

## **PROGRAM REQUIREMENTS**

### **General Overview of Program Requirements and Timeline**

The program consists of three distinct stages: 1) the core program; 2) specialization; and 3) PhD candidacy. In total, the average time to completion of the Ph.D. is 5-6 years. The deadline for completion of the PhD degree—or “normative time” as dictated by Graduate Division—is 6 years, or 18 quarters, with a one-year grace period.

***The Core Program (Years 1 & 2):*** During the first year, students complete three, two-quarter sequences in sociological theory, research methods, and statistics. Given the rigorous nature of the required coursework, students are strongly discouraged from registering in additional seminars in their first year. During the second year (or after the theory, methods and statistics sequence is completed), each student takes courses in at least two substantive areas, takes the Research Practicum (Sociology 250), and works on the M.A. examination paper (or “e-paper”). After satisfactory completion of the core program, students receive the M.A. degree and are evaluated for admission to the period of specialization for the Ph.D. “Normative time” to the Master's degree is two years, plus a "grace period" of one additional year.

***Specialization (Year 3):*** After passing the required core and substantive courses and completing the professional paper, students petition to be accepted into the Ph.D. program and their two selected areas of specialization. Once approved by the faculty, the student concentrates on the two areas of specialization and completes written qualifying examinations for each area. Standing specialization committees of the faculty prepare and read the written qualifying examinations. After passing the written qualifying examinations, the student chooses a dissertation committee of faculty from their areas of specialization and completes a dissertation prospectus. This prospectus is defended in an oral examination before a committee of at least five faculty members: at least three of whom are dissertation committee members and one of whom is from another department.

***PhD Candidacy (Years 4-5):*** Upon passing the written qualifying examinations and defending the dissertation prospectus, a student is admitted to Ph.D. candidacy. The dissertation is normally completed within one or two years after advancement to candidacy. “Normative time” to the PhD degree is six years, plus a "grace period" of one additional year.

### ***The Timeline In Brief***

Below is a typical timeline for progress through the program:

	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>YEAR 1</b>	201A, 202A, 232, 293	202B, 203A, 293, 291	201B, 203B, 293, 291
<b>YEAR 2</b>	2 seminars (or 1	3 seminars	3 seminars

	seminar & TA units) 250 & 293	(or 2 seminars & TA units), & 293	(or 2 seminars & TA), & 293 File e-paper
<b>YEAR 3</b>	Written Exam #1 (291, 293)	Written Exam #2 (291, 293)	Prospectus & Oral Qualifying Exam (291, 293)
<b>YEAR 4</b>	Data Collection	Data Collection	Data Collection
<b>YEAR 5</b>	Dissertation	Dissertation	PhD Defense
<b>YEAR 6</b>	If needed, revision of dissertation  Job market	If needed, revision of dissertation	Job market preparation

**General Course Load Requirements:** Students must maintain full-time status (at least 12 units) while enrolled in the graduate program. It is recommended, however, that the 12 units include no more than 8 units of formal course work. The remaining 4 units may consist of directed studies (Sociology 290), or individual study in coordinated areas (Sociology 291) preferably with a faculty member teaching one of the two seminars the student is taking and/or “Research Topics in Sociology” (Sociology 293, 2 units).

After completion of the core program and admission to the period of specialization, the maximum number of units in 290 and/or 297 for which a student may enroll in a given quarter prior to being admitted to candidacy, is six units.

### **Core Program Requirements**

**The Proseminar: Sociology 232** (taken in fall quarter of year 1)

All entering graduate students are required to enroll for the Proseminar during their first Fall Quarter on campus. The Proseminar is conducted by the Graduate Advisor and consists of a series of discussions designed to orient the graduate student to the discipline of Sociology as a profession. Topics typically covered are: the social organization of Sociology as a profession; the academic marketplace; social research and professional status; the major sociological journals; scientific publication and the peer review process; writing research grants and the research review process; and professional ethics in conducting social science research. The seminar is graded Satisfactory (S) or No Credit (NC). Students enrolled in Sociology 232 may be required to attend various departmental colloquia at the discretion of the instructor in charge of the Proseminar.

### **Required Courses in Theory:**

Sociology 202A: History of Sociological Theory (taken in fall quarter of year 1)

Sociology 202B: Contemporary Sociological Theory (taken in winter quarter of year 1)

**Required Courses in Methods:**

Sociology 201A: Research Perspectives: Quantitative Methods (taken in fall quarter of year 1)

Sociology 201B: Research Methods: Qualitative Methods (taken in spring quarter of year 1)

**Required Courses in Statistics:**

Sociology 203A: Descriptive and Multivariate Statistics (taken in winter quarter of year 1)

Sociology 203B: Multi-Equation and Measurement Models (taken in spring quarter of year 1)

**Required Courses for Breadth:**

Sociology 293: Research Topics in Sociology (taken each quarter until advanced to candidacy)

Students are required to attend colloquia that will introduce them to the current research of visiting scholars, faculty, and advanced graduate students. All students are required to enroll for Sociology 293 each quarter prior to being admitted to PhD candidacy.

