

Welcome

THIS HANDBOOK is meant to serve as a guide to the graduate program in Sociology at Loyola University Chicago. The information provided here is as correct and complete as we can make it at the time of writing, but programs do change and students should be certain that they are in accordance with departmental and university-wide regulations at all stages of their career. Staying informed of current policies and regulations and complying with them is your responsibility. Keep an up-to-date copy of this Handbook with your other important reference works and forms. You will find the answers to many of your questions in it. If there are any significant omissions here, or if you have information that you believe might usefully be included in future editions, please contact the Graduate Program Director.

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Finding your way around

At the **Department** level, the graduate program is administered by the Graduate Program Director (GPD) with the help of the department's graduate faculty. Graduate faculty members work together on various committees to make recommendations concerning admissions, fellowships and assistantships, and general policies regarding graduate curricula, examinations and other degree requirements. The GPD is the person who keeps students' files, acts as an advisor to most first-year students, and generally provides the liaison between graduate students and the department and university. If there is anything you need to know, consult the GPD or the Academic Programs Assistant (APA) first. The APA is the departmental staff member with special responsibility for the graduate program and can first give you a great deal of information about procedures. The overall responsibility for the department rests with the chairperson, but the department faculty members meet as a whole to discuss and debate general policies and to ratify major policy changes.

At the **university** level the most important administrative office for graduate students is the Graduate School. The Graduate School is responsible for setting and monitoring most regulations which concern the awarding of degrees, and for keeping the university's official records of your graduate career at Loyola. It coordinates assistantships and applications, including transfer from the Master's to the Doctoral program, deals with the awarding of degrees and the keeping of official records. The Graduate School is located on the Lake Shore Campus in the Granada Center. You can reach them by phone at (773) 508-3396 or consult their web site for important dates, forms and policies at: http://www.luc.edu/gradschool/servicesandresources_forms.shtml.

BECOMING INVOLVED

Thankfully, not all of graduate student life is spent dealing with the formal organization of the department or the university. A student's most productive intellectual moments may occur in informal interaction with other students or with faculty members. Knowing this, the department tries to foster informal get-togethers and exchanges whenever possible.

Much of your most valuable education will come from other students, both on and off campus, and faculty can often be the most helpful outside the formal classroom setting. One of the great advantages of Loyola's department is its faculty-student ratio at the graduate level and easy and informal access to the faculty. You should take advantage of this benefit. Most faculty encourage students to seek help individually during their office hours. Although it is sometimes hard for part-time students, just being around the department for a few hours a week helps both other students and the faculty to get to know you and your interests. While informal ties are no substitute for much of your formal coursework and requirements, they may make your survival in graduate school easier. Students are well advised to participate in these events, which are an important part of your graduate education.

The Department sponsors **brown-bag lunches** and a Friday afternoon colloquia regularly throughout the year. Members of the department (students and faculty) or invited guests lead discussions about research, teaching, community work and other topics of interest to sociologists. While it is not expected that students can attend all of the Friday afternoon talks, we do expect you to attend some of them. Those students on departmental assistantships are required to attend the Friday colloquia.

The Department of Sociology will occasionally schedule "**Work-in-Progress Dinners**" or holiday themed parties – usually in the late afternoon or evenings. These are informal meetings of faculty and students. The aim of the dinners is to provide occasion for students

and faculty to talk about their ideas and on-going research. These events are particularly important to part-time students because they offer an excellent way to maintain contact with faculty and other students outside the classroom. For students writing dissertations or theses, they are an invaluable way to stay in touch with department members and to share research problems. In addition to providing intellectual stimulation, these evenings also build a sense of community within the department. Because they are informal gatherings, spouses/partners and friends are welcome.

The Graduate Association of Sociologists (GAS) is a student organization within the Department of Sociology that represents the needs of both full-time and part-time students. It meets once a month in the late afternoon or early evening. In addition to providing an outlet for graduate students' activities, concerns and tasks, the GAS meetings are occasions for graduate students to meet and socialize with their colleagues. It is a forum for the presentation of ideas and topics of concern to graduate students, such as assistantships, teaching practice, and reports from the student representatives on various departmental committees. GAS also appoints a representative to the Graduate School's student advisory group. Officers and representatives are elected each Fall. GAS creates ad hoc committees for special projects and interests. One such project is an annual Sociology Department Conference which sociology graduate students organize each spring and present their research. Another project is the annual Spring Ethnography Conference organized in collaboration with other Chicago area sociology graduate programs. There are also committees that work on academic, social, and professional development projects throughout the year, and an International Students' Committee. A copy of the Graduate Students Bill of Rights is Appendix C of this handbook.

GRADUATE STUDENTS OF COLOR ALLIANCE (GSCA)

To further pursue Loyola's mission of diversity, the Graduate Students of Color Alliance (GSCA) was established as an official university

organization in 2008. The GSCA originally formed in response to the concerns of graduate students of color on campus, specifically issues related to funding, mentoring and professional development. The GSCA represents a forum in which these graduate students can access professional and personal support targeted to them and their unique experiences. The GSCA actively promotes and co-sponsors events on campus that bring attention to issues of diversity. Additionally, the GSCA encourages increased enrollment and retention of graduate students of color by organizing professional workshops, promoting mentoring and providing a social network for graduate students of color

KEEPING IN TOUCH

Graduate student **mail folders** are housed in a file cabinet outside of Coffey Hall 422. Be sure to check these regularly. The web site and occasional **newsletters** inform alumni, students, and faculty about departmental events, accomplishments, and plans. Finally, students are informed about Graduate School and departmental opportunities, deadlines, and events through **e-mail**. You should be sure to arrange for a **Loyola e-mail account** with the Computing Center and check it regularly. *If you use another email account it is important that you set your Loyola account to forward email to that account since both the department and the graduate school will use your Loyola account to contact you.* **Please keep all forms, copies, emails in a separate folder so that there is never a lack of a paper trail should an issue ever arise.**

Taking Courses (all programs)

Details of Graduate School and departmental course requirements can be found at the Graduate School web site. It is important that you familiarize yourself with all the requirements for graduation, and direct any questions to the GPD. Here is a more detailed discussion of several issues that may not be explicitly addressed in the catalog.

COURSE SELECTION AND SEQUENCING

A normal course load for a full-time student is three courses per semester. However, many of the students in our program are part-time students who enroll in one or two courses a semester. All of our required courses are offered in late afternoon (4:15-6:45) or evening (7:00-9:30) to accommodate part-time students who work during the day.

All **first-year students**, whatever their program, follow a similar path. All students are required to enroll in SOCL 403 (Sociological Perspectives I) and SOCL 404 (Sociological Perspectives II). These linked courses are designed to provide an introduction at the graduate level to the intellectual and practical concerns of the discipline of sociology as practiced at Loyola. These courses also provide entering students with an initial point of cohesion and contact with each other and with the department.

In their **first or second year**, students are expected to meet their **methodology requirements**. All students take SOCL 410 (Logic of Sociological Inquiry), SOCL 412 (Qualitative Methods in Social Research) and SOCL 414 (Statistical Methods of Analysis I). Students who are (or wish to be) enrolled in the Ph.D. program must complete SOCL 415 (Statistical Methods of Analysis II) after taking SOCL 414. It is important to take these qualitative and quantitative methods courses early in your graduate career so that they can provide a foundation for thesis and dissertation research. Students whose background is weak in basic statistical analysis, or in any other area of sociology, will be

encouraged to make up these deficiencies prior to, or during, the first year; normally by taking undergraduate courses. These remedial courses will not count as graduate hours toward your degree.

While students often come into the program with a particular set of interests, the department encourages them to expand those interests. Many if not most sociologists end up being interested in areas far removed from those that first attracted them to the field. Feel free to browse the discipline.

