



UNIVERSITY OF
SOUTH FLORIDA

Guide to Sociology Graduate Programs

2018-2019

**University of South Florida
Department of Sociology
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Tampa, FL 33620**

This Reference Guide can also be found at:
<http://Sociology.usf.edu/grad/>

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The policies outlined in this reference guide were approved by the USF
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Welcome from the Graduate Director

Welcome to the updated Guide to Sociology Graduate Programs!

While much information regarding the M.A. and Ph.D. programs in the USF Department of Sociology can be found on our website (<http://Sociology.usf.edu>), the following pages include additional *important information* for students, faculty, and anyone else interested. There is also a comprehensive list of all forms needed as a Sociology graduate student at USF. The actual forms are available as hardcopies in the USF Sociology Front Office or electronically on the shared Department O-Drive, and they can also be requested from the Program Development Coordinator Dr. Emelda Curry.

If you are here to learn about our two graduate programs, and about studying at USF and in Tampa, keep in mind that the best sources of information are our current graduate students. Feel free to contact them to get the inside scoop from a student perspective. If you have any specific questions about our graduate programs after reading this Guide and reviewing our website, please contact me or Dr. Curry and we will do our best to answer them.

Once you are accepted into one of our graduate programs, these are the Department of Sociology rules and regulations which you will need to know and abide by. ***Please read them carefully.*** Our guidelines regarding graduate study complement and expand those by the University of South Florida which you can find on the Office of Graduate Studies website (www.usf.grad.usf.edu), and the ones by our College (College of Arts & Sciences, <http://www.cas.usf.edu/students/grad/>). It is your responsibility to also know and follow the more general (USF and CAS) rules and regulations.

We ask you to be an active and responsible citizen of our department, and this expectation includes that you communicate any problems, concerns, or questions that may arise as soon as possible. Good communication is a major ingredient of success. For instance, you need to notify Dr. Curry immediately of any change of faculty mentor(s) or home address.

As a department, we intend to create a supportive, fair, professional, productive, and collegial working environment. As such, we want to be alert to the potential for unprofessional activities that can harm individuals and our reputation as a university and a department. We want to be clear, upfront, and supportive of USF's policies regarding discrimination and sexual harassment. With regard to discrimination, USF's policy states: "The USF System strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, or genetic information, as provided by law. The USF System protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender identity and expression. The USF System is also committed to the employment and advancement of qualified veterans with disabilities..." (For full details, see USF's policy

entitled, "Diversity and Equal Opportunity: Discrimination and Harassment.) With regard to personal relationships and sexual harassment, USF's policy states: "It is a violation of USF System policy for a faculty member, academic administrator or employee to engage in an amorous, dating or sexual relationship with a student or employee whom he/she instructs, evaluates, supervises, or advises, or over whom he/she is in a position to exercise authority in any way." (For details, please see USF's policy entitled, "Consensual Relationships.") We want to maintain a healthy community of mutually supportive professional and personal relationships. If anyone has questions or concerns about any potential situations, please communicate this to the Graduate Director, Program Development Coordinator, Associate Chair, or Department Chair.

This Guide is a living document, it is updated annually over the summer. We do our best to keep you posted regarding any changes or additions to program rules and regulations throughout the academic year via email and flyers, and we appreciate your feedback and suggestions for improvement at any time.

I hope that you enjoy your time as a graduate student at USF, and that we will succeed in helping you reach your professional and personal goals.

Sincerely,

*Sara L. Crawley, Ph.D.
Graduate Director*

I. M.A. Program

M.A. Program Overview

The Sociology M.A. program provides a foundation in a broad range of sociological theories and research methods, and an opportunity for pursuing specialized interests in elective Sociology courses, courses in other departments, and thesis research. In addition to broad theoretical and methodological training, we offer specialized study in the following areas:

- identities and communities
- social inequalities and social justice
- social movements and globalization
- immigration and migration
- race and ethnicity
- networks, health and wellbeing
- urban problems and culture
- gender, sexualities, and families
- childhood, youth, and education

The M.A. program requires completion of a minimum of 36 credit hours. Core requirements include courses in *Research Methods*, *Sociological Theory*, *Statistics*, a series of elective courses, and a thesis. Full time students typically earn their M.A. degree within two academic years.

None of the courses in the USF Sociology M.A. program is offered online or during summers; all require in person attendance throughout the regular academic year. Courses are taught during afternoons and evenings. The program therefore cannot be completed by students who work regular full-time jobs and by those who live out of state or far from the Tampa Bay area.

Applying to USF

All graduate applications to USF must be submitted entirely online through the application system administered by the USF Office of Graduate Studies: <https://secure.vzcollegeapp.com/usf/>. There is no longer a need for applicants to send any documents by mail.

Please consult the USF Office of Graduate Studies website for complete and binding information on general application procedures and requirements noted within the current USF Office of Graduate Studies catalog: <http://usfweb2.usf.edu/admissions/graduate-admission-requirements.html>.

As of now, the following items must be included in a complete application to any USF graduate program, including the M.A. program in Sociology.

1. Completed **Application Form**.
2. **Application Fee** of \$30.00 for each graduate program to which student is applying to.
3. Official **Transcripts** from all institutions of higher learning which students have attended beyond high school; sent in a sealed envelope by each school's Registrar's Office. Applicants may provide unofficial copies of transcripts to expedite the processing of their applications, however any admission granted will not be finalized until official transcripts have been received. All transcripts must be in English. Foreign transcripts must be accompanied by a certified English translation.
4. **Test Scores**.
 - GRE (Graduate Record Examination) scores, earned within five (5) years of the desired date of entry. Official scores must be submitted to USF directly from the Educational Testing Service. Applicants may provide unofficial copies to expedite the processing of their applications, however any admission granted will not be finalized until official scores from ETS have been received. The institution code for USF is **5828**.
 - TOEFL (Test of English as a Foreign Language) scores, earned within two (2) years of the desired term of entry. A minimum total score of 79 (on the internet based test, or equivalent) is required from all applicants who

reside in countries whose official language is not English, with no exception. All international students who want to be considered for Graduate Assistantships that involve teaching must submit TOEFL scores and need to score at least 26 on the spoken portion of the internet-based test.

5. **Completed Conduct Clearance Policy (Legal Disclosure Statement).**
6. **Completed Florida Residents Section.**

Admission to the M.A. Program

Additional Application Requirements

In addition to the above, successful students in the M.A. Sociology Program generally demonstrate the following minimum requirements, and electronically submit the following items, for admission:

- Completed USF Application (as described)
- Satisfaction of USF Requirements for Graduate Study
- Completed B.A. Degree from an Accredited University, minimum GPA 3.0
- GRE Scores: minimum of 153 verbal, 144 quantitative
- TOEFL Score: minimum of 100 (if applicable)
- Statement of Interest (2-3 pages)
- Example of Written Work (single-authored, 10-20 pages)
- Résumé/Curriculum vitae (CV)
- Three Letters of Recommendation (submitted electronically by recommenders)

If applying for a Graduate Assistantship, the following item is required in addition to the above:

- Statement Requesting and Explaining Need for Funding (1-2 pages)

Important Admission Guidelines

- The priority deadline for applying to the USF Sociology M.A. program is **February 15** for a fall semester start date.
- We do not admit any students (full-time or part-time) for a spring semester start date.
- All applicants wishing to be considered for Graduate Assistantships must submit their applications by the February 15 deadline.
- Students who apply after this deadline may be considered for admission at a later point yet they will not be considered for Graduate Assistantships.
- Applications received after June 1 will *not* be considered for a fall semester start date.
- Upon request, applications received after June 1 can be considered at the beginning of the following year for the next available fall semester start date.
- All applications are subject to a competitive review by the members of the

Sociology Department Graduate Committee. Meeting minimum requirements does not guarantee admission into the program.

- It is recommended that applicants establish contact with the Sociology Program Development Coordinator early in the application process.

Requirements for the M.A. Degree

Successful completion of the program requires that students meet both Department *and* College requirements. The complete regulations covering graduate studies at the University of South Florida can be found at: <http://www.grad.usf.edu/catalog.php> and at: <http://www.cas.usf.edu/students/grad/>. The following description of requirements is not exhaustive, it only explains those most commonly affecting students. It is the responsibility of students to be acquainted with, and meet, all regulations and deadlines required by USF and the College.

Grade Point Average (GPA)

- Graduate students must maintain an overall average GPA of 3.0 (“B”) in all courses. No grade below “C” will be accepted toward credit hours for a graduate degree.
- Graduate students must receive a B or better in each core course (Social Theory, Research Methods, and Social Statistics). Students receiving less than a B (B- or lower) will need to retake that course to complete the degree. Students are encouraged to seek help from the instructor immediately after receiving less than a B on ANY assignment to avoid receiving an insufficient final grade.
- Receiving less than a B (B- or lower) in a core course will constitute not making good progress and may result in funding not being renewed in the following year.
- All grades will be counted in computing the overall grade point average (GPA).
- Unless students complete and submit the missing work, Incomplete (“I”) grades are automatically converted to the grade otherwise earned by the end of the next semester (including summers).
- A cumulative grade point average (GPA) below a 3.0 automatically results in a status called “probation.” The cumulative average must be increased to at least a 3.0 by the end of the next semester or the student automatically will be dropped from the program.

Enrollment Guidelines

- Students who have not successfully completed at least 6 units in any of three consecutive terms (fall, spring, summer) are automatically dropped from their degree program.

- Students who have been dropped due to non-enrollment may reapply to the University and the Department by submitting a new application. Such applicants will be subject to the admission criteria (University and Department) in effect at the time of their reapplication.
- Students who have not enrolled in five or more years may be asked to re-take courses required for their particular degree program.
- Upon successful completion of all degree requirements except for thesis, students must enroll in a minimum of 2 credit hours each semester, including summer, until completion of degree.
- Students must be enrolled in at least 2 credit hours of thesis hours during the semester in which they plan to graduate, including graduation in a summer session.
- All credits used to satisfy the requirements for the MA degree must be taken and completed within five (5) academic years prior to the date of graduation.

Coursework for the M.A. Degree

Course Requirements

The MA degree in Sociology requires 36 credit hours of graduate level coursework.

Nine (9) of these hours are required core courses that include Sociological Theory, Research Methods, and Statistics. Twenty-one (21) hours are selected by the student from a variety of elective courses. Six (6) hours are thesis hours.

I. Core Courses: 9 credit hours (3 hours per course)

- Sociological Theory (SYA 6126)
- Research Methods (SYA 6305)
- Statistics (SYA 6405)

II. Elective Courses: 21 credit hours (3 hours per course)

At least 12 elective credit hours (typically 4 courses) must be earned in graduate seminars in Sociology and cannot include Teaching Sociology, Independent Studies, or Directed Research.

- No more than 6 credit hours can be transferred from another university.
- No more than 12 credit hours taken as a non-degree-seeking student can be applied to the degree.
- No more than 6 credit hours of SYA 6909 (Independent Study) or SYA 6912 (Directed Research) can be applied to the degree.
- No more than 9 credit hours earned in graduate courses offered by departments other than Sociology will be accepted.
- No graduate course that is cross-listed with an undergraduate course is an acceptable course choice for this program.
- Any course taken outside of the USF Sociology department requires approval by the Graduate Director *prior* to the beginning of the semester in which it is taught.
- All course transfers from other universities and credits taken as non-degree seeking students require approval by the Graduate Director and the completion of the *Graduate Transfer Course Form*.

