

Department of Sociology



Portland State
UNIVERSITY

Graduate Student Handbook

Updated Summer 2020

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Program Overview

The department of sociology accepts students seeking to earn the Doctor of Philosophy (Ph.D). Students who begin the Ph.D. program with a bachelor's degree will need to complete Master's level work prior to continuing on to the Ph.D. Students who choose to leave the program (or are not approved to continue) after completing Master's level work will earn a terminal Master's degree (MA/MS). Students who enter with a Master's degree in sociology or related social science field (from PSU or other institution) will begin work at the Ph.D. level (although they may need to take Master's level core courses, if they did not complete equivalent courses in their Master's program).

At the Master's level, students take courses in quantitative and qualitative research, sociological theory, and electives in substantive areas. Master's level work culminates in a thesis, in which each student designs and implements an original research project. At the Ph.D. level, students deepen their engagement with sociological research and theory as well as gain in-depth knowledge of their chosen substantive areas. Ph.D. students take courses, complete a comprehensive exam in one of the five primary areas of concentration, and write a dissertation.

Graduate training in Sociology prioritizes community engagement and policy-relevant research focused on improving people's daily lives and society more broadly. Students focus on the integration of theory with a variety of quantitative and qualitative methodological approaches to study the dynamics of human behavior and social interaction in substantive areas of focus.

Students graduating with a Ph.D. from our program find positions as faculty members at colleges and universities or take research focused jobs in the public or private sectors.

Areas of Focus

The graduate program has five primary areas of concentration: health and medicine; environmental sociology; sociology of education; sociology of gender; and law, criminology, and deviance. Faculty and students also conduct research in the areas of social movements; urban sociology; sociology of the family; sociology of sexualities; race/ethnicity; class/stratification; work and occupations; globalization; and food systems.

Admissions

The PSU Sociology department admits a small cohort of graduate students each fall. A bachelor's degree is required for application to the graduate program. Students who do not have a bachelor's degree in sociology may be accepted into the program, but may be required to take Sociological Theory (SOC 301 and 302), Social Statistics (SOC 396), and Sociological Methods (SOC 397 and 398) unless they can demonstrate that they have taken equivalent coursework. The department's admissions committee also considers applicants who have a master's degree from another discipline and/or university and wish to obtain a Ph.D. in sociology. These students will be expected to complete the requirements for a M.A./M.S. degree, or demonstrate they have taken equivalent coursework, before beginning Ph.D. work.

Who's Who

Graduate Director	Upon entering the graduate program, students may or may not be familiar with a specific faculty member with whom they may like to work, and thus may find it difficult to ask questions and receive advice from the faculty. The Graduate Director is a faculty member specifically assigned to aid students during their time at PSU. Students may seek advice on coursework planning, thesis and dissertation content and procedures, and other questions about the program as a whole.
Graduate Committee	The Graduate Committee consists of the Graduate Director (Chair of the Graduate Committee) and additional sociology faculty. The Graduate Committee is responsible for overseeing admissions to the graduate program, conducting annual reviews of current graduate students, and overseeing the policies and processes related to the graduate program.
PSU Graduate School	Formerly the Office of Graduate Studies, the Graduate School is the campus office where all forms, policies, and information regarding degree requirements can be found.
Research and Graduate Studies (RGS)	The PSU Graduate School is housed within Research and Graduate studies.
Initial Faculty Advisor	Each student will be assigned an initial faculty advisor upon entering the program. Students are required to meet with this advisor at least once a term until they select a Thesis/Dissertation Chair. Once a student chooses a Thesis/Dissertation Chair, that person becomes their primary mentor (in some cases, this individual may be the initial faculty advisor).
Thesis/Dissertation Chair	The Thesis/Dissertation Chair role includes providing guidance in regards to the student's progress through the program, helping the student in selecting appropriate elective courses, and determining when Ph.D. students are ready to schedule comprehensive examinations. The role also includes assisting in the selection of the thesis/dissertation committee, preparation of the thesis/dissertation proposal, and completion of the thesis/dissertation.
Department Admin	Bahar Jaber is the administrative lead who works with graduate students. Questions about course requirements, university forms and policies, and other administrative questions can be directed to Bahar.
Graduate Student Representative	The sociology graduate student body determines their representative. This representative is the liaison between grad students and faculty and is invited to attend faculty meetings.
Department Chair	The Department Chair is a liaison between faculty, staff, and the broader university. If you have specific questions or grievances, it is best to report to the Graduate Director before reaching out to the Department Chair.