Students who are working on special projects or in areas where no course is offered may sign up for **Independent Research or Directed Study**. To do this you must find a faculty member able and willing to work with you in your particular area of interest. You must then prepare a brief outline and a partial bibliography of the work you plan to undertake; these must be entered on an independent research/directed study form (available from the Academic Programs Assistant) which must be signed by the instructor and the chairperson of the department before registration. You must file a copy with the GPD. This is for your protection so that the department can determine which instructor is responsible for the independent study, and it can help document whether the work has been completed as specified and been recorded accurately by the Graduate School. You must always secure the permission of your advisor and of the GPD before registering for such courses. **Students who are pursuing the M.A. degree may take only one independent research/directed study course as counting toward the degree. Students in the Ph.D. program, may take up to three independent research/directed study courses, total.**

Graduate students may take a limited number of **advanced undergraduate courses** (300-level), taught by a graduate faculty member, and apply them toward a graduate degree. For M.A. students, the Graduate School places a limit of three such courses. For Ph.D. students, an additional three courses (for a total of six) may be taken, including equivalent courses taken at other institutions for which trans-

fer credit was accepted by Loyola. However, you must obtain the permission of the GPD before registering for a 300-level undergraduate course. You should keep in mind that you will be expected to perform at the graduate student level in these undergraduate courses. This means that you may be asked to do additional readings and write more extensive and in-depth papers. You should obtain a written agreement between you and the faculty member teaching the 300-level course and file it with the GPD. This is so both you and the faculty member agree about what additional work you are expected to perform.

REGISTRATION PROCEDURES

All students are routinely blocked from registration until they have filled out a Course Approval Form and had it signed by their advisor and by the GPD. The department has established this procedure for several reasons. It allows us to have better control over the size of graduate classes, it allows the GPD to make sure that students are taking required courses at the right time and in the right sequence, and, most importantly, it ensures that students will meet with their advisor at least once each semester. Our program places a high value on developing good productive relationships between students and advisors. The Course Approval Form may be downloaded from the department's webpage or it can be obtained from the Academic Programs Assistant. Once the necessary signatures have been secured, return the form to the Academic Programs Assistant.

CHOOSING AN ADVISOR

The department assigns all incoming students to the GPD as their initial advisor. As soon as you become familiar with the faculty and the program you should choose an advisor from the faculty. This should be done no later than the end of your second semester. This faculty member will serve as your advisor until you are ready to begin work on an M.A. project or the doctoral dissertation, at which point, your thesis or dissertation director becomes your advisor. The choice of an advisor is important and you should try to make sure you have considered all

the faculty, not just those with whom you happen to have taken a course. An advisor should be someone who shares your intellectual interests and with whom you can establish a comfortable working relationship. Having chosen an advisor and gained his or her permission, you should then notify the Academic Programs Assistant (APA) to make it official. You should keep in close contact with your advisor, since it is her or his responsibility to monitor your progress through the program. If you are working on a thesis or dissertation, you should plan to meet with your advisor and other readers regularly to discuss your progress and remaining work. It is your advisor who will be responsible for speaking for you at the annual student evaluations. If for any reason (personal, intellectual or otherwise), you feel the need to change advisors later in your career, you can easily do so simply by finding a new advisor and reporting the change to the APA.

COURSE GRADES

To provide students with feedback on how well they are doing in their coursework, the department has developed a set of agreed-upon interpretations of the University-wide grading system. These are as follows:

- A (4.0) Excellent (highest level of work for all graduate students)
- A- (3.67) Outstanding (highest level of work for all graduate students)
- B+ (3.33) Very Good (acceptable work for all graduate students)
- B (3.0) Good (acceptable work for all Master's level students)
- B- (2.67) Lowest level of acceptable graduate level work
- C+ (2.33) Fair work, not quite acceptable graduate level work
- C (2.0) Poor work, does not meet gradual level standards
- C- (1.67) Poor work, does not meet gradual level standards
- D, F (below 1.67) Not at all acceptable

All graduate students are expected to maintain an average of 3.0 or better, and those failing to do so may be asked to leave the program. To pursue a doctorate you will be expected to maintain a GPA of 3.5 or better. No more than two C or C+ grades and no grades of D or F may be counted as fulfilling any degree requirements, although all grades are counted in compiling your grade point average. No student may graduate with less than a B (3.0) average.

Students are expected to complete work for each course by the end of the semester. If the professor agrees in advance, students may be awarded the grade of "I" at the end of the semester. **Incomplete** work should be finished according to the schedule set by the Graduate School:

Students must complete and submit all outstanding work to the instructor by the last day of the semester following the term in which the I grade was assigned. (For purposes of incomplete grades, the summer sessions are counted together as one term) If the student does not turn in the work by the deadline, the I will automatically become an F. The Graduate School will not approve a change of grade if the student does not complete and submit the work to the instructor within one term of the assignment of an I grade.

You should regularly check your transcripts to make sure that appropriate changes of grade have been filed and registered. Students should know that having incompletes will put at risk any departmental financial support they have. Information about **withdrawal, auditing, and transcripts** is available in the general catalog of the Graduate School.

ANNUAL EVALUATIONS

Early in spring semester, the Academic Programs Assistant prepares summary statements of students' progress through the graduate program. These are evaluated at a meeting of all sociology graduate faculty. Each student's advisor provides a brief oral response to the student's progress summary. The faculty then selects one of six progress evaluations: excellent, good, adequate, slow, no progress and on leave. Students are notified of their evaluation in a letter from the GPD. These annual evaluations are used as a basis for decisions on renewal of assistantships and fellowships. Repeated evaluations of slow or no progress may result in a student's removal from the graduate program. One function of an advisor is to speak knowledgeably about the student's individual circumstances to the full faculty. It is therefore in your best interest to keep your advisor up-to-date about any circumstances which may be affecting your academic performance.

The Masters Program

All students in the graduate program, except those admitted with an acceptable Master's degree in Sociology, are expected to complete a Masters program. For some this will be a final degree that testifies to your competence as a sociologist at the master's degree level. For others, the M.A. degree is an essential part of seeking a doctoral degree. The department offers two M.A. degree tracks: a **general track** and the **public and applied track**. M.A. degrees are granted upon completion of 10 courses and a comprehensive review of a portfolio of student work or successful completion of a M.A. thesis.

The general M.A. program in Sociology is designed to equip students with a broad foundation in general sociology and a particular focus in a more specialized field of relevance to the student's career interests in teaching, research, governmental work, or public service.

The track in **Public and Applied Sociology** puts special emphasis on the application of sociological knowledge and methods to the development of policies and programs. It provides students with the research skills in both qualitative and quantitative analysis and the substantive sociological background needed to pursue careers in applied research. This degree can be particularly useful for students planning jobs with such organizations as a corporation, a hospital, an urban police department, a metropolitan archdiocese, a social service agency, a labor union or a community organization. Completion of this degree normally requires two years as a full time student.

COURSEWORK

Track 1, General M.A.: Requires 30 hours of course work (10 courses, 5 required and 5 elective) selected with the approval of the Graduate Director or the student's faculty advisor, and; the preparation of a Master's Thesis or a Portfolio (consisting of two class related papers, one of which must be empirical). All students are required to take the

introductory two semester graduate course, Sociological Perspectives (403, 404), and three required methods and research courses: The Logic of Sociological Inquiry (410), Qualitative Methods in Social Research (412), and Statistical Methods of Analysis I (414).

Track 2, Public and Applied Sociology: Requires 30 hours of course work (10 courses, 5 required and 5 elective) : Sociological Perspectives (403), The Logic of Sociological Inquiry (410), Qualitative Methods (412), Statistical Methods I (414), and Sociology Internship (494). The internship is a unique opportunity for students to gain hands-on experience and to make professional contacts that will facilitate their careers. Students in this track are also required to submit a portfolio (including the internship report).