III. Thesis Hours: 6 credit hours (SYA 6971)

Notes on Thesis Hours:

- Thesis hours can first be taken in the semester following the successful defense of student's M.A. thesis proposal.
- Thesis hours can be taken all at once or distributed over two or more semesters.
- Thesis hours should always be taken with the chair of the M.A. thesis committee which is usually also the student's mentor, or split between two thesis co-chairs.
- Note that students must be enrolled in at least 2 thesis credit hours during the semester in which they defend and file their completed M.A. thesis.

Tips for Choosing Courses

- The Graduate Director will distribute a list and short descriptions of Sociology Department graduate courses forthcoming in the next semester before enrollment opens.
- It is strongly recommended that students meet with their mentor prior to the enrollment opening day to discuss their course options and choices for the upcoming semester. If unclear, students and mentors should ask the Graduate Director or Program Development Coordinator about which courses are required at what time in the program.
- Due to the demand for Sociology graduate courses by graduate students outside of the Sociology Department, it is strongly recommended that Sociology graduate students contact course instructors in advance to save a seat or provide a permit, and that they enroll in all selected courses on the first day of enrollment.
- The Graduate Director will save seats and arrange permits in courses that are required for M.A. students during a particular semester. However, there is no guarantee that Sociology graduate students will be permitted into a Sociology elective course after enrollment has opened to all USF students and the course has filled up.
- When in doubt, enroll! If a course is full, ask to be put on a waitlist and attend the first class session. It happens that graduate students change their mind and drop a course right before the beginning of a semester, and it sometimes happens that they do not attend the first day of classes which is mandatory to secure a seat.
- Have a backup plan, just in case your preferred courses fill up more

quickly than expected; especially courses outside of Sociology. Always contact the instructor in advance if you really want to take his or her course. You want to make sure that (a) you are allowed to register – some departments limit certain courses to their own students, (b) you meet the formal and/or informal pre-requisites, and (c) the actual course content (topics, readings, requirements) is suitable for the program and meets your expectations.

- It is possible that an interdisciplinary course a student would like to take conflicts with another course required by the Sociology M.A. program, a funded student's Graduate Assistantship duties, or the professional development seminar (attendance required for all funded M.A. students). In all of these cases, students must find another elective course that does not present a time conflict.
- USF requires departments to schedule courses up to one year in advance. Anyone can view the proposed class schedules through the OASIS website. Go to the public site and check; you do not need to sign in. However, be aware that schedules are not written in stone. Expect changes, especially for the semester that is announced a full year in advance.
- Department members sometimes can estimate the likelihood that a particular course will be taught in the following year. If you need this information, don't hesitate to contact instructors or Graduate Directors.

Order of Courses

Part-time students should consult with the Graduate Director or Program Development Coordinator on when to take which graduate courses.

The two (2) year full-time M.A. program requires the following sequencing of courses.

First Year, Fall Semester:

- *Contemporary Sociological Theory, SYA 6126*
- *Sociological Statistics, SYA 6405* (can be taken in second year if student does not plan to conduct quantitative research for M.A. thesis)
- *Elective*

First Year, Spring Semester:

- *Methods of Research, SYA 6305*
(part-time students should discuss with the Graduate Director whether to take this course in their first or second year of study)
- *Elective*
- *Elective*

Second Year, Fall Semester:

- *Elective or Sociological Statistics, SYA 6405*
- *Elective or Thesis Hours SYA 6971*
- *Seminar in Teaching Sociology, SYG 6936* (only required for funded M.A. Students; other students may take *Elective*)

Second Year, Spring Semester:

- *Elective or Thesis Hours SYA 6971*
- *Elective or Thesis Hours SYA 6971*
- *Elective*

M.A. Thesis

The thesis is an original, empirical research project designed and carried out by a student. As the capstone experience of the M.A. program in Sociology, a thesis demonstrates the skills to independently conduct social research which is the defining characteristic of professional sociologists. A thesis is similar to an academic journal article. Both are characterized by high quality writing and argumentation, both are similar in terms of length, organization, and content. As with manuscripts published in academic journals, a thesis must add something new to what is already known in the field.

M.A. Thesis Proposal

When the student and the faculty mentor feel that the student's thesis plans have been sufficiently developed, typically at the beginning of spring semester of the first year, the student will draft a formal proposal, in consultation with all members of the M.A. thesis committee (see below).

M.A. Thesis Committee

A thesis committee in Sociology has at least three members. The chair *must* be a regular (i.e. voting) faculty member in the Department of Sociology. *At least* two of the three members must have their Ph.D. degrees in Sociology. All committee members must have doctoral degrees. It is strongly recommended that students will select committee members after they have identified the committee chair, and in consultation with her or him. All committee members shall offer guidance throughout the process of planning and conducting the research as well as in writing the final document.

The student must complete and file the *Graduate Student Supervisory Committee Appointment Form* before the scheduled date of the M.A. thesis proposal defense. It is recommended that full-time students form the M.A. thesis committee as soon as possible in the spring semester. Any subsequent changes to the M.A. thesis committee must be recorded on the *Changes to Graduate Student Supervisory Committee form*.

M.A. Thesis Proposal Defense

Ideally, the M.A. thesis proposal defense is scheduled only when all committee members agree that the written proposal meets expectations. The M.A. thesis committee chair then schedules a 1-2 hour oral defense of the proposal. The student or the

committee chair will create an official flyer and advertise the scheduled proposal defense to all members of the department at least one full week in advance. All must be invited to attend. The flyer must be sent to the Program Development Coordinator to be placed in the student's file. All M.A. thesis committee members must attend the proposal defense.

After the proposal defense, committee members complete the M.A. Thesis Proposal Defense form and indicate whether the defense has been successful. M.A. thesis proposal defenses can be rescheduled only once. If the student's proposal is still not considered adequate at the second defense, the student will be dismissed from the program.

After the student has completed the final draft of the proposal, each committee member must complete a separate copy of the *SACS Thesis Proposal Assessment*. This form is anonymous and does not require a signature. It must, however, be filed with the Program Development Coordinator.

In order to be considered for Department Graduate Assistant funding during the second year, funded first year students must officially appoint a thesis committee by **April 15**, and they must successfully defend their M.A. thesis proposals by **May 31** during their first year in the program. Funding will likely be revoked for the second year if the student does not reach these benchmarks.

M.A. Thesis Defense

Members of the student's thesis committee will supervise the student's work during preparation of the thesis, with the committee chair taking major responsibility in this regard. It is the student's responsibility to maintain in close contact with the thesis committee, especially the committee chair, and to keep everyone informed on the progress and direction of the thesis.

The student must file an electronic application for graduation with the USF Office of Graduate Studies by the appropriate deadline (announced at the beginning of the semester by the Graduate Director).

The M.A. thesis defense is scheduled when all committee members agree that the thesis meets expectations. The M.A. thesis committee chair schedules a 1-2 hour oral defense of the thesis. The student or the committee chair will create an official flyer and advertise the scheduled thesis defense to all members of the department at least one full

week in advance. All must be invited to attend. The flyer must be sent to the Program Development Coordinator to be placed in the student's file. All M.A. thesis committee members must attend the thesis defense.

After the defense, each committee member must complete a separate copy of the *SACS Thesis Assessment form*. This form is anonymous and does not require a signature. It must however be filed with the Program Development Coordinator and it is due no later than two weeks after the official submission deadline for M.A. theses.

In addition, the student, all committee members, and the Graduate Director must sign the *Thesis and Dissertation Certificate of Approval form*. This form officially certifies the committee's approval of the student's M.A. final draft of the thesis. After submission to the Office of Graduate Studies, this form triggers the conferral of the M.A. degree. This form and a certified final electronic draft of the thesis must be submitted before or on the university's final thesis submission deadline. This exact date will be announced at the beginning of the semester by the Graduate Director and is also available on the USF Office of Graduate Studies website. Details on submission procedures can also be found here. Note that submission requirements have changed repeatedly over the last several years. *It is the student's responsibility to know and follow the university's current thesis submission procedures.*

Students are reminded to submit all required paperwork with the USF Internal Review Board (IRB) and to close out their projects by filing a final report.

Note that students have to be enrolled in at least two (2) thesis credit hours in the semester during which they file their M.A. theses.

Graduate Assistantships for M.A. Students

Typically, The Department of Sociology awards ten (10) M.A. Graduate Student Assistantships each year. Five of those typically are reserved for second year M.A. students. In almost all cases, Graduate Assistantships are Teaching Assistantships, yet circumstances may arise under which funded students in their second year will be asked to work as research assistants for one semester. Because this is rare, the following guidelines only describe Teaching Assistantships. Each Assistantship carries a stipend for Fall and Spring and a tuition waiver (excluding student fees) for 9 to 12 credit hours in fall and spring semesters.

The Office of Graduate Studies' philosophy is that full-time graduate assistants (i.e., those working 20 hours/week, or at .50 FTE) **should not pursue outside employment** because such outside employment could interfere with their performance in their courses and GA assignment. Full-time GAs should consult with the Director Graduate Studies and with their advisor before considering accepting outside employment. All funded students considering outside employment will be asked to complete the College of Arts and Sciences Outside Activity Form which requires approval of the Chair and the Dean's Office.

Applying for a Graduate Assistantship

Application requirements for students seeking Graduate Assistantships are explained in a previous section.

Expectations of Students with Assistantships

All students receiving Teaching Assistantships:

- must enroll in nine hours of course work (full time) for each semester of the Assistantship.
- can expect to work up to 20 hours each week (typically during daytime hours) as a Teaching Assistant for a larger undergraduate course during fall and spring semester under the supervision of the Department Teaching Specialist.
- must attend TA workshops and other orientations generally scheduled in the week prior to the beginning of fall semester which are offered by the Sociology Department as well as the USF Academy for Teaching and Learning Excellence (ATLE).
- must be active members of the Sociology Department community for the entire duration of their funding. This includes, but is not limited to, participating in all meetings of the *Professional Development Seminar, colloquia, and workshops*

sponsored by the department.

- must enroll in the annually offered *Teaching Sociology* course during the fall semester of their second year.
- must complete and submit a *Graduate Student Outside Activity Report* annually and at the start of any new outside activity.
- must complete and submit annually a State of Florida Code of Ethics for Public Officers and Employees (FCOE) report on the *eDisclose* system that outlines “employment of a related person in situations that could lead to nepotism.”
- provided adequate academic progress and job performance, can expect to be funded for up to two (2) years.