Coursework and Milestones

Adequate progress and performance are based on the student's grades and supervising faculty's evaluation. Students must maintain a GPA of 3.0 in order to remain qualified for a graduate teaching assistantship (GTA). After the first year of the program, the student must not only

maintain adequate performance in classes, but must also show progress on their thesis or dissertation in order to be considered for a GTA position.

Year 1 (Master's level work)	
Fall	Coursework (9 credits)
Winter	Coursework (9 credits) Identify thesis topic, Thesis Chair, and thesis committee members (end of winter term)
Spring	Coursework (9 credits) Annual review form (April 20) Thesis proposal approved (end of spring term) IRB for thesis submitted (end of spring term) Collect data or obtain secondary data and complete transcription (end of summer)
Year 2 (Master's level work)	
Fall	Coursework (9 credits)
Winter	Coursework and/or thesis (9 credits) Apply for approval to continue on to Ph.D. (January 30) Appoint thesis committee (at least six weeks prior to thesis defense)
Spring	Coursework and/or thesis (9 credits) Annual review form (April 20) Apply for graduation Thesis oral defense Finalize thesis and submit
Year 3 (Ph.D. level work)	
Fall	Coursework (9 credits) Identify Dissertation Chair (may be same as Thesis Chair)
Winter	Coursework (9 credits)
Spring	Coursework (9 credits) Annual review form (April 20)
Year 4 (Ph.D. level work)	
Fall	Dissertation (9 credits) Comprehensive exam option 1 (week prior to fall term)
Winter	Dissertation (9 credits) Comprehensive exam option 2 (winter break)
Spring	Dissertation (9 credits) Comprehensive exam option 3 (spring break) Annual review form (end of April) Appoint dissertation committee (at least six weeks prior to proposal defense) Dissertation proposal defense IRB for dissertation
Year 5+ (Ph.D. level work)	
Fall/ winter/ spring	603 Dissertation (minimum of 1 credit per term until graduation) Apply for graduation Dissertation defense

Note: Students entering the program with a bachelors begin at Year 1 (Master's level work); students entering the program with a Master's begin at Year 3 (Ph.D. level work)

Annual Student Review

In the spring term of each academic year, **both students and Thesis/Dissertation Chairs** will submit an Annual Review Form to the Graduate Director which the Graduate Committee, the student's Thesis/Dissertation Chair, and the department will use to evaluate a student's eligibility for employment and ongoing progress within the program. This information is used for communicating individual accomplishments and tracking the program as a whole. The goal is also to provide a basis of effective communication to facilitate the student's progress.

All students enrolled in the graduate program are responsible for submitting the **Annual Review Form (see Appendix B) to the Graduate Director and their Thesis/Dissertation Chair by April 30 of each academic year.** A failure to complete this form may impact funding allocation decisions. A student who is reviewed as "not making sufficient progress" has until September 15th of the subsequent year to make up the missing work, meet with their Thesis/Dissertation Chair to review their progress, and have the Thesis/Dissertation Chair sign off and submit an updated progress report to be considered for continued funding.

Once the Annual Review Form is sent to the Graduate Director and the student's Thesis/Dissertation Chair, the Thesis/Dissertation Chair will then review the form and provide additional input for the student's file.

Coursework

Required Coursework at the Master's Level

At the Master's level, students will take a minimum of 54 graduate credit hours, including 22 credits in core sociology courses (as outlined below), 24 elective credits (12 of which may be taken in a department other than sociology), and 8 thesis credits. Elective courses outside sociology must be approved by the student's Thesis Chair. Thesis credit hours (SOC 503) are to be taken with the student's Thesis Chair. **Students must be registered for at least 1 credit hour during the term in which the thesis is defended.**

Core Master's Courses	Credits
SOC 590 Social Research Strategies	4
SOC 591 Theoretical Perspectives in Sociology	4
SOC 592 Qualitative Methods	4
SOC 593 Quantitative Methods	4
SOC 507 Professionalization Seminar <i>Must be taken six terms for a total of six credits</i>	6
Electives <i>At least 12 credits in sociology</i>	24
SOC 503 Thesis Credits	8
54 Total Credit Hours	

Qualitative Data Analysis and Advanced Quantitative Methods are not required courses at the Master's level. However, students who intend to complete a quantitative Master's thesis are encouraged to take Advanced Quant Methods in the spring of year 1, and students who are completing a qualitative thesis are encouraged to take Qualitative Data Analysis in the Fall of year 2.

