of a recently taken Statistics course as an undergraduate (for example SOC 4220 at WSU) or graduate student at another university, for which they received a grade of B or better; or c) they pass a proficiency exam offered before the start of each academic year with a grade of 80% or higher. Any student wishing to have SOC 4220 waived must contact the Graduate Director and be ready to show a copy of the course syllabus and evidence of when the course was taken and the grade received.

Please note: if any course is listed by permission only, a student needs the written permission of the course instructor to enroll in the course. Please email the instructor of the course that is needed and include in the email the following: your Student ID number, contact email, and course needed.

c. **THESIS AND ESSAY REQUIREMENTS**
1. Both the Masters essay and Masters thesis should be written so that they could eventually become a professional conference presentation or publication.

2. **ESSAY guidelines.** The essay is a scholarly paper written in partial fulfillment of the requirements for the Masters degree under the Plan "B" option. The essay should include an extended literature review, extended theoretical or methodological analysis of a certain body of research, or analysis of secondary data. Masters essays in sociology can range from approximately 25 to 40 pages (although some are longer), depending on the amount of data reviewed and the type of project students are engaged in. Typically students take one to two semesters to complete a Masters essay. The purpose of the Masters essay is to show and articulate knowledge of a sub-area of sociology, and demonstrate one's ability to move past existing knowledge in some way, either by completing an analysis of the gaps in a body of literature, an expanded theoretical or methodological analysis of a body of literature, or a small empirical project using secondary data. The essay is often seen as a review paper, however, and does not need to produce new empirical results. The essay should demonstrate mastery of a body of literature, theory, and/or methods. The essay must be sociological in nature and is much more limited in scope than the thesis. The student will submit a brief proposal to his/her essay committee (after that proposal has been approved by the student's advisor). Once the committee approves the essay proposal, the student will work with the advisor to finish a defendable draft of the essay. The student and advisor should be meeting regularly throughout the essay process to
insure that they are on the same page about the scope of the work and expectations for the final draft.

3. **THESIS guidelines.** The thesis track is chosen by students who are thinking about going on for a PhD degree in sociology or a related field, or who aspire to another type of research career. Whereas the essay is a demonstration of knowledge in a particular area, the thesis is a demonstration of knowledge as well as a demonstration of a student's ability to carry out their own research project. The Masters thesis is practice for a PhD dissertation, and often takes students 2-3 semesters to complete. The Masters thesis should be empirical include a comprehensive analysis of data (primary or secondary), demonstrate the relationship between theory and methods, and make a solid contribution to sociological knowledge. The thesis is typically longer than an essay, often 30-40 pages in length (even longer at times). The real purpose of a thesis is to demonstrate one's development as a researcher and scholar. The thesis must be sociological in nature. The student will submit a proposal to his/her thesis committee, after that proposal has been approved by the student's advisor. (Thesis proposals often include a short introductory chapter, a chapter of literature review, and a methods chapter that proposes how they will engage in their research.) Once the committee approves the thesis proposal, the student will work with the advisor to submit a Thesis Outline form to the College of Liberal Arts & Sciences and gain IRB approval (if necessary) for the research project. After IRB approval is secured, the student will engage in data collection and analysis for their thesis, overseen by their advisor.

d. **COMPLETING THE MASTERS DEGREE**

1.) **Time Limitation**
Students have a six-year (6) time limit to complete all requirements for the Master’s degree. The six-year period begins with the end of the first semester the student has enrolled for coursework meeting the requirements of the degree. (For example, if admitted for Fall 2013, a student’s time clock expires on 12/31/2019).

2.) **Time Extension**
When a student has exceeded the time limits for his/her degree (6 years) s/he must apply for an extension. Applications for extensions should begin with a discussion with the student's adviser. This extension request must then be approved by the Graduate Director and submitted to the appropriate University office (in this case, the Dean’s office in the College of Liberal Arts and Sciences) with copies of all student transcripts. The request may require Graduate Committee approval, depending on the length of the absence. An extension on a student’s Master’s program may be granted only with the approval of the College Dean.

**Extension requests should include:**

a. A completed Request for Time Extension Form. The form can be found on the following link: [http://www.clas.wayne.edu/deansoffice/RequestForTimeExtensionMaster.pdf](http://www.clas.wayne.edu/deansoffice/RequestForTimeExtensionMaster.pdf)

b. A letter from the student indicating the reason for the delay, as well as plans to complete the degree if readmitted;

c. A statement of support from the adviser, indicating why s/he believes the student is now capable of pursuing his/her studies successfully, how the student has remained current in her or his field, whether and how their completed graduate curriculum is still relevant, and a reasonable
extension date. The advisor’s statement should also note whether courses older than six years on students’ records should be counted towards the degree.

d. A copy of the student's most recent annual review.
e. A statement of support from the Graduate Director.
f. If the extension is needed due to a prolonged absence for medical reasons, a statement from the student's physician, stating the nature of the illness, as well as the physician's opinion as to the student's ability to resume academic work.

The extension request should be submitted to the Graduate Director for approval, and the Graduate Director will forward the application to the appropriate office. Students requesting extensions should provide evidence that they have maintained their currency in the field of sociology, by showing evidence of continued reading, writing, teaching, or employment in the field. Students may be required to retake classes if more than 6 years have passed since first being taken. Final approval of the request is made by the Associate Dean of CLAS.

Students should not assume that requests for readmission or extensions will be automatically approved. Extensions are not guaranteed.

3.) Re-Admittance
Graduate students who have not taken classes for an extended period of time (a year or more) should contact their advisers and the Graduate Director prior to resuming their studies in order to ensure they are in good standing with the University. If a student has exceeded his/her time limitations in the program, s/he will have to apply for a time extension. Re-admittance is not guaranteed.

4.) Graduation Deadlines
The deadlines for submission of the theses and other documents, filing applications for diploma, etc. can be found in the WSU Academic Calendar, the Graduate School’s website, or by consulting with the Graduate Director or your faculty advisor.

Each candidate for a degree or certificate should file a Graduate Application for Degree no later than the first day of classes for the semester in which he/she expects to complete the requirements for the degree. Consult the academic calendar.

Degree application deadlines are always the 4th Friday of any given semester in which a student applies for graduation. The College of Liberal Arts and Sciences does NOT accept late applications. Please be aware that the university requires a degree application governed by strict deadlines. For more information, please visit their website: http://clasweb.clas.wayne.edu/ApplyingtoGraduate.

5.) Thesis Formatting
The presentation of the thesis generally brings to a close the pursuit of the master’s degree. In essence such manuscripts represent a tangible summation of the many hours spent in study and research to acquire a higher education. For this reason such scholarly documents must evidence only the highest standards of research and writing. They must show consistency in punctuation, style and format. Thesis students follow dissertation formatting guidelines as required by the
6.) Finalizing and Defending the Thesis (Plan A)
Once data collection and analysis are complete, students will work with their advisor to finish a defendable draft of the thesis. The student and advisor should be meeting regularly throughout the thesis process to ensure that they are on the same page about the scope of the work and expectations for the final draft. When the advisor believes that the student's draft is defendable, the student will orally defend the Masters thesis in front of their 3-person committee. All three members of the committee will be members of the Sociology faculty. Once a defendable draft is completed, the student should deliver their draft to all committee members approximately four weeks before their scheduled defense. The student should check in with their committee members at least two weeks before the scheduled defense to make sure that all committee members find the draft suitable for defense. If all committee members find the draft defendable, the student should submit the thesis for a format check via the Graduate School website: http://gradschool.wayne.edu/masters/thesis-info.php. Once at the defense, the student will give a 15-minute presentation of their thesis, including the rationale and background, methodology, and results of the project. Committee members will then question the student further about their project. Once questioning is done, the committee members will meet to evaluate whether the student has passed their defense and, if so, determine what final revisions need to be made to the draft. Committee members will also complete the FINAL REPORT WITH RECOMMENDATION form (an orange form available in the Department’s main office) and sign the title page of the thesis. Afterwards, the advisor and student will work to finalize the thesis draft by the deadlines established by the College of Liberal Arts and Sciences. The finalized thesis must be submitted online via the Graduate School’s website, similar to how students initially submitted their thesis for a format check. The title page with original signatures must be submitted separately (in hard copy) to the Graduate School. The Final Report with Recommendation Form should be submitted to the Office of Student Services in the College of Liberal Arts and Sciences (2155 Old Main) upon completion of a successful defense.

7.) Finalizing and Defending the Essay (Plan B)
Students will work with their advisor to finish a defendable draft of the essay. The student and advisor should be meeting regularly throughout the essay process to ensure that they are on the same page about the scope of the work and expectations for the final draft. Once the advisor believes that the student's draft is defendable, the student will orally defend the Masters essay in front of their 3-person committee. All three members of the committee will be members of the Sociology faculty. Once a defendable draft is completed, the student should deliver their draft to all committee members approximately three weeks before their scheduled defense. The student should check in with their committee members at least one week before the scheduled defense to make sure that all committee members find the draft suitable for defense.

Once at the defense, the student will give a 10-15 minute presentation of their essay, covering all major written sections in the draft. At a minimum, the essay presentation should include information about the rationale and background for the essay, as well as an outline of the analysis completed in the essay project. Committee members will then question the student further about their project. Once questioning is done, the committee members will meet to
evaluate whether the student has passed their defense and, if so, determine what final revisions need to be made to the essay draft. Committee members will then complete the FINAL REPORT WITH RECOMMENDATION form (an orange form available in the Department’s main office). The Final Report with Recommendation Form should be submitted to the Office of Student Services in the College of Liberal Arts and Sciences (2155 Old Main) upon completion of a successful defense. Afterwards, the advisor and student will work to finalize the essay draft by the deadlines established by the College of Liberal Arts and Sciences.

There is no prescribed format for the text of the Masters Essay and therefore the student should work with their advisor and Graduate Director to make sure they understand departmental guidelines. The original of the essay in final form, signed by the adviser, should be submitted in hard copy to the College of Liberal Arts and Sciences Graduate Office, 2155 Old Main, no later than the deadline date established for the semester in which the student expects to graduate. The Graduate Office will issue deadline dates shortly after the beginning of each semester. The essay should be in a two/three hole-punched Presstex binder. The binders are available at the WSU bookstore, Marwil's bookstore, and most stationary stores. The College of Liberal Arts and Sciences also has information about the Masters Essay process on their website: http://clasweb.clas.wayne.edu/Multimedia/CLAS/files/Students/Essay_Guidelines.pdf.

8.) Commencement
In order to participate in the Commencement ceremony, a student must be considered a graduate of that semester by meeting the deadline to complete all requirements. Any student who has not completed degree requirements by that semester’s deadline will not be allowed to walk in graduation that semester.

Information concerning commencement announcements, caps and gowns, invitations, tickets, time and place, assembling and other relevant items will be mailed to the graduates by the Commencement Office (313) 577-2414, prior to the event. Students should make sure that their current address appears in their Pipeline profile so that commencement information and final diplomas are mailed to the correct address.

e. GENERAL INFORMATION FOR MASTERS STUDENTS
1.) Grading
Graduate students are required to maintain an overall “B” (3.0) average to satisfy degree requirements. Grades of “B-minus” and below are unsatisfactory for graduate level work (please consult the Satisfactory Academic Progress Guidelines later in this document).

2.) Retaking Courses
A graduate department or equivalent academic administrative unit may, if it wishes, allow a student to petition to retake a graduate course in which a grade of ‘B-minus’ or lower is received. The grade received in repetition of the course will be shown on the student’s transcript and used in the computation of the student’s grade point average for the degree program. The original grade will appear on the student’s transcript as well, even though it is not counted in the GPA calculation after the repeat. Students will not receive University financial aid for courses that are retaken.
Graduate students must request permission to repeat courses. Students should consult the Graduate Director for permission.

3.) Annual Student Review
Review of student progress is an important cornerstone of quality training of M.A. students. All M.A. students are required to receive a written review of progress toward completing the requirements for their degree. Reviews should then be conducted on an annual basis at the end of each academic year (i.e., May of each year). The Graduate Director will notify all students when it is time to submit these reviews, and each student should meet with their advisor to begin the annual review process.

The evaluation indicates the degree to which students are progressing satisfactorily in their programs. Performance in coursework, scholarship, teaching, and other significant activities contribute toward assessment of progress. Strengths and weaknesses in these areas will be described. In particular, areas of concern, along with recommendations for improving performance, should be clearly articulated. Goals for the following year are also described and then used to evaluate performance at the end of the next year. The annual review will be signed by both the student and advisor. The student’s signature indicates only that the student has seen the review and does not imply he or she agrees with its contents. One copy of the review will be given to the student and another copy placed in his or her departmental file.