Taking an **internship** course (Sociology 494) is an option available to all students in both masters and doctoral programs, but is required of those pursuing the M.A. in Applied Sociology. Internships in an organization or business require a minimum of 300 hours of work. (In some cases, the internship can be based on work in the student's current job.) In considering whether a potential setting can be approved for an internship the department will examine:

1. The potential to work with a variety of research methods.
2. The relation of the setting to the student's substantive area of study.
3. The opportunity to gain an understanding of how organizations function and how social researchers, policy makers, or administrators fit into the organizations.
4. The potential for the student's work to make significant contributions to the organization and its improved understanding of a specific social problem.

Once the student is placed in a setting, the department works closely with the organization or business in supervising the student's work, and a final report is submitted by the student to the Department and the

sponsoring or employing organization. This paper will be part of the students' portfolio to be considered when awarding the M.A., and may be submitted for the doctoral review should the student wish to proceed into that program. You must notify the GPD of your intention to complete an internship three months prior to the expected starting date.

PORTFOLIOS

Near the end of M.A. course work, usually in the semester in which he/she intends to graduate, a student will submit a **portfolio** (see below) in consultation with her/his advisor. Check with the graduate advisor at the start of the semester for the deadline date. The portfolio functions as an integrative capstone presentation reflecting the methodological, theoretical, and substantive skills expected of individuals who have successfully completed studies for a Master's degree. For those students wishing to continue toward a Ph.D., it also functions as a tool for assessing their preparedness (see **Doctoral Review** below).

The portfolio will consist of:

- 1) **Either:** The student's choice of **two exemplary course papers**. Students are permitted to revise papers for departmental review. At least one submitted paper must be based on empirical data and show evidence of qualitative and/or quantitative research skills. A student who has enrolled in an internship course may submit the internship report, based on observational and other data, as one of the two papers.
- 2) The **student's academic record**. Students expecting to leave the program with an M.A. must have a GPA of 3.0. Students wishing to continue into the Ph.D. program must have a GPA of 3.5 or better. Timely completion of work will also be considered, as well as reports by the advisor and other faculty who have known the student.
- 3) For those students seeking to pursue the doctoral program only: a **personal statement** reviewing the student's passage

through the department and future career goals (see below).

The graduate faculty of the department will assess the portfolios. The assessment will be led by the student's academic advisors. There are three possible outcomes of this assessment:

- 1) the portfolio does not meet M.A. standards;
- 2) the portfolio meets the standards for an M.A. and the student is awarded a terminal M.A.; and
- 3) the portfolio meets the standards for an M.A. and demonstrates the student's ability to move into the Ph.D. program and the student is eligible to enter the Ph.D. program.

If a student does not receive a favorable recommendation, they may request a second review accompanied by a letter addressing the feedback or concerns provided after the first review. At the second review, students will be evaluated according to the same criteria for the first review. The department's judgment on the second review is final. If you have any questions, please consult with your faculty advisor or the GPD.

RESIDENCY AND TIME LIMITS

All courses for the M.A. must be completed at Loyola. For full-time students, a minimum of one academic year in residence is required. Part-time students are expected to complete their degrees within 5 years; any extension requires special permission of the GPD and the Dean of the Graduate School. Full-time students should be able to complete the degree in two years.

APPLICATION FOR GRADUATION

You must notify the Graduate School of your intention to graduate with an M.A. degree at least three months in advance of Commencement. Consult the current Academic Calendar in the Course Schedule for the exact date, and file the appropriate "Application for Gradua-

The Doctoral Program

Students may apply directly for the doctoral program with only **bachelor's degree**. Such students are first expected to acquire a Masters degree in the program and then to successfully complete a review of their past work and future potential. This review is formally known as the **Doctoral Review** and is carried out by a committee of the whole faculty. All students wishing to continue in the doctoral program must receive a **positive** evaluation on the Doctoral Review, one which recommends their continuation in the doctoral program.

Students who are admitted into the program with a **Masters degree in Sociology** from another university undergo an abbreviated version of this procedure, one undertaken by the department Admissions committee. If the Masters degree has been fully completed at the time of application, this review may be undertaken before enrollment; otherwise it will be undertaken during the first semester of enrollment. Such students will be held to the same standards as those undergoing the full doctoral review process, and be required to submit the same or equivalent materials, though much of this—faculty evaluations, personal statement, and transcript, for example—will have been submitted during the admissions procedure.

Students who are admitted into the program with **prior graduate work but without a Masters degree in Sociology** may apply to have credit transferred to the doctoral program (see below), this may accelerate their progress to the Doctoral Review and they will be informed of when they will be expected to undergo the review at the time their prior work is evaluated.

THE DOCTORAL REVIEW

In the Doctoral Review the department makes its best judgment about a Masters Level student's doctoral potential. The review largely draws on a student's **portfolio** (see previous page) but the department

may also request additional evidence of satisfactory performance before granting permission to proceed with the doctoral program. For those completing their Masters degree in Sociology at Loyola this is the same portfolio as required for the Masters degree with the additional requirements noted below.

The **portfolio** is due to the Graduate Director by February 1st of the year proceeding Fall semester admission to the Ph.D. program. It should consist of the following items:

1. **Either:** The student's choice of **two exemplary course papers**. Students are permitted to revise papers for departmental review. At least one submitted paper must be based on empirical data and show evidence of qualitative and/or quantitative research skills. A student who has enrolled in an internship course may submit the internship report, based on observational and other data, as one of the two papers. **Or:** An **M.A. thesis** in sociology completed at Loyola or elsewhere.

Or: An **M.A. thesis**. Students with Master's theses written at other universities may submit these for faculty review as part of their portfolios.

Whether by papers or thesis the student must demonstrate that they have the analytic and organizational skills that suggest a strong potential for dissertation work.

2. The **student's academic record**. Students wishing to continue into the Ph.D. program must have a GPA of **3.5** or better. Timely completion of work will also be considered, as well as written reports by the advisor and other faculty who have known the student. Two written letters of reference from departmental faculty are required. The student is responsible for finding faculty willing to do this. The department will also be able to solicit letters about the applicant.

3. A **personal statement** reviewing the student's passage through the department, research plans and future career goals.

Should students not receive a favorable recommendation to proceed after their first review because of inadequacies in one or more of these areas, they may request a second review. accompanied by a letter addressing the feedback or concerns provided after the first review. At the second review, students will be evaluated according to the same criteria listed for the first review. The department's judgment on the second review is final. If you have any questions, please consult with your faculty advisor or the GPD.

COURSE REQUIREMENTS FOR THE PH.D.

The course requirements for the Ph.D. are 60 semester hours beyond the bachelor's degree, or thirty hours beyond the M.A. A total of three Independent Research or Directed Study courses (SOCL 499 or equivalent) may be counted towards the Ph.D. (in addition to the one such course countable to the M.A.). All students, including transfer students, must complete SOCL 403, 404, 410, 412, 414 and 415.

After you have completed all formal course requirements, but before you begin your dissertation work, you should register for SOCL 610 (Doctoral Study). You may register for SOCL 610 twice. Thereafter you must continue to register for Dissertation Supervision (SOCL 600) **each fall and spring semester**. This maintains your active status in the Graduate School and provides you with access to the Library and Computing Center. You must register for SOCL 600 even if you still have Incompletes in some courses or are not yet at the dissertation stage. Should you fail to register for this course (Soc 600), the Graduate School will require you to back register, at whatever fee level is in effect at the time, before you will be allowed to graduate.

Ph.D. students may complete an internship when deemed appropriate. In addition to accumulating three credit hours of graduate coursework, interns gain valuable experience which can be helpful in establishing credentials for either academic or non-academic employment.