Sociology 293 carries 2 units of credit and is graded Satisfactory/No Credit.

**Required Course to prepare for Examination Paper**

Sociology 250: Research Practicum (taken in fall quarter of year 2)

Each student is required to take Sociology 250 once, normally during the first quarter of the second year of the program, while the student is working on the examination paper. It is a seminar of supervised research in which students integrate theory with data in the context of working on their e-paper and receive feedback from the department chair and other students. The course may be repeated for credit if the student so chooses.

**The M.A. Examination Paper and Oral Examination**

As part of the core program, each student submits a paper for faculty review which is in the form, content, and style appropriate for publication in a sociological journal. The examination paper reflects the student's theoretical and substantive interests and is written during their second year of study, under the guidance of a three-member faculty e-paper committee. The e-paper is also the focus of discussion and detailed work during the student's enrollment in the Research Practicum course, Sociology 250. "Normative time" to the Master's degree (completion of the e-paper) is two years, plus a "grace period" of one additional year.

Once the e-paper has been completed, the faculty e-paper committee administers an oral examination of the student. During this exam, committee members assess both the merits of the e-paper and the student's preparation for the period of specialization.

*Processes for Beginning and Completing the Examination Paper and Oral Exam:*

1. Obtain a "Examination Paper Petition" from the Graduate Assistant
2. Complete the top half of the form and obtain the signatures of proposed committee members indicating their willingness to serve on the committee
3. Obtain the signature of the Graduate Advisor
4. Return the form to the Graduate Assistant
5. With guidance of the committee, conduct the research and complete the paper
6. Work with faculty e-paper committee to schedule the oral exam
7. Obtain "Form A" from the Graduate Advisor and the evaluation and signatures of the committee during the oral exam
8. Submit one copy of the completed paper to the Graduate Assistant. The quality of the Examination Paper is an important factor taken into consideration by the faculty when a student petitions for admission to the Ph.D. Program. Examination papers are evaluated as Ph.D. pass, M.A. pass, or Fail.

### **Specialization Requirements**

Admission to the period of specialization depends upon performance in the core program and is not automatic. Students wishing admission must file a "Request for Faculty Evaluation After Completion of The Core Program." On this form, the student submits two proposed areas of specialization. The entire faculty votes on the request. The faculty may approve or disapprove a student for admission to the Ph.D. program and may approve or disapprove the two proposed areas of specialization.

### **Coursework and Qualifying Exams**

Each student is required to take written examinations in two areas of specialization. Students will be required to take the 3 courses in each of their 2 areas of specialization (see course requirements below). Completion of the required number of courses does not guarantee adequate preparation for written and oral Ph.D. examinations; preparation for the exams is also a matter of individual study.

Examinations in each area are administered by a standing specialization committee that has general oversight of the specialization, supervises the preparation of reading lists, and otherwise advises students preparing for the exams. Exam processes vary somewhat from committee to committee and it is the student's responsibility to clarify the exam procedures with the specialization committee chair.

The written and oral examinations must be completed no later than the fourth year of graduate study.

***Procedures for Written Qualifying Exams:***

1. Written examinations are administered during the instructional periods of Fall, Winter, or Spring Quarters. They are not administered during summer break. Requests to take a written examination should be filled out no later than the third week of the academic quarter in which the student wishes to take the examination.
2. Standing three-member committees appointed by the Department Chair prepare and evaluate the questions for the written qualifying examinations. No more than 2 weeks following receipt of the exam, the committee meets and submits their final, overall evaluation together with their individual written evaluations to the Graduate Assistant. Examinations are graded: Excellent, Good, Marginal, Failing
3. Two failing votes constitute a failure in all cases regardless of the size of the committee. One failing vote does not fail a student but in these cases, a fourth reader, appointed by the Department Chair, reads the examination and casts the deciding vote.
4. The specialization committee chair communicates with the student, confirming the final results of the examination.
5. Written qualifying examinations may be retaken once, if the first exam results in failure. A failed examination may not be retaken sooner than the following quarter nor later than a year from the time of the first examination.