Criteria for Awarding Continuing Assistantships

Members of the Sociology Department Graduate Committee, in consultation with the students’ mentors, make decisions about renewing Graduate Assistantships for a second year following a review of all first year M.A. students held at the end of spring semester. Barring budgetary shortfalls, continuing Assistantships will be awarded providing there is:

- adequate academic success. This includes achieving a “B” or higher as a final grade average in all required courses.
- adequate academic progress. This is indicated by the official appointment of a Thesis Committee by April 15 and clear evidence that a thesis proposal has been defended, or will be ready for defense, before May 31 during the first year of support.
- evidence of responsibility and success in the current year by meeting the specified expectations of Graduate Assistants. This will be determined via Graduate Student Teaching Performance Evaluations completed by the student’s teaching supervisor(s) at the end of each semester.
- evidence of active involvement in Department events and affairs pertaining to graduate students, as well as evidence of sufficient and adequate communication with mentors, faculty members, and Department staff.

Teaching Assignments

1. All first year M.A. students will generally serve as teaching assistants in lower-division Sociology courses taught by department faculty, either face to face or online.
2. Second year M.A. students will receive one of several kinds of teaching assignments including, but not limited to (a) continued work in lower-division Sociology courses while taking over additional teaching duties (which may

- include supervisory responsibility for weekly break-out sessions), or (b) work with individual faculty members who are teaching higher level Sociology classes.
3. Funded M.A. students must enroll in the *Teaching Sociology* Seminar in the fall semester of their second year. This course is required in addition to the ones specified in an earlier section.

Please note that considerations of the Sociology Department's teaching needs and student demand for certain undergraduate courses may override the aforementioned general principles.

M.A. Student Conference Travel Support

Participation at professional conferences is integral to graduate education and professional development within the USF Sociology Graduate Programs. As the availability of funding to support graduate student travel varies from year to year, and due to the increase of the number of graduate students in the Sociology Department in recent years, the following rules and guidelines are intended to assist the Department Chair in awarding Department conference travel support to graduate students in a fair and supportive manner.

- All Sociology graduate students seeking travel support must discuss their conference participation with their mentors prior to submitting a conference paper or abstract and receive approval. Faculty mentors must sign off on Graduate Student Travel Authorization Requests (TAR) made to the Sociology Department (see below).
- Conference travel support is only available to those graduate students planning to present a paper/poster that has been officially accepted at a local, regional/national, or international professional conference (evidence required). Support is not available for the presentation of a paper/poster that has already been presented on an earlier occasion at such venues.
- Travel funding is not available to students who plan to only attend a conference without presenting a paper or poster.
- Conference travel support may only be used toward the cost of travel, accommodation, meals, or conference registration. It cannot be used toward the cost of association membership (but note that student membership in one professional organization per year is typically sponsored by the Department through another source), research, supplies, or other unrelated expenses.
- In order to stretch the Sociology Department's student conference travel support funds as much as possible, all graduate students must first apply to the USF

Student Government for travel support. All USF graduate students, regardless of funding status, are eligible to apply. The Student Government offers the same maximum amount of support (\$500) as is given by the Sociology Department for domestic, but non-local, conference travel. The Student Government offers a higher amount of support for international conference presentations (\$750) yet a lower amount of support for presentations at local (in state) conferences. Apply at: <http://sg.usf.edu/services/grants/>

- Sociology Department conference travel support is only available to those graduate students who have applied for USF Student Government travel funding and did not receive such support (evidence required), or those who are not eligible to apply (evidence required).
- Once a student has received a travel grant from the USF Student Government, he or she is no longer eligible for Sociology Department conference travel support for the rest of the academic year (and vice versa).
- Beginning in fall semester 2015, all M.A. students and all Ph.D. students *in their first and second program year* who are receiving conference travel support must give a practice presentation of their paper or poster before their trip. Student practice presentations sessions are organized on a regular basis. If presenting in a practice session is not possible, students should contact the Graduate Director to schedule an individual practice talk.
- Priority for receiving Sociology Department conference travel support is given to full-time, funded (Graduate Assistantship or Fellowship) second year M.A. students and full-time, funded (Graduate Assistantship or Fellowship) first year through fourth year Ph.D. students. Requests for conference travel support by other graduate students, e.g. fifth and sixth year Ph.D. students, Ph.D. students on the job market who are participating in an organization's employment service (with faculty mentor approval), or first year M.A. students, will be considered and may be granted depending on budgetary considerations.
- All students, regardless of funding status or source, must have an approved *Travel Authorization Request* (TAR) on file before any professional travel can take place, otherwise they will not be covered by USF Health Insurance and they will not receive support. If a TAR is filed with the Sociology Department, it must be signed by the faculty mentor to indicate their approval of the planned conference presentation.

A *Travel Authorization Request* (TAR) must be on file before any flights or other accommodations can be booked if the student wishes to be eligible for any reimbursement by either the Sociology Department or the USF Student Government. For links and information on domestic travel for USF employees and students, see:

<http://www.cas.usf.edu/research/resources/travel/>. For international travel, go to: http://www.cas.usf.edu/research/resources/travel_international/. The Graduate Committee will review applications by graduate students for conference travel support and make recommendations to the Department Chair as needed. Final decisions regarding all student conference travel support rest with the Department Chair.

II. Ph.D. Program

Doctoral Program Overview

The Ph.D. program provides a foundation in a broad range of sociological theories and research methods, and an opportunity for pursuing specialized interests in elective Sociology courses, courses in other departments, and dissertation research. In addition to broad theoretical and methodological training, we offer specialized study in the following areas:

- identities and communities
- social inequalities and social justice
- social movements and globalization
- urban problems and culture
- immigration and migration
- race and ethnicity
- networks, health and wellbeing
- gender, sexualities, and families
- childhood, youth, and education

The Ph.D. program requires completion of a minimum of 60 credit hours. Core requirements include the completion of an *Interdisciplinary Pro-Seminar*, two (2) courses in *Advanced Sociological Theory and Methods*, two (2) *Specialty Methods* courses, a *Capstone* course, a series of elective courses, a Comprehensive Portfolio of Competencies, and a dissertation. Students typically can expect to complete their Ph.D. degree within four to five academic years.

None of the courses in the USF Sociology Ph.D. program is offered online or during summers; all require in person attendance throughout the regular academic year. The program therefore cannot be completed by students who live out of state or far from the Tampa Bay area. Note that completing the Ph.D. degree requires a full-time effort and cannot be combined with any other full-time or part-time employment.

Applying to USF

All graduate applications to USF must be submitted entirely online through the application system administered by the USF Office of Graduate Studies: <https://secure.vzcollegeapp.com/usf/>. There is no longer a need for applicants to send any documents by mail.

Please consult the USF Office of Graduate Studies website for complete and binding information on general application procedures and requirements noted within the current USF Office of Graduate Studies catalog: <http://usfweb2.usf.edu/admissions/graduate-admission-requirements.html>.

As of now, the following items must be included in a complete application to any USF graduate program, including the M.A. program in Sociology.

1. Completed **Application Form**.
2. **Application Fee** of \$30.00 for each graduate program to which student is applying to.
3. Official **Transcripts** from all institutions of higher learning which students have attended beyond high school; sent in a sealed envelope by each school's Registrar's Office. Applicants may provide unofficial copies of transcripts to expedite the processing of their applications, however any admission granted will not be finalized until official transcripts have been received. All transcripts must be in English. Foreign transcripts must be accompanied by a certified English translation.
4. **Test Scores**.
 - GRE (Graduate Record Examination) scores, earned within five (5) years of the desired date of entry. Official scores must be submitted to USF directly from the Educational Testing Service. Applicants may provide unofficial copies to expedite the processing of their applications, however any admission granted will not be finalized until official scores from ETS have been received. The institution code for USF is **5828**.
 - TOEFL (Test of English as a Foreign Language) scores, earned within two (2) years of the desired term of entry. A minimum total score of 100 (on the internet based test, or equivalent) is required from all applicants who

reside in countries whose official language is not English, with no exception. All international students who want to be considered for Graduate Assistantships that involve teaching must submit TOEFL scores and need to score at least 26 on the spoken portion of the internet-based test.

5. **Completed Conduct Clearance Policy** (Legal Disclosure Statement).
6. **Completed Florida Residents Section.**

Admission to the Ph.D. Program

Additional Application Requirements

In addition to the above, successful applicants to the Ph.D. Sociology Program generally demonstrate the following minimum requirements, and electronically submit the following items, for admission:

- Completed USF Application (as described)
- Satisfaction of USF Requirements for Graduate Study
- Completion of M.A. Degree in Sociology from an Accredited University, (for exceptions, see admission guidelines below), minimum GPA 3.0
- GRE Scores: minimum of 160 verbal, 144 quantitative
- TOEFL Score: minimum of 100 (if applicable)
- Statement of Interest (2-3 pages)
- Example of Written Work (single-authored, at least 10 pages)
- Curriculum Vitae (CV)
- Three Letters of Recommendation (submitted online by recommenders)
- Optional: Evidence of Experience/Interest in Undergraduate Teaching

Important Admission Guidelines

- The priority deadline for applying to the USF Sociology Ph.D. program is **January 15** for a fall semester start date.
- We do not admit any Ph.D. students for a spring semester start date.
- Program applicants who apply after the above deadline may be considered for admission at a later point based on availability.
- Upon request, applications received after February 15 can be considered at the beginning of the following year for the next available fall semester start date.
- All successful applicants must be adequately prepared to begin Ph.D. work in our discipline. Ordinarily, an M.A. degree in Sociology requiring coursework in Sociological Theory, Statistics, and Sociological Research Methods provides such preparation. However, in some cases, including ones where the applicant does not have an M.A. degree in Sociology, additional documentation (such as syllabi of completed or ongoing courses) may be required to determine if the applicant's preparation is sufficient. Students who are insufficiently prepared will be required to complete additional coursework before formal admission to the Ph.D. program. Such additional courses will not count towards the required coursework for the Ph.D. degree.

- Although admission decisions typically are made in February, final decisions for students who have not yet completed their M.A. degree are contingent upon providing written evidence of completion of their degree by **August 1** of the ongoing year.
- All applications are subject to a competitive review by the members of the Sociology Department Graduate Committee. Meeting minimum requirements does not guarantee admission into the program.
- It is highly recommend that applicants establish contact with the Sociology Graduate Director early in the application process: socgraddirector@usf.edu.

Requirements for the Ph.D. Degree

Successful completion of the program requires that students meet both Department *and* College requirements. The complete regulations covering graduate studies at the University of South Florida can be found at: <http://www.grad.usf.edu/catalog.php> and at: <http://www.cas.usf.edu/students/grad/>. The following description of requirements is not exhaustive, it only explains those most commonly affecting students. It is the responsibility of students to be acquainted with, and meet, all regulations and deadlines required by USF and the College.

Grade Point Average (GPA)

- Graduate students must maintain an overall average GPA of 3.0 (“B”) in all courses. No grade below “C” will be accepted toward credit hours for a graduate degree.
- All grades will be counted in computing the overall grade point average (GPA).
- Unless students complete and submit the missing work, Incomplete (“I”) grades are automatically converted to the grade otherwise earned by the end of the next semester (including summers).
- A cumulative grade point average (GPA) below a 3.0 automatically results in a status called “probation.” The cumulative average must be increased to at least a 3.0 by the end of the next semester or the student automatically will be dropped from the program.