Effective May 2013, annual reviews can be done electronically. Students should consult with their advisor to insure that they are filling out the correct forms each year.

Important: If students receive an unsatisfactory annual review, the Graduate Committee may decide to do another review of a student’s performance after an additional 6 months has passed. See the Department’s Guidelines for Satisfactory Academic Progress for more information.

4) Plans of Work:
Masters students should file a Plan of Work by the time 12-16 credits have been earned (that is, by the equivalent of one year of full-time coursework). Filing a plan of work allows Masters students to achieve Masters Candidacy. Student’s rank will be changed from “Masters Applicant” (“AM”) to “Masters Candidate” (“CM”) upon approval of the Plan of Work by the Office of Student Services in the College of Liberal Arts and Sciences. Students who have not completed the Plan of Work after 12-16 credits as required will not be making satisfactory academic progress. Students should see their advisors to complete a Plan of Work.

5) Change of Status Requirements:
Students completing their MA degree in the department of sociology at Wayne State or those taking prerequisite course at the Masters level can apply for admission into the PhD program by submitting to the graduate committee a change of status request. The granting of a change of status request will signify that the student has been accepted into the PhD program. Students should note, however, that such requests are not automatically granted. The department routinely receives more qualified applicants than can be admitted, meaning that some Change of Status students who meet minimum criteria may not be admitted. Rather, change of status requests will be granted only to those students who satisfied all of the aforementioned PhD
admission requirements. That is, students must have completed their MA with a grade point average of 3.5 or higher before being granted a change of status into the PhD program and must have written an MA thesis. In addition, students requesting a change of status should submit with their request three letters of reference from Wayne State faculty one of which must be their MA thesis advisor.

**IV. DOCTORAL PROGRAM (Ph.D.)**

**a. APPLICATION PROCESS**

Admission to this program is contingent upon admission to the Graduate School. New applicants to the sociology program must satisfy the criteria below.

**Doctoral Program Entrance Requirements:**

Applications for admissions into the Sociology PhD program are reviewed by the graduate committee in the Department of Sociology. This committee’s admissions decisions about entrance into the PhD program are determined by an overall assessment of the applicant’s academic profile including their GPA (undergraduate and graduate), G.R.E. scores, transcripts, letters of recommendation, writing sample, and statements of interest. The department routinely receives more qualified applicants than can be admitted, meaning that some students who meet minimum criteria may not be admitted. A competitive application includes all of the following characteristics:

1. A complete application to our PhD program must include the following items:

   - Graduate Application (demographic and educational profile)
   - Application Fee (currently $0; no fee required)
   - Official transcripts from all past universities attended
   - Three (3) letters of recommendation (at least 2 letters should be from faculty members at Wayne State or another university)
   - Statement of Interest (describing applicants’ reasons for graduate study in sociology at Wayne State, proposed areas of study, and career goals)
   - Writing Sample (e.g., a term paper or report)
   - G.R.E. Scores
   - TOEFL Scores (international students only)*

   *We are currently asking for paper-based TOEFL scores of 600 or above (or internet-based TOEFL scores of 100 or above) for entry into our PhD program.

2. Applicants **must** have an MA degree in Sociology from an accredited institution, have completed an MA thesis, and have an overall graduate grade point average of 3.5 or higher before being officially admitted into the PhD program. Applicants seeking admission into the PhD program who are currently enrolled in a MA program in Sociology should identify an
expected graduation date. Once the MA degree has been granted the student will need to provide the graduate director documentation verifying that the degree has been conferred.

Students who desire to pursue a PhD in Sociology and have an MA degree in a social science field other than Sociology must apply to the MA program. If accepted into the MA program students must complete and receive a “B+” or better in each of the following courses before requesting a “Change of Status” into the PhD program: SOC 6050 (theory before 1920) OR SOC 6060 (theory after 1920), SOC 7030 (proseminar), SOC 6280 (statistics), and SOC 7200 (research methods) (or their equivalents, for a total of 16 credits). Students are required to have written an MA thesis. For additional information, students should refer to the “Change of Status” policy outlined below.

3. Students seeking admission into the PhD program must include their G.R.E. scores with their application. G.R.E. scores will be considered, but will not be a binding criterion for admission. The Department realizes that scores on standardized tests are greatly influenced by social and cultural factors, and may not be accurate indicators of performance ability. However, most students that are accepted into the PhD program have an overall G.R.E. score in at least the 50th percentile. In the event that a student’s G.R.E. score falls considerably short of the 50th percentile the graduate committee looks for evidence of excellence in the other criteria (e.g., GPA, letters of recommendation, writing sample) that are used to make their admission decisions. Students with G.R.E scores below the 50th percentile are encouraged to explain the reasons for lower scores in their statement of interest.

4. Students seeking admission into the PhD program must include a statement of interest with their application. In this statement students should clearly convey the reasons underlying their desire to pursue a PhD in Sociology at Wayne State. Specifically, in these statements students should identify their scholarly interests and proposed areas of study. The graduate committee will carefully consider these statements when making their admission decisions to ensure that the student’s scholarly interests are compatible with those of the faculty.

5. Students are accepted for admission for the fall semester only. There are no exceptions.

6. The application deadline for our PhD program is January 15th of each year. All students must apply via the online application. To start the application process, visit http://www.gradadmissions.wayne.edu/ (and then click on ”How to Apply”).

**IMPORTANT INFORMATION:**
THE STUDENT IS BOUND TO THE REQUIREMENTS OF THE PROGRAM IN PLACE AT THE TIME THEY ARE ADMITTED TO THE GRADUATE PROGRAM. THE ABOVE GUIDELINES WILL APPLY TO ALL APPLICANTS SEEKING ADMISSION AND/OR FUNDING FOR THE FALL 2014 SEMESTER ARE HELD TO THESE REQUIREMENTS. THEY CODIFY THE GUIDELINES THE GRADUATE COMMITTEE USED FOR STUDENT APPLYING IN 2013.
Students filing a change of status from another degree program within the university are required to submit everything except the graduate application and application fee.

Please note your application is valid only for the semester originally requested. If you were admitted and did not register for classes, or would like to be reconsidered for admission to a future semester, you must complete a new application. Download the renewal application at http://gradadmissions.wayne.edu/apply.php

If you do not register for classes within the first academic year after admission, you must also complete a new application. This includes completing an application for admission, submitting another application fee, submitting all supporting documents, and requesting all official transcripts be resent to the Office of Graduate Admissions.

b. DOCTORAL DEGREE REQUIREMENTS
The Doctor of Philosophy degree requires ninety (90) credits beyond the baccalaureate degree. Thirty (30) credits may be earned via an MA degree, thirty (30) credits are earned as part of the students’ program of study in the PhD program and thirty (30) credits are earned by enrolling in dissertation credits. The thirty credit dissertation registration requirement is fulfilled by registering for the courses SOC 9991, 9992, 9993, and 9994 (Doctoral Dissertation Research and Direction I, II, III, and IV, respectively), in consecutive academic year semesters. Prior to electing Ph.D.-level courses, all doctoral students in sociology must complete the following prerequisite courses: Sociology 6050, 6060, 6280, 7030, 7200; and demonstrate computer literacy. Only two of these prerequisites (Sociology 6060, 7030) count toward the thirty credits required in Ph.D.-level courses.

A student wishing to transfer graduate credit toward the Ph.D. degree must obtain a TRANSFER OF CREDIT FORM from the Graduate School web site and discuss their plans with the departmental Academic Services Officer. This form, along with a transcript from the former institution, is submitted at the time the Plan of Work is filed. You must fill out a separate form for every previous institution you wish to transfer credit from.

Wayne State University allows no more than 30 graduate credits earned elsewhere to be counted toward a Ph.D. degree. Actually, the university requires that 60 graduate credits toward the Ph.D. be earned at Wayne State. So, transferring more than 30 credits is unnecessary.

A THREE STEP PROCESS:
The doctoral program can be described as having three phases. The early phase is a coursework phase, in which students complete at least thirty (30) credits in PhD coursework (as described below). The second phase is the preliminary examination phase, in which students study for and complete their written qualifying examinations. The third and final phase is the dissertation phase in which students propose, complete and defend their final dissertations. On average, if students have full-time status and are making satisfactory academic progress, the early phase takes two years, the second phase takes one year, and the third phase takes up to two years. These three phases are described in more detail below.
**PHASE 1: PhD COURSEWORK**

**PhD Course Requirements for Students Enrolled Prior to Fall 2013:**

Required courses at the Ph.D. level include:

- SOC 7050 or 8060 (theory)
- SOC 7260 (qualitative sociology)
- Six to nine credits in a cognate field
- Eight to twelve credits in a specialization within sociology
- One additional course in methods, either qualitative (SOC 7500) or quantitative (SOC 6290)
- Additional coursework of the student’s choice, as needed to reach 30 credits at the PhD level.

**PhD Course Requirements for Students Enrolled Fall 2013 or Thereafter:**

Required courses at the Ph.D. level include:

- SOC 7260 (qualitative sociology)
- Six to nine credits in a cognate field
- Twelve credits in a specialization within sociology
- One additional course in methods, either qualitative (SOC 7500) or quantitative (SOC 6290)
- Additional coursework of the student’s choice, as needed to reach 30 credits at the PhD level.

Specialization credits include one mandatory four-credit specialization course (either SOC 7770, SOC 8700, or SOC 8805, depending on students' chosen specialization areas) plus eight other credits of a student's choice. Ph.D. students are expected to complete all the M.A. and most of the Ph.D. level core courses in theory, methods, and statistics prior to taking courses in their chosen specialization.

Below are descriptions of the three Ph.D. specializations:

**Race and Gender Inequality:**

The Sociology of Inequality encompasses a broad range of research topics and methods that revolve around the social causes, manifestations, and consequences of the unequal distribution of resources, opportunities, privileges, power, status, prestige, and various other favorable outcomes/attributes in society. The sociology of inequality is particularly, but not exclusively, concerned with disparities between categories of race/ethnicity, sex, gender, age, sexual orientation, ability (or disability), religious beliefs, and socioeconomic or social class background. The sociology of inequality often considers questions about systems of stratification, as well as mobility (or lack thereof) within such systems, including the intergenerational reproduction of social location.

Students who choose the Race and Gender Inequality specializations must take at least eight other credits in this specialization plus SOC 8700. The following courses can count towards the Race and Gender Inequality specialization:

- SOC 6750 -- Urban Health: Cr. 4
- SOC 7100 -- Women and Health: Cr. 4
  (More relevant for those taking the gender prelim)
- SOC 7330 -- Class, Race, and Politics in America: Cr. 3
  (More relevant for those taking the race prelim)
- SOC 7350 -- Urban Poverty and Racial Segregation: Cr. 3
(More relevant for those taking the race prelim)
SOC 8400 -- Seminar in Sociology of Families: Cr. 3
(More relevant for those taking the gender prelim)
SOC 8700 -- Seminar in Social Inequality: Cr. 4
(Required)
SOC 8710 -- Advanced Seminar in Race/Ethnicity. Cr. 4
(Strongly recommended for those taking the race prelim.)
SOC 8720 -- Advanced Seminar in Sex/Gender: Cr. 4
(Strongly recommended for those taking the gender prelim.)
SOC 8801 -- Topics in the Sociology of Labor: Cr. 4
SOC 8802 -- Topics in Urban Sociology: Cr. 4
Other courses as approved by the Graduate Director.

Medical Sociology:
Medical Sociology applies the perspectives, conceptualizations, theories, and methodologies of sociology to phenomena having to do with human health, illness, and disease. As a specialization, medical sociology encompasses a body of knowledge which places health, illness, and disease in a social, cultural, and behavioral context. Medical Sociology/Sociology of Health studies include: people's attitudes and beliefs about health, disease, disability and medical care providers and organizations; medical occupations or professions and the organization, financing, and delivery of medical care services; medicine as a social institution and its relationship to other social institutions; cultural values and societal responses with respect to health, illness, and disability; the role of social factors in the etiology of disease, especially functional and emotion-related disorders and what are now called stress-related disease.