Required Coursework at the Ph.D. level

Candidates for the Ph.D. in Sociology must earn a minimum of 54 hours in graduate coursework including 15 credits in core sociology courses, 12 elective credits (8 may be taken in other departments), and 27 dissertation credits. A minimum of 81 credits beyond the bachelor's degree is required for a Ph.D. Graduate students working on obtaining a Ph.D. are expected to enroll in 600-level courses.

Core Ph.D. Courses	Credits
SOC 637 Qualitative Data Analysis	4
SOC 695 Advanced Quantitative Methods	4
SOC 607 Professionalization Seminar <i>Must be taken three terms for a total of 3 credits</i>	3
600-level Inequality Elective <i>Choose from: SOC 628 Gender Inequality; SOC 665 Environmental Sociology; SOC 679 Food, Justice, and Social Movements; SOC 684 Social Inequality; SOC 685 Medical Sociology; SOC 686 Topics in Health and Inequality; SOC 687 International Health Inequalities; SOC 688 Social Sustainability Theory and Practice; SOC 698 Globalization Seminar; An alternative sociology elective in inequality may be counted with approval of the department</i>	4
Electives <i>At least 4 credits in sociology</i>	12
SOC 603 Dissertation Credits <i>This includes comprehensive exam, proposal, research credits</i>	27
54 Total Credit Hours	

During the entire time they are in the program, doctoral students must enroll in a minimum of one hour of graduate credit per quarter, not including summer, or apply for a leave of absence; deviations from this requirement must be approved by the department. **Note that once a student has advanced to candidacy, they must be enrolled for one credit each term,** not including summer unless they are graduating during that term.

Doctoral students must maintain grades of B or better in their core courses. Any student who does not achieve a B or higher grade must retake the course in the subsequent year. If the course grade is not a B or higher the second time, the student will be dismissed from the program.

Year 1 (Master's level work)	
Fall	590 Research Strategies (4 credits) 591 Theory (4 credits) 507 Professionalization Seminar (1 credit)
Winter	592 Qualitative Methods (4 credits) 593 Quantitative Methods (4 credits) 507 Professionalization Seminar (1 credit)
Spring	500-level Elective (or 695 Quant II) 500-level Elective (4 credits) 507 Professionalization Seminar (1 credit)
Year 2 (Master's level work)	
Fall	500-level Elective or 537 Qualitative Data Analysis (4 credits) 500-level Elective or 503 Thesis (4 credits) 507 Professionalization Seminar (1 credit)
Winter	500-level Elective or 503 Thesis ((4 credit) 500-level Elective 507 Professionalization Seminar (1 credit)
Spring	500-level Elective or 503 Thesis (4 credits) 500-level Elective or 695 Advanced Quant (4 credits) 507 Professionalization Seminar (1 credit)
Year 3 (Ph.D. level work)	
Fall	637 Qualitative Data Analysis or 600-level elective (4 credits) 600-level Inequality elective (4 credits) 607 Professionalization Seminar (1 credit)
Winter	600-level Elective (4 credits) 600-level Elective (4 credits) 607 Professionalization Seminar (1 credit)
Spring	695 Advanced Quant or 600-level elective (4 credits) 600-level Elective (4 credits) 607 Professionalization Seminar (1 credit)
Year 4 (Ph.D. level work)	
Fall	603 Dissertation (9 credits)
Winter	603 Dissertation (9 credits)
Spring	603 Dissertation (9 credits)
Year 5+ (Ph.D. level work)	

Fall/ Winter/ Spring	603 Dissertation (minimum of 1 credit per term until graduation)
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Suggested Coursework Plans

Students entering with a Bachelor's Degree:

Students entering with a Master's degree:

Year 3 (Ph.D. level work)	
Fall	590 Research Strategies or 600-level elective (4 credits) 591 Theory or 600-level elective (4 credits) 607 Professionalization Seminar (1 credit)
Winter	592 Qualitative Methods or 600-level elective (4 credits) 593 Quantitative Methods or 600-level elective (4 credits) 607 Professionalization Seminar (1 credit)
Spring	695 Advanced Quant or 600-level elective (4 credits) 600-level Elective (4 credits) 607 Professionalization Seminar (1 credit)
Year 4 (Ph.D. level work)	
Fall	637 Qualitative Data Analysis (4 credits) 603 Dissertation (5 credits)
Winter	603 Dissertation (9 credits)
Spring	603 Dissertation (9 credits)
Year 5+ (Ph.D. level work)	
Fall/ Winter/ Spring	603 Dissertation (minimum of 1 credit per term until graduation)

