

**Portland State University  
Sociology Department  
Graduate Program Application Packet**

Thank you for your interest in the graduate program in sociology at Portland State University. We offer both a terminal master's degree (MA/MS) and a doctoral degree (PhD).

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Information about applying to the graduate program in sociology:

- Applications may be made to either the doctoral or terminal master's programs.
- Students applying for the PhD program must have completed a master's degree (e.g., MA/MS/MPA/MPH/MSW) prior to starting the program. If the master's degree is not in sociology, additional sociology coursework may be required (see degree requirements section).
- The Sociology Department has opportunities for research and teaching assistantships. Information is provided in the departmental application packet.
- Completed applications must be postmarked by **January 16, 2013** for admission the following academic year. You may also drop off the packets at the Department of Sociology: 1721 SW Broadway, Suite 217, Portland, OR 97201.
- The sociology department application is not an on-line application form. It is only available on-line for downloading.

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**READ ALL INSTRUCTIONS**

Students are admitted to the Department of Sociology for fall term, only. Admission selection is based on past academic performance, future academic and research potential. Questions concerning admission to the University should be directed to Portland State University Admissions Office. Questions related to graduate program in Sociology should be addressed to Department of Sociology, P.O. Box 751, Portland, OR 97207-0751, or call 503-725-3926. Applications and all supporting materials must be postmarked no later than **January 16, 2013** for admission the following fall term. Walk-in Applications are welcome. Applicants are notified by the end of March at the latest.

Applying to the Department of Sociology is a **TWO STEP** process. Applicants are required to submit separate and complete application packets to: 1) the Department of Sociology and 2) Portland State University's Office of Admissions. Note: ***Do not send incomplete applications. Do NOT send any other application to the Sociology department. Our Application is in this packet.***

Due to the high number of applications we receive, we cannot be responsible for tracking individual items. **Incomplete applications are not reviewed.** Before submitting your application, ***make copies of your application for your records.*** We do not provide copies. Once the application is received it becomes property of PSU and is non-returnable.

If you are concerned about the arrival of your packet and can't wait for the two week period while we process applications to let you know if we've received your packet, you may do one or both of the following:

- 1) Buy tracking and delivery confirmation from the United States Postal Service for your packet.
- 2) Enclose a stamped postcard which we will send back to you once we receive your application.

**IMPORTANT:** FOLLOW THE INSTRUCTIONS ON THE NEXT PAGE **CAREFULLY** TO COMPLETE THE APPLICATION PROCESS.

**SOCIOLOGY PROGRAM APPLICATION REQUIREMENTS**  
**(To be included in your SOCIOLOGY envelope):**

Listed below are the necessary documents to be submitted to the Department of Sociology. **Place your completed SOCIOLOGY program application in your SOCIOLOGY envelope and mail to:** Graduate Committee, Department of Sociology, Portland State University, P.O. Box 751, Portland, Oregon 97207-0751. **Do NOT place SOCIOLOGY program and PSU university applications in the same envelope. To do so may significantly delay the processing of your application.**

- a. **Application for Admission to the SOCIOLOGY Graduate program.**
  - b. **Statement of purpose:** Please describe your research interests, including any shared interests with current faculty; your career goals; relevant experiences in teaching, research and publishing; and any relevant volunteer experience. Please limit to two (2) pages.
  - c. **Three (3) letters of reference using the "Letter of Reference Form" provided in the packet.** The packet contains one letter, please make as many copies as necessary. Letters of recommendation will be collected by you from your references in a sealed envelope with the signature of your reviewer on the flap. (Do **not** have references sent separately or ahead of your submission of your application unless it is from PSU faculty).
  - d. **Graduate Student Assistantships Form.** Even if you are not interested in receiving assistantship, please include this information in your packet.
  - e. **One official transcript in its unopened envelope from each college or university attended.** (PSU students can provide unofficial transcripts.) **Note:** if you are unable to obtain official transcripts before the deadline you must include an unofficial set with your application in order for us to consider your application complete and provide an official transcript promptly thereafter. *Do **not** submit your application to us without transcripts.*
- NOTE: In order to be admitted to any level of the Sociology Graduate program, students, regardless of their previous programs or degrees, must have completed:
- undergraduate statistics,
  - research methods, and
  - Sociological theory.
- Substitution of another course for one of these core prerequisites requires the approval of the Graduate Director and will be considered on a case-by-case basis.
- f. Writing Sample.
  - g. Curriculum Vita (A resume pertaining to your academic life).
  - h. **Official copy of Graduate Record Examination (GRE) scores** –Not required for Ph.D. applicants. (Sent directly to our department from ETS and is not included in your envelope. School Code: 4610; Department Code: 2102).
  - i. TOEFL scores if English is not your native tongue and you have not attended any schools in the U.S.