Students who choose the Medical Sociology specialization must take at least eight other credits in this specialization plus SOC 7770. The following courses count towards the Medical Sociology specialization:

- SOC 5760 -- Society and Aging: Cr. 3
- SOC 6750 -- Urban Health: Cr. 4
- SOC 7020 -- (SOC 5020) End-of-Life Issues: Cr. 3-4
- SOC 7100 -- Women and Health: Cr. 4
- SOC 7770 -- Seminar in Medical Sociology: Cr. 4
  (Required)

Other courses as approved by the Graduate Director.

Urban/Labor Studies:
Urban/Labor Studies focuses on a range of topics related to both our urbanized society and the organization of and experience in the workplace. A sociologist of work is concerned with (but not limited to) questions of: gender and race in the workplace, the transformation of work processes, national and international labor movements including unions as social movements, work and family, labor markets and immigration, workplace organizations like unions, politics, and organizational/workers' culture. An urban sociologist focuses on urban experiences locally, nationally, or internationally, including but not limited to an examination of economic, social, and political transformation of cities throughout the world, with respect to race/ethnicity/gender,
immigration, urban social movements, poverty, residential patterns, and urbanization and gentrification. Urban/labor research utilizes all methodologies including statistical analysis, qualitative interviews, participant observation, comparative and historical, and content analysis. Students who choose the Urban/Labor Studies specialization must take at least eight other credits in this specialization plus SOC 8805. The following courses count towards the Urban/Labor Studies specialization:

- SOC 6750 -- Urban Health: Cr. 4
- SOC 7330 -- Class, Race, and Politics in America: Cr. 3
- SOC 7350 -- Urban Poverty and Racial Segregation: Cr. 3
- SOC 8710 -- Advanced Seminar in Race/Ethnicity: Cr. 4
- SOC 8805 -- Seminar in the Sociology of Urban and Labor Studies: Cr. 4
  (Required)
- SOC 8801 -- Topics in the Sociology of Labor: Cr. 4
  (Strongly recommended for those taking the labor studies prelim.)
- SOC 8802 -- Topics in Urban Sociology.: Cr. 4
  (Strongly recommended for those taking the urban studies prelim.)

Other courses as approved by the Graduate Director.

Satisfactory Academic Progress Guidelines have been developed by the graduate committee in sociology in order to guide students towards successful completion of their Master's and Ph.D. degrees (please review the guidelines later in this document). Students’ satisfactory progress through required PhD coursework is not only expected but necessary if students desire to remain in good academic standing in the department.

**PHASE 2: WRITTEN QUALIFYING EXAMINATIONS (“PRELIMS”)**

Upon completion of coursework, a written qualifying examination (“prelim”) in the student's specialization area and an oral qualifying examination are required. The written qualifying examination comes first. In order to be allowed to take prelims in their specialization area, Ph.D. students must have the endorsement of both their faculty advisor and the specialization area chairperson indicating they have completed all required coursework as well as the three specialization area courses.

The PhD prelim is given in January and August of each year, typically the week or two before classes resume (students should pay special attention to announcements about prelim dates for each semester). The PhD prelim corresponds to students' areas of specialization; thus, students will elect to take one of the following prelims: medical/health, race/ethnicity, gender, labor, or urban. All PhD prelims consist of 3 parts, taken over a 2 day period. The format is as follows:

a. Day One, Morning: Examination on sociological theory as applied to the student's area of specialization.

b. Day One, Afternoon: Examination on research methods, as applied to the student's area of specialization.
c. Day Two, Morning: Examination on the content of the individual student's research interest as related to the dissertation.

Students should take their prelim soon after they have completed their required PhD coursework. To apply to take the prelim students should fill out the Prelim Application Form found on our website at http://elas.wayne.edu/Sociology/FormsDocuments. Students should consult the chair of their specialization area for specific information about the specialization (i.e., courses that satisfy the PhD specialization requirement, reading lists for the prelims, upcoming dates for the prelim, grading committee members, etc.).

Students must pass prelims in full before they can file for PhD candidacy and begin their dissertations. Students receive two chances to pass PhD prelims, but they should attempt to pass prelims on the first try (see guidelines for satisfactory academic progress below). If students fail their prelims a second time, they are dismissed from the PhD program. Only in extremely rare circumstances are students granted a third chance at the prelim and those third chances are typically time-limited. Students should consult their advisors, the chair of their specialization area, and the Graduate Director before taking the prelim to ensure that they are ready to take the prelim. Students can also contact the Graduate Director to find out more about prelim policies.

As a review, before taking prelims the student must:
1.) file a Plan of Work with the Graduate School;
2.) successfully complete all the required PhD coursework; and
3.) complete a Prelim Application Form with the Graduate Director

If students are done with their required PhD coursework but have not passed their prelims, they can enroll in SOC 9990 (pre-dissertation credits) in order to maintain active student status. Students are sometimes allowed to enroll early in SOC 9991 (the first set of dissertation credits) if they are taking those credits during the semester that they are taking prelims. Students can contact the Graduate Director to talk further about this possibility.

Students should consult the Chair of the Area for specific information about the Area (i.e., courses that satisfy the PhD specialization requirement, reading list, dates for the exam, examining committee members, etc.). Prelims are prepared, evaluated, and graded by the respective specialization faculty. Blackboard sites have been constructed to help students prepare for examinations in their respective areas. Specialization faculty have constructed required readings lists in each specialization area, to help guide students’ preparation; reading lists can be found on the Blackboard sites for each specialization. Students should contact the Graduate Director to find out which faculty member is chairing each specialization and to gain entry to these Blackboard sites.

**PhD Candidacy:**
Following successful completion of the written preliminary examination, a student must file for Candidacy by filing a Recommendation for Doctoral of Philosophy Candidacy Status form. Students should retrieve the form from the Graduate School website, or contact the Graduate Director. This establishes the Dissertation Committee which is composed of four faculty members. This Dissertation Committee will oversee student’s work on a dissertation prospectus and oral defense, as well as student’s work on the final dissertation and final defense. The
dissertation advisor and committee should be identified as early as possible, and by the time course work is completed at the latest.

At least two committee members must hold regular Graduate Faculty appointments. Graduate Faculty Appointment forms and guidelines are available online: http://gradschool.wayne.edu/current/roster.php. The rules of the Graduate School also require that one of the four members of the dissertation committee be a graduate faculty member from a department other than Sociology. This rule normally produces a committee of three Sociology faculty and one outside member. When such a member is difficult or impossible to find, the student's advisor and the Graduate Director can request that a fourth faculty member from outside the university serve instead. If a faculty member from outside of the university serves on a student’s committee, we must have their current CV on file in our department and be able to confirm that they have graduate faculty status at their own university. In the case of co-advisors from the same department, the number of major departmental members shall be increased to four. In cases where the students’ topic warrants more than one expert in the field from outside of the department or university, the number of committee members may also be increased. At a minimum, however, there must be three committee members from inside of the Sociology Department.

Candidacy paperwork must be signed by 1) the advisor, 2) three additional members of the dissertation committee, 3) Graduate Director, and 5) Dean of the Graduate School.

**PhD Candidate Status Registration:**

Once a Ph.D. Candidate, the student must complete four consecutive semesters (summers optional) of Doctoral Dissertation Research (9991-9994). Each course is 7.5 credits, for a total of 30 credits of Doctoral Dissertation Research. The Candidacy form must be submitted to the Graduate School before a student can obtain permission to register for the second, third and fourth blocks of dissertation credits (SOC 9992, SOC 9993, and SOC 9994). Students may enroll in the first set of dissertation credits (SOC 9991) before the written and oral qualifying examinations are completed and before a Candidacy form is filed, if the advisor and Graduate Director determine that Candidacy will be achieved in the near future.

If a student has completed all 30 dissertation credits, but still needs to work on the dissertation, then he or she may register for SOC 9995 (doctoral maintenance credits in Sociology). SOC 9995 is zero credits and students pay a set fee (typically a few hundred dollars) to be registered in SOC 9995, but the student will be considered full-time if registered in this course number. Please note: the student must be registered for the semester during which he or she will defend the final dissertation. An override to register for dissertation or dissertation maintenance credits must be provided by the Graduate School each semester. Students should contact the Graduate Director to ask for these overrides.

**PHASE 3: DISSERTATION**

1.) **Dissertation Prospectus (“Dissertation Proposal”)**

Prior to initiating doctoral research, the Ph.D. Candidate must prepare a prospectus of the proposed dissertation research. The Graduate School also requires PhD students to complete an oral qualifying examination as part of their degree requirements. In Sociology, the oral
qualifying examination is the Dissertation Prospectus Defense. It shall be conducted by the doctoral committee after a defendable draft of the dissertation prospectus has been completed. Students receive only one chance to complete their oral qualifying examination (dissertation proposal defense). Students who fail their oral qualifying examination may be terminated from the graduate program.

The student will submit a dissertation proposal to his/her dissertation committee, after that proposal has been approved in full by the student's advisor. Dissertation proposals include a short introductory chapter, a chapter of literature review, a chapter detailing students' theoretical or conceptual framework (although sometimes this is combined with the literature review), and a methods chapter that proposes how they will engage in their dissertation research. The student will work with their dissertation advisor to finalize the proposal. Once the advisor approves the draft, the student will submit the proposal draft to the entire dissertation committee for review. Committee members will receive at least 3 weeks (preferably one month) to review the proposal draft and decide whether it is defendable. If all committee members agree that the proposal is defendable, an oral defense of the dissertation proposal will be scheduled. Students should consult with their advisors to prepare for this oral defense. If students pass the oral defense of their proposal, their committee members will sign the "Prospectus and Record of Approval" form (available on the Graduate School’s website). Once the student defends the dissertation proposal successfully, the student will work with their advisor to gain IRB approval (if necessary) for the dissertation research project and begin data collection. That is, if human subjects are involved in the research, students must receive approval from the Human and Animal Investigation Committee (HIC) of the Wayne State IRB prior to starting the dissertation. Dissertation proposals range in length, depending on the project. On average, students work on their dissertation proposals for two semesters before they defend them successfully.

Upon successful defense of the dissertation proposal, the student and the committee complete the Dissertation Prospectus and Record of Approval form. The student utilizes this form to briefly describe some of the key aspects of his/her proposed research. The form is available on the Graduate School website. Submission of the Dissertation Prospectus and Record of Approval form entails outlining the dissertation’s major characteristics, such as the:

1. Statement of the problem, its scope, and rationale
2. Source of the materials, subjects, etc.
3. Method and design (statistical analysis where applicable)
4. Hypothesized results (where applicable)

The form is signed by 1) the student, 2) the advisor, 3) all members of the dissertation advisory committee, 4) the Graduate Director, and 5) the Dean of the Graduate School. A copy of the student’s HIC approval must be submitted to the Graduate School with the Dissertation Prospectus and Record of Approval form and the copy of the finalized dissertation prospectus. Please visit the following link for more information on HIC approval: [http://irb.wayne.edu/](http://irb.wayne.edu/).

The Dissertation Prospectus and Record of Approval form is more than just a formal candidacy requirement. It is an agreement between the student and his/her dissertation advisory committee. By filing this form, the committee agrees 1) to the contents of the dissertation prospectus; 2) that when the student reaches the appropriate stages in his/her research that they will participate in
the process as needed; and 3) that when the student completes his/her dissertation, the committee will read it and then participate in the public lecture and final oral examination.

Beginning Fall 2012, all doctoral candidates are also required to submit a Conflict of Interest Form in concurrence with the Dissertation Prospectus and Record of Approval Form. The candidate and each member of the dissertation committee must disclose any potential conflicts and sign the form. Given the length of time required in the dissertation process, students will be required to resubmit the Conflict of Interest Form prior to the dissertation defense. This Conflict of Interest Form can also be found on the Graduate School’s website.

2.) Dissertation Requirements
Advisors have primary responsibility for approval of the dissertation, but members of a doctoral committee must read, approve and sign the dissertation. Such approval includes all academic and professional evaluations and judgments as to originality, adequacy, accuracy, significance, methodology, justification or conclusions and correctness of style. Approval shall not be recorded until the work and manuscripts are fully verified and accepted. The Ph.D. office staff in the Graduate School is available to assist advisors and students who have format questions or problems. For more information on the requirements, please visit the following Graduate School website.

The dissertation should be selected and planned with care and must be an original work, in or related to the student’s major field or specialization. Work submitted for credit in other courses cannot be used in fulfilling thesis or dissertation requirements. If proper standards of quality, objectivity, originality and independence are maintained, the candidate may use data derived from other research he/she has conducted at the University. Neither the results of the research nor the publication of findings may be restricted by any non-University agency. The results of the research may be published prior to submission and acceptance of the dissertation, in which case Graduate School notification is required.