Class Enrollment and Registration

Graduate students are expected to enroll in 500-level and 600-level courses. There are two different procedures for enrolling in courses. The enrollment for all required classes (non-elective) and for courses the student elects to take outside of the department is to be completed through online enrollment at Banweb.pdx.edu, under the Student Tab.

The enrollment for courses taken by arrangement with faculty (Reading and Conferences, Research Credits, and Thesis Credits) is to be done via a hard copy form found in the Sociology Department Office. For a Reading and Conference, this form is to be completed by the professor leading the course, and for Thesis/Dissertation Credits, the form is to be completed along with the student's Chair. The form must be submitted to the Department Chair's mailbox for approval and subsequent processing through the department.

Electives

Master's level students should take 500-level or 600-level electives. Doctoral students should take 600-level electives (500-level electives may also be taken). All graduate coursework must be taken for letter grade (A-F).

Elective courses offer opportunities for students to tailor their skills in a particular area of concentration (i.e. medical sociology, education, criminology, etc.). Students are encouraged to discuss appropriate electives with their initial mentor, their Thesis or Dissertation Chair (if one has been chosen), or with the Graduate Director if they are unsure of what coursework to take.

By-Arrangement Courses

By-arrangement courses, including Reading and Conference courses, are independent studies of a topic to be determined in consultation with a faculty member who has agreed to work with a student. A by-arrangement course can be for between 1 and 4 credits and requires the consent of the supervising faculty member who grades and supervises it. By-arrangement courses may not be used in place of theory or methods courses, seminars in the student's major area of concentration, or for preparation of the thesis (503 credits should be utilized for this). Students should make arrangements with faculty in the term prior to requesting the by arrangement course to ensure the desired faculty is available and willing to oversee the course. Graduate students may take up to 4 credits of by-arrangement coursework prior to obtaining their M.A./M.S. degree. After 4 credits of by-arrangement coursework, up to 4 additional credits of by-arrangement coursework for students working on their Master's degree may be requested via written proposal to the Graduate Committee.

Graduate Student Grade Requirements

The Sociology Department has set the following policies for grading in the graduate program:

- Graduate students working toward their Ph.D. must achieve a B or higher grade in the three required courses (637 Qual Data Analysis, 695 Advanced Quant, and the 600-level inequality elective). Any student who does not achieve a B or higher grade must retake the course in the subsequent year. The course(s) may be taken no more than two times, however a core course can only count for degree requirements once. In no case will a student be permitted to begin their comprehensive examinations without first meeting the above grade requirements in core courses.
- No graduate courses may be taken Pass/No Pass.

Students Entering the Program with Graduate Level Coursework

Waiver of Required Graduate Work

Students who have completed previous graduate work, whether or not they received a degree, and who wish to have this work meet program requirements may meet with the Graduate Director. The Grad Director may consult with faculty teaching the relevant course. All master's or Ph.D. program requirements must be completed, substituted, or waived. This is accomplished on a course-by-course basis. Be aware that approval of the petition constitutes a waiver of a required course, not a waiver of required credits – students will still need to take the required number of credits for the program (e.g., 54 credits at PSU to receive any kind of degree). The Graduate Director or the department's administrative staff are responsible to report these waivers

through the Graduate School's "DARS Exceptions Form" which will track all waivers and other petitions.

Transfer Credit

The Sociology Department limits the maximum number of credits that can be transferred from another institution toward a Ph.D. to 12 credits. The transfer of any credits from another institution must be approved by the graduate committee. Transfer credits must meet all the following requirements: must be letter-graded B- or higher (pass or similar grading methods are not acceptable); must not be used for any other degree at any institution (except for Dual Degrees); must be no older than seven years at the time of graduation.

Students who have received their Master's degree at a different university than PSU, or from a different discipline than Sociology will have to fill out a [GO-21D](#), Proposed Transfer Credits. This form is required whenever transfer credit is requested. Approval of the GO-21D early in the student's program is recommended, so the student will have sufficient time to complete any additional course work which may be necessary for her/his program.