Enrollment Guidelines

- Students who have not successfully completed at least 6 units in any of three consecutive terms (fall, spring, summer) are automatically dropped from their degree program.
- Students who have been dropped due to non-enrollment may reapply to the University and the Department by submitting a new application. Such applicants will be subject to the admission criteria (University and Department) in effect at the time of their reapplication.
- Students who have not enrolled in five or more years may be asked to re-take courses required for their particular degree program.
- Upon successful completion of all degree requirements except for dissertation, students must enroll in a minimum of 2 credit hours each semester, including summer, until completion of degree.

- Students must be enrolled in at least 2 credit hours of dissertation during the semester in which they plan to graduate, including graduation in a summer session.
- All credits used to satisfy the requirements for the Ph.D. degree must be taken and completed within seven (7) academic years prior to the date of graduation.

Coursework for the Ph.D. Degree

The Ph.D. degree in Sociology requires a total of 60 credit hours of graduate level coursework after completion of the M.A. degree.

Six (6) of these credit hours are required disciplinary courses, and another six (6) are required interdisciplinary courses. Next, eighteen (18) credit hours are required to come from disciplinary electives, six (6) credit hours from interdisciplinary electives, and six (6) credit hours from specialty methods courses. Lastly, eighteen (18) credit hours of dissertation research are required and must be completed in at least two semesters.

I. Disciplinary Requirements (24 credit hours)

- Advanced Theory/Methods I (3 credit hours)
- Advanced Theory/Methods II (3 credit hours)
- Sociology Electives (18 credit hours), which includes:
 - Teaching Sociology seminar (3 credit hours)
 - Individualized work with a mentor (0-6 credit hours)

Ph.D. students may take up to six (6) credit hours of individualized work with a mentor under the titles of "Independent Study" (SYA 6909) or "Directed Research" (SYA 6912). We strongly recommend that Ph.D. students take one individualized course with their faculty mentors in the spring semester of their second year in order to work on the Portfolio which is due at the beginning of the third year in the program.
 - Dissertation Proposal (0- 3 credit hours)

Up to three (3) credit hours of "Dissertation Proposal (SYA 7988) may be credited toward the disciplinary electives requirement and cannot be taken in the first year. Dissertation Proposal credit hours must be taken with the anticipated chair of the dissertation committee, or evenly split between co-chairs. If a student opts to take dissertation proposal credit hours, these must be completed during the semester in which the student successfully defend their dissertation proposal. In other words, they cannot be taken after the dissertation proposal has been defended.
 - Substantive Elective course seminars in Sociology (6-15 credit hours)

No 4000 level courses or 5000 level courses, nor 6000 or 7000 level courses that are cross-listed with 4000 level courses, are acceptable elective courses for Ph.D. students. As a rule, the USF Sociology Department does not cross-list any of its graduate courses with undergraduate courses, yet this may not be the case in other departments.

Ph.D. students who, due to their previous training or current research interests, wish to replace one, or two, disciplinary (Sociology) electives with interdisciplinary elective courses outside of Sociology should request an exemption from this rule. This request shall be granted if it meets the approval of the student's faculty mentor(s).

II. Interdisciplinary Requirements (12 credit hours)

- Interdisciplinary Pro-seminar (SYA 7939) (3 credit hours)
- Interdisciplinary Capstone Experience (SYA 7939) (3 credit hours)
- Interdisciplinary Electives (6 credit hours)

Students may want to consider courses in the following departments and programs: GIA (Government and International Affairs), History, Anthropology, Communication, Women's and Gender Studies, Geosciences, Philosophy, Religious Studies, English, American Studies, Latin American and Caribbean Studies, Africana Studies, Criminology, and others. Courses offered in other Colleges, such as Public Health, Education, School of Social Work, School of Aging Studies, School of Public Affairs, Medical School or others might also be acceptable.

Note that students will earn as many credit hours as the course provides. Some departments offer four (4) credit hour courses rather than the typical three (3) credit hour courses.

No more than three (3) credit hours of "independent study" or "directed research" supervised by a graduate faculty member of another department will count towards the interdisciplinary electives requirement. Faculty approval is required to take independent study or directed research.

No "service learning" or "internship" graduate courses are acceptable as interdisciplinary elective credits. However, scholarly graduate courses which include a service learning component shall be accepted (request approval before enrolling). If in any doubt, seek approval prior to enrolling.

No 4000 or 5000 level courses, nor 6000 or 7000 level courses that are cross-listed with 4000 level courses in another department's course schedule, are acceptable credit hours for Ph.D. students, regardless of how much additional coursework will be required.

Courses taught by Sociology faculty which are cross-listed at the same level with other departments will only count as interdisciplinary electives if you enroll by using the other department's course number. They will count as disciplinary electives if you enroll

under the Sociology Department course number.

III. Specialty Methods Courses (6 credit hours)

- Any methods class offered in the Department of Sociology will meet this requirement. These courses may include: Ethnography, Qualitative Methods, Social Network Analysis, Narrative: Topic and Method, Mixed Method Research Design, and others.
- Specialty methods courses taken outside of the Sociology Department need to be approved by the Graduate Director *in advance*, before the beginning of the semester. If advance notice is not given, and a completed specialty methods course is not considered suitable for Sociology Ph.D. students, the Graduate Director can request that the student complete another methods course in order to meet program expectations.
- The completion of a graduate level course in statistics, for instance *Sociological Statistics* (SYA 6405), is considered a prerequisite for admission to the Ph.D. Sociology Program at USF. If a Ph.D. student has not previously taken *Sociological Statistics* (SYA 6405) at USF and wishes to take this course (offered each fall semester as a requirement in USF's M.A. Program), it will count as a Sociology elective toward the doctoral degree and not as a required specialty methods course. An exemption from this rule will only be considered based on a written request to the Graduate Committee by the Ph.D. student's faculty mentor(s).

IV. Dissertation Research (SYA 7980) (18 credit hours)

Dissertation Research credit hours may only be taken during the semesters following the successful defense of the dissertation proposal and formal Advancement to Candidacy. A full year of dissertation research (9 credit hours per semester, for two semesters) is required following the dissertation proposal defense. The completed dissertation may be defended during the second semester of this year.

Dissertation Research credit hours may be taken over two semesters or spread out over more than two semesters. Dissertation Research credit hours must be taken with the chair of the dissertation committee, or evenly split between co-chairs.

Note on Transferring Graduate Courses

No graduate credit hours completed before the conferral of the M.A. thesis, at USF or

any other university, can be transferred into the Ph.D. program. These credits are already “used up.”

Students seeking to transfer courses taken as Ph.D. students in other departments or universities into the USF Sociology Ph.D. program must file a petition with the Graduate Committee during their first semester in the program. It is unlikely that any such credit hours will be transferred yet all petitions will be considered.

Tips for Choosing Courses

- The Graduate Director will distribute a list and short descriptions of Sociology Department graduate courses forthcoming in the next semester before course enrollment opens.
- The Graduate Director will also solicit and distribute received lists of graduate courses forthcoming in a range of other USF departments. Typically, all forwarded graduate courses in other departments are pre-approved as interdisciplinary electives, however they are not automatically approved as acceptable specialty methods courses (see above).
- It is strongly recommended that students meet with their mentor prior to enrollment opening day to discuss their course options and choices for the upcoming semester. Students and mentors should ask the Graduate Director if they have any questions regarding which courses are required at what time in the program.
- Due to the demand for Sociology graduate courses by graduate students outside of the Sociology department, it is strongly recommended that Sociology Ph.D. students contact the instructor in advance to save a seat or provide a permit in advance, if possible, and that they enroll in all selected courses on the first day of enrollment.
- The Graduate Director will save seats and arrange permits for courses that are required for Ph.D. students during a particular semester. However, there is no guarantee that Sociology graduate students will be permitted into a Sociology elective course after enrollment has opened to all USF students and the course has filled up.
- When in doubt, enroll! If a course is full, ask to be put on a waitlist and attend the first meeting. It happens that graduate students change their mind and drop a course right before the beginning of a semester, and it sometimes happens that they do not attend the first day of classes which is mandatory to secure a seat.
- Have a backup plan, just in case your preferred courses fill up more

quickly than expected; especially courses outside of Sociology. Always contact the instructor in advance if you really want to take his or her course. You want to make sure that (a) you are allowed to register – some departments limit certain courses to their own students, (b) you meet the formal and/or informal pre-requisites, and (c) the actual course content (topics, readings, requirements) is suitable for the program and meets your expectations.

- It is possible that an interdisciplinary course a student would like to take conflicts with another course required by the Sociology Ph.D. program, a funded student's Graduate Assistantship duties, or the professional development seminar (attendance required for all first and second year Ph.D. students). In all of these cases, students must find another elective course that does not present a time conflict.
- USF requires departments to schedule courses up to one year in advance. Anyone can view the proposed class schedules through the OASIS website. Go to the public site and check, you do not need to sign in. However, be aware that schedules are not written in stone. Expect changes, especially for the semester that is announced a full year in advance.
- Department members sometimes can estimate the likelihood that a particular course will be taught in the following year. If you need this information, don't hesitate to contact instructors or Graduate Directors.

Order of Courses, Milestones, and Adequate Progress

The four (4) year Ph.D. program requires the following sequencing of courses:

First Year, Fall Semester:

- *Interdisciplinary Pro-Seminar (SYA 7939)*
- *Advanced Sociological Theory and Practice I (SYA 7939) or
Disciplinary Elective*
- *Disciplinary/Interdisciplinary Elective or Specialty Methods*

First Year, Spring Semester:

- *Advanced Sociological Theory and Practice II (SYA 7939) or
Disciplinary Elective*
- *Disciplinary Elective or Specialty Methods*
- *Disciplinary/Interdisciplinary Elective*

Second Year, Fall Semester:

- *Disciplinary Elective or Advanced Sociological Theory and
Practice I (SYA 7939)*
- *Disciplinary/Interdisciplinary Elective or Specialty Methods*
- *Disciplinary/Interdisciplinary Elective*

Second Year, Spring Semester:

- *Disciplinary Elective or Advanced Sociological Theory and
Practice II (SYA 7939)*
- *Disciplinary/Interdisciplinary Elective or Specialty Methods*
- *Disciplinary Elective (Independent Studies course with faculty mentor is strongly
recommended)*