◆ Mail packet to (do not send to any individual person or committee member):

**Graduate Committee  
Portland State University  
Sociology Department  
P.O. Box 751  
Portland, OR 97207-0751**

**PORTLAND STATE UNIVERSITY OFFICE OF ADMISSIONS APPLICATION REQUIREMENTS  
(to be included in your University envelope)**

Listed below are the necessary documents to be submitted to Portland State University's Office of Admissions. **Place all documents in your PSU envelope with your application fee and mail to:** Office of Admissions, Portland State University, PO Box 901, Portland, Oregon 97207-0901. Important: ***Do NOT place PSU university and Sociology program applications in the same envelope. To do so may significantly delay the processing of your application.***

- a. **The University Application for Graduate Admission** (not the same as the Sociology application).
- b. **The \$50 non-refundable application fee.** (Do **not** send your \$50 check to Sociology).
- c. **One official transcript in its unopened envelope from each postsecondary institution attended.** (PSU transcripts is not required for the Office of Admissions). If you are a PSU student, check with the Office of Admissions regarding transcript requirements.

**You may also apply to PSU online at [www.pdx.edu/admissions/graduate-applicant](http://www.pdx.edu/admissions/graduate-applicant)**  
(Please note that this is NOT an online application for the Sociology Department. You still need to submit a paper application to the department: See application attached to this packet).

**Procedural Summary:**

In order to give your application as prompt and thoughtful consideration as possible, be certain to:

- Review your application form before mailing it to be sure of the accuracy of all information.
- Make a copy of all application materials prior to submitting. Retain these copies for your personal file.
- Submit all **Sociology** application materials as a complete packet to the Sociology Department at the earliest possible time. (Sorry no online application available at this time).
- Submit all **PSU/University Admissions** application material as a complete packet to PSU at the earliest possible time.
- **Only submit completed applications.** Incomplete applications are not reviewed.
- Notify the Department of Sociology and the University's Admissions Office immediately of any change of address or of a decision to withdraw your application. We appreciate your interest in Portland State University

**Please remember: Application deadline is January 16, 2013**

For a list of frequently asked questions, please peruse our FAQs at the end of this packet.

# APPLICATION FOR ADMISSION - 2013

**(PLEASE TYPE OR WRITE LEGIBLY)****PLEASE NOTE: APPLICATION DEADLINE IS JANUARY 16, 2013**

*Portland State University supports equal opportunity in admissions, education, employment, and use of facilities by prohibiting discrimination in those areas based on race, color, creed or religion, sex, national origin, age, disability, sexual orientation, or veteran status. This policy implements state and federal law (including Title IX). Inquiries about it should be directed to the Office of Affirmative Action, 122 Cramer Hall, 503-725-4417; TDD: 503-725-6503.*

PSU ID if Known : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Enter full name. Do not use initials.

Name

\_\_\_\_\_  
 (last) (First) (Middle Name and/or Birth Name)

Present Address

\_\_\_\_\_  
 (Street and No.) (City) (State) (Zip Code)

\_\_\_\_\_  
 (Country of Residence if not in U.S.)

\_\_\_\_\_  
 Phone: (Area Code & Number) Cell Phone: (Area Code & Number)

\_\_\_\_\_  
 Email Address: (Main) Email Address: (Alternate if any)

## DEGREE PROGRAM TO WHICH YOU ARE APPLYING: (Please check one)

<input type="checkbox"/> MA *	<input type="checkbox"/> MS	<input type="checkbox"/> PhD **
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\*MA programs require 2 years of foreign language at undergraduate level or a foreign language proficiency exam.

\*\*Applicants applying to PhD program must have completed a master's degree prior to beginning the program (e.g. MA/MS/MPA/MPH/MSW).

## GRE SCORES (MA/MS applicants, only. GRE scores are not required for Ph.D. applicants):

DATE (MONTH/YEAR)	VERBAL	QUANTITATIVE	ANALYTICAL/WRITTEN
1.			
2.			
3.			

Notes: List all GRE scores beginning with the most recent test (List only General GRE test--**Sociology subject test is not required**). Official GRE scores are required for MA/MS applicants prior to admission into the program. The University requires the TOEFL for applicants whose first language is not English (see [http://www.pdx.edu/admissions/grad\\_forms.html](http://www.pdx.edu/admissions/grad_forms.html), go to graduate application).