An official transcript in a sealed (closed) envelope from the originating institution must be attached if it is not already on file in the Office of Graduate Admissions. The GO-21D form will ensure that the students in the Ph.D. program have all the requirements for the Master's degree behind them in order to proceed with their Doctoral Candidacy. This is a university requirement and is the reason why students who have received their degrees from a different discipline than Sociology must take the required core Master's level courses.

Approved graduate transfer courses from other institutions are not entered on PSU transcripts and are not considered in the computation of PSU cumulative graduate GPA. However, transfer courses are included in the approved program of study for all graduate certificate and degree programs and are used to calculate the program GPA, which must be 3.0 or higher in order to graduate.

Graduate Certificates

Graduate Certificates are a linked series of approved graduate-level courses, which constitute a coherent body of study within a discipline. Sociology students are encouraged to consider certificate programs that overlap with sociology courses, such as the Gender, Race, and Nations Graduate certificate; the Graduate Certificate in Sustainable Food Systems; and the Sustainability Graduate Certificate. Students can count courses towards both a graduate certificate and a sociology degree. More information can be found here:

<https://www.pdx.edu/registration/certificate-programs#Graduate%20Certificate>

Program Milestones

Thesis

The department considers the master's thesis to be an important learning experience. Master's-level theses can employ quantitative, qualitative, or mixed methods. Students are expected to demonstrate the capacity to plan and conduct research that is of sufficient quality to produce a manuscript for a peer-reviewed journal.

Thesis Committees

The student is free to select any regular departmental faculty member as their Thesis Committee Chair, provided that the faculty member is willing and able to serve. By the end of winter term of the first year, students should have confirmed their Thesis Committee Chair and thesis committee members.

Students are required to have at least two, but no more than three, committee members in addition to one's Thesis Committee Chair. The following rules apply in choosing committee members:

1. Two committee members (the Thesis Committee Chair and one other person) must be regular, full-time PSU faculty within the Sociology department, tenured or tenure-track, assistant professor or higher in rank.
2. A third committee member (in addition to the Chair and one other person) may be Fixed-Term or tenured/tenure track faculty from any department within PSU.
3. A fourth optional committee member may be a faculty member from any other institution as long as the requirements are met for the first three members.

It is the student's responsibility to ask faculty members to Chair or serve on their thesis committee. Faculty members may agree or decline to serve. Faculty members may offer advice regarding committee members; however, the make-up of the thesis committee is the student's choice. Faculty members on sabbatical may continue to participate as committee members only if able and willing to attend committee meetings. Otherwise, they should be replaced. Final approval of the thesis committee occurs by approval of the GO-16M form.

Students may also choose to change their Thesis Committee Chair or thesis committee members if necessary. Any changes to committee membership after its approval by the PSU Graduate School must be re-approved. The Thesis Committee Chair and committee of record are the faculty whose names appear on the final thesis form ([GO -16M](#)).

For more information regarding committee member stipulations, see [Form GO-16M](#) (typically due to the Graduate School in early March of the second year). As the requirements and deadlines change, it is the student's responsibility to follow the PSU Graduate School guidelines, which can be found at <https://www.pdx.edu/gradschool/> or by visiting their office.

Thesis Proposal

After the student and the thesis committee have agreed upon the thesis topic, the student prepares a formal written thesis proposal. At any time during this process, members of the committee may meet informally (at the request of the student or any committee member) to discuss, come to consensus on, or solve any problems related to the proposal. When the Thesis Committee Chair deems the proposal ready, it is distributed to committee members, who are given at least two weeks to read the proposal. Once committee members read, provide comments, and approve the proposal, the student begins their research. The approval of the proposal must be made formally using the **Proposal Approval Form** (Appendix F) that must be submitted to the Graduate Director and department admin.

If the proposed thesis project includes human subjects, the student must have their research approved by the Institutional Review Board before beginning data collection. Students will have varying degrees of risk involved in their projects, and must submit the appropriate forms to IRB (even an exempt project requires a waiver/exempt form). Students should consult with their Thesis/Dissertation Chair about the IRB process and plan ahead, as this process can take several weeks.

Thesis Proposals are ideally completed and approved by the thesis committee by the end of the spring term of the first year. Proposal format is determined by the Thesis Committee Chair. For a sample Thesis Proposal template, see Appendix D. The thesis proposal does not require an oral defense.