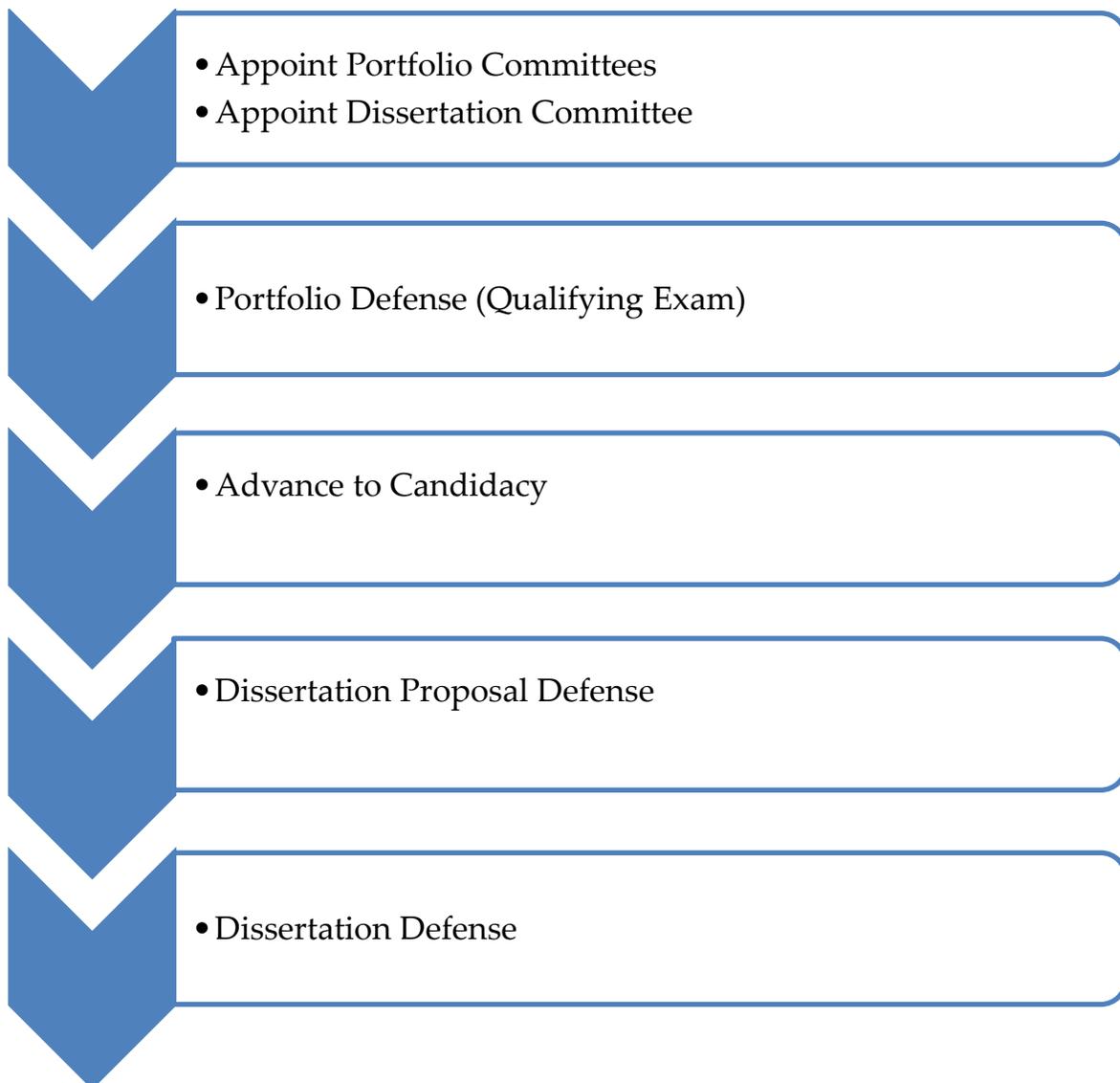
Third Year, Fall Semester:

- *Doctoral Interdisciplinary Capstone (SYA 7939)*
- *Dissertation Proposal (SYA 7988) (6 hours)*

All Remaining Semesters:

- *Dissertation Research (SYA 7980) (9 hours)*

Order of Program Milestones



Adequate Progress

Ph.D. students are expected to reach the following benchmarks in order to demonstrate adequate progress toward the completion of their degree, and in order to secure Graduate Assistantship funding for up to four years. **All funding past 4 years is only offered on a contingent basis** and is based on both availability of funding and student progress.

- Maintain a cumulative GPA of 3.0 or higher at all times.
- Maintain an average grade of “B” or higher in all required courses.
- Defend Comprehensive Portfolio by the end of their fifth semester, the fall semester of their third year. Directly after the defense of the Portfolio, students will submit paperwork and officially advance to candidacy (ABD status).
- Complete all required coursework by the end of their fifth semester (fall semester of third year).
- Defend Dissertation Proposal **by May 31 following** the sixth semester (spring semester of third year).
- Defend Dissertation by the end of their eighth semester (spring or summer semester of their fifth year).

Students no longer making good progress will be moved to the bottom of the funding rotation and cannot be assured of funding.

Comprehensive Portfolio of Competencies

Goals of Portfolio

In the USF Sociology Ph.D. program, the Comprehensive Portfolio of Competencies (short: Portfolio), takes the place of what is often called “qualifying” or “comprehensive” exams in other doctoral programs. In the Portfolio, Ph.D. students demonstrate that they have gained experiences and skills needed to become productive and successful members of the academic and professional community of sociologists, before proceeding to work exclusively on their dissertation. The Portfolio must contain evidence of competence in each of the following:

1. being a participant in the ongoing scholarly dialogue,
2. reviewing and evaluating the academic work of others,
3. teaching at the undergraduate and graduate college level.

Each portfolio must demonstrate:

1. professional level proficiency,
2. substantive knowledge beyond the particular topic of the dissertation,
3. theoretical and methodological knowledge necessary to understand the interdisciplinary nature of the Sociology Ph.D.

The various components of the portfolio (see below), and the procedures implemented to evaluate these components, are carefully designed to ensure the above expectations.

A handout titled *Portfolio Tips for Faculty* provides important information and additional recommendations for faculty mentors regarding their Ph.D. students’ portfolios.

Required Contents of Portfolio

The portfolio includes materials in four (4) areas, including a first and second specialty area, general scholarly work, as well as teaching.

I. First Specialty Area

1. A comprehensive review of the literature in the student’s first specialty area. This review shall demonstrate understanding of the entire scholarly literature in that area, including theories, methodologies, research findings, and applications. This review ideally serves as a backdrop for the dissertation. Students should use review articles published in the *Annual Review of Sociology* as a model for length and depth of coverage, as well as format.

2. An annotated graduate course syllabus in the first specialty area (include in teaching materials, as described below).

II. Second Specialty Area

1. A comprehensive review of the literature in the student's second specialty area, which cannot overlap at all with the first specialty area. This review shall demonstrate understanding of the entire scholarly literature in that area, including theories, methodologies, research findings, and applications. This review ideally serves as a backdrop for the dissertation. Students should use review articles published in the *Annual Review of Sociology* as a model for length and depth of coverage, as well as format.
2. An annotated undergraduate course syllabus in second specialty area (include in teaching materials, as described below).

III. Scholarly Work

1. Current curriculum vitae
2. A brief (1-2 page) statement of your research specialties, including how you envision yourself as a sociologist (ie, your sociological identity--how you fit in the discipline, substantive and methodological specialties, particular interests, epistemological and theoretical leanings, etc).
3. A research paper of publishable quality, or a published paper. The student must be the sole author of this paper.
4. Evidence of a professional presentation at a regional or national conference. The student must be the sole author and presenter of this paper.

IV. Teaching Materials

1. A brief (2-3 page) statement of teaching specialties and pedagogical approach.
2. A detailed and annotated syllabus for a seminar-style graduate course in the student's first specialty area. Students are expected to include a brief justification for why each article, book chapter or book would be assigned, and descriptions of student assignments with justifications for their pedagogical value.
3. A detailed and annotated syllabus for an upper-division undergraduate course (4000 level) in the student's second specialty area. Students are asked to use customized reading assignments (journal articles, book chapters, books) rather than a textbook. Students are expected to include a brief justification for why each article, book chapter or book would be assigned, and descriptions of student assignments with justifications for their pedagogical value.

Note that while the various members of the committee approve the individual components of the portfolio, the Graduate Director will also review the Portfolio to make sure it is complete and meets technical requirements regarding organization, citations, page numbers, etc. Note also that only the Graduate Director can grant exceptions, such as substitutions or modifications, of the required components. Requests for changes will be considered in consultation with the student's mentor and members of specialty area committees. All changes must be requested in advance of completion; they will not be approved retroactively.

Portfolio Specialty Areas and Committees

Students must appoint two separate review committees for their first and second specialty area.

1. Students need to form these committees before they begin working on the various elements for the Portfolio. It is strongly recommended that students ask their faculty mentors for advice on selecting specialty areas and area committee members.
2. The *Specialty Area Committee Appointment form* must be completed and filed with the Program Development Coordinator at least four weeks before the Portfolio defense.
3. In case of any changes to the specialty area committees after they were officially appointment, a new *Specialty Area Committee Appointment form* must be completed and filed.
4. Each specialty area committee must have at least two members. One person is the committee chair, all others are considered committee members.
5. The Chair must be a faculty member in the Department of Sociology at the University of South Florida; the second member must be either a faculty member in the Department of Sociology OR an affiliated faculty member in the Department of Sociology; a third (optional) member may be appointed. All members must have a doctoral degree or terminal degree in their field.
6. First and second specialty area committees can be, but need not be, composed of the same people.
7. The same person cannot be chair of both committees.
8. The teaching elements of a student's Portfolio (part IV) will be reviewed and approved by both the student's mentor and a Sociology Department pedagogy specialist. The two syllabi will be approved in consultation with all members of the specialty area committees.
9. Only the student's mentor will approve the paper of publishable quality and the conference presentation (part III).

Portfolio Review

Portfolios are evaluated in four steps: (1) faculty mentor, committee members, and pedagogy specialist review, (2) technical approval by Graduate Director, (3) Department review, and (4) formal Portfolio Defense. A number of guidelines apply to each of these steps. Please review them carefully.

Faculty Mentor, Committee Members and Pedagogy Specialist Review

1. Students work on the various elements of the Portfolio with their faculty mentor, committee members, and teaching mentor during the first and second year in the program.
2. There is no particular order in which elements of the Portfolio have to be completed.
3. As soon as an item is completed, students can present it to mentor(s) and/or committee members for review and approval.
4. Mentors and committee members evaluating a portfolio element as insufficient must give the student specific grounds for this evaluation, as well as guidelines how the element should be revised in order to be judged sufficient.
5. Students must obtain original signatures for reviewed and approved elements of the *Portfolio of Competencies: Completion and Approvals form* until all signatures are complete before the portfolio goes on display.

Graduate Director Review

Upon approval of Portfolio in round one of reviews, it will be passed to the Graduate Director for technical approval. This technical review concerns the correct content and order of portfolio elements, the meeting of minimum writing and organization standards (e.g. all elements have titles, page numbers and complete references), and the like. The Graduate Director will typically complete this review within two business days.

Department Review

1. A hardcopy of the completed Portfolio, including all required items and signed forms, must then be made available for review to all members of the Sociology Department (including other graduate students) for at least two full weeks prior

to the Portfolio Defense.

2. Availability of a student's portfolio for Department review must be announced by the student's mentor in writing (by email) to all members of the Department at least two full weeks prior to the Portfolio Defense.
3. All members of the Department are allowed to provide written comments and feedback on any student's Portfolio. This feedback shall be sent to the student, faculty mentor, specialty area committee members, pedagogy specialist, and Graduate Director.