The doctoral dissertation is a major work which represents the student's demonstration of his/her ability to use the tools learned in their PhD programs in an original sociological research project. The dissertation topic should be selected with care, in or related to the student's major field or specialization. The dissertation is an empirical project which includes a comprehensive analysis of data (primary or secondary). This dissertation should demonstrate students' knowledge of the relationship between theory and methods, and make a solid and direct contribution to sociological knowledge. While the dissertation can sometimes be an extension of a Master’s thesis topic, the dissertation research must be an original project based on new data collection and analysis. Work submitted for credit in other courses cannot be used in fulfilling thesis or dissertation requirements. If proper standards of quality, objectivity, originality and independence are maintained, the candidate may use data derived from other research he/she has conducted at the University. The dissertation should be publishable in its final form (either as one full-length manuscript or in several article-length pieces), and should lead the student to numerous professional presentations as well. On average, the dissertation process can take four to six semesters to complete (although we have seen students move both more quickly and more slowly, depending on their topic, methods, and life constraints).
After the dissertation proposal is defended and approved (see above), the student will embark on data collection and analysis. Data collection and analysis can often take students one to two semesters by itself, and students will work with their advisors to complete these steps. After data collection and analysis are complete, students will write up the results of their dissertation research, with guidance from their advisor. In our department, students typically write two to three chapters of results for their dissertation, as well as a concluding chapter that summarizes findings and contributions to the literature. Eventually the findings chapters and concluding chapter are combined with the chapters written for the dissertation proposal, so that the full dissertation holds the following chapters: Introduction, Literature Review, Theoretical Framework (sometimes combined with the Literature Review), Methods, Findings (typically two or three separate yet related chapters), and Conclusions. The student will work with their advisor to draft and revise the entire dissertation before the rest of the committee reviews it. Once the student's advisor approves the draft, the student will distribute the dissertation to all committee members. Committee members will receive at least one month to review the draft of the final dissertation and decide whether they agree that it is defendable.

3.) Public Lecture Presentation – DEFENSE
The final oral examination is conducted by the dissertation committee and presided over by the graduate examiner. The role of the graduate examiner is usually filled by the dissertation advisor. In the Ph.D. program the final defense actually consists of three parts: 1) a public lecture on the dissertation, 2) a final dissertation defense (during which committee members ask the student questions about their work), and 3) an evaluation of the student's performance by the committee. A fourth part, the signing of the dissertation paperwork, typically takes place at the same time but can be handled later, if necessary. All committee members sign a Final Defense Report Form if the student satisfactorily defends their dissertation; this form must be submitted to the Graduate School within 48 hours of a successful defense. Committee members also sign the title page of the dissertation. If major changes are required on the student’s dissertation, typically the dissertation advisor holds back his/her signature on the title page until designated changes are made.

The academic community is invited (an announcement of the Public Lecture, including time, place, topic, and speaker, must be posted in Sociology and be circulated via email, throughout the university at least two weeks prior to the lecture date) and encouraged both to attend and to ask questions about the lecture topic and the dissertation research. The Public Lecture is a 20-30 minute presentation during which the student formally presents the rationale, background, methodology, and results of the dissertation. When the lecture is completed and the questions asked and answered, the public lecture ends. In the dissertation lecture, the candidate formally presents the methodology, research, and results of the investigation. In the discussion following the lecture presentation, other matters, which the committee deems relevant, may be introduced. The audience members who are not part of the dissertation advisory committee are excused, and the Final Examination is begun. At this point, the committee members will continue with their questioning and further examine the student on the dissertation.

When the examination is completed, the dissertation committee evaluates the student's performance and decides whether the student passed or failed the Public Lecture-Defense. If the student has passed, the committee members and the Graduate Examiner (dissertation advisor)
sign the Dissertation Final Report Form which is returned by the Examiner to the Graduate School. If the student fails, the committee will consult with the Graduate Director and the student to decide upon further action.

At least three members of the dissertation advisory committee, one of which must be the advisor, must sign the dissertation title page and Final Defense Form for it to be accepted by the Graduate School. The final copy must be submitted electronically through the online submission followed for the format check, to the Graduate School. The original signed title page must be delivered separately to the Graduate School after it is signed by all parties.

Requirements in the Sociology Department:
A student must present the draft of his/her dissertation to their committee members with the approval of the dissertation chairs at least 1 month prior to the date on which they wish to defend. Faculty members on a committee can delay the dissertation defense if this requirement is not met, or if they feel that the dissertation draft is not yet defendable. Two weeks before the defense all faculty on the dissertation committee must sign off on the top half of the Dissertation Final Defense Report form, indicating that they have read the dissertation and agree that it is suitable for defense. Once all members have agreed that the document is ready for the defense, a public announcement of the oral defense and public lecture can be made and the student should submit their draft to the Graduate School for a format check.

These requirements must be completed in order to receive your degree, a certified transcript, or a letter certifying the degree. For purposes of employment, a student who has completed all the degree requirements may request a document from the Graduate School certifying completion of degree requirements and the date of formal awarding of the degree.

Students should periodically check the graduate school website for updated information on the final defense: http://gradschool.wayne.edu/phd-info-defense.php.

c. COMPLETING THE DOCTORAL DEGREE
1.) Time Limitation
Students have a seven-year (7) time limit to complete all requirements for the Ph.D. degree. The seven-year period begins with the first day of the semester for which the student is admitted to the PhD program, and ends on the last day of that semester seven years later. (For example, a student admitted in Fall 2013 will have their time clock expire on 12/31/2020). An extension may be granted for good reason with the approval of the University and the Dean of the Graduate School.

2.) Time Extension
When a student has exceeded the time limits for his/her degree (7 years), s/he must apply for an extension. Applications for extensions should begin with a discussion with the student's adviser. They must be approved by the Graduate Director, and then submitted to the appropriate University office (Graduate School). The request may require Graduate Committee approval, depending on the length of the absence.
Extension requests should include:
1. A letter from the student indicating the reason for the delay, as well as plans to overcome these issues if readmitted;
2. A statement of support from the adviser, indicating why s/he believes the student is now capable of pursuing his/her studies successfully, how the student has remained current in her or his field, whether and how their completed graduate curriculum is still relevant, and a reasonable extension date. The advisor’s statement should also note whether courses older than six years on students’ records should be counted towards the degree.;
3. A copy of the student's annual review for the past year, which should indicate substantial recent progress;
4. If the absence was for medical reasons, a statement from the student's physician, stating the nature of the illness, as well as the physician's opinion as to the student's ability to resume academic work.

The student must file the Time Extension Form. The form can be found on the following link: http://gradschool.wayne.edu/current/forms.php

The request should be submitted to the Graduate Director. The Graduate Director will decide whether he/she and Graduate Committee support the extension request, and will forward the application to the appropriate office in the Graduate School. Students requesting extensions should provide evidence that they have maintained their currency in the field of sociology, by showing evidence of continued reading, writing, teaching, or employment in the field. Students may be required to retake classes which are over age (over 6 years). PhD students may be required to retake preliminary exams, if it has been more than 5 years since prelims were taken. Students must also show substantial recent progress in their programs if they are to be granted an extension. The maximum allowable years to finish a graduate program is 12 years if students are granted extensions; after 12 years a student will be discontinued from their program. Final approval of extension requests is made by the Graduate Dean.

Students should not assume that requests for readmission or extensions will be automatically approved.

3.) Re-Admittance
Graduate students who have not taken classes for an extended period of time (a year or more) should contact their advisers and the Graduate Director prior to resuming their studies in order to ensure they are in good standing with the University. If a student has exceeded his/her time limitations in the program, s/he will have to apply for a time extension. Re-admittance is not guaranteed.

4.) Dissertation Formatting
The presentation of a dissertation generally brings to a close the pursuit of the doctoral degree. In essence such manuscripts represent a tangible summation of the many hours spent in study and research to acquire a higher education. For this reason such scholarly documents must evidence only the highest standards of research and writing. They must show consistency in
punctuation, style and format. To review the Format Guidelines for Preparing Theses and Dissertations, go to: http://gradschool.wayne.edu/phd-info/format-guidelines.php.

5.) Graduation Applications
The deadlines for submission of the dissertations and other documents, filing applications for diploma, etc. can be found in the WSU Academic Calendar, the Graduate School’s website, or by consulting with the Graduate Director or your faculty advisor.

Each candidate for a degree or certificate should file a Graduate Application for Degree no later than the first day of classes for the semester in which he/she expects to complete the requirements for the degree. Consult the academic calendar.

Degree application deadlines are always the 4th Friday of any given semester in which a student applies for graduation. The College of Liberal Arts and Sciences does NOT accept late applications. Please be aware that the university requires a degree application governed by strict deadlines. For more information, please visit their website: http://clasweb.clas.wayne.edu/ApplyingtoGraduate.

6.) Commencement
In order to participate in the Commencement ceremony, a student must be considered a graduate of that semester by meeting the deadline to complete all requirements. Any student who has not completed degree requirements by that semester’s deadline will not be allowed to walk in graduation that semester.

Information concerning commencement announcements, caps and gowns, invitations, tickets, time and place, assembling and other relevant items will be mailed to the graduates by the Commencement Office (313) 577-2414, prior to the event. Students should make sure that their current address appears in their Pipeline profile so that commencement information and final diplomas are mailed to the correct address.

d. GENERAL INFORMATION FOR DOCTORAL STUDENTS
1.) Residence Requirements
Doctoral applicants are required to have two successive semesters in residence as full-time students as defined by the Graduate School. The Ph.D. requirement of one year of residence is met by completion of at least six graduate credits in course work, exclusive of dissertation, in each of two successive semesters. The Spring/Summer semester may be excluded from the definition of successive semesters.

2.) Program Load, Normal
The University considers a program of eight graduate credits per semester to be full-time study. A student with a strong academic record who is devoting full-time to graduate study and carrying no outside employment may register in up to sixteen credits per semester, but this is well beyond expectations and should not be considered a normal load. A student employed full-time will normally not register in excess of eight credits. A student working full-time who desires to carry more than eight credits must get permission from his/her Departmental Graduate Advisor. A
student engaged in part-time or full-time paid work in addition to schooling should limit registration in proportion to the amount of outside work. Graduate Assistants are required to register for a minimum of six credits each semester, or be enrolled in dissertation maintenance credits (if all other requirements have been completed).

3.) Transfer of Credits
A student wishing to transfer graduate credit toward the Ph.D. degree must file a Transfer of Credit form along with the doctoral Plan of Work with the Graduate School, approved by his/her advisor and Departmental Graduate Committee Chairperson, requesting such transfer. This form, along with a transcript from the former institution, is submitted at the time the Plan of Work is filed. You must fill out a separate form for every previous institution you wish to transfer credit from. The Transfer of Credit form must be supported by an official transcript showing a minimum grade of ‘B’ for the courses to be transferred; B- credits and credits graded “P” or “S” (Pass or Satisfactory) are not transferable. Thesis or dissertation credits from another university or college are also not transferable. Transfer credits must be appropriate to the student’s degree program and may not be used to reduce the minimum requirement of thirty credits in the PhD program, which must be completed at WSU.

Wayne State University allows no more than 30 graduate credits earned elsewhere to be counted toward a Ph.D. degree. The university requires that 60 graduate credits toward the Ph.D. be earned at Wayne State. So, transferring more than 30 credits is unnecessary.

4.) Grading
Graduate students are required to maintain an overall “B” (3.0) average to satisfy degree requirements. Grades of “B-minus” and below are unsatisfactory for graduate level work (please consult the Satisfactory Academic Progress Guidelines later in this document).

5.) Retaking Courses
A graduate department or equivalent academic administrative unit may, if it wishes, allow a student to petition to retake a graduate course in which a grade of ‘B-minus’ or lower is received. The grade received in repetition of the course will be shown on the student’s transcript and used in the computation of the student’s grade point average for the degree program. The original grade will appear on the student’s transcript as well, even though it is not counted in the GPA calculation after the repeat. Students will not receive University financial aid for courses that are retaken.

Graduate students must request permission to repeat courses. Students should consult the Graduate Director for permission.