**Department of Sociology  
Application for Graduate Study (Continued):**

**EDUCATION**

DEGREES RECEIVED:

BA \_\_\_\_\_ BS \_\_\_\_\_ MAJOR: \_\_\_\_\_ if pending, indicate date degree will be awarded: \_\_\_\_\_  
MA \_\_\_\_\_ MS \_\_\_\_\_ Other: \_\_\_\_\_ Program: \_\_\_\_\_ If pending, indicate date degree will be awarded: \_\_\_\_\_

COLLEGE AND UNIVERSITIES ATTENDED: List in reverse chronological order (most recent first).

_____ (Institution)	_____ (City, State)	_____ (Major)	_____ (Degree)	_____ (Dates from/to)
_____ (Institution)	_____ (City, State)	_____ (Major)	_____ (Degree)	_____ (Dates from/to)
_____ (Institution)	_____ (City, State)	_____ (Major)	_____ (Degree)	_____ (Dates from/to)
_____ (Institution)	_____ (City, State)	_____ (Major)	_____ (Degree)	_____ (Dates from/to)
_____ (Institution)	_____ (City, State)	_____ (Major)	_____ (Degree)	_____ (Dates from/to)

(Please remember that you are required to submit a transcript for each institution you have listed above)

**APPLICANT SIGNATURE** \_\_\_\_\_ (date)

Your signature verifies that all of the information you reported in this application is true and accurate to the best of your knowledge. Please send this application, 3 reference letters (each letter in a separate sealed envelope, signed by the referee on the back of the envelope), your personal statement, Writing Sample, Curriculum Vita, and copies of transcripts from all post-secondary schools attended to: Graduate Committee, Department of Sociology, Portland State University, P.O. Box 751, Portland, OR 97207-0751. Please submit all materials in a single package.

**After the application deadline, a letter will be sent to you to confirm that your application is complete and/or to inform you of any missing information.**

**THANK YOU FOR CONSIDERING PORTLAND STATE UNIVERSITY!**

# LETTER OF REFERENCE

(page 1 of 2)

**To be completed by the *applicant*:**

Name of applicant: (Please print) \_\_\_\_\_

This recommendation will become part of your admissions file. It will be used only for admissions consideration and will not be disclosed to any unauthorized individual without your consent. If you matriculate at Portland State University, you will be accorded access to its contents unless you voluntarily waive your rights of access. Please sign and date this page and present it with the review form (second page) to your reviewers:

Please check one of the boxes and sign the statement below.

I have read the information above and I hereby  waive  
 do not waive my right of access to this document should I matriculate at Portland State University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**To be completed by the *reviewer*:**

The above named is applying for admissions to the Masters or Doctoral program in Sociology at Portland State University. Your honest assessment of the candidate will assist the Committee on Graduate Admissions. Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have access to this recommendation unless he or she has waived that right.

1. On the attached chart, please rank the applicant’s potential in graduate studies in comparison to other students that you have known over the past five years.
2. Please attach a letter that explains your rankings and additional comments on the applicant. Include how long you have known the applicant and in what capacity, her/his creativity, independence, responsibility, pertinent accomplishments, and general promise for graduate studies in sociology.
3. Please return this sheet, the review sheet (page 2), and your letter of reference directly to the applicant in a sealed envelope. Please sign the sealed envelope on the back over the closed flap. Both pages of the reference form should be included. If you have questions call us: (503) 725-3926.

***WE KNOW YOUR TIME IS IMPORTANT - THANK YOU VERY MUCH FOR YOUR HELP!***  
***Application Deadline: January 16, 2013***

**Dear referee: Please attach both pages of this form to your personal letter/statement of recommendation**

# LETTER OF REFERENCE

(Page 2 of 2)

Reference for: \_\_\_\_\_

**Please indicate to whom are you comparing the applicant:**

\_\_\_\_\_ college seniors \_\_\_\_\_ advanced graduate students

\_\_\_\_\_ first year graduate students \_\_\_\_\_ other (please indicate): \_\_\_\_\_

	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Judge</b>
<i>Intellectual capacity</i>					
<i>Writing ability</i>					
<i>Verbal skills</i>					
<i>Motivation</i>					
<i>Independence</i>					
<i>Creativity</i>					
<i>Ability to work with others</i>					
<i>Timeliness in completing assignments</i>					

\_\_\_\_\_  
**Signature of Referee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Referee (please print)**

\_\_\_\_\_  
**Referee's Highest Degree Earned**

\_\_\_\_\_  
**Current Position**

\_\_\_\_\_  
**Current Institution**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State, ZIP**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**e-mail**

Please return this page along with page one of the reference form and your letter/statement of reference directly to the applicant in a sealed envelope. Please sign the sealed envelope on the back over the closed flap. Application deadline is January 16, 2013.