Portfolio Defense

1. Students and mentors are encouraged to work together to schedule and organize a defense of the Portfolio. Portfolio defenses must be at least one (1) hour in length, however, the recommended time frame is 1.5 to 2 hours.
2. The Portfolio defense must be announced in writing to all members of the Sociology Department at least two full weeks in advance of the defense date. The Program Development Coordinator must be given a copy of the announcement at that time.
3. All portfolio defenses are open to the public, everyone is welcome. The public must be invited via official flyers posted in and around the Department's main office.
4. The student's faculty mentor and all specialty area committee chairs and members must be present at the portfolio defense. The Department Pedagogy Specialist does not need to be present.
5. After a successful defense, the copy of the completed Portfolio Approval form with all original signatures must be given to the Program Development Coordinator. A copy of this form must be placed inside the copy of the student's Portfolio binder. One hardcopy of the Portfolio binder must be submitted to the Program Development Coordinator and will be kept on record.
6. After a successful Portfolio defense, the student's faculty mentor must notify all dissertation committee members in writing that the student has met university and department requirements for advancement to candidacy. The Program Development Coordinator must be copied on this email or letter to the dissertation committee members. Note that this notification can only be sent after the student has appointed a dissertation committee and submitted the necessary paperwork (see details below).
7. Student then presents the *Advancement to Candidacy form* to all dissertation

committee members and obtains original signatures as needed. The Graduate Director must also sign this form. Once it is complete, a copy of the form must be given to the Program Development Coordinator and the original will be forwarded to the USF Office of Graduate Studies. If it is approved, the student will formally be considered “advanced to candidacy” at the beginning of the following semester.

Dissertation

Dissertation Committee

Each dissertation committee must have at least four members. The maximum number of committee members is not specified.

1. The dissertation committee chair must be a regular (i.e. voting) and tenured or tenure-earning member of the USF Department of Sociology. Students can also appoint two co-chairs: both of them must be a regular (i.e. voting) and tenured or tenure-earning member of the USF Department of Sociology. All members of dissertation committees must hold a PhD degree or terminal degree in their field.
2. The dissertation committee chair must meet USF Office of Graduate Studies' criteria of eligibility for chairing a dissertation committee which stipulates that the faculty member "must engage in current and sustained scholarly activity, creative or research activities" and "be active in scholarly pursuits as evidenced by at least one refereed publication in the last three years." Faculty members who do not meet these publication expectations may serve as co-chairs (with a co-chair who meets these expectations) or as committee members.
3. At least three members, including the designated chair, must be tenured or tenure-track faculty members (i.e. not instructors, not post-docs) in the USF Department of Sociology.
4. At least one member must be a regular faculty member in a department outside of USF Sociology. This person's Ph.D. degree may be in a discipline other than Sociology.
5. The dissertation committee may be, but need not be, composed of the same faculty members who served on specialty area committees.
6. The appointment of dissertation committee members is a very official act. It requires original signatures of all members on the *Graduate Student Supervisory Committee Appointment form* as well as by the Graduate Director. This form needs to be filed with the Sociology Department Program Development Coordinator and the Office of Graduate Studies. Any changes in committee members must be noted in writing and submitted for approval

via the *Changes to Graduate Student Supervisory Committee form*. The committee member who is removed does not have to sign the form, however any new member will have to sign.

7. The current supervisory committee must be officially appointed and approved well in advance before the student can defend his or her dissertation proposal or dissertation, and before the student can obtain signatures from committee members—which are needed to formally advance to candidacy (ABD status, see above).

Dissertation Proposal and Defense

1. When the student and the faculty mentor feel that the student's dissertation plans have been sufficiently developed, the student will draft a formal proposal, in consultation with other members of the dissertation committee. The dissertation proposal defense is scheduled only when all committee members agree that the proposal meets expectations and is ready for official review.
2. Students and faculty mentors are encouraged to work together to schedule and organize a defense of the dissertation. Dissertation defenses must be at least one (1) hour in length, however, the recommended time frame is 1.5 to 2 hours. The student or the committee chair will create an official flyer and advertise the scheduled defense to all members of the department, and the public, at least one full week in advance. All must be invited to attend. The flyer must be sent to the Program Development Coordinator to be placed in the student's file.
3. At the actual dissertation proposal defense, all dissertation committee members must be present. It is customary that the student begins with a short presentation of the research proposal. All attending members of the Sociology Department must be given the opportunity to comment on the proposal. At the conclusion of the defense, the dissertation committee members decide to approve or disapprove the proposal. If a proposal defense is considered unsuccessful, it must be rescheduled and repeated after suitable revisions have taken place. Note that dissertation proposal defenses can only be repeated once. If the dissertation proposal is still considered to be insufficient after the second defense, the student will be asked to leave the program.

4. After a successful defense of the dissertation proposal the faculty mentor must send an informal email to the Program Development Coordinator and the Graduate Director to notify the Department of the result. The student must then send an electronic copy of his or her dissertation proposal to the Program Development Coordinator to be placed in the student's electronic file.
5. After the student has completed the final draft of the dissertation proposal, each committee member must complete a separate copy of the *SACS Dissertation Proposal Assessment form*. This form is anonymous and does not require a signature. It must, however, be filed with the Program Development Coordinator within two weeks after the final draft has been approved by the dissertation committee.

Important Note on Adequate Progress:

In order to be considered "making good progress" academically in order to apply for a Graduate Assistantship during the fourth year of departmental support, the student **must** have (1) successfully defended the Portfolio of Competencies, (2) formally advanced to candidacy, and (3) successfully defended a dissertation proposal by **May 31 following his or her sixth semester** (spring semester of his or her third year in the program). Students no longer making good progress will be moved to the bottom of the funding rotation and cannot be assured of funding.

Dissertation Defense

As the last step before the conferral of a Ph.D. degree, dissertation defenses are very official acts and regulated by several institutional bodies, including the College, the Office of Graduate Studies, and the Department. It is imperative that students and faculty mentors consult the appropriate websites to learn about the applicable policies and procedures, and to locate the most current copies of all forms.

1. After the members of the dissertation committee have unanimously determined that the final draft of the student's dissertation is suitable for presentation, they must sign the *Request for the Dissertation Defense form*. The student's faculty mentor will then work with the student and committee members to schedule the dissertation defense.

2. The student's faculty mentor must nominate a suitable Outside Chair of the Dissertation Defense several weeks prior to the agreed defense date, in accordance with USF Office of Graduate Studies policies.
3. The student must file an application for graduation with the USF Office of Graduate Studies by the appropriate deadline (announced at the beginning of each semester by the Graduate Director).
4. The student must submit the completed *Request for the Dissertation Defense form* to the college several weeks in advance. Failure to submit this request at least two weeks prior to the scheduled defense date may result in a delay of graduation. A written, official announcement of the dissertation defense must be sent to the College, Office of Graduate Studies, Department of Sociology Program Development Coordinator, and all Sociology Department members no later than two full weeks in advance of the defense date. The public must be notified and invited through advertising of the defense in accessible locations.
5. All members of the dissertation committee must be present at the defense. The graduating student and the faculty mentor, or at least one of the faculty co-mentors, must be present in person. All anticipated absences, as well as participation by speakerphone or videoconferencing, must be approved in advance by the Office of Graduate Studies Dean. A minimum of three committee members, including the faculty mentor or one of the co-mentors, must be present in person order to proceed with the defense.
6. The length of the dissertation defense, which is presided over by the Outside Chair, shall not exceed three hours, however it is recommended to schedule for this amount of time. The defense should begin with a presentation by the candidate designed to summarize the dissertation. All faculty, students, and guests must be allowed to ask questions or offer comments at some point. For additional rules and recommendations regarding the organization and conduct of a dissertation defense, please consult the USF Office of Graduate Studies website.
7. At the conclusion of the defense, the dissertation committee members decide to approve or disapprove the dissertation (by majority vote, a tie is considered failure). In case of success, all dissertation committee members and the Outside Chair must sign the *Successful Defense form*. This form must be submitted to the

College, a copy retains with the Sociology Department Program Development Coordinator.

8. If a dissertation defense is considered unsuccessful, a second defense is scheduled if recommended by the student's faculty mentor and dissertation committee members, and if approved by the Office of Graduate Studies Dean. A third defense is not permitted.
9. After all revisions, additions and corrections requested by the members of the dissertation committee are completed, the student, all committee members and the Graduate Director must sign the *Thesis and Dissertation Certificate of Approval form*. This form officially certifies the committee's approval of the student's final draft of dissertation. After submission to the Office of Graduate Studies, this form triggers the conferral of the Ph.D. degree. This form, as well as a certified final draft of the dissertation, must be submitted before the university's final dissertation submission deadline. This exact date will be announced at the beginning of each semester by the Graduate Director and is available on the USF Graduate Division website. Students are responsible for knowing and following the exact submission procedures.
10. After all final revisions have been completed, each committee members must complete a separate copy of the *SACS Dissertation Assessment form*. This form is anonymous and does not require a signature, it must however be filed with the Program Development Coordinator. The Department will then complete and file the final *Graduation Certification form* which is also needed to confer the Ph.D. degree.
11. Lastly, the student is asked to present a bound hardcopy of the final draft of the dissertation to the department and (hardcopy or electronic copy at member's request) to all dissertation committee members. Students are also reminded to submit all required paperwork with the USF Internal Review Board and to close out their projects by filing a final report.
12. Note that all students have to be enrolled in at least two (2) credit hours for the semester during which they file their dissertation.

Graduate Assistantships for Ph.D. Students

General Information

At this time, the USF Sociology Department has recurring funds to award up to twenty (20) Graduate Assistantships to its Ph.D. students each year. A portion of those shall be made available to new program applicants each year. Applicants who have been awarded external funding support (e.g. scholarships), for the duration of the program or parts thereof, are required to provide evidence of support at the time of application or as soon as possible thereafter. No unfunded students shall be admitted to the Ph.D. program.

All Ph.D. level Graduate Assistantships funded by the Sociology Department are teaching assistantships. However, continuing Ph.D. students may also be supported as research assistants on individual faculty grants. Specific guidelines and expectations for Ph.D. research assistants will be provided by the supervising faculty.

All Ph.D. level Graduate Assistantships (regardless of funding source) carry a stipend (covering two semesters, or 9 months per year) and a tuition waiver (excluding student fees) for 9-12 hours in fall and spring semester. Additional funding beyond the fourth year may be available on a competitive basis, but it is not guaranteed (see section on summer teaching opportunities below).

The Office of Graduate Studies' philosophy is that full-time graduate assistants (i.e., those working 20 hours/week, or at .50 FTE) **should not pursue outside employment** because such outside employment could interfere with their performance in their courses and GA assignment. Full-time GAs should consult with the Director Graduate Studies and with their advisor before considering accepting outside employment. All funded students considering outside employment will be asked to complete the College of Arts and Sciences Outside Activity Form which requires approval of the Chair and the Dean's Office.

Applying for Graduate Assistantships

Unless funded by external sources, all applicants to the Ph.D. program automatically apply for Graduate Assistantships. No additional application materials are required.

Expectations of Students with Graduate Assistantships

All students receiving Graduate Assistantships:

- in their first year of funding, must attend all orientation events and workshops

scheduled in the week prior to the beginning of fall semester and offered through the Sociology Department, the USF Office of Graduate Studies and/or the USF Academy for Teaching and Learning Excellence (ATLE).