TRANSFER CREDIT

Students with some prior graduate training in sociology or a related field should schedule an interview with the GPD during their first semester at Loyola to discuss transferring credits. Students admitted on probation should wait until they have met the probation requirement, although they may ask the GPD for an informal evaluation before that. Only courses judged relevant to sociology with grades of B or better may be accepted for transfer credit. After consulting with other graduate faculty members (when appropriate) the GPD then forwards to the Graduate School an official request for transfer of credit. The Graduate School will notify you in writing about the number of credit hours that have been formally recognized (up to a maximum of 30 credit hours), and records this on your official Loyola Transcript. **It is your responsibility to ask for an updated transcript to make sure this process has been completed. Students receiving transfer credit of more than 6 hours will not be eligible to receive a Loyola M.A. degree.**

SPECIAL FIELDS

As they approach the end of coursework and before proceeding with the dissertation, students must choose two **Special Fields**, or subfields in sociology, in which they wish to be examined. The Special Fields, together with the defense of the dissertation proposal (see below), lead to the formal “admission to candidacy.” The special fields are intended to provide a transition from coursework to dissertation research. If properly prepared, these reviews will help you to narrow your focus, settle on a research problem, and master the relevant literatures. They will also demonstrate to the faculty that you are prepared to undertake a dissertation and will document for potential employers your teaching and research expertise in at least two recognized subfields in the discipline.

The department offers three options for completing special fields.

1. Traditional 30-40 page paper. This has been the standard format for completing a special field in the department for the past several years.

The paper should demonstrate your knowledge, both in terms of depth and breadth, of the field, and ideally should be of use in writing your dissertation. The paper should be extremely polished and similar to published work in the Annual Reviews and similar periodicals. The expectation is that a special field paper of this type should be completed in two to three months once you have finished reviewing all the relevant literature.

2. A five day exam. In this option, students complete a five-day take home exam. The expectation is that the student would write a paper that is focused on one or more exam questions (written by your committee) designed to enable you to demonstrate your knowledge of the field. This exam would be open book, and would typically be handed out on a Monday morning and would be completed by the end of the day on a Friday (or a similar time period). Obviously, the expectation would not be that this would yield a 30-40 page final paper, but something a bit shorter.

3. A one day exam plus an oral examination. With this option, students complete a one-day, closed book exam on campus. The student would have use of a computer for writing, and would respond to questions (written by your committee) and complete the exam in a single eight hour period. Again, this would be a shorter paper, with slightly different expectations concerning its content than either of the two other formats. Within 2 weeks of taking the exam, students should schedule a time with at least 2 graduate faculty/committee members for the oral examination component. At this meeting, the student would make a short presentation (15-20 minutes) outlining the field and the major issues in the field. Then the faculty and students would engage in a question and answer dialogue.

Procedures

You will need a committee for each special field, with two graduate faculty members serving on each committee (only one faculty member can serve on both committees). Working with your advisor(s)

you will choose two special fields. It makes sense to choose fields in which you have already developed some expertise by coursework or some other manner. Each field should be a recognized subfield within the larger discipline of sociology. While there is some ambiguity as to what constitutes a “recognized subfield,” a good starting point is the list of Sections in the American Sociological Association (ASA) found at <http://www.asanet.org>. If you wish to choose a subfield that is not represented by an ASA Section, please consult with your advisor and the GPD before proceeding.

With your committee, you will devise and settle on and appropriate reading list and **bibliography** for your chosen special field. The bibliography must include a prefatory statement that explains how you are organizing the literature, describes your rationale and objectives for the exam, and discusses any particular focus or research objective that you have within the field. The bibliography should be broad enough that you can claim comprehensive mastery of the field. It should also contain a more focused section that covers your own area of specialization in greater depth. The latter is particularly useful as preparation for your dissertation. At this point you should complete a Special Field Bibliography Approval form which can be downloaded from the department webpage, or can be obtained from the Academic Programs Assistant. This form must be signed by both committee members/readers and submitted, along with the bibliography, to the GPD. The GPD certifies that you are eligible to undergo the review.

Papers and exams are assessed in the following manner:

- 1) Pass
- 2) Revise and Resubmit
- 3) Fail

If Revise and Resubmit, you may be asked to re-do a section of the paper or a question on the exam. If the Revise and Resubmit is not successful, the paper/exam is judged to be a failure, and you may be subject to dismissal from the program.

THE DISSERTATION PROPOSAL

After you have completed the Special Fields Papers it is time to prepare for the dissertation proposal. This is the time to pick up the Self-Managed Packet for Theses and Dissertations at the Graduate School web site. It includes all the forms and paperwork needed to process your thesis or dissertation.

The proposal is an important document for the candidate and for the department. For the latter, the acceptance of the dissertation proposal indicates that the department feels that if you do capably what you say you will do, and write up the findings in good, scholarly English, the results should be of acceptable dissertation quality. For you, the proposal should reflect the scholarly thinking you have been doing for some time and will serve as a continual source of guidance and instruction while writing the dissertation itself. Of course, during the research, changes may be needed in the initial design. These may be made in consultation with your advisor. The purpose of the proposal hearing is to elicit constructive criticism from the faculty in order to make the research more workable and to allow opportunity for the faculty to offer formal approval, which is conveyed to the Graduate School.

Contents of the Proposal

You should assume that the proposal will require several drafts before final acceptance. In final form, its length should be about 15-20 single-spaced pages. Your first step should involve item #4 below and then build the other items around it.

1. Cover sheet -- provide tentative title, your name, name of committee chair and readers, university name, department name and date.
2. A concise, lucid statement of the research problem, distinguishing the scientific from the social/administrative problem (if any). Show why you have a “problem” and not just an “area”, why your problem is theoretically important to its subfield, what your study will contribute to its subfield, and what your

study will contribute to theory and/or method. Note whether the study is intended as exploratory or explanatory or whether it is primarily theoretical. Also indicate to which population or situation your study will be applicable.

3. Provide a brief history of the thinking on the problem and what your study will add to that history. This can be done by reviewing the pertinent literature briefly. This should comprise no more than half the length of the proposal.
4. Presentation of theoretical design, including concepts, models, major independent and dependent variables (if any), operational definitions, and hypotheses (if any).
5. If relevant, describe your operational design, including data-gathering instrument(s), sampling procedures and techniques, observational techniques, etc. You should also include a timetable of operations.
6. Statistical design, including strategies to be used to test the observations and hypotheses (where relevant).
7. Discussion of any ethical or human subjects concerns in the research design.
8. References and bibliography (use American Sociological Association referencing techniques as used in ASR, where possible).
9. Tentative table of contents and chapter list.

Make sure you follow the procedures listed for Theses and Dissertations available from the Graduate School web site

(<http://www.luc.edu/gradschool/forms/format.pdf>)

Dissertation Proposal Hearing Guidelines

The Sociology Graduate Program requires a formal hearing for the dissertation proposal.

1. At least two weeks (preferably more) before the desired date for the oral hearing, you must request that the GPD issue an invitation to faculty and graduate students to attend the public oral hearing on the proposal. This invitation includes the time, place, and date, the title of proposal, the names of the committee members and includes a copy of the Proposal Abstract.
2. You and your committee will then appear at the appointed time and place for the hearing. Other faculty can be expected to attend and graduate students are welcome.
3. At the hearing, the committee chair/advisor serves as chair of the meeting. The chair opens the meeting and will call upon you to briefly explain the nature and scope of the dissertation topic, to give a brief summary of your proposal, and to explain how and why you became interested in the problem. He or she then questions the candidate and calls upon the other committee members for their questions or comments. The chair then asks each faculty member present for their questions or comments. Graduate students present may also ask questions or make comments. When all have had their say, the committee chair will then ask you and other students present to leave. The faculty will then decide whether to accept the Proposal as it stands, to recommend amending it, or reject it. After the faculty have made their decision, you will immediately be invited back to the meeting and informed of it.
4. If it is rejected, another formal hearing must be scheduled. If amendments are required, the faculty may delegate the responsibility for overseeing them to the candidate's committee chair or schedule another formal hearing. If the faculty delegates responsibility for amendments to the committee chair, the dissertation receives formal approval when each member certifies in writing to the GPD that the required changes have been made. After the proposal receives final acceptance, the

GPD notifies the Graduate School in writing that the department has officially accepted the proposal.