***Procedures for Taking the Oral Qualifying Exam:***

1. *The Dissertation Prospectus:* After successfully completing the written qualifying examination in two areas of specialization, students select a dissertation committee and write a dissertation prospectus. The prospectus must be submitted by the student to the Chairman of the Dissertation Committee who will, in turn, consult with the Committee and discuss the prospectus with the student. Students who wish to do so may request a prospectus meeting at which members of the dissertation committee will discuss the prospectus with the student. The prospectus presents a complete description of the proposed research project. When the dissertation will involve an empirical study, the prospectus will present (a) the problem or set of hypotheses on which the research will focus, (b) the theoretical framework or model that will guide the research, (c) an abbreviated review of the most relevant literature in the area to be studied, (d) a description of the research design, (e) a description of the manner in which the data will be analyzed, and (f) the significance of the proposed study. The description of the research design should include a discussion of the proposed sample and how it will be selected, the proposed research operations and/or fieldwork, and the proposed measurement procedures or operationalization of concepts.

2. In addition to the student's dissertation committee, they must select a committee of five faculty members to conduct the oral qualifying examination. These are typically the dissertation committee members. In addition, one member of the Qualifying Exam Committee must be from outside the Sociology Department. A petition, signed by the Department Chairman or the Graduate Advisor, is forwarded to the Dean of the Graduate Division requesting appointment of the committee. The petition must be submitted to the Graduate Division for committee appointment preferably one month before, but no later than two weeks before the examination can be administered.
3. The oral examination must be taken no sooner than three weeks after passing the second written examination but preferably in the academic quarter following when the second written examination was passed.
4. The oral qualifying examination usually lasts about two hours and focuses primarily on the student's dissertation prospectus. However, examiners are free to examine all aspects of a student's knowledge in any area of sociology.
5. If an oral examination results in failure, as determined by a vote of the faculty committee, it may be retaken only once. The examination can neither be retaken sooner than the quarter following nor later than one year following the first oral examination.

### **Required Courses in Specialization Areas:**

The following are the required and recommended courses for the areas of substantive specialization in the department. Students may substitute courses only with the approval of the committee in charge of the specialization.

#### ***Criminology and Sociological Studies***

Required Course:

Sociology 249: Contemporary Research and Theory in Criminology and Socio-Legal Studies

Minimum of two of the following:

Sociology 278:	Punishment and Corrections: Evaluating Theories and Policies
Sociology 279:	Analysis of the Criminal Justice Process
Sociology 280E:	Patterns of Criminal and Deviant Behavior
Sociology 280F:	Ecological Perspectives on Crime and Delinquency
Sociology 280G:	Biological and Psychobiological Studies of Crime and Delinquency
Sociology 280I:	Conflict and Radical Approaches in Criminology and Socio-Legal Studies

- Sociology 280J: Sociological Theories of Law (*x-listed with Orgs./Institutions*)  
 Sociology 280K: Law, Power and Social Conflict Sociology  
 Sociology 280M: Political Criminality

### ***Family and Social Psychology***

Minimum of three of the following:

- Sociology 257F: Topics in Institutional Analysis: Family & Kinship (*x-listed with Organizations and Institutions*)  
 Sociology 264E: Domestic and Sexual Violence  
 Sociology 265R: Topics in Race and class Inequality: Racial, Ethnic & Immigrant Families (*x-listed w/Race and Class Inequality*)  
 Sociology 284: Sociology of the Family  
 Sociology 285E: Theories in Social Psychology  
 Sociology 285G: The Interaction Process  
 Sociology 285I: Sociolinguistics  
 Sociology 285J: Social Psychology of Emotions  
 Sociology 285K: Small Groups  
 Sociology 285M: Social Psychology of the Family  
 Sociology 285N: Social Psychology of Gender  
 Sociology 285P: Families and the Life Course  
 Sociology 285S: Self and Identity

### ***Gender Studies***

Minimum of three of the following:

- Soc 240: Sociology of Gender  
 Sociology 262: Theory and Method in Gender Studies  
 Sociology 263: Women and Work in World Historical Perspective  
 Sociology 264E: Gender and Families (*x-listed w/Family & Social Psychology*)  
 Sociology 264G: The Sociology of Men  
 Sociology 264M: Gender in Comparative Perspective  
 Sociology 264P: Gender, Politics & Public Policy  
 Sociology 268: Law, Race, Class and Gender  
 Sociology 285N: The Social Psychology of Gender (*x-listed w/Family & Social Psychology*)

### ***Organizations and Institutions***

Minimum of three of the following:

- Sociology 243R: Religion and Society  
 Sociology 244: Institutional Analysis  
 Sociology 245: Large-Scale Organizations  
 Sociology 255I: Organizational Theory