Students may not register for SOC 503 (Thesis) until their thesis proposal is approved by their committee. Students are encouraged to complete data collection over the summer between the first and second years in the program and to write the thesis during their second year in the program.

Thesis Preparation

Students should work with their committee and Thesis Committee Chair closely in order to determine the appropriate literature, theories, and data that will be relevant. The research design and quality of the research must be appropriate for publication in a peer reviewed journal. The preferred format of the thesis will be a peer-reviewed journal article manuscript (8,000-11,000 words). The Thesis Chair may request or require an alternative format. The thesis must be formatted according to Graduate School requirements.

Thesis Defense

Please Note: students must be enrolled for at least 1 credit while they are working on their thesis and in the quarter they have the thesis defense. The defense for a master's thesis has two categories: oral and written. [Thesis defense deadlines](#) are determined by the PSU Graduate School. In order to qualify for a Spring graduation, students will typically need to pass an oral thesis defense in early May and submit an electronic version of their thesis before the end of May. Options to graduate in other academic terms are available; see the Graduate School website for alternative deadlines. Students may not defend their thesis until their [GO-16M form](#) (for approval of the thesis committee) is approved by the PSU Graduate School.

Oral Defense

The oral component of the thesis is what is commonly referred to as “the defense.” The defense is not scheduled until the Thesis Committee Chair has determined that the student is ready to defend; this determination will be made upon review of the draft of the thesis and in consultation with the student's thesis committee. The personal need of a student to finish by a certain date is not a consideration in this decision. The final oral thesis defense is normally held during the final term of the program. The oral defense is conducted by the student's entire committee.

No less than two weeks prior to the thesis defense, the student must give the committee a final draft of the thesis, which should include all components required by the graduate school and

Thesis committee. The student should check with their committee for their preferences regarding a digital or hard copy draft.

The defense is an open meeting where the students have the opportunity to share their research with the department and is open to the general public. One week prior to the defense, the student must send via e-mail an announcement to the departmental admin to forward to all Sociology faculty and graduate students, announcing the date, time, room number, title of the thesis, name of the Thesis Committee Chair, and names of the thesis committee members, including the institutional affiliation of any committee members who are not regular Sociology faculty.

All Thesis Committee members (or alternates approved by the Graduate School) must be present for the final oral defense. Remote participation of committee members is permitted so long as the Thesis Chair is present in person. The student presents their research findings, followed by committee members' questions and discussion. After the committee members have concluded their questions, the Thesis Committee Chair will ask for questions from the other attendees. Following the questions, the student and any non-committee members leave the room. The committee then discusses the thesis and the oral defense and determines: 1) whether the student has passed the oral exam, and 2) whether the thesis is accepted as written up to that point, or requires revisions. Passing of the final oral examination requires approval of a majority of the committee. If the oral examination is not passed, the department has the option of either requiring a second oral defense or of disqualifying the candidate from the master's program.

Written Defense

The written component of the defense is the final thesis itself. Approval of the thesis by the Thesis Committee Chair and committee indicates that the written portion of the defense is passed. If the committee does not accept the version of the thesis submitted prior to the oral defense, the student and Thesis Committee Chair are provided with feedback on which sections of the thesis must be revised. Any revisions of the thesis discussed at the final oral defense must be incorporated by the student to the satisfaction of the committee before final approval is given to the written thesis. The Thesis Committee Chair communicates the necessary revisions to the student. Committee members tell the Thesis Committee Chair at the defense if they want to see the final draft or if it is just the Thesis Committee Chair that reads and approves the final draft.

Thesis Formatting and Online Submission

All approved theses must be submitted in the PSU Graduate School's Electronic Thesis and Dissertation (ETD) format. This formatting is very specific and must be followed in order to submit the final thesis online and qualify for graduation. Students are advised to utilize the ETD format *early* on in their thesis writing process in order to avoid last minute reformatting issues. Full instructions for [ETD requirements](#) are on the PSU Graduate School webpage, as well as a [formatting checklist](#). The final thesis or dissertation should be submitted via electronic submission.

Note: Check Graduate School and University deadlines; note that faculty members may not be available for defenses over the summer.

On the [deadlines page](#), please pay particular attention to deadline dates for the following:

- GO-16M submission by department
- Application for the Degree
- Thesis Defense
- Thesis Submission
- GO-17D submission by the department

Application for Graduation

Students must file an online application for graduation with the Graduate School by the stated deadline listed on the [Graduate School website](#).