5. Within a few weeks thereafter, you will receive notification from the Dean that you have been “admitted to candidacy” for the Ph.D.. This information is recorded on your official transcript. It only remains to write the dissertation.

THE DISSERTATION

The dissertation is the culmination of your doctoral program career and is the piece which will be most visible to the professional sociological community. It will be the most sustained piece of research and writing you will have done to this point in your career, but it is important to remember that it will be made more manageable if you remain in close contact with your advisors and other members of your intellectual community.

Working with Your Committee

It is important that you keep in close and constant contact with your committee while researching and writing the dissertation and that your committee be given the opportunity to provide comments on each part of the dissertation as it is written. Of course, informal oral communication should be an ongoing part of the research process and you should plan to meet regularly with members of your committee to discuss your progress and problems encountered. This will allow your committee to help you at crucial points in your research, and insure that you and your committee agree on what additional work you can and should do to complete the dissertation. When you and your committee think the dissertation is ready for defense, you need to follow the formal procedures laid down by the Graduate School for final defense and deposition.

Dissertation Defense Procedures

The oral defense of the dissertation is the means by which the graduate faculty confers approval of your dissertation work.

1. You may circulate your reader’s copy of the complete dissertation

to your committee members directly. The committee must be given **one month** to review the reader's copy. You should ensure that you allow at least this period between giving your committee members the reader's copy and any proposed oral defense.

2. Once the reader's copy has been approved verbally by all committee members, the defense can be scheduled. The student and dissertation director schedule the defense at a time that is suitable for the dissertation committee, the student and the GPD. (See the "Guide for Preparation of Theses and Dissertations" for instructions on how to notify the Graduate School.)
3. The defense itself follows the procedures for the oral defense of the proposal, discussed in some detail above. The Graduate School will also be notified of the date and time of the defense. It is acceptable and usual for you to invite friends and colleagues to the final defense if you wish. The Graduate School may also send a representative.
4. Each member of your dissertation committee must complete the special voting sheet (provided in your Self-Managed packet). When the completed voting sheet is received by the Graduate School, you will be notified of the outcome by a letter from the Dean. Copies are sent to the committee and GPD. The voting sheets and letters are placed in your official record after the outcome is posted on the transcript.

Filing the Dissertation

After the public defense, the original and three copies of the dissertation and one copy of the dissertation abstract must be turned in to the Graduate School. An appointment is necessary for doing this. There is a strict deadline, usually one month before graduation. **It is your responsibility to check with the Graduate School.** If the final copies are not turned in before this time, you will not be able to graduate that semester. At the appointment with the Graduate School your permanent record and your application for graduation is checked. The dissertation

is examined to make sure that it has been prepared in accordance with the “Guide to the Preparation of Theses and Dissertations” found at the Graduate School’s website (<http://www.luc.edu/gradschool/forms/format.pdf>). Any pages that are not acceptable will be returned to you to resubmit in correct form. All dissertations must include an Approval Sheet as the last page of each copy. All Approval Sheets must have the original signature of your dissertation director. (Please see the “Guide” for the format of the Approval Sheets). You will then be given a receipt acknowledging that the dissertation has been submitted to the Graduate School. Each Ph.D. candidate is expected to schedule an exit interview with the Dean.

Theses and dissertations are kept in the Graduate School offices until after graduation. The Graduate School can provide you with information about filing for copyright, and on any restrictions you might wish to place on access to the dissertation. All Ph.D. “originals” are sent to University Microfilms to be microfilmed. When they are returned, they are sent to Cudahy Library for binding. From there the manuscripts are distributed. The originals go to the Archives, one copy to the library and one copy is forwarded to the department for its files. You should also provide bound copies to each member of your committee as a courtesy and thank you.

APPLICATION FOR GRADUATION

You must notify the Graduate School of your intention to graduate with a Ph.D. at least three months in advance of your hoped for commencement date (consult the latest Academic Calendar in the Course Schedule for the exact deadline), and file the appropriate “Application for Graduation” form. The Graduate School has these forms on the web: http://www.luc.edu/gradschool/servicesandresources_forms.shtml You must have an approved (and signed) dissertation proposal form for your dissertation on file with the Graduate School before applying for graduation. The graduation fee is payable directly to the Bursar one month prior to the actual commencement date.

RESIDENCE AND TIME LIMITS

At least half the courses required for a doctorate must be taken at Loyola University, but the exact number will be determined by the department by the end of the student's first semester at Loyola (see section on transfer students above).

Students accepted into the doctoral program with only a bachelor's degree must complete all Ph.D. requirements, including the dissertation within eight years of taking their first course applicable to the doctorate. Students admitted to Loyola who possess a Master's Degree must complete all Ph.D. requirements, including the dissertation, within six years of taking their first course applicable to their doctorate. You will be notified by the Graduate School when your time limit is about to expire. You must request an extension of time to complete your degree work by writing directly to the Dean of the Graduate School formally requesting an extension, and include a specific timetable for completion. The graduate director and your advisor will be asked to make a recommendation to the Graduate School about your request, so you should send a copy of your letter to both of them.

In order that Ph.D. aspirants may have sufficient guidance and direction, it is necessary that they be in residence for at least part of their time in the program. The department has accepted the following criteria by which students may be judged to have met the residency requirement for the Ph.D.: (1) registration for three courses in each of two consecutive semesters; (2) registration for two courses in each of four semesters over a period of 24 months; or (3) full time work on the dissertation for at least 9 months.

Paying Your Way

Graduate students are eligible for the full range of need-based financial aid, including federal loan programs and work-study funds. In addition to this, there are a variety of merit-based financial awards available on a competitive basis.

GRADUATE ASSISTANTSHIPS

Graduate Assistantships are awarded by the Graduate School to full-time students who are pursuing a doctoral degree. They include a tuition scholarship and a stipend. Normally, full assistantships provide tuition for up to three courses per semester and one course in the summer, and a stipend of \$14,000. Graduate Assistantships are renewable annually through the student's fourth year in the program (third year for students entering with a M.A.). During the first two years, the award requires 15-20 hours of research assistance per week to a designated faculty member. Certain assistants also help faculty with the laboratory sections of the Department's methods courses. (See below for a discussion of the responsibilities involved in the Assistantship program). During the third and fourth years, Graduate Assistants are normally expected to teach one undergraduate sociology course per semester. Graduate Assistants are required to take our course in Teaching Sociology sometime before their third year in the program or be able to demonstrate prior teaching experience.

Assistantships are awarded competitively on the basis of the recommendations of a graduate committee. (See Appendix A for further information on criteria). **All** continuing students must fill out a Merit Award Application **by February 1st of each year** in order to be eligible for new or renewed graduate assistantships. Graduate Assistants are also eligible and encouraged to apply for federal work-study eligibility.

The work-study program at Loyola has established relationships with several community service organizations which would allow students to earn money for school while at the same time providing valuable experience working in the community. Students are also able to sign up for graduate internship and independent study credit in conjunction with their work study. Please go to Loyola's experiential learning web site at <http://www.luc.edu/experiential/federal.shtml> in order to learn more.

You must complete the Graduate School's Merit Award Application and file it with the GPD no later than **February 1**. The department makes recommendations regarding assistantships and fellowships, but awards are made by the Graduate School. Appointments are for one year only, so current holders who wish renewal should secure and file a new application by **February 1** if they wish their award to be continued. Several criteria are employed in deciding whether to continue awards, including maintaining acceptable graduate level grades in courses, overall progress in the program, and performance of assistantship duties. The graduate committee meets for a first-round of decisions in late February and notifies students of its recommendations immediately. Official notification comes from the Graduate School. The committee continues to meet until all awards have been made and accepted.