- must attend and participate in all meetings of the *Professional Development* seminar designated for their cohort.
- must enroll in at least nine hours of course work (full time) for each semester of the assistantship.
- should expect to work approximately 18 hours each week, typically during daytime hours, as Teaching Assistants (i.e. independent instructors of one undergraduate course per semester) or as Research Assistants while receiving grant support.
- must be active members of the Sociology Department community for the entire duration of their funding. This means, for instance, regular attendance at colloquia and workshops sponsored by the Sociology Department.
- must complete and submit a *Graduate Student Outside Activity Report* annually and at the start of any new outside activity.
- must complete and submit annually a State of Florida Code of Ethics for Public Officers and Employees ([FCOE](#)) report on the *eDisclose* system that outlines “employment of a related person in situations that could lead to nepotism.”
- provided satisfactory academic progress and job performance (evaluations take place each year), can expect to be funded for four (4) years total.

Note on Taking a Leave of Absence

It is possible that a student may find it necessary to take time off from his or her studies for personal reasons. In this case, the student must inform his or her faculty mentor and the Graduate Director at the earliest convenience, and file USF Office of Graduate Studies paperwork related to taking a Leave of Absence (see USF Office of Graduate Studies website). Providing that the student has made adequate progress and met expectations, the Sociology Department will not count this time off against his or her funding time which is typically limited to four (4) years. However, the Department cannot guarantee that funding will be available immediately or completely when the student returns from a personal leave.

Criteria for Awarding Continuing Graduate Assistantships

Members of the Sociology Department Graduate Committee make decisions about renewing Graduate Assistantships after the annual evaluation of all Ph.D. students held in spring semester, in consultation with the students’ faculty mentors and the

Department Chair. Barring budgetary shortfalls, continuing assistantships will be awarded providing there is:

- adequate academic success. This includes achieving a “B” or higher as a final grade average in all required courses.
- adequate academic progress. See descriptions of expectations and deadlines for reaching specific program benchmarks in the above sections.
- evidence of responsibility and success in teaching or research by meeting the specified expectations of Graduate (Teaching or Research) Assistants.
- evidence of active involvement in Department events and affairs pertaining to graduate students, as well as evidence of sufficient and adequate communication with mentors, faculty members, and Department staff.

Ph.D. Student Teaching Assignments

First Year

In their first semester in the Ph.D. program, doctoral students are unlikely to teach their own class. Depending on their previous teaching training and experience, students will be assigned to teaching assistantship or research assistantship duties. It is expected that first semester, first year doctoral students will enroll in the fall semester Teaching Sociology seminar with the goal of ensuring both their understanding of USF teaching policies and their capability to be successful and independent teachers in the future. Typically, in the second semester, students will be assigned to teach their own introductory level course.

Second Year

Ph.D. students will typically teach one lower level undergraduate course per semester; typically either *Introduction to Sociology*, *Introduction to Interdisciplinary Social Sciences (ISS)*, *Contemporary Social Problems*, or *Undergraduate Social Science Statistics*. Note that preparing a syllabus for a lower level course does not meet the expectation for the development of an upper level undergraduate course in the student's second specialty area for the Portfolio. However, one of the lower-level courses taught by a Ph.D. student in his or her first or second year can be used to demonstrate past teaching experience and success, which is another component of the Comprehensive Portfolio (see above).

After successfully defending the portfolio of competencies, Ph.D. students who have demonstrated success in teaching lower division courses may be invited to teach an upper level Sociology course in their first and/or second specialty area. Exact course topics and titles will depend on Department needs and are finalized by the Department Chair, Department Associate Chair, and Graduate Director, in consultation with the student as well as his or her mentor.

Note that Department needs and unmet demand considerations may over-ride any of the aforementioned general principles.

Ph.D. Student Summer Teaching

The availability of resources to fund summer teaching by faculty and Ph.D. students is somewhat irregular and unpredictable. Nevertheless, the Department has been able to offer many Ph.D. students the opportunity to teach an undergraduate course, or work as a Teaching Assistant, over the summer to provide additional income.

In the case that funds for summer teaching (summer sessions A, B or C) become available for Ph.D. students, the Graduate Director will ask all eligible Ph.D. students by email for their summer teaching preferences and availability early in the calendar year. Failure to respond in a timely manner to this request means that the student will not be considered for summer teaching opportunities during the ongoing calendar year.

Qualifications and Priorities

A summer course cannot be a new preparation for a Ph.D. student. In order to be allowed to teach a summer course, the student must have taught the same course successfully at least once before. Previous course syllabi, exams, as well as undergraduate student evaluations may be reviewed by the Department Chair, Associate Chair, and/or Graduate Director prior to approval.

In case of a limited budget for summer courses and a demand that exceeds availability, priority will be given to those Ph.D. students completing their fourth (and typically final) year of department support. Requests by third, second, and first year Ph.D. students will be considered in this order of priority.

Another strong consideration will be the sociology Department's teaching needs (considering that only a certain number and type of undergraduate courses can successfully be offered over the summer), as well as scheduling issues, including the student's availability to teach during specific summer sessions (A, B or C).

Compensation and Benefits

Compensation for teaching an undergraduate summer course is approximately \$3,500. Note that this is less than what is paid to students for the same effort during the regular academic year. This is because the Department controls the workload for Graduate Assistants during the regular academic year but has no influence on the pay scale for summer courses. Ph.D. students invited to teach a summer course may, upon request, be hired not as adjunct instructors but as Graduate Assistants which will allow them to

receive tuition waivers (excluding fees) for taking exactly six (6) graduate course credits (no less or more) during the summer. The pay rate for student adjunct instructors and Graduate Assistants teaching summer courses is exactly the same, though adjuncts must pay tuition out of pocket.

Ph.D. Student Annual Evaluation

At the beginning of each calendar year, the USF Sociology Department conducts annual evaluations of Ph.D. students, similar to the annual reviews of all faculty Department members. At these meetings, the Graduate Committee, in consultation with the Department Chair, makes decisions to continue or discontinue Graduate Assistantship funding during the following academic year, depending on satisfactory academic progress and work performance (as a Graduate Teaching or Research Assistant). The evaluation period for each review cycle is the previous calendar year (January to December), not the previous academic year.

Evaluation Components, Deadlines, and Procedures

At the beginning of each calendar year, the Graduate Director will email an updated *Ph.D. Student Annual Evaluation form* to all Ph.D. students with detailed instructions. Students are asked to complete and sign the form, and forward it to their faculty mentors **early in Spring semester on a date set by the Graduate Director**.

Students will attach the following documents to the evaluation form at this point:

- current Curriculum Vitae
- unofficial transcript
- qualitative and quantitative student evaluations of all undergraduate courses taught during the evaluation period.

Students and mentors are expected to schedule a personal meeting and discuss the student's academic progress and his or her performance as a Teaching or Research Assistant during the following two weeks. After this meeting, mentors are asked to sign the student's annual evaluation form and forward all documents, including their own evaluation, to the Program Development Coordinator for review by the Graduate Committee. The deadline for submission will be set early in Spring semester by the Graduate Director.

Student mentors will write and submit a separate narrative evaluation of their student's academic and (if appropriate) teaching performance during the previous calendar (Mentor Annual Evaluation Form). If the student worked as a Research Assistant on a faculty grant, the supervising faculty will submit an additional evaluation (Research Supervisor Annual Evaluation Form) of the student's performance by the deadline established by the Graduate Director.

The Graduate Committee will review each student's annual evaluation file in a meeting. Faculty mentors are invited to attend the discussion and will be consulted if any issues or problems occur. Furthermore, input of the Department Pedagogy Specialist will be requested as needed.

All students (and mentors) will be notified in writing of the outcome of their annual evaluation and, if appropriate, availability or non-availability of department support for the following academic year before March 15. After this day, students may request a meeting with the Graduate Director, Graduate Committee, Department Chair, and/or faculty mentor for clarification and further consideration of their case.

Ph.D. Student Conference Travel Support

Participation at professional conferences is integral to graduate education and professional development within the USF Sociology Graduate Programs. As the availability of funding to support graduate student travel varies from year to year the following rules and guidelines are intended to assist the Department Chair in awarding Department conference travel support to graduate students in a fair and supportive manner.

- All Sociology graduate students seeking travel support must discuss their conference participation with their mentors prior to submitting a conference paper or abstract and receive approval. Student mentors must sign off on Graduate Student Travel Authorization Requests (TAR) made to the Sociology Department (see below).
- Conference travel support is available only to those graduate students whose paper/poster has been officially accepted at a local, regional/national, or international professional conference (evidence required). Support is not available for the presentation of a paper/poster that has already been presented on an earlier occasion at such venues.
- Travel funding is not available to students who plan to only attend a conference without presenting a paper or poster.
- Conference travel support may only be used toward the cost of travel, accommodation, meals, or conference registration. It cannot be used toward the cost of association membership (but note that student membership in one professional organization per year is typically sponsored by the Department through another source), research, supplies, or other unrelated expenses.
- In order to stretch the Sociology Department's student conference travel support funds as much as possible to be able to provide support to our increasing number of graduate students, all graduate students must first apply to the USF Student Government for travel support. All USF graduate students, regardless of funding status, are eligible to apply. The Student Government offers the same maximum amount of support (\$500) as is given by the Sociology Department for domestic, but non-local, conference travel. The Student Government offers a higher amount of support for international conference presentations (\$750) yet a lower amount of support for presentations at local (in state) conferences. Apply at: <http://sg.usf.edu/services/grants/>
- Once a student has received a travel grant from the USF Student Government, he or she is no longer eligible for Sociology Department conference travel support for the rest of the academic year (and vice versa).

- Sociology Department conference travel support is only available to those graduate students who have applied for USF Student Government travel funding and did not receive such support (evidence required), or those who are not eligible to apply (evidence required).
- Beginning in fall 2015, all M.A. students and all Ph.D. students *in their first and second program year* who are receiving conference travel support must give a practice presentation of their paper or poster before their trip. Student practice presentations sessions are organized on a regular basis. If presenting in a practice session is not possible, students shall contact the Graduate Director to schedule an individual practice talk.
- Priority for receiving Sociology Department conference travel support is given to full-time, funded (Graduate Assistantship or Fellowship) second year M.A. students and full-time, funded (Graduate Assistantship or Fellowship) first year through fourth year Ph.D. students. Requests for conference travel support by other graduate students, e.g. fifth and sixth year Ph.D. students, Ph.D. students on the job market who are participating in an organization's employment service (with faculty mentor approval), or first year M.A. students, will be considered and may be granted depending on budgetary considerations.
- All students, regardless of funding status or source, must have an approved *Travel Authorization Request* (TAR) on file before any professional travel can take place, otherwise they will not be covered by USF Health Insurance and they will not receive support. If a TAR is filed with the Sociology Department, it must be signed by the student mentor to indicate their approval of the planned conference presentation.

A *Travel Authorization Request* (TAR) must be on file before any flights or other accommodations can be booked if the student wishes to be eligible for any reimbursement by either the Sociology Department or the USF Student Government. For links and information on domestic travel for USF employees and students, see: <http://www.cas.usf.edu/research/resources/travel/>. For international travel, go to: http://www.cas.usf.edu/research/resources/travel_international/. The Graduate Committee will review applications by graduate students for conference travel support and make recommendations to the Department Chair as needed. Final decisions regarding all student conference travel support rest with the Department Chair.