6.) “Y” Grades (Deferred Grades):
The mark of Y (Deferred) is given when the student is up-to-date in the work of a course planned to continue beyond the semester (i.e., essay, thesis, and certain courses taken in sequence). Faculty cannot assign undergraduates Y grades.
While a Y grade does not turn into an “F,” graduate students are expected to resolve the Y grade for courses within 12 months in order to remain in good academic standing in the Department of Sociology. Instructors have the right to establish a deadline that is earlier than one year.
Responsibility for completing all course work rests with the student. Responsibility for grading the completed work and reporting the grade change to the Office of the Registrar in a timely fashion rests with the instructor. A copy of the Y Grade agreement form must be retained by the instructor and the student, and a copy must also be placed in the student’s departmental file until the final grade is officially reported.

If the Y grade has not been resolved in a 12 month period, the student will be notified that s/he is making unsatisfactory progress. In order to remain in good academic standing, the instructor must petition the Graduate Committee in the Sociology Department to request a time extension for the student. The petition must include the reason the Y has not been resolved in the 12 month period, a plan of action outlining the steps that the student will take to finish the course requirements, and a final date by which the Y grade will be resolved. In the event that the student’s request is granted, the length of the extension will also be at the discretion of the Graduate Committee but cannot exceed an additional 12 months. Failure to follow these rules will result in a failing grade in the course and the student will have to retake the class.

7. Annual Student Review
Review of student progress is an important cornerstone of quality training of Ph.D. students. All Ph.D. students are required to receive a written review of progress toward completing the requirements for their degree. Reviews should then be conducted on at least an annual basis (i.e., May of each year). The Graduate Director will notify all students when it is time to submit these reviews, and each student should meet with their advisor to begin the annual review process.

The evaluation indicates the degree to which students are progressing satisfactorily in their programs. Performance in coursework, scholarship, teaching, and other significant activities contribute toward assessment of progress. Strengths and weaknesses in these areas will be described. In particular, areas of concern, along with recommendations for improving performance, should be clearly articulated. Goals for the following year are also described and then used to evaluate performance at the end of the next year. The annual review will be signed by both the student and advisor. The student’s signature indicates only that the student has seen the review and does not imply he or she agrees with its contents. One copy of the review will be given to the student and another copy placed in his or her departmental file.

Effective May 2013, annual reviews can be done electronically. Students should consult with their advisor to insure that they are filling out the correct forms each year.

Important: If students receive an unsatisfactory annual review, the Graduate Committee may decide to do another review of a student’s performance after an additional 6 months has passed. See the Department’s Guidelines for Satisfactory Academic Progress for more information.

7) PhD Plan of Work:
From the foregoing one can see that the Plan of Work serves more than one function. Indeed, it indicates to the Graduate School how the student will satisfy the Ph.D. course requirement. The Graduate School closely reviews the Plan of Work to ensure that the student's proposed course plan will meet all the degree requirements. When the Graduate School agrees that the Plan (or a
revision of the Plan) does satisfy the requirements, the form is signed by the Dean. One copy is returned to the student, one to the department, and a copy is retained by the Graduate School. At the time the student applies for a degree, the Graduate School closely compares the student's transcript with the approved Plan. Any discrepancies between the two will require some action on the part of the student and will delay the completion of the degree.

During the student's graduate career, changes to the Plan of Work may be proposed and an amendment may be submitted. Such changes must be approved by the advisor, and Graduate Director in Sociology.

Finishing courses on the Plan of Work is a necessary but not sufficient condition for completion of the Ph.D. degree. Submitting an approved dissertation, presenting a public lecture on the dissertation, and passing the final oral examination are the other requirements. The amount of time needed to complete the research leading to the dissertation is difficult to estimate with any exactness.

Students should file a Plan of Work with the Graduate School no later than the end of their first year in the PhD program (or, by the time the student completes approximately 16 credits towards the PhD). This plan of work specifies the coursework that will count towards the student’s degree program, and helps the student know how to move forward. If a plan of work is not filed by the end of the first year in the program, then the student will be making unsatisfactory progress. The PhD plan of work form can be found on the Graduate School’s website. Students should meet with their advisor to complete the plan of work.

Doctoral applicants are required to have two successive semesters in residence as full-time students as defined by the Graduate School. Full-time semesters should be decipherable on the Plan of Work.

V. SUGGESTIONS FOR SUCCESS

a. Communication with WSU and the Sociology Department

All communication from Wayne State University and the Sociology Department are sent via the Wayne State email that is assigned to each student upon entering the university. Please make sure to activate the WSU email and to check it on a regular basis.

If you prefer a different email address, please have your WSU email forwarded to your preferred email address. It is your responsibility to ensure your WSU email is properly forwarded. Also, if you change your email address, please notify the department and make sure to change your forwarding address for your WSU email.

It is the student’s responsibility to check their email for and read updated information from the department and university. If students have questions about the information they receive via email, they should consult their individual advisor or the graduate director.
b. Important Dates

It is the responsibility of the student to make sure to file and submit paperwork and forms on time and to the right location. If there are any questions or concerns, please check the graduate school website, www.gradschool/wayne.edu, or the sociology department website, www.clas.wayne.edu/Sociology, or contact your advisor and the Graduate Director in Sociology for help. Please also make sure to check the Academic Calendar for important dates and changes at http://reg.wayne.edu/students/calendar.php.

c. Paperwork

Students are encouraged to keep records of any and all paperwork turned into the Sociology Department and/or Graduate Department. Should any paperwork become misplaced, lost, or damaged, the student should be able to provide a copy.

d. Satisfactory Academic Progress Guidelines

THESE GUIDELINES WERE REVISED IN SEPTEMBER 2013. ALL STUDENTS ARE HELD TO THESE GUIDELINES.

All graduate students in our Masters and PhD programs are expected to make satisfactory academic progress. Making satisfactory academic progress means that you are maintaining "good academic standing." Maintaining good academic standing will mean that you are eligible for jobs after graduation as well as entry into PhD programs and potential funding opportunities later on, so it is important to remain in good academic standing in our graduate programs. While you can sometimes make it through and graduate from our Masters and PhD programs without maintaining good academic standing, it is expected that students will make every effort to abide by these guidelines.

To maintain good academic standing in our Masters and PhD programs, graduate students must:

- Maintain a minimum of a 3.3 average GPA (a B+ average) for the Masters program or a minimum of a 3.5 average GPA (an A- average) for the PhD program. While students can graduate with a Masters or PhD if they have a 3.0 GPA (a B average) or above, maintaining good academic standing means doing "better than a B". (While you can graduate with a GPA of 3.0 in your Masters coursework, we believe that students in sociology can do better than this.)
- Receive a B or better final grade in all Masters and PhD coursework. (If a B- grade or lower is received in a course, a student may ask for permission to repeat the course. If this is the case, a student should repeat this course within one year's time.)
- Resolve all "Y" or "I" grades in regular coursework within 12 months. (At the time that the "Y" or "I" grade is given, students should work out a written plan with the instructor of these courses for how these grades will be resolved. A copy of this plan should be in the student's departmental file.)
- Have no more than one unfinished regular course (with a grade of "Y" or "I") on their records at any given time.
- Fill out an Annual Progress Report with their advisors once a year (preferably in April or May of each year). The Annual Progress Report forms for both Masters and PhD students can be found on the department website.
- Make regular and consistent progress through required coursework so that they are making
steady progress towards their Masters or PhD degrees. For instance, students should not leave the university and remain unregistered for courses (i.e., "stop out") for more than one academic year (two semesters) while they are completing their required coursework, if they wish to maintain good academic standing. There should also be no more than two academic years (four semesters) between the completion of required coursework and the completion of a Masters thesis, Masters essay or PhD preliminary exams. For PhD students, there should be no more than one academic year (two semesters) between completion of preliminary exams and the defense of a dissertation proposal. Students who are taking courses part-time (i.e., one course per semester) should remember that they are given the same time clock as full-time students, and must finish within 6 years' time if they are a Masters student and 7 years' time if they are a PhD student.

- Have a Masters or PhD Plan of Work on file after the completion of after 12-16 credits. For full-time students, a Plan of Work should be filed by the end of the first academic year.
- Pass PhD preliminary exams on the first try. PhD students are given a second and final chance to pass their PhD preliminary exams if necessary. If student fail their preliminary exams a second time, they are dismissed from the PhD program. Only in extremely rare circumstances are students granted a third chance at the exam.
- Pass oral defenses (of a Masters essay, Masters thesis, dissertation proposal, or final dissertation) on the first try. Students should work with their advisors to insure that they are prepared for their first oral defense. If students cannot pass an oral defense they are dismissed from their Masters or PhD program. Only in rare circumstances are students given a second chance to pass an oral defense.
- Complete all prerequisite courses required for their Masters or PhD programs within one academic year. If students cannot complete their prerequisite courses within two academic years (four semesters), they may be dismissed from their graduate programs.
- Meet once a semester with their advisors to insure that they are making satisfactory academic progress.

### Unsatisfactory Progress

If graduate students in sociology do not maintain good academic standing as specified by the above criteria, they will be making "unsatisfactory progress" in their Masters or PhD program. Masters students who are making unsatisfactory progress will not be admitted to our PhD program if they apply. PhD students who are making unsatisfactory progress will not be considered for departmental funding opportunities. Students who are making unsatisfactory progress are also in danger of not being able to finish their degree programs within their allotted times (6 years for a Masters program and 7 years for a PhD program); extensions on these time clocks are difficult to acquire. Students who are making unsatisfactory progress may even risk dismissal from our Masters or PhD program in some cases as outlined below.

Students have 18 months to resolve academic issues related to poor academic performance. The 18 month clock begins upon students’ first unsatisfactory evaluation following the annual review conducted in May of each academic year. In May, students will receive notification of their risk for dismissal from the program outlining the steps needed to resolve the issues. If the student resolves the issues by their review the following year, then the risk of dismissal is retracted and students will receive notification that they are in good standing. If the issues indicated in the previous year’s annual review go unresolved resulting in a second unsatisfactory evaluation,
students remain at risk for dismissal from the program. If the student resolves the academic issues between the second unsatisfactory review and December of the same year, the advisor must notify the graduate committee that the student is now in good standing. Otherwise, students will receive a dismissal letter in December (18 months after the first unsatisfactory evaluation). The appeal process requires students to submit their appeal in writing to the graduate committee within 60 days of receiving their dismissal letter. The appeal requires the endorsement of their faculty advisor and will be decided by vote of the graduate committee. Given that students will not be dismissed from the program until they have failed to make satisfactory progress towards their degree for 30 consecutive months, appeals will only be granted if extraordinary extenuating circumstances can be demonstrated.

In defining these guidelines for satisfactory academic progress, we hope that graduate students will take responsibility for their academic work and set high standards for themselves. We believe that graduate students who maintain good academic standing will be more likely to complete their degrees in a timely fashion and maximize their time within our program. If students have any questions about these guidelines for satisfactory academic progress or about the Doctoral program as a whole, they should contact the Graduate Director in the Department of Sociology.

e. Extracurricular Scholarly Activities

Graduate students are strongly encouraged to participate in extracurricular scholarly activities, which can be added to their curriculum vitae (CV). In other words, to be successful after graduation, it is not enough to excel at coursework; rather, students should be ready to do the “extra” things that will make them competitive on the job market. Such activities can include but are not limited to the following: presenting one’s work at conferences, assisting a professor in the department with their research projects, engaging in internships during summer months, and submitting scholarly papers for publication, networking in one’s field, staying in touch with past professors and, in general, keeping one’s ears and eyes open for ways in which the CV can be improved.

These activities can help a student continue to develop and hone research and writing skills, remain knowledgeable with current issues in sociology, place the scholarly work on the student’s CV, and give students entry into appropriate community and research networks, which will be beneficial for future employment positions. Students should consult both their individual advisors and the Graduate Director to discuss the “extra” activities that they should be engaging in from year to year.

The Sociology Department has limited funds to help graduate students financially when presenting papers and attending conferences, but these funds are on a first come, first serve basis. Students can contact the Department’s Chairperson to request these funds.

f. Relationship with Advisor

General responsibility for supervising all the graduate programs within the department falls upon its Graduate Committee, and the Director of Graduate Studies. The Director administers the programs with the authority to enforce degree/program requirements of the department, the college and the university, and to approve satisfactory completion of those requirements. For general information about admissions, financial assistance, and requirements, students should confer with the Graduate Director. The Graduate Director will assist students in
selecting individual academic advisers from among the faculty. However, each student will be responsible for observing all requirements established by the department, the college, and the Graduate School of Wayne State University.