Graduate Assistants are expected to work 15-20 hours per week at tasks assigned them by the faculty member with whom they are working. Assigned tasks can include the whole range of activities involved in sociological research and, in some cases, teaching. Occasionally, assistants may help with exams, special lectures and so on. Research activities can run from the checking of references, preparing bibliographies, and running computer programs to extensive involvement in research projects. In part, the type of involvement will depend upon the overlap of student and faculty interests, on the stage of the faculty member's research project, and on the competencies of the student in-

volved. To a large extent it also depends upon the willingness of the student to become actively involved in the projects themselves. Most faculty are willing to grant their assistants all the responsibility they are willing to take, assuming they possess the appropriate skills or are willing to learn them. The assistantship, at its best, can be an exciting learning experience. Even when it involves more mundane work it serves as an introduction to the nuts and bolts of research.

Your specific assignment to work with a particular faculty member will depend on what skills and research interests you have and/or would like to develop and on what skills a given faculty member needs for his or her research work. Faculty members notify the GPD of their need for research assistance for the coming year, indicating what type of research assistance they need and possibly which research assistant they would prefer to have assigned. First priority is given to faculty who are working on ongoing research projects, followed by those whose work promises to provide training for as wide a range of research skills as possible. Library research and other similar types of research assistance generally receive lower priority.

If you are awarded a research assistantship, you may indicate what research skills you have and/or would like to develop. You may also indicate whether there is any particular project or faculty member you would like to work with. You may ask the GPD or the chair of the department to show you the list of faculty requests so that you have a better sense of the types of projects that are under way in the department. The GPD will try to match faculty and student interests as much as possible.

DIVERSIFYING HIGHER-EDUCATION FACULTY IN ILLINOIS (DFI)

DFI Fellowships are available to qualified applicants from underrepresented groups who are Illinois residents and demonstrate financial

need. Applicants must be applying for or pursuing full-time study and may be pursuing either a master's or a doctorate degree. This competitive award, which is offered by the State of Illinois, carries a \$14,000 stipend (2006-2007 level) that Loyola matches with a tuition scholarship. The DFI Fellowship is renewable for up to two years (master's students) or four years (doctoral students), based on academic performance and continued financial need. Recipients of this fellowship must agree to seek a teaching or administrative position at a college or university or higher-education agency in Illinois upon graduation. For more information go to <http://www.dfi.siu.edu/index.html> or talk to the GPD.

FOURTH YEAR FELLOWSHIP

The Fourth Year Fellowships are intended to provide support to Ph.D. students who have demonstrated excellence in all aspects of graduate study. The fellowship is conditional upon the applicant's meeting all eligibility requirements, which are the applicant's sole responsibility and the department's positive recommendation. More information and applications are available through The Graduate School's website at the following link: http://www.luc.edu/gradschool/forms/4th_year_fellowship_application.pdf.

CENTER FOR URBAN RESEARCH AND LEARNING FELLOWSHIPS (CURL)

CURL fellowships support graduate student participation in collaborative research with community-based organizations, social service agencies, health care providers, businesses and government in Chicago's city and suburbs. CURL Graduate Fellows will gain experience in collaborative research strategies and community-based research. Center activities can be the basis for further research, including thesis or dissertation research. Fellows participate in Center activities,

including work with the Director and Associate Director in developing collaborative university-community research projects, ongoing involvement in a particular research project and involvement in Center seminars and conferences. Fellowships may focus on urban policy research, needs assessment, evaluation research and program development. Strong emphasis is placed on work that addresses community needs and involves the community in the formation of research issues, development of methodologies, analysis of data and writing of results. The level of support is comparable to Loyola's Graduate Assistantships. More details are available on CURL's webpage.

SCHMITT DISSERTATION FELLOWSHIPS

These fellowships are for students who have completed all course work, have begun collecting data for their dissertation and are likely to complete their work for the degree during the year of the fellowship. Schmitt Dissertation Fellowships are awarded competitively by the Dissertation Fellowships Committee of the Graduate School. Applications must be completed for review within the department by December 15 and are due in to the Graduate School by **January 15th**. Students must be admitted to candidacy by the time they receive their awards. This means they have completed their Special Field Examinations and have passed the dissertation proposal hearing. These fellowships provide a stipend of \$16,000 (2007-08 levels).

PRE-DOCTORAL TEACHING SCHOLARS

The university awards teaching scholar awards on a competitive basis to students in eleven Ph.D. programs in the university. Students who apply for these awards must have completed their masters' degree, and must have had prior experience in teaching. Scholars teach three courses in the department during the year of their award and work with a departmental faculty mentor in designing courses, discussing teaching

techniques, reviewing course material, and evaluating their progress. They also participate in a seminar program dealing with professional issues. Because of the added expectations, fellows receive a stipend (currently \$11,500) a little higher than that of part-time lecturers. This award is an excellent source of training for students who want to go on to teach at the college level. See the GPD or inquire at the Graduate School.

INSTRUCTORSHIPS

The Department Chair may assign senior graduate students to course responsibilities in the Undergraduate program, for which they will receive compensation at the rate for all part-time faculty. All instructors must possess a Masters degree at the time of their appointment.

INTERNSHIPS AND TEMPORARY JOB PLACEMENT

From time to time some paid internships are available to qualified graduate students. Arrangements can often be made for students to receive academic credit for such internships. Faculty members often hear about temporary job opportunities, such as a position involving interviewing informants, administering a survey for a social service agency, consulting on a community development project, or data analysis for a local government agency research project. Such positions may last for two or three weeks or they may last two or three years. The pay may also vary considerably. On a number of occasions these “temporary” jobs have led to full-time, permanent occupations for our graduate students. New positions are normally posted on the bulletin board on the 4th floor of Coffey Hall, and the Academic Programs Assistant keeps a file of job ads. Often the GPD forwards job announcements through e-mail. For the most up-to-date information on job opportunities, students should also contact the GPD.

OUTSIDE SUPPORT

In addition to the financial assistance available through Loyola listed above, there are many opportunities for outside support. You should explore these and keep yourself aware of new opportunities. These possibilities range from special minority fellowships from the American Sociological Association, graduate fellowships from the U.S. Department of Education or National Science Foundation, to a large number of dissertation fellowships, special research grants, and post-doctoral fellowships. A number of sociology graduate students have obtained such awards. Not only do they usually pay more than what is available through Loyola, but these awards can also be important additions to your vita, and may bring you into contact with people who share your research interests.

Announcements of the awards are usually sent through e-mail and posted on the bulletin board in the Lopata Lounge. The Academic Programs Assistant also keeps a file of all such announcements. The GPD may contact you directly if he or she thinks you might be specifically interested in one of these possibilities. The University's Research Services office publishes a list of deadlines for applications and also has information available on most sources of outside support, especially if you are looking for help in financing your dissertation research. You should contact Research Services and keep a close eye on announcements on bulletin boards. There might be something just right for you.

Miscellaneous Information

ACCESS TO COMPUTERS

Students are expected to use their own personal computers for course-work. You also have access to personal computers at either the Lake Shore Campus or Water Tower Campus Computing Centers. The university's core software, available on Loyola's network, will be sufficient for all or most of what you will need to do.