Ph.D. Student Distinguished Teaching Award

The USF Sociology Department annual Ph.D. Student Distinguished Teaching Award, typically announced in late March, recognizes the outstanding contributions made by graduate students to its undergraduate teaching mission. All Ph.D. students who have taught at least one course on their own during the evaluation period (previous calendar year), including previous Teaching Award winners, are considered eligible for this award. No formal or informal application is required.

Award winners are determined based on thorough evaluations of qualitative and quantitative student course evaluations, as well as course syllabi and assignments. These evaluations are completed by the Graduate Committee during the Graduate Student Annual Evaluations. Although this award does not carry a monetary reward, awardees will receive a certificate and will be honored at Sociology Department events.

Ph.D. Student Research Support Grant

The USF Sociology Department Ph.D. Student Research Support Grant recognizes the fact that, more often than not, conducting research costs money. This grant seeks to help Ph.D. students pay for expenses related to their dissertation research, such as travel, small pieces of equipment, as well as other items and services.

Depending upon funding availability, PhD students who have successfully defended their portfolio may apply for a research support grant of up to \$500. Review of applications will be completed and the awards offered at the start of each semester (typically January 31, May 31, and August 31 unless dates are specifically amended by the Graduate Director). The award will be made available only once per student. Should the fund drop below \$1000, the department will: 1) seek donations to the fund to replenish it, and 2) consider the possibility of reducing the award to accommodate the most recipients, at the direction of the graduate committee.

III. Appendices

1. USF Sociology Department Faculty 2017-2018

Elizabeth Aranda, Professor (Ph.D., Temple University, 2001)

Robert Benford, Professor (Ph.D., University of Texas - Austin, 1987)

James Cavendish, Associate Professor and Chair of Department of Sociology (Ph.D., University of Notre Dame, 1997)

Damien Contessa, Visiting Instructor (Ph.D., University of South Florida, 2016)

Sara Crawley, Associate Professor and Graduate Director (Ph.D., University of Florida, 2002)

Emelda Curry, Senior Instructor and Program Development Coordinator (Ph.D., University of South Florida, 2013)

Jennifer Friedman, Associate Professor (Ph.D. Northwestern University, 1988)

Laurel Graham, Associate Professor and Associate Department Chair (Ph.D., University of Illinois - Urbana, 1992)

Cecil Greek, Associate Professor (Ph.D., New School for Research, 1983)

Sara Green, Professor and Director of the Interdisciplinary Social Science Program (ISS) (Ph.D., Tulane University, 1994)

Elizabeth Hordge-Freeman, Associate Professor (Ph.D., Duke, 2012)

David Jacobson, Professor and Director of the Global Initiative on Civil Society and Conflict (Ph.D. Princeton, 1991)

Michael Kleiman, Associate Professor (Ph.D., Pennsylvania State University, 1979)

Margarethe Kusenbach, Associate Professor and Graduate Director (Ph.D., University of California - Los Angeles, 2003)

Haiyi Liu, Postdoctoral Fellow (Ph.D., University of California – San Diego, 2015)

Donileen Loseke, Professor (Ph.D., University of California - Santa Barbara, 1982)

Maralee Mayberry, Professor and Undergraduate Director (Ph.D., University of Oregon, 1988)

Beatriz Padilla, Assistant Professor (Ph.D., University of Illinois-Urbana-Champaign, 2001)

Christina Partin, Master Instructor (Ph.D., University of South Florida, 2018)

Chris Ponticelli, Associate Professor (Ph.D., University of California - Santa Cruz, 1993)

John Skvoretz, Professor (Ph.D., University of Pittsburgh, 1976)

Heidi Steinour, Visiting Instructor (Ph.D., University of Florida, 2015)

Mesay Tegegne, Postdoctoral Fellow (Ph.D., University of Iowa, 2016)

Erica Toothman, Senior Instructor (Ph.D., Florida State University, 2013)

Will Tyson, Associate Professor (Ph.D., Duke University, 2004)

David Zeller, Visiting Instructor (Ph.D., University of South Florida, 2017)

2. USF Sociology Department Affiliated Faculty 2017-2018

Debra Dobbs, Ph.D., Associate Professor, School of Aging Studies, USF

Michael Flaherty, Ph.D., Professor, Department of Sociology, Eckerd College

Kim Lersch, Ph.D., Professor and Director of School of Public Policy, USF

Zacharias Pieri, Ph.D., USF Sarasota-Manatee

Khary Rigg, Ph.D., Assistant Professor, Department of Mental Health Law & Policy, USF

Dwayne Smith, Ph.D., Professor, Department of Criminology, and Vice Provost for Faculty & Program Development, USF

Nana Tuntiya, Ph.D., Courtesy Assistant Professor

Stephen Turner, Ph.D., Graduate Research Professor, Department of Philosophy, USF

Svetlana Yampolskaya, Ph.D., Research Associate Professor, Florida Mental Health Institute, USF

3. Graduate Student Roster 2018-2019

Student	Program	Program Year	Advisor	Email
Jasmón Bailey	Ph.D.	7th year	Skvoretz/ Hordge- Freeman	jasmonbailey@mail.usf.edu
Juan Arroyo Flores	Ph.D.	6th year	Skvoretz	jga@mail.usf.edu
Patrick Casey	Ph.D.	6th year	Cavendish	pmcasey@mail.usf.edu
Hadi Khoshnevis	Ph.D.	6th year	Aranda	hadi1@mail.usf.edu
Rodrigo Serrao	Ph.D.	5th year	Cavendish Hordge- Freeman	serrao1@mail.usf.edu
Michael Sette	Ph.D.	5th year	Loseke	msette@mail.usf.edu
Erik Withers	Ph.D.	5th year	Aranda	erikwithers@mail.usf.edu
Douglas Engelman	Ph.D.	4th year	Green	dengelman@mail.usf.edu
Alissa Klein	Ph.D.	4th year	Skvoretz	aklein2@mail.usf.edu
Fangheyue Ma	Ph.D.	4th year	Kusenbach	ma2@mail.usf.edu
Silpa Satheesh	Ph.D.	4th year	Benford	silpas@mail.usf.edu
Jessica Altice	Ph.D.	3rd year	Crawley	jaltice@mail.usf.edu
Rebecca Blackwell	Ph.D.	3rd year	Loseke	rblackwell@mail.usf.edu
Melinda Maconi	Ph.D.	3rd year	Green	mmaconi@mail.usf.edu
Girsea Martinez	Ph.D.	3rd year	Aranda	girsea@mail.usf.edu
Carley Geiss	Ph.D.	3rd year	Loseke	carleys@mail.usf.edu
Nina (Wenonah) Venter	Ph.D.	3rd year	Kusenbach	wventer@mail.usf.edu
Edlin Veras	Ph.D.	3rd year	Hordge- Freeman	edlinveras@mail.usf.edu
Sarah Basile	Ph.D.	2nd year	Benford/ Tyson	sarahbasile@mail.usf.edu
Ashley Green	Ph.D.	2nd year	Crawley	green28@mail.usf.edu
Toria Kwan	Ph.D.	2nd year	Mayberry	tkwan@mail.usf.edu
Kris Oliveira	Ph.D.	2nd year	Mayberry/ Tyson	kaoliveira@mail.usf.edu
Charlotte Archer	Ph.D.	1st year	Crawley	caarcher1@mail.usf.edu
Georgi Georgiev	Ph.D.	1st year	Jacobson	ganev@mail.usf.edu
Christopher Guido	Ph.D.	1st year	Cavendish	cmguido@mail.usf.edu
Zhong (John) Zheng	Ph.D.	1st year	Skvoretz	zheng1@mail.usf.edu

Student	Program	Program Year	Advisor	Email
Matthew Ahlfs	M.A.	2nd year	Tyson	matthewahlfs@mail.usf.edu
Juan Carlos Banda	M.A.	2nd year	Aranda	jbanda1@mail.usf.edu
Kathryn Delgenio	M.A.	2nd year	Benford	kdelgenio@mail.usf.edu
Paula Lezama	M.A.	2nd year	Hordge-Freeman	plezama@usf.edu
Shelby Statham	M.A.	2nd year	Crawley	shelby19@mail.usf.edu
Vanessa Bauer	M.A.	1st year	Tyson	vbauer@mail.usf.edu
Hayden Fulton	M.A.	1st year	Crawley	hfulton@mail.usf.edu
Katie Hilderbrand	M.A.	1st year	Crawley	khilderbrand@mail.usf.edu
Sophie James	M.A.	1st year	Hordge-Freeman	sejames@mail.usf.edu
Angelica Loblack	M.A.	1st year	Hordge-Freeman	aloblack@mail.usf.edu
Amanda Moeller	M.A.	1st year	Cavendish	moeller@mail.usf.edu
Max Murray	M.A.	1st year	Tyson	mmurray6@mail.usf.edu
Dominique Rivera	M.A.	1 st year	Aranda	drivera17@mail.usf.edu

4. Graduate Programs Forms Overview

Electronic versions of the forms below can be found on the shared Sociology Department O-Drive in the “Forms Library.” Many can also be downloaded directly from the USF Office of Graduate Studies website at <http://www.grad.usf.edu/student-forms.php> or the College of Arts & Sciences website <http://www.cas.usf.edu/students/grad/forms/>. The Program Development Coordinator can also be contacted for additional assistance with forms.

I. General Forms (for both Programs)

- a) Graduate Transfer Course Form
- b) Graduate Student Independent Study Contract
- c) Graduate Petition (Drop, Add, Change Hours)
- d) Leave of Absence Request
- e) Graduate Voluntary Withdrawal Form
- f) Graduate Student Supervisory Committee Appointment Form
- g) Changes to Graduate Student Supervisory Committee Form
- h) Graduation Certification
- i) Electronic Thesis & Dissertation Certificate of Approval
- j) Graduate Student Travel Authorization Request (GS-TAR)
- k) Graduate Student Outside Activity Report
- l) Teaching Assistant (TA) Performance Evaluation

II. M.A. Program Forms

- a) M.A. Thesis Proposal Defense Checklist
- b) Thesis Proposal Announcement Template
- c) M.A. Thesis Proposal Defense Form
- d) SACS Thesis Proposal Assessment
- e) M.A. Thesis Defense Checklist
- f) Thesis Defense Announcement Template
- g) SACS Thesis Assessment
- h) Successful Defense of the M.A. Thesis Form

III. Ph.D. Program Forms

- a) Portfolio Defense Checklist
- b) Portfolio Tips for Faculty
- c) Portfolio Specialty Area Committee Appointment Form
- d) Portfolio of Competencies: Completion and Approvals Form
- e) Dissertation Proposal Defense Checklist

- f) Dissertation Proposal Defense Announcement Template
- g) SACS Dissertation Proposal Assessment
- h) Admission to Doctoral Candidacy
- i) Dissertation Defense Checklist
- j) Request for the Dissertation Defense
- k) Dissertation Defense Announcement Template
- l) Successful Defense of the Ph.D. Dissertation Form
- m) SACS Dissertation Assessment
- n) Ph.D. Student Annual Evaluation
- o) Faculty Mentor Annual Evaluation
- p) Research Supervisor Annual Evaluation