Evaluation for Continuation to Ph.D. Program

Successful completion of the Master's Degree Program does not guarantee that students will be admitted to the Ph.D. program. However, students may apply to continue in the graduate program after the successful defense of their master's thesis.

Request for Continuation

Master's students may submit the Request for Continuation to Ph.D. Form (Appendix G) to the Graduate Director by **January 30** of their second year in the Master's program.

Evaluation Procedures

1. Thesis Committee Feedback: Once the Request for Continuation to Ph.D. Form (Appendix G) is submitted, the Graduate Director solicits feedback from the student's Thesis Chair and thesis committee regarding performance and program continuation. These comments are added to the student's completed form.
2. General Performance Review: The Graduate Director next adds additional comments on TA/RA feedback and any other relevant information about the student's progress to the Continuation Request Form.
3. The Graduate Committee Recommendation: Once the Graduate Director compiles thesis committee comments and other relevant performance information, the Graduate Committee reviews all requests and makes a recommendation to the faculty regarding whether the student should be allowed to continue on to the Ph.D. This recommendation is based on:
 - a. Student and committee report on the progress of the thesis (generally must be completed by the end of Spring term; in extenuating circumstances, it may be completed by the end of Summer).
 - b. Committee report on the quality of the thesis, indicating the work has the potential to be publishable and that the student is ready for Ph.D. level work.
 - c. Willingness and availability of faculty to work with the student; at least one faculty member who (tentatively) would agree to be Dissertation Chair; one/two additional faculty member who (tentatively) would agree to serve on the committee.
 - d. Ability of the department to support proposed dissertation project
 - e. Faculty and Graduate Director report on student's overall performance and behavior in the graduate program.
 - f. Graduate Director's report on faculty evaluations of TA work (for students requesting funding).

4. Faculty Discussion: After receiving this recommendation, the Graduate Director will communicate the Graduate Committee recommendations to the faculty at a faculty meeting, at which point any concerns or issues regarding student performance may be discussed.
5. The Graduate Committee will make the final determination and will also decide whether the student should be awarded funding. Continuing students will be accepted pending successful completion of the thesis.

Comprehensive Exam

The primary purpose of the comprehensive exam is for students to demonstrate a mastery of the literature in the student's area of concentration. Students are encouraged to choose a comprehensive exam area related to their potential dissertation topic. All required courses and elective coursework must be completed before taking the exam. Students are encouraged to take the exam in their second year in the program as Ph.D. students. The exam must be taken and passed no later than the end of student's fifth year in the program. Students not passing the comprehensive exam by this point will be dismissed from the program. Students must pass the exam before scheduling their dissertation proposal defense.

Currently Offered Exam Areas: health and medicine; environmental sociology; sociology of education; sociology of gender; and law, criminology, and deviance.

Comprehensive examination committees are based on subject area and consist of three faculty members, at least two of who have a specialty in the selected area of concentration. Core faculty members in the student's area of concentration determine the makeup of a given committee.

Students who wish to take a comp exam in an alternative sociological subfield area should discuss their request with the Graduate Director. These requests will be granted under the following conditions: 1) two faculty with expertise in the proposed area are willing and able to develop a reading list in the time frame requested by the student; 2) one additional faculty member plus the two core faculty are willing and able to constitute a comp committee to develop exam questions and grade the exam in the timeframe requested by the student; and 3) an elective in the proposed area is scheduled *or* one of the three faculty members on the comp committee is willing and able to do a by-arrangement course with the student to cover core readings in the proposed area in the timeframe requested by the student.

Comp Exam Area	Core Faculty
Health and Medicine	Shafer, Thompson, Woo
Environmental Sociology	Jaffee, Lubitow
Sociology of Education	Shifrer, Wilkinson
Sociology of Gender	Kelly, Lubitow, Shafer, Thompson, Wilkinson
Law, Criminology, and Deviance (LCD)	Roussell, Thompson

Exam Preparation

The department recommends that students take the graduate level elective course in their exam area; if that is not possible, the student may request to take reading and conference credits with one of the core faculty in the area of their exam. Students are advised to meet with their primary advisor (your expected Dissertation chair) in order to prepare for the exam. This advisor can help

by recommending supplemental readings and making suggestions about how best to prepare for the exam.