DISHONESTY AND PLAGIARISM

One of the central definitions of academic honesty is that the pursuit of knowledge be carried on with equity and integrity. This means that the work submitted by a student be the student's own work and that no student may in other ways interfere with a fair and equitable evaluation of his or her own performance or that of fellow students. All graduate students are expected to adhere to the academic integrity policy of the Graduate School. See their website at: http://www.luc.edu/gradschool/academics_policies.shtml#academic_integrity

In addition, students must not attempt to take unfair advantage of possible opportunity during tests, by for example, copying answers from other students, discussing answers with others or using notes or other written material during the exam, unless explicitly permitted to do so. Submitting purchased or "borrowed" papers obviously constitutes academic dishonesty as well. Similarly, copying and/or paraphrasing ideas, arguments, definitions, conclusions, etc. from books, articles, or other sources in written assignments also constitutes academic dishonesty, unless such usage is fully referenced through the use of quotation marks and in footnotes or the equivalent notation in the text.

If a faculty member judges that a student has engaged in academic dishonesty and the student feels that this judgment is not fair, the student may, and in fact should, present the case to the chair and GPD of the Department of Sociology, who in turn will consult with the

faculty member, and if the case merits it, bring it to a special Ad Hoc Committee of the department for resolution (see below).

FILING A GRIEVANCE REGARDING ACADEMIC MATTERS

In the event of an impending issue regarding academic matters in the department, the student should first attempt to resolve the matter by discussing it with the other parties involved. If the interested parties cannot resolve the matter, or if it seems inadvisable to discuss the matter with the parties involved, the matter should be discussed with the GPD and/or chair of the department as soon as possible to avoid unnecessary delay or complications.

If informal discussions do not resolve the problem, or if they are judged to be inadvisable, the student has the right to submit a written grievance to the chair of the department. This grievance should be submitted no later than one month after its occurrence; it should outline the nature of the controversy in as much detail as possible and should be accompanied by any pertinent documents or exhibits.

Upon receipt of a grievance, the chairperson shall appoint three members of the department to serve as an impartial ad hoc committee to review the grievance and report back with a recommendation. The ad hoc committee shall:

1. Collect and review appropriate documents and exhibits.
2. Interview any parties it deems may have information pertinent to the controversy.
3. Deliberate in private and provide a written recommendation as well as an oral summary of its findings to the chairperson.

After receipt of the committee recommendation, the chair shall take such action as he or she deems appropriate. That decision will be sent to the principals in the controversy. Should one of the principals involved be dissatisfied with the chairperson's decision, the matter may be appealed to the Dean of the Graduate School. Such an appeal should be

made in writing, according to the procedures outlined in the manual of the Graduate School Procedures.

INTERNATIONAL STUDENTS

International students at Loyola have some specific requirements and issues. All international students should contact the Office of International Programs (OIP) for any specific requirements and help: <http://www.luc.edu/oip/>. The OIP can also refer students for help with language difficulties. In general, however, International Students must demonstrate proficiency in English by passing the TOEFL (Test of English as a Foreign Language) or equivalent test. Students who have obtained a degree at a U.S. or Canadian institution do not need to take the TOEFL. The U.S. Immigration and Naturalization Service (INS) requires that all international students applying for a student visa must be full-time students and demonstrate sufficient financial resources to cover tuition and living expenses. INS also restricts most international students from most types of employment.

INSTITUTIONAL REVIEW BOARD (IRB)

Research involving human subjects -- whether for a Master's Thesis, a Doctoral Dissertation, or a course paper -- must be reviewed and approved by the Institutional Review Board for the Protection of Human Subjects (IRB). Policies and Procedures of the Institutional Review Board for Protection of Human Subjects is a booklet obtainable, along with the necessary forms, in the Research Services Office on the 4th floor of Granada Centre, Lake Shore Campus. The Department's Academic Programs Assistant also has copies of the booklet and forms, and has details for submission. Written materials and forms are also available online at <http://www.luc.edu/depts/uresearch/ours/Compliance/IRB/IRB.htm>. The application process takes about four to five weeks and the results will be sent to the Graduate School, the student and the student's advisor. No proposal for research involving human subjects will be circulated unless the Graduate School has received written approval from the IRB.

JOB PLACEMENT

The department has no formal job placement system. Rather, as each student makes plans to leave the program (at whatever stage), they should meet with their faculty advisor(s) and go over career strategy plans. The chair and GPD forward and post information about educational and applied jobs throughout the year. You should talk with faculty in your area of interest if you want to find out if there have been any recent job openings in related fields. The university career Development Office might also be of assistance and plan job fairs throughout the year. See the Graduate School website on Nonacademic employment: <http://www.luc.edu/gradschool/nonacademic.shtml>. Those interested in jobs will also want to consult the following publications: ASA Jobs Bulletin; The Chronicle of Higher Education; Community Jobs.

POLICY ON SEXUAL HARASSMENT – OFFICIAL UNIVERSITY STATEMENT

Loyola University of Chicago will not tolerate sexual harassment of students, faculty, employees or patients. The University will take prompt and appropriate action when complaints of sexual harassment are registered.

Sexual harassment against any member of the Loyola Community in any situation is reprehensible and unacceptable conduct which will not be tolerated. It is particularly damaging when it exploits the educational dependence and trust that exist between students and faculty or when it threatens the relationship between a supervisor and his or her subordinate. When the authority and power inherent in faculty/employee relationships to students is abused in this way, whether overtly or implicitly, there is potentially great damage to individual students, to the persons complained of, and to the educational and health care climate of the institution. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Education amendments.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) “submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, advancement, or academic success; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.” (Federal Register, November 10, 1980, p. 74677.)

More information about the policy at Loyola is available at:

http://www.luc.edu/hr/policy_sexualharassment.shtml.

Appendix A: The Master's Thesis

THE MASTER'S THESIS IS AN ALTERNATIVE to the two papers required as part of the portfolio that serves as part of the Masters program and Doctoral review. The Master's thesis is formally reviewed by the Graduate School and counts as "research for publication" for purposes of the IRB. It is not required for either a Loyola University Masters degree or for the pursuit of the doctorate. If leaving with a terminal Masters degree, students should decide whether their future careers would best be served by either the Portfolio or thesis option. There is no standard answer.

The thesis should include a critical review of the literature on a question of interest to the student and of relevance to the field of sociology. It should also include the presentation and analysis of a body of relevant empirical data. The data may be collected originally by the student, secured from secondary sources, or obtained from research projects within the Department. Any research involving human subjects must be approved by Loyola's Institutional Review Board. The proposal and final written thesis or report must conform to the department's format requirements, which are those established by the American Sociological Association. (See any recent issue of the American Sociological Review for details.)

The project is carried out under the direct supervision and approval of the student's advisor and one other faculty member who will act as a reader. It may be based on work carried out in one or more courses.

The thesis is examined to make sure that it has been prepared in accordance with the "Guide to the Preparation of Theses and Dissertations: found at the Graduate School's website (<http://www.luc.edu/gradschool/forms/format.pdf>).

PROCEDURES

1. Seek out a major advisor who, with you, will find a second faculty member willing to serve as a reader. You should ask a faculty member who is acquainted with the topic area in which you would like to work.
2. Prepare a draft of the project proposal which should contain the following elements:
 - a) An introductory statement of the “problem,” the disciplinary subfield to which it applies, and the primary objective of the study.
 - b) A brief survey of the literature related to the problem.
 - c) The theoretical/analytical design, including such considerations as the major concepts/variables, or major types or models to be employed, if any.
 - d) The method of research and techniques for gathering data – observation, survey, secondary analysis of existing data; the type of analysis – exploratory, descriptive, explanatory; the relevant population and sampling process, if any; a timetable of operations; and a tentative table of contents. A copy of the data-gathering instrument should be included if relevant.
 - e) References and bibliography.
3. You will also need to gain approval from Loyola’s Institutional Review Board (IRB) if your project involves direct research about human subjects. The relevant forms and information are available on the IRB’s web site at the Office of Research Services http://www.luc.edu/ors/irb_home.shtml.
4. You should meet regularly with your advisor, and periodically with the second reader, to discuss your progress and any problems encountered. This will allow them to help you at crucial points in your research and insure that you and your committee agree on what additional work you can and should do.
5. When you obtain final approval of the written thesis, a

complete clean printed copy (preferably hardbound) must be filed with the Department. You must follow the self-managed process established by the Graduate School. A final copy must also be approved by and filed with the Graduate School, in addition to the Department. You should be aware of the deadline for filing which is announced in each semester's Schedule of Courses.