Upon admission, each graduate student in the Sociology Department is assigned to a faculty member for advising purposes. As the student progresses through the M.A. or PhD program, they are encouraged to choose an advisor who can guide them in their research and preliminary examination preparations. Students may change their advisors once their research interests become clear and they are better acquainted with various faculty members. The faculty advisor will write annual reviews of the student’s progress, guide the M.A. student through the preparation of the thesis or essay, supervise the oral defense, approve the Plan of Work, recommend candidacy, guide the PhD student through their research, approve the dissertation, serve on the Oral Qualifying Examination Committee and doctoral dissertation committee, and certify to the Graduate School that degree requirements have been fulfilled. The student is required to contact his/her advisor annually for an Annual Review and advising.

Students are encouraged to keep in touch with their advisor on a regular basis. The advisor should be the student’s first contact and it is important that the student go to their advisor first for any questions, concerns, or related issues. The advisor is there to provide support, guidance, and to help the student progress through the graduate program.

It is strongly advised that the student maintain contact with their advisor throughout their graduate school experience. The advisor should be the person the student contacts first for any questions, concerns, or related issues. For any issues or concerns the advisor cannot assist with, they will direct the student to the appropriate person or department.

g.) Knowledge of Employment Possibilities Early On

Students should begin to be familiar with employment possibilities after graduation as soon as they embark on a M.A. or PhD program. Being aware of the job paths you are eligible for early on will allow you to maximize your time at Wayne State and secure the “extras” that you need to follow those job paths in the long run. Students should be continually reading, talking, and independently researching their desire career trajectories.

Advanced degrees in sociology provide several career paths. Chief among them are teaching careers at the secondary, community college, or university levels. In addition, advanced sociology degrees prepare students for employment in government agencies, and careers in marketing, education, journalism, public relations, counseling, and health care systems. The graduate programs of the Wayne State University Department of Sociology provide sufficient flexibility to serve the needs of students with a range of career goals where an understanding of sociology is crucial (e.g., business, counseling, law, journalism, medicine, social work), or those whose interest in the discipline is avocational.

A graduate degree in Sociology provides several employment possibilities. An M.A. degree permits one to teach at a two-year college or high school level or follow a more applied track, while a PhD prepares one for a career as a professor at the collegiate level, for research jobs in government agencies, private research institutions, and the research departments of private corporations; to conduct market research, public opinion surveys, and impact assessments, and to work as a community planner, correction officer, environmental analyst, equal opportunity specialist, probation officer, rehabilitation counselor, resident director, and social worker; market researchers, pollsters, human resource managers, affirmative action
coordinators, employee assistance program counselors, labor relations specialists, and public information officers.

For more information and assistance, please visit the following sites in addition to doing your own independent research on sociology jobs:

a. Career Services provides resources targeted to meet the career needs of WSU students, alumni, employers and the university community:  http://careerservices.wayne.edu/.

b. The SocioWeb is an independent guide to Sociological Resources that holds information about sociology jobs:  http://www.socioweb.com/sociology-jobs

c. The American Sociological Association recently published a series of reports on the types of jobs that Masters students in sociology secure upon graduation, and how to use the Masters degree to launch careers. Those reports are available here:  
http://asanet.org/research/sociology_masters_graduates_in_the_workforce.pdf

http://asanet.org/research/MastersDatabriefJuly2010.pdf

http://asanet.org/research/masters_degrees_department_in_context.pdf

d. The American Sociological Association also publishes data on the numbers of academic jobs available to new PhD graduates each year. Recent reports can be found here:  http://asanet.org/research/briefs_and_articles.cfm#careers and salaries

h. Join Sociological Organizations

The organizations listed below are important organizations for graduate students to aware of. Listed are brief descriptions along with web page links to find out more information. Students are highly encouraged to visit the websites and become involved in any or all of the organizations.

1. SOCIOLOGY GRADUATE STUDENT ORGANIZATION (SGSO) at WAYNE STATE UNIVERSITY

The Sociology Graduate Student Organization (SGSO) is an organization in the Wayne State University Sociology department. It is an organization for graduate students, and is also operated and managed by the graduate students in the department. The SGSO acts as a "voice" for graduates in the department of Sociology. Graduate students in the department elect a representative to the faculty meetings and to the graduate committee. The SGSO brings any concerns or interests that graduate students may have to the department. In addition, the SGSO acts as an organization where incoming graduate students may come to for questions and concerns with anything they may have. All graduate students are encouraged to become involved in this organization.

Please contact the Sociology Graduate Student Organization (SOCGSO) at socgso@wayne.edu, or ask the Graduate Director about how to get more involved. More information about the SOCGSO can be found on the departmental website:  http://clasweb.clas.wayne.edu/Sociology/SociologyGraduateStudentOrganization .

2. AMERICAN SOCIOLOGICAL ASSOCIATION (ASA)
As the national organization for sociologists, the American Sociological Association, through its Executive Office, is well positioned to provide a unique set of services to its members and to promote the vitality, visibility, and diversity of the discipline. Working at the national and international levels, the Association aims to articulate policy and implement programs likely to have the broadest possible impact for sociology now and in the future.

The American Sociological Association is a non-profit membership association based in Washington, DC; dedicated to advancing sociology as a scientific discipline and profession serving the public good; 100 years old in 2005 (founded in 1905); an association of over 14,000 members; home to 44 special interest sections with more than 21,000 members; host of an annual meeting with more than 6,000 participants; and publisher of 10 professional journals and magazines. Members include: college and university faculty, researchers, students, and practitioners. About 20 percent of the members work in government, business, or non-profit organizations.

Please visit the following website for more information: http://www.asanet.org/

3. SOCIETY FOR THE STUDY OF SOCIAL PROBLEMS (SSSP)

Founded in 1951, the Society for the Study of Social Problems (SSSP) is a non-profit corporation that promotes research on and serious examination of problems of social life. The SSSP works to solve these problems and to develop informed social policy.

The SSSP works to encourage the work of young sociologists; to stimulate the application of scientific method and theory to the study of vital social problems; to encourage problem-centered social research; to foster cooperative relations among persons and organizations engaged in the application of scientific sociological findings to the formulation of social policies; to foster higher quality of life, social welfare, and positive social relations in society and the global community and to undertake any activity related thereto or necessary or desirable for the accomplishment of the foregoing purposes.

Please visit the following website for more information: http://www.sssp1.org/

4. SOCIOLOGISTS FOR WOMEN IN SOCIETY (SWS)

Sociologists for Women in Society (SWS) is an international organization of sociologists and social scientists who work together to improve the position of women in sociology, and in society. SWS is a non-profit scientific and educational organization of sociologists and others dedicated to maximizing the effectiveness of and professional opportunities for women in sociology; exploring the contributions which sociology can, does and should make to the investigation of and humanization of current gender arrangements; and improving women’s lives and creating feminist social change. Our members include women and men who work in academia, the private sector, government, and other settings.

Please visit the following website for more information: http://www.socwomen.org/

5. ASSOCIATION OF BLACK SOCIOLOGISTS (ABS)

The Association of Black Sociologists (ABS) is a national, professional organization of sociologists and social scientists, founded by women and men of African descent. The organization’s mission is to build a tradition of scholarship that will serve Black people in perpetuity.
The objectives of the ABS are as follows: to enhance the transmission of sociological knowledge to Black communities for their utilization in development and survival; to provide perspectives for the analysis of Black experiences as well as knowledge for understanding and resolving the varied problems confronted by Black people; to stimulate and improve the quality of research and the teaching of Sociology; to promote a substantial increase in the numbers of professionally trained Black Sociologists and to encourage their active participation in all areas of Sociology; to promote the individual and collective interests of Black Sociologists; and to protect the professional rights and safeguard the civil rights of Black Sociologists against any and all repressive measures which may stem from their values, ideologies, and/or activities related to the aforementioned objectives. Please visit the following website for more information: http://www.blacksociologists.org/

6. NORTH CENTRAL SOCIOLOGICAL ASSOCIATION (NCSA)

The North Central Sociological Association (NCSA) was established in 1925. The NCSA is a regional sociology association including the following areas: Eastern Illinois, Indiana, Michigan, Ohio, Kentucky, Western Pennsylvania, West Virginia, and Ontario, Canada. Membership in the NCSA shall be open to all persons and students interested in and subscribing to its objectives and who have been awarded a graduate degree in Sociology or in closely related fields from accredited institutions.

The objectives of the NCSA are to further the development of sociology as a scientific and scholarly discipline through stimulation and promotion of: scientific research in its defined subject matter area; the widest possible and feasible utilization of the knowledge and skills of sociologists and the findings of scientific sociological research by public and private agencies in all relevant social policy issues; effective teaching of the subject matter at all levels of educational endeavor; interchange and cooperative relations among persons and organizations engaged in the scientific study of society; any and all such other acts as may be deemed conducive to these ends.

Please visit the following website for more information: http://www.ncsanet.org/

7. MIDWEST SOCIOLOGICAL SOCIETY (MSS)

The Midwest Sociological Society (MSS) was founded in 1936. It is a professional membership organization of academic and applied sociologists as well as students of the discipline. Nearly 1200 scholars, students and practicing sociologists in universities, government and business belong to the organization.

Known for its accessible but rigorous annual meetings, the MSS encompasses nine states: Illinois, Missouri, Wisconsin, Iowa, Nebraska, Minnesota, Kansas, South Dakota and North Dakota. Membership is open to anyone; and more than one-third of the members are from other parts of the nation and the world.

Please visit the following website for more information: http://www.themss.org/

Information about these and other sociology organizations can be found here:
http://clasweb.clas.wayne.edu/Sociology/SociologyLinks
j. Know and Follow University Rules and Regulations

1. ACADEMIC CALENDAR

The current academic calendar dates can be found on the University’s Registration webpage, [http://reg.wayne.edu/students/calendar.php](http://reg.wayne.edu/students/calendar.php).

Recent changes made to the University include classes beginning before Labor Day and no class meeting the Wednesday before Thanksgiving. Please make sure to check for changes to important academic calendar dates.

2. ACADEMIC INTEGRITY

Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct. The Student Code of Conduct is available at this website: [http://doso.wayne.edu/student-conduct-services.html](http://doso.wayne.edu/student-conduct-services.html).

Students are expected to be honest and forthright in their academic studies. Students who commit or assist in committing dishonest acts are subject to downgrading and/or additional sanctions as described in the Student Code of Conduct. Faculty and students are responsible for knowing the different forms of academic dishonesty as well as for being aware of the Student Code of Conduct.

It is important that each of us share the responsibility for maintaining a reputable University committed to academic excellence. Faculty members encourage academic honesty among students by including a statement in the course syllabus and by discussing issues such as cheating and plagiarism. Similarly, students should protect themselves by thoroughly studying and preparing for tests and assignments and by discouraging dishonesty among other students.

3. CHEATING, FABRICATION, PLAGIARISM, OTHER:

*The following information can be found on the webpage provided by the Office for Teaching and Learning on the WSU website: [http://otl.wayne.edu/otl_integrity.php](http://otl.wayne.edu/otl_integrity.php)*

**Cheating:**

Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise.

*Examples:*
  - Copying from another student’s test paper.
  - Allowing another student to copy from a test paper.
  - Using unauthorized material such as a "cheat sheet" during an exam.

**Fabrication:**

Intentional and unauthorized falsification of any information or citation.

*Examples:*
  - Citation of information not taken from the source indicated.
  - Listing sources in a bibliography not used in a research paper.
Plagiarism:
To take and use another’s words or ideas, intentionally or unintentionally, and represent them as one’s own.

Examples:
- Failure to use appropriate referencing when using the words or ideas of other persons.
- Altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.
- Copy part or all of a paper from the internet.

For more information on Plagiarism, please see the following website:
http://otl.wayne.edu/wsu_integrity.php

Other:
Other forms of academic misbehavior include, but are not limited to, the following acts:
- Unauthorized use of resources, or any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users. Enlisting the assistance of a substitute in the taking of examinations;
- Violating course rules as defined in the course syllabus or other written information provided to the student;
- Selling, buying or stealing all or part of an un-administered test or answers to the test.
- Changing or altering a grade on a test or other academic grade records.

Students found to have committed an act, or acts of misconduct may be subject to one or more sanctions, which shall take effect immediately upon imposition, unless otherwise stated in writing, except as provided in this code. More than one sanction may be imposed for any single violation. A student who does not know or is not aware of the rules and requirements is no excuse for ignoring or violating them.