**Portland State University  
Department of Sociology**

**Graduate Student Assistantship (GSA)**

Graduate assistantship in the department of sociology includes a stipend amount plus tuition remission for full-time course work. In exchange for stipend, students must work a number of hours depending on the FTE offered. Ph.D. students and second-year Master's students will be remitted for 9 credits of coursework and first-year Master's students will be remitted for 12 credits of coursework.

Please check or circle one choice below:

- 1) Yes, I would like to be considered for a Graduate Student Assistantship (GSA).\*\*
- 2) No, I do not wish to be considered for a Graduate Student Assistantship (GSA).

\*\* If you would like to be considered for a GSA, on a separate page, but attached to this sheet, describe your:

1. Academic achievements; teaching or research experience; familiarity with using SPSS, Excel, or other software; webpage design and maintenance; foreign languages.
2. Need for financial support. Please indicate on this page what your sources of support will be, and whether or not you are receiving financial aid. Please be advised that any monies awarded to you from the department will affect your financial aid. If you receive financial support from the department, contact your financial aid advisor to discuss changes, if any, to your aid.

**(Include this information with your application package)**

## Sociology Graduate Program Degree Requirements

### Master's Requirements:

- Minimum of 55 graduate credit hours, including 26 credits in core sociology courses, 20 elective credits (8 may be in other departments) and 9 thesis credits.
- Master's of Arts must satisfy the language requirement. Candidates for a MA degree must satisfy a demonstrated proficiency in a foreign language before degree completion. Foreign language proficiency is not required for MS degree.
- Elective courses taken outside of sociology must be approved by student's advisor.
- Students must be registered for at least 1 credit hour during the term in which the thesis is defended.

Required Courses		Credit Hours
Soc 590	Social Research Design	4
Soc 591	Theoretical Perspectives in Sociology	4
Soc 592	Qualitative Methods	4
Soc 593	Quantitative Methods	4
Soc 594	Theory Construction and Research	4
Soc 595	Research Practicum	4
Soc 503	Thesis Credit	9
Soc 513	Thesis Workshop	2
	5 electives (at least 3 in Sociology)	20
<b>Total MA/MS Hours</b>		<b>55</b>

### Ph.D. Requirements:

- Ph.D. students must have completed a master's degree prior to beginning the Ph.D. program.
- Minimum of 51 hours in graduate coursework including 8 credits in core sociology courses, 16 elective credits (8 may be in other departments), and 27 dissertation credits.
- Students completing a sociology degree from another institution should check with their advisor to be sure that all appropriate requirements are met.
- PhD students with a master's degree from a discipline other than sociology will need to complete the following sociology core graduate courses in their first year (Soc 590, Soc 591, Soc 592, Soc 593). Similar courses taken in other disciplines may be transferred. Transfer credits will be reviewed on a case by case basis.
- PhD students with a master's degree from another discipline will be required to complete at least **16 hours of graduate electives in sociology**. Courses taken in other disciplines may be transferred. Transfer credits will be reviewed on a case by case basis.

Required Courses		Credit Hours
Soc 684	<b>Social Inequality Seminar</b>	4
Soc 695	<b>Advanced Research Methods</b>	4
	4 electives (at least 2 in sociology)*	16
	Dissertation (includes proposal, research project and comprehensive exam)	27
<b>PhD Hours</b>		<b>51</b>

\* Students with a master's degree from a discipline other than sociology may need to complete all 16 elective credits in sociology courses.

## **FAQs (Frequently Asked Questions): To help you with your application packet.**

**1) Do I need to submit *official* transcripts to the Sociology Department, even though I have sent a set to the Admissions Office?**

Yes, you need to submit official transcripts to the Sociology Department since your admission to the program depends on the committee's ability to view your academic record from previous programs and schools. Even though Admissions office receives a separate set from you, we do not receive copies unless they are duplicates.

**2) I am a PSU student, do I need to give you official transcripts from PSU?**

No. If all of your previous education was at PSU, we do not need official transcripts from PSU. If you attended any other post-secondary institution, we will need those transcripts.

**3) I really want my application material to look spiffy, should I bind certain things like my writing sample?**

No. We want all application material to fit files. If you bind anything, it will make it difficult to hold your submissions in a manila folder.

**4) You're asking for all application material to be turned in all at once. That's impossible since ETS sends GRE scores directly.**

That's correct. We do require your application material to be turned in at once in the same package, but will accept official GRE scores directly from ETS.

**5) What School Code and Department Code do I use when I'm taking the GREs?**

School Code: 4610 (for Portland State University; Department Code: 2102 (For Sociology).