Sociology 255L:	Methods of Organizational Research
Sociology 255M:	The Sociology of Work
Sociology 255O:	Social Organizations of Science
Sociology 257E:	Economic Sociology ( <i>x-listed w/Political Econ. &amp; Global Social Change</i> )
Sociology 257F:	Sociology of the Family and Kinship ( <i>x-listed with Family &amp; /Social Psych.</i> )
Sociology 257G:	The Sociology of Education
Sociology 257J:	Political Sociology ( <i>x-listed with Political Economy and Global Social Change</i> )
Sociology 280J:	Sociological Theories of Law ( <i>x-listed w/Criminology and</i>
Sociological Studies)	

### ***Political Economy and Global Social Change***

Required course:

Sociology 281: Political Economy and Global Social Change

Minimum of two of the following:

Sociology 243J:	Comparative & World Historical Sociology
Sociology 243K:	Social Change: Global Perspectives
Sociology 243S:	Social Movements
Sociology 257E:	Economic Sociology ( <i>x-listed with Organizations &amp; Institutions</i> )
Sociology 257J:	Political Sociology ( <i>x-listed with Organizations &amp; Institutions</i> )
Sociology 260:	Environment and Society
Sociology 261:	World-Systems Analysis
Sociology 263:	Women and Work in World Historical Perspective
Sociology 265J:	Seminar in World Inequality ( <i>x-listed w/ Race and Class Inequality</i> )
Sociology 272E:	Historical and Comparative Methods
Sociology 275H:	Urban Political Sociology

### ***Race and Class Inequality***

Required course:

Sociology 246: Core Course in Social Inequality

Minimum of two of the following:

Sociology 265F:	Seminar in Black America
Sociology 265I:	Seminar in Chicano Sociology
Sociology 265J:	Seminar in World Inequality ( <i>x-listed with Political Economy and Global Social Change</i> )
Sociology 265R:	Racial, Ethnic and Immigrant Families ( <i>x-listed w/ Family &amp; Social Psych.</i> )
Sociology 266:	Race and Ethnic Relations
Sociology 267:	Social Stratification
Sociology 268:	Law, Race, Class & Gender ( <i>x-listed with Gender</i> )

## ***Sociological Theory***

Minimum of three of the following:

Sociology 242E:	History of Theory
Sociology 242F:	Issues in Contemporary Theory
Sociology 242G:	Issues in Theory Construction
Sociology 242M:	Macrostructural Analysis

## ***Other Requirements for Specialization***

*Sociology 297:* All students are expected to gain the equivalent of at least one academic quarter of supervised research experience through enrollment in Sociology 297 and/or through working as a Research Assistant.

*Required Outside Courses in Substantive areas:* Students must show evidence of having successfully completed a minimum of two courses in substantive areas outside of the student's two areas of specialization. Courses *not* used to satisfy the M.A. or specialization requirements may be taken Satisfactory/No Credit.

*Total units:* By the time a student completes the program, a total of 8 courses (32 units) are required in addition to the core sequence courses taken in year one. These do not include Soc 290, 291, 293, 301, or 302. Twenty-four of those units will be comprised of the three courses taken in each of two specialization areas; eight of those units will be comprised of the courses taken in areas outside of the student's specialization areas.

*Teaching Experience:* The equivalent of at least one academic quarter of experience in classroom teaching at the college level is also required. Teaching Assistants are required to participate in the TA training program offered by the Graduate Division and to enroll in Sociology 301 for the first quarter that a student serves as a TA and Sociology 302 for each subsequent quarter enrolled as a TA.

## **The Dissertation**

The final requirement for the Ph.D. is the research and writing of a doctoral dissertation. The dissertation is a monograph-length study of a research topic of the student's own choosing as approved by the student's dissertation Committee. The dissertation allows the student to demonstrate her or his ability to conduct a monograph-length study at a high scholarly and scientific level of competence. The period of research and writing of the dissertation is a time of transition between apprenticeship and scholarly autonomy.

The dissertation should be completed in no more than two years after admission to Ph.D. candidacy. "Normative time" to the PhD degree is six years, plus a "grace period" of one additional year. Extensions are granted only by special petition. General instructions for

the preparation and submission of the dissertation are sent to each student by the Graduate Division at the time she or he is advanced to candidacy.

A graduate student who has been registered, or on filing fee, for every quarter of the immediate, preceding academic year may file his/her dissertation any time after the end of Spring quarter (but not including) the first day of the next Fall quarter without paying additional fees. (This may not coincide with the first day of instruction.) A graduate student registered for Spring quarter may file his/her dissertation anytime after the end of Spring quarter up to (but not including) the first day of Summer Session. A graduate student who enrolls in Summer Session may file his/her dissertation up to (but not including) the first day of Fall quarter. The date of degree award will be the last day of the quarter following the filing date.

*Ph.D. Final Oral Examination:* After the dissertation is prepared according to the rules and format of the Graduate Division, signed, and unanimously approved by the Committee, an oral defense of the dissertation of the dissertation is scheduled.