Appendix B: Criteria for Awarding Assistantships

The following rules and criteria relate to the awarding of research assistantships in the Sociology graduate program.

1. Students entering the graduate program with a bachelor's degree may receive up to four years of Graduate Assistantship (GA) support. Students entering with a master's degree may receive up to three years of GA support.
2. The department recommends students for graduate assistantships every year. Assistantships are allocated and formally awarded by the Graduate School. The department's Admissions and Awards Committee meets in February of every year to select GAs for the following academic year. Only those incoming students whose admission files are complete by February 1 and those current students who have properly notified the GPD of their desire for an assistantship by February 1 are considered. Continuing students, except for foreign students and members of religious orders, must also complete Financial Eligibility for Work-Study forms by February 1. Occasionally, if assistantship slots open up in the fall semester, the committee may meet to allocate the GA to current or incoming students who have applied for assistantships by November 15.
3. The criteria used by the Admissions and Awards Committee in awarding assistantships include the following (minimum standards are given in parentheses):

FOR NEW STUDENTS

1. Undergraduate grade point average (90 percent of students have 3.2 or better).
2. Graduate grades (if applicable, generally 3.5 GPA is the standard).

3. GRE scores (generally 500 minimum on verbal and quantitative sections and usually over 5.0 on the critical thinking and analytical writing portion)
4. Letters of recommendation.
5. Quality of written work if submitted.
6. Personal interviews or telephone conversations with departmental faculty.

FOR CURRENT STUDENTS IN ADDITION TO ABOVE CRITERIA

1. Grades in courses taken to date (generally 3.5 GPA is the standard).
2. Evaluation of faculty (each year all sociology department faculty are asked to evaluate students with whom they have had contact in courses, advising, and as research assistants).
3. Adequate progress toward degree completion.
4. No student on probation may receive an assistantship.
5. Students accepted into the graduate program on probation must meet the requirements stated to end their probationary status and maintain a 3.33 grade point average in their next three courses before they can receive an assistantship. The student may apply for an assistantship prior to completing the additional three courses, but may not actually receive the assistantship until this condition has been met.

We regret that there are always more qualified students than there are assistantships available.

Appendix C: Graduate Student Bill Of Rights

EQUAL EDUCATIONAL OPPORTUNITY

Students have a right to equal education opportunity and to protection against discrimination based on race, color, gender, religion, age, physical disability, sexual preference, national origin, political Ideology, and political activity.

1. The department should provide graduate students fair treatment in all learning endeavors within the department, including course assignments, course grades, research activities, access to financial aid, and recommendations for employment.
2. The department should create the conditions and the atmosphere of nondiscrimination, irrespective of a graduate student's political or ideological beliefs and practices.
3. In general, academic merit should guide departmental allocations of financial assistance and recommendations for employment. However, we emphatically support affirmative action programs and other federal regulations which promote sexual and racial equality.

PARTICIPATION IN DEPARTMENT GOVERNANCE

Students have a right to participate in policy decisions which affect the conditions and quality of their academic life. This requires meaningful representation in department governance. Graduate student input is sought on hiring, tenure and promotion decisions. Representatives may also be invited to meetings of various department committees when appropriate.

EDUCATIONAL RECORDS

Students have a right to the privacy and confidentiality of their educational records.

1. Graduate student files and all other written information

possessed by the department about graduate students must be treated with confidentiality. Departments should provide security over access to these materials.

2. Departments must make provisions for graduate students to see their personal files in accordance with the Federal Family Educational Rights and Privacy Act.
3. Graduate students have a right to know, upon request, what authorized personnel have access to their file. It shall be the GPD's responsibility to record each authorized access to a file, beyond access given to the GPD and chair of the department.

THE GRADUATE STUDIES PROGRAM

Students have a right to full disclosure of information about their standing in graduate studies, about financial assistance, and about prospects for employment when the Master's or Ph.D. is complete.

1. The department shall provide new and continuing graduate students with information about the general financial aid picture and the prospects for continuation of funding. This should include information on the number and types of financial aid allocations in the department for the prior year.
2. The department shall adopt policy statements for the allocation of financial aid to graduate students, and these policy statements shall be communicated to new and continuing students. Statements shall explain how to apply for financial aid, the criteria used for granting aid, the deadlines for applications and decision, the "good standing" criteria used for continuation of funding, and the standards that will be applied in decisions concerning curtailment of funds.
3. Scholarships and assistantships for teaching or for research shall carry statements which specify in clear language the period of coverage, the dollar amount, how funds will be paid, the duties of assistants, including the weekly hours of work,

and the specific responsibilities to be carried out. Any benefits included in the assistance package should be noted (tax status, tuition remission, medical coverage, etc.). Special or emergency obligations, such as class coverage in the event of illness or other unexpected absence by instructors, shall be addressed as well. Provisions for reasonable and timely notice to the graduate student shall be provided.

4. The placement of graduate students shall be the goal of all faculty and it is commonly understood that every faculty member will strive to assist placing her/his advisees. In addition, the department shall provide graduate students with information about the job market. The department chairman or GPD shall see to it that compiled information received concerning jobs will be displayed on a bulletin board. The department should retain an accessible, centrally located file of the job vacancies that come to the attention of the department and the members of the faculty. It is desirable for the GPD to release annual statements to faculty and graduate students on the placement record of the department, and periodic statements during the year about specific vacancies that are available.
5. The department shall provide graduate students with timely notice of their standing in graduate study. Notice of performance in work, courses and preliminary examinations shall be provided in writing in a timely manner. Inadequate performance, such as low grades, incompletes, poor work performance and poor or failing performance on preliminary examinations shall be mentioned and constructive support provided soon after their occurrence. Students shall be informed how such performance will affect their standing in the program, especially continuation of financial assistance, and what they must do to correct inadequacies.

RESEARCH PERFORMANCE

Students have a right to fair and equitable treatment for work performed on faculty-sponsored research.

1. Students shall be given full credit for the work and for the ideas they bring to faculty-sponsored research projects. Faculty must not represent the work of students as their own.
2. Faculty shall reach clear understandings with graduate students regarding their responsibilities and rights on research projects. There should be open and honest communication about the tasks graduate students are expected to perform, when students shall have access to data for theses and dissertations, and the conditions under which graduate students shall receive joint or sole authorship on publications that emerge from the research.

COMPLAINTS AND GRIEVANCES

Students have a right to file complaints against the department or members thereof, and to petition for redress of grievances.

1. The department shall provide for procedures of due process, by which graduate students can lodge complaints and obtain redress of grievances. Graduate students shall have access to the complaint filing process, which is consistent with department and university rules and regulations.
2. Where a graduate student presents reasonable evidence regarding misconduct by a faculty member or probable cause that such misconduct took place, the department shall provide a way by which the student can avoid working directly with the accused faculty member.
3. Students should have access to information concerning appeal procedures beyond the department, by which graduate students can seek a rehearing of their grievances (when the departmental procedures have been exhausted).

4. A graduate student can file a grievance with the appropriate regional association, or with the American Sociological Association, Committee on Freedom of Research and Teaching. If one of these committees acts on the complaint, ultimately it will be necessary to contact the department chairperson and the faculty member(s) concerned in order to investigate the case. Efforts will be made to resolve the dispute and protect the student's position within the department. In addition, efforts will be made to play a conciliatory and mediational role by the body taking the matter under its purview.