VI. AWARDS AND FUNDING

Departmental Scholarships and Awards:
The Department has several annual awards and funding competitions for graduate students. Students should always be thinking about these awards and funding opportunities and should plan on applying regularly. Please see the description of Award and Funding Opportunities below:

Frank Hartung Award
Frank E. Hartung was a professor in the Department of Sociology from 1942-1978. He promoted the sociological approach to crime and deviance. He was a great proponent of the notion that crime was a freely chosen behavioral pattern and was not the result of psychological abnormalities. In 1965, he published *Crime, Law, and Society* with Wayne State University Press. His published articles covered a variety of topics including: “White-Collar Offenses in the Wholesale Meat Industry in Detroit” in *American Journal of Sociology*; “Problems in the Sociology of Knowledge,” Cultural Relativity and Moral Judgments” and “Social Function of Positivism” in *Philosophy of Science*; and “Trends in the Use of Capital Punishment” in *Annals*.
of the American Academy of Political and Social Science. After Dr. Hartung died in 1985, Professor Mary Cay Sengstock wrote, “Frank’s writings were not only scholarly explications, they were also delivered in a witty and incisive style which delighted those who agreed with him and infuriated his opponents” (ASA Footnotes, May 1986, page 11). While Vice President of the Society for the Study of Social Problems, Professor Hartung testified before the House Special Committee on Education, urging “more highly qualified personnel (e.g., teachers) to staff prisons” (Sengstock, 1986). After Professor Hartung’s death, his family, colleagues, and students established the Frank Hartung Memorial Award to recognize students who wrote outstanding papers, theses, or dissertations in sociology. An award in his memory is given once a year to either undergraduate or graduate students. Students applying for the award must write a paper in the area of sociology. This paper could be a course paper, a Master’s essay, Master’s thesis, or dissertation. The recipient of a Hartung award receives a monetary award and plaque. The Hartung Award is given out every year at our annual Student Research and Award Day, and a member of the Hartung family always comes to this event to help us present students with this award.

Shirley Falconer Slayman Memorial Scholarship
Shirley Falconer Slayman enjoyed her life to the fullest. She was an individual, wife, mother, grandmother, social worker and student enriched by Wayne State University. The purpose of this scholarship is to fulfill her wish to enable others to be equally enriched. Her husband, William Slayman, established the Shirley Falconer Slayman Memorial Scholarship for Sociology students in her memory in 1993 to recognize scholastic achievement, encourage continued progress and provide economic assistance to female students majoring or co-majoring in Sociology at Wayne State University. Applications are accepted from female students at Wayne State University who are specializing in sociology at either the undergraduate or graduate level. Recipients are selected on the basis of financial need, scholastic achievement, qualities of leadership, and commitment to contribute to community improvement, with financial need being the primary consideration. Selected recipients receive the award for two academic years. The award alternates between undergraduate and graduate students every two years.

Mary Cay Sengstock Diversity Scholarship
In view of the fact that sociologists must be keenly sensitive to the diversity of groups and cultures in modern society, this scholarship was established to provide financial assistance to full-time or part-time graduate students who are contributing to the knowledge and promotion of social and cultural diversity. The contribution should be demonstrated through educational vehicles. The scholarship was endowed by Dr. Mary Cay Sengstock, a former faculty member in the Department of Sociology, and provides $1,000 to 1-2 graduate students each year, to be used towards tuition and/or other academic fees. (Dr. Sengstock funded this scholarship anonymously for many years before her death in May 2014, and it has now been renamed in her legacy.)

Aaron Irving Geselis Memorial Endowed Scholarship
Mr. Geselis was an undergraduate sociology major at Wayne State University who graduated in 1952. His family has endowed a scholarship to honor his memory. The $1,000 scholarship is established to recognize scholastic achievement, to encourage continued progress, and to provide assistance to undergraduate and graduate students in financing their education in the Department of Sociology at Wayne State University. Candidates for this award are undergraduate or graduate
students majoring in Sociology with an overall GPA of 3.0 and a GPA in Sociology of 3.3. This award is pending approval of the Memorandum of Agreement between the donor and Wayne State University. Recipients may use the award for tuition and other educational expenses.

**Outstanding Master’s Thesis Award**

The Department of Sociology is pleased to announce a new Outstanding Master’s Thesis Award, to be granted up to two times per academic year. Given an increasingly competitive academic and non-academic job market, the Department of Sociology has created this scholarship to encourage the production of Master’s Theses at or near the level of a publishable academic paper. Full-time or part-time graduate students who complete a Master’s Thesis in the previous term are eligible to apply. Consistent with the purpose of this scholarship, the graduate committee will score each submitted thesis in relation to published research in the following areas: contribution to knowledge, methodological rigor, and professional preparation. The award recipient will be granted $1,000 to be used towards tuition and other academic fees.

**Other Graduate Student Funding Opportunities within the Department:**

**Teaching Assistantships**

The department is allotted a limited number of Graduate Teaching Assistantships (GTAs) by the university each year. Normally, GTAs are selected from students who are making satisfactory academic progress in the doctoral program in sociology. In rare cases an advanced Master’s student is given a GTA position. Assistantships include a monthly stipend, tuition scholarship for up to 10 hours of graduate credits per term, and health insurance. A GTA is expected to assist a faculty member or teach her/his own course (depending on amount of prior teaching experience), and these GTA assignments will include activities such as developing syllabi and assignments, grading, proctoring exams, lecturing, leading student discussions, and performing other pedagogical activities, while enrolling in a minimum of six credits of graduate work each term.

Given that the allocation of GTAs (and the other funded positions discussed below) is competitive, making satisfactory progress alone is not generally sufficient to secure funding. Rather, to be competitive for these positions students should strive to maintain a GPA of 3.7 or higher in their graduate course work, present papers at regional/national conferences, and be working towards, if they have not done so already, submitting their scholarly work to be reviewed for possible publication in scholarly outlets.

**Graduate Research Assistantships**

Individual faculty members may receive awards enabling them to employ Graduate Research Assistants (GRA) for a single 9- or 12-month appointment; these are sometimes renewed for additional years depending on funding. A GRA will receive monthly stipends (amounts vary), tuition scholarships, and health insurance. A GRA will assist one or more faculty members with research, while enrolling in a minimum of six credits of graduate work each term. Some GRA positions that do not include tuition assistant may also be available from time to time. GRA positions are not allocated by the graduate committee. Rather, GRAs are chosen by individual faculty who are responsible for funding the position.
Graduate students with Rumble Fellowships or GTAs may receive funding for a maximum of four years. After the initial year of appointment, a GTA can be renewed annually for additional years as long as the student teaching evaluations are positive and the GTA is making satisfactory academic progress in their graduate program. Renewal of Rumble Fellowships will depend on the rules of the Graduate School. However all GTAs or Rumble Fellows must reapply for funding every academic year and there is no guarantee of multiple years of funding. Students will be notified early in the Winter semester about the application process for the next academic year’s assistantships. Please contact the Graduate Director in Sociology for more information.

**Other Graduate Student Scholarship and Fellowship Opportunities at WSU:**

The Graduate School also offers other regular funding opportunities, and graduate students should make a point of applying:

**Graduate-Professional Scholarships**
Wayne State University's Graduate School annually offers Graduate-Professional Scholarships to qualified applicants pursuing graduate or advanced professional degrees in any university program. Graduate teaching and research assistants, students holding other fellowships, internships or scholarships, and salaried or full-time employees or trainees of WSU may not hold this award concurrently. Graduate-Professional Scholarships are offered to both full-time and part-time graduate students. The award for full-time students provides a tuition scholarship of eight to 12 credits of graduate work per semester. The award for a part-time student provides a tuition scholarship of three to six credits of graduate work per semester.

**King-Chavez-Parks Fellowships**
The Graduate School sponsors one competition annually for King-Chavez-Parks Future Faculty Fellowships. The purpose of the fellowship is to assist students who intend to pursue a full-time teaching position in a post secondary institution within one year of receiving their doctoral degree in a Wayne State University Ph.D. program. The Fellowship may be used to supplement other awards. To be considered for this program a student must be pursuing a master’s or doctorate in a Michigan post-secondary educational institution. This fellowship provides qualified students with a stipend, tuition scholarship, and health insurance. Additional information and applications are available from the Scholarships and Fellowships Office of the Graduate School.

**Thomas C. Rumble Fellowships**
Wayne State University's Graduate School provides funding for The Thomas C. Rumble Fellowship which aims to optimize PhD. students' performance by providing support for and establishing expected outcomes at particular stages of their training process. Fellowship allocations to departments are determined based primarily on Ph.D. productivity. Currently the Department of Sociology is allowed to award three Rumble Fellowships to students each year. A Rumble fellowship includes a stipend, housing allowance, tuition scholarship and health benefits. Eligibility is limited to full-time doctoral students. Criteria for awarding Rumble Fellowships are the same as criteria used to award GTAs.
Thesis/Dissertation Research Funds
The Graduate Thesis/Dissertation Research Support Program is a grant program for WSU graduate students who are engaged in approved thesis/dissertation research. These grants are intended to help defray necessary but unusual expenses essential to the performance of thesis or dissertation research. Costs associated with preparation of the thesis or dissertation manuscript itself are not allowable under this program. Awards are limited to a maximum of $1,000 for dissertation research and $500 for thesis projects. Matching support from the student’s department is required. More information can be found on the Graduate School’s website.

To find out more about the fellowships and scholarships that the Graduate School offers, please visit their website.

Financial Aid for Graduate Students:
Graduate students are also often eligible for federal aid and should contact the Office of Student Financial Aid to review their options.

Office of Student Financial Aid
The Welcome Center
42 W. Warren Avenue
P. O. Box 2340
Detroit, MI 48202-0340
313-577-2100
studentservice@wayne.edu
Fax 313-577-6648
http://www.financialaid.wayne.edu

VII. SOCIOLOGY (SOC) COURSE DESCRIPTIONS
The following courses, numbered 5000-9999, are offered for graduate credit. Courses numbered 5000-6999 which are offered for undergraduate credit only may be found in the undergraduate bulletin, as well as all other undergraduate courses (numbered 0900-4999). Courses in the following list numbered 5000-6999 may be taken for undergraduate credit unless specifically restricted to graduate students as indicated by individual course limitations. It is the responsibility of graduate students taking 5000-6999 level courses for credit accrual to a graduate degree to inform the instructor of their status, and to assume that graduate level course work will be expected of them. Letters in parentheses at the end of course listings refer to the frequency at which the course is offered (i.e., T= every term, F= Fall, W = Winter, Y = Yearly, I = Intermittently, and B = biannually).