**6) I'm very anxious to know if my application is complete and the department has received everything. Should I call?**

No. The department will notify you by e-mail up to two weeks after the application due date.

**7) I am applying to the Master's program in Sociology, but my degree was in a different discipline. Will I be accepted into the program? Will I be able to take courses with my cohort?**

In order for applicants to be considered for admissions into the sociology masters program, they should at least have an undergraduate course in Statistics, Research Methods, and Sociological Theory. Students cannot be in their preliminary courses of SOC 590, 591, 592, 593 unless they have these courses as prerequisites.

**8) I am applying to the Master's program in Sociology, what should my GRE scores be?**

The answer to this can be misleading. We would like your GRE scores to be as high as possible, but so many other factors play into your admission into the program: Past academic performance, GPA, research areas and interests, letters of recommendations, writing sample. GRE scores will help boost your chances if you are lacking in other areas, and vice versa.

**9) Why do I need to turn in two sets of application material? Isn't that wasteful?**

No. Our school is different from some other schools where their graduate admissions and departmental admissions are one and the same. Here at PSU, you need to establish an identity by submitting your university application, one set of official transcripts from every post-secondary schools you attended, and their \$50 fee. Your transcript stays in your permanent record at PSU. The second set of application material is for the graduate committee to review your material and be able to make a decision on your admission.

**10) How do I handle letters of recommendation? You're asking me to have access to them, yet you're asking me to waive my rights to viewing them. How does that work?**

We ask you to turn in the recommendation forms to your reviewers and ask them to hand back the form with their letters in a sealed envelope with their signature on the back flap. This lets us know that the letter is confidential and you have not viewed it. It will then be turned in with your complete packet to the Sociology Department.

**11) A Curriculum Vita? What's that?**

A curriculum vita is like a resume, but it contains your academic activity. You list your education, teaching and research experience, awards and honors, papers, etc. A lot of students don't have that type of activity, but can generate a resume that has educational background and work background listed. That would suffice.

- 12) **I am not too sure what you mean by Writing Sample.**  
The writing sample we suggest you submit with your application should be a paper you are particularly proud of that attests to your writing abilities in the field of Sociology. Thus a paper written for a Sociology class for which you received excellent feedback would help you more than say a piece of fiction you submitted to a magazine or online venue.
- 13) **You ask if I want to apply for the MA or MS program. Aren't they the same?**  
No. The Masters of Arts, or MA program requires students to have the equivalent proficiency of two years of a foreign language. If you took those courses as an undergraduate you may show the department of World Languages and Literature a copy of your transcript and they will provide a certificate of completion to the department. If you have the knowledge of a different language, the department of World Languages and Literature will give you a written or oral test in order to establish your proficiency. In either case, a certificate needs to be sent to the department from the World Languages and Literature Department. The certificate can be turned into the department during the first 5 terms of your residency in the program.
- 14) **I don't have a PSU ID, is that ok? What should I do?**  
If you don't have a PSU ID, it's alright to leave it blank on the application. We are now asking for your date of birth since that is one way of getting your ID from our data bank once you apply to the university. If you have a common last name it makes it easier to tell you apart from other students.
- 15) **You have asked me to provide three letters of recommendation, but there is only one form in the packet. What do I do and what's the process? Can't we just ask our reviewers to do these online?**  
We ask that you make three separate copies of the recommendation form (two pages). Place your name on the lines provided, indicate on the form whether you would like to waive or not waive your rights to viewing the completed form, hand each of your reviewers one signed form (two pages). You will receive, in turn, three sealed envelopes with your reviewer's signature on the back flap. At this time we do not have a software at PSU that processes letters of recommendations online.
- 16) **I really need to make an appointment with an advisor to see about getting into the graduate program. Who do I see?**  
Because we have many applicants and prospective students, it's difficult for our graduate advisor to meet everyone face-to-face. Our graduate advisor is also a teaching faculty and has other responsibilities. The best way to voice your concerns or ask any additional questions that are not addressed here, e-mail our graduate advisor: Peter Collier, [collierp@pdx.edu](mailto:collierp@pdx.edu). He may not respond right away, but he will respond in a timely manner because your questions are important to us. If a face-to-face appointment is necessary, he will proceed from there.
- 17) **I am looking at the list of codes for the Admission's Application that goes to the University. What is the code for the Ph.D. program in Sociology of Health and Inequality?**  
Our new Ph.D. code is SOCD. Please use this code. If you find another code, it may be for another program.

You may also benefit from looking on the sociology website for our MA/MS and Ph.D. Handbooks. There are also other FAQs on the website that will help you in your decision when applying.