5010 Selected Sociological Topics. Cr. 1-4
Topics to be announced in Schedule of Classes. (Y)
5020 (NUR 7515) End-of-Life Issues. (ANT 5430) (ANT 7430) (LIS 7635) (SOC 7020) Cr. 3-4
Physical, spiritual, legal, economic, political, cultural, and ethical issues at the end of life, examined as stories about individuals, families, and communities. (Y)

5360 Introduction to Medical Sociology. Cr. 4
Topics include the definition of illness, the distribution of death and disease in society, health promotion, help-seeking behavior, socialization of health care providers, the delivery of health care, and health care reform. (Y)

5400 The Family. Cr. 3
An introduction to the sociology of the family: forms of organization, interaction patterns throughout the life cycle, ethnic and cultural differences, conflict and change. Especially useful for students in social work, counseling, family and consumer resources, nursing and education, as well as the other social sciences. (Y)

5410 Marriage and Family Problems. Cr. 3
Social and historical context of marriage and family problems. Power, conflict, communication and crisis as they relate to the nature and dynamics of the family. Problem solving techniques; specific family problems: divorce or child abuse. (T)

5540 (ANT 5060) Urban Anthropology. Cr. 3
Prereq: ANT 2100 or consent of instructor. Socio-cultural effects of urbanization in the developing areas of the world, particularly Africa, Latin America, Southeast Asia and India. The process of urbanization. The anthropological approach in the area of urban studies. (I)

5570 (SOC 5570) Race Relations in Urban Society. (AFS 5570) Cr. 3
Theoretical orientations applied analytically to enhance an understanding of the patterned structures of privilege in society which are based on race. Inequality, segregation-desegregation, pluralism; social structural frameworks; some attention to social-psychological aspects of topics such as prejudice and racism. (Y)

5700 (SOC 5700) Seminar in Social Inequality. (SOC 8700) Cr. 4
Sociological framework for analyzing several inequalities in contemporary U.S. society. Race, class, and gender as individual topics and as they intersect in society; inequalities in personal life experience. (Y)

5760 Society and Aging. Cr. 3
Personal, interpersonal and institutional significance of aging and age categories. Sociological dimensions of aging based on physical, social-psychological, and demographic backgrounds. (Y)

5810 (SOC 5810) Law in Human Society. (CRJ 5810) Cr. 3
Law and the legal structure in its social context. The development, enforcement and interpretation of law; emphasis on the American system of government. Reciprocal effects of law and the society in which it develops; comparative analysis. Designed for pre-law, criminal justice, and political science students, as well as for sociology majors. (Y)

5830 Juvenile Delinquency. Cr. 3
Nature, incidence, causes, treatment, prevention and control of juvenile delinquency. The juvenile justice system as distinguished from the criminal justice system. (Y)
5870 Violence in the Family. Cr.  3
Analysis of the nature of violence in family and family-like relationships; prevalence and types of family violence; social and social psychological correlates of violence in families.  (Y)

6050 Sociological Theory Before 1920. Cr.  4
Prereq: SOC 2000 and 4050 or consent of instructor. Sociological theorists before 1920, their thought and the historical context in which such thought developed.  (Y)

6060 Sociological Theory Since 1920. Cr.  4
Prereq: SOC 2000 and 4050 or consent of instructor. Historical and theoretical analysis of sociological thought in the present century. Current trends in sociological theory.  (Y)

6080 (PHI 5230) Philosophy of Science. Cr.  4
Prereq: PHI 1850 or PHI 1860 or any course from the Philosophical Problems group or consent of instructor. Intensive investigation and discussion of special topics or particular authors in the philosophy of science. Topics and authors to be announced in Schedule of Classes.  (Y)

6280 Social Statistics. Cr.  4
Prereq: SOC 4220 or equiv. Basic techniques for organizing and describing social data, measures of central tendency and dispersion, probability theory and hypothesis testing, tests of significance and confidence intervals, measures of association for two variables, analysis of variance.  (Y)

6290 Advanced Social Statistics. Cr.  4
Open only to doctoral students. Prereq: SOC 6280. Offered for graduate credit only. Multiple and partial correlation and multiple regression, dummy variable analysis, analysis of covariance, causal models for multi-dimensional contingency tables, path analysis techniques, introductory factor analysis, Markov chains, selected additional topics.  (Y)

6400 Family Theories and Research. Cr.  3
Major sociological and social psychological theories relevant to the study of the family combined with a comprehensive survey of family research; these theories and research findings applied to contemporary family issues and family policy.  (I)

6455 (U P 6455) Discrimination and Fair Housing. (AFS 6455) (ECO 6455) (P S 6455) (U S 6455) Cr.  3
Prereq: senior or graduate standing. Multidisciplinary investigation into the nature, motivations, consequences, and legal/public policy implications of racial/ethnic discrimination in housing and related markets in U.S. metropolitan areas.  (B)

6580 Applied Sociology I: Research and Theory in Applied and Clinical Settings. Cr.  4
Prereq: graduate students or advanced social science undergraduates. Topics include the analysis of applied sociological theory and research design and ethical issues in applied and clinical social science projects, with emphasis on writing skills in applied and clinical research and theory.  (Y)

6590 Applied Sociology II: Strategies for Changing Social Behavior. Cr.  4
Prereq: consent of director of applied sociology. Analysis of practical sociological strategies for promoting the change of social behavior. Focus on behavior of the individual, small group, and the community structural levels. Means of evaluating effectiveness of change strategies. Materials drawn from theory and practice in sociology and related social sciences.  (Y)
6750 Sociology of Urban Health. Cr.  4
Prereq: graduate standing; undergraduates by consent of instructor. Review of theories and research on health status and health care delivery issues in urban communities.  (I)

7000 Internship in Applied Sociology. Cr.  3
Prereq: SOC 6580 and 7200. Guided internship with Detroit metropolitan private and public organizations arranged and supervised through the Program in Applied Sociology and Urban Policy.  (Y)

7010 Special Topics. Cr.  2-16
Topics to be announced in Schedule of Classes.  (Y)

7020 (NUR 7515) End-of-Life Issues. (ANT 5430/7430) (LIS 7635) (SOC 5020) Cr.  3-4
Physical, spiritual, legal, economic, political, cultural, and ethical issues at the end of life, examined as stories about individuals, families, and communities.  (Y)

7030 Proseminar. Cr.  4
Prereq: admission to the graduate program. Introduction to the profession of sociology. Delineation of some major subfields, particularly department emphasis. Preparing professional papers, proposals, oral presentations. Development of theoretical models.  (Y)

7050 Comparative Schools of Sociological Theory. Cr.  4
Analysis and comparison of diverse theories and schools from a broad perspective.  (I)

7100 (SOC 4360) Women and Health. (SOC 2360) Cr.  4
Prereq: graduate standing or consent of instructor. Analysis of sociological issues surrounding women and health, including gender differences in morbidity and mortality, the use of health services, interaction with providers, gender differences in mental disorder, alcoholism, drug abuse, gender roles and the professions of physicians and nurses.  (Y)

7150 Seminar in Social Psychology. Cr.  4
Prereq: graduate standing. Advanced theoretical survey of major theories of social psychology.  (I)

7170 Field Research in Community Sociology. Cr.  4
Prereq: completion of 18 credits in graduate coursework in sociology or consent of instructor. Field research in urban settings, ethnography, participant observation, informal and in-depth interviewing, and development of grounded theory.  (I)

7200 Advanced Survey of Approaches and Techniques of Social Research. Cr.  4
Advanced conceptual treatment of the primary concerns of social research: perspectives and types of social research, research designs, sampling techniques, data-gathering techniques and instrument construction, data analysis and presentation, interpretation and reporting of the results.  (Y)

7220 (SOC 7220) Seminar in Survey Research Methods. (ANT 7220) (P S 7620) Cr.  3
Prereq: advanced undergraduate or graduate training in general research methods and statistics; open to upper level undergraduates with consent of instructor. Hands-on approach to understanding the strengths and potential pitfalls of the survey method. Topics include: design of survey research (including theory, measurement and ethics), sampling (including special populations), questionnaire development and survey administration.  (I)
7260 Qualitative Sociology. Cr.  4
Introduction to qualitative theories and methods through a series of research projects. Students collect their own data, process and analyze it. Projects are presented in class; relevant literature and debates are read and discussed.  (Y)

7330 (P S 6050) Class, Race, and Politics in America. (AFS 6100) (HIS 5110) (U P 7030) Cr.  3
Prereq: senior standing or consent of instructor. Historical and analytic investigation into the role of class and race in American politics.  (I)

7350 (U P 7260) Urban Poverty and Racial Segregation. (AFS 6600) (ANT 7260) (P S 7260) Cr.  3
Prereq: graduate standing. Review of theories of poverty from various economic/political perspectives; historical intervention policies; current literature on interplay of racial, economic, and spatial factors on growing economic inequality among urban whites and African-Americans. Political rationale and meaning of the "underclass" debate.  (B)

7460 Seminar in the Sociology of African American Families. Cr.  4
Prereq: graduate standing. Historical, theoretical, and empirical methods of studying African American families. Practical and policy issues relevant to African American families; African Diaspora issues.  (I)

7500 Advanced Qualitative Methods. Cr.  4
No credit after SOC 7170. Prereq: SOC 7260. Advanced analysis of qualitative methods, including but not limited to in-depth interviewing, focus groups, ethnography, discourse analysis, field research, narrative analysis. Stages of sampling, data collection, coding, and data analysis.  (Y)

7770 Seminar in Medical Sociology. Cr.  4
Prereq: admission to graduate program or consent of instructor. Converging issues of theory, research and practice in general hospitals, mental hospitals, and nursing homes. Structure of institutions and the adaptation of individuals within them.  (Y)

7990 Directed Study. Cr.  1-6 (Max. 6)
Prereq: written consent of advisor and graduate officer. Not open to doctoral students.  (T)

7995 Directed Teaching in Sociology. Cr.  1
Prereq: written consent of advisor and graduate officer. Students work under the direction of a member of the graduate faculty; planning lectures, handling class discussions, preparing exams, and grading introductory sociology students.  (I)

7999 Master's Essay. Cr.  1-3 (3 req.)
Prereq: consent of advisor.  (T)

8060 Seminar in Sociological Theory. Cr.  4
Analysis and discussion on limited number of specific theories, theories, and/or issues.  (I)

8400 Seminar in Sociology of the Family. Cr.  3
Prereq: graduate standing in sociology or prior coursework in marriage/family area. Theoretical orientations and applications to family issues. Substantive topics will vary but include changing family structures and life styles, socialization/parenting, family/gender roles, family interaction/
communication/power, crisis/stress, divorce/remarriage, and families over the life course.

(I)

8500 Seminar: Covariance Structure Models. Cr.  4
Prereq: graduate standing. Theory and methods of testing models of covariance structure; mathematical model specification; model modification.   (I)

8700 (SOC 5700) Seminar in Social Inequality. (SOC 8700) Cr.  4
Sociological framework for analyzing several inequalities in contemporary U.S. society. Race, class, and gender as individual topics and as they intersect in society; inequalities in personal life experience.   (Y)

8710 Advanced Seminar in Race/Ethnicity. Cr.  4
Topics include advanced theoretical and methodological debates in the sociology of race and ethnicity, an analysis of the social construction of race, and the structural implications of subordination, discrimination and privilege.   (Y)

8720 Advanced Seminar in Sex/Gender. Cr.  4
Topics include advanced theoretical and methodological debates in the sociology of sex and gender, an analysis of the social construction of gender, and the structural implications of subordination, discrimination and privilege.   (Y)

8801 Topics in the Sociology of Labor. Cr.  4
Seminar: advanced topics in sociology of work and labor. Topics will include: social nature of work, transformation of the labor process, forms of control in the workplace, resistance, gender and race in the workplace.   (Y)

8802 Topics in Urban Sociology. Cr.  4
Seminar: topics in the area; may include: urban enclaves, suburbanization, world cities, gentrification, integration/segregation, urban environmentalism, health in cities.   (Y)

8805 Sociology of Urban and Labor Studies. Cr.  4
Graduate seminar which provides the theoretical foundations of the area of urban and labor sociology. Topics include: the labor process, labor markets, labor movements, globalization and work, race and inequality in urban contexts, power and politics, and migration.   (Y)

8990 Directed Study. Cr.  2-6 (Max. 6)
Prereq: consent of advisor and graduate officer. Open only to doctoral students.   (T)

8999 Master's Thesis. Cr.  1-8 (8 req.)
Prereq: consent of advisor.   (T)

9990 Pre-Doctoral Candidacy Research. Cr.  1-8 (Max. 10)
Prereq: consent of department and approval by Ph.D. Officer of the Graduate School. Offered for S and U grades only. Research in preparation for doctoral dissertation.   (T)

9991 Doctoral Candidate Status I: Dissertation Research and Direction. Cr.  7.5
Prereq: Ph.D. candidate in department and approval by the Ph.D Officer of the Graduate School. Required in academic-year semester following advancement to Ph.D. candidacy. Offered for S and U grades only.   (T)
9992 Doctoral Candidate Status II: Dissertation Research and Direction. Cr. 7.5
Prereq: SOC 9991 and approval by the Ph.D. Officer of the Graduate School. Required in academic-year semester following SOC 9991. Offered for S and U grades only. (T)

9993 Doctoral Candidate Status III: Dissertation Research and Direction. Cr. 7.5
Prereq: SOC 9992 and approval by the Ph.D. officer of the Graduate School. Required in academic-year semester following SOC 9992. Offered for S and U grades only. (T)

9994 Doctoral Candidate Status IV: Dissertation Research and Direction. Cr. 7.5
Prereq: SOC 9993 and approval of Ph.D. of the Graduate School. Required in academic-year semester following SOC 9993. Offered for S and U grades only. (T)

9995 Candidate Maintenance Status: Doctoral Dissertation Research and Direction. Cr. 0
Prereq: approval by the Ph.D. Officer of the Graduate School; completion of 30 credits in SOC 9991-9994. Offered for S and U grades only. Ph.D. Candidate Maintenance Fee given in Schedule of Classes. (T)

~ Questions or Comments about this Graduate Manual should be forwarded to the Chair of the Department of Sociology. ~