Generally, students should complete the readings on their core and supplemental exam reading list and take notes on what they have read. Students should use their own notes and have all texts available for reference and citation when they take the exam. Students may ask the core faculty in their area for practice questions; however, providing questions and reviewing practice essays is at the discretion of individual faculty members.

Exam Timing

Comprehensive exams are offered three times per year, in the fall, winter and spring terms. In consultation with their expected Dissertation Chair, students should choose an area of concentration from the areas listed below. After selecting an area of concentration, students should send an email request to the Graduate Director indicating what term and what topic they have selected **no less than three months** before they plan to take the exam.

Reading List

After students receive permission to take the exam from the Graduate Director and the comprehensive exam committee is formed, students may begin the process of updating the core reading list for their exam concentration area in consultation with the comprehensive exam committee. Comprehensive area exam reading lists are developed and revised by the core faculty in each area of concentration; comprehensive exam committees may choose to request that students propose additional reading selections related to their specific area(s) of interest to be added to the core reading list.

Core reading lists are routinely updated and posted on the Sociology Department website. Past comprehensive exam questions and students' exam answers are not made generally available by the faculty but may be requested from students who have taken past exams.

Exam Administration

The comprehensive exams are take-home. Students will receive their exam from the office coordinator by email at 9:00 a.m. of the first day of the examination period. The exam must be returned to the office administrator by 9:00 a.m. on day fourteen of the examination period.

Students with relevant Disability Resource Center (DRC) accommodations register with the DRC prior to scheduling the comprehensive exam.

The examination committee will provide a set of specific instructions to accompany each examination. All comprehensive exams will consist of two written essays of approximately 15-20 pages of double-spaced writing per question. Exams should therefore result in approximately 30 to 50 double-spaced pages with size 12 font and 1 inch margins, not including references.

Exam Scoring

The faculty members on the comprehensive exam committee will read the exam and provide written feedback to the student within two weeks of exam completion. Much like a revise and

resubmit process for peer-review journal articles, students will have two weeks from the time they receive these comments to: 1) revise their exam per the written feedback they receive; and 2) write a memo detailing how they addressed this feedback. The faculty committee will then have two weeks to provide the student with an exam grade. Students who make satisfactory revisions to their work will receive a passing grade on their exam. Students who do not effectively respond to feedback will receive a failing grade on the exam and will be asked to retake the exam at a later time.

Dissertation

The dissertation must be original research designed and carried out by the student. It is the culminating empirical project of the student's doctoral program. Students must complete a minimum of 27 credits of dissertation. Note that tuition remissions can only be given during terms when the student is registered for full-time credit (9 credits).

Dissertation Committee

The dissertation committee consists of a minimum of four members: the Dissertation Chair; a Graduate School Representative, approved by the PSU Graduate School; and a minimum of two committee members. At least one of the two committee members must be a tenure track/tenured faculty in the Sociology Department. If a committee member is not a member of the Portland State Faculty, you must submit a copy of their CV with the [GO-16D](#) form. No proposal defense will be valid without a dissertation committee approved by the PSU Graduate School.

Process for Identifying a Graduate School Representative

Graduate School Representatives (GS Rep) must be selected from a department outside of sociology. A GS Rep (and the entire dissertation committee) is appointed via the [GO-16D](#) form. On the form, two suggestions for GS Rep should be presented, in priority order; the final selection of the GS Rep is determined by the PSU Graduate School.

1. **The Dissertation Chair and student should meet to discuss possible GS Reps.**
The student may choose a faculty member they have taken a course with outside the department. The Chair may suggest faculty member with overlap in area of expertise (theory, methods, or substantive area). The student and Chair should identify at least two faculty members who might serve as GS Rep.
2. **The student should contact the grad school to see if potential GS Reps are eligible.**
The PSU Graduate School expects a faculty member to have some experience serving on committees at PSU—preferably doctoral committees, but potentially master's committees as well—before being appointed as a GS Rep for the first time.
3. **The student should contact potential GS Reps via email.**
Once eligible potential GS Reps are identified, the student should contact them (via email or in person) to briefly describe the proposed dissertation project and request they serve as GS rep.
4. **Submit GO-16D Form to Research and Graduate Studies**
Once the student and the Dissertation Chair have identified potential GS Reps, the student

submits a [GO-16D form](#) to the Graduate School to officially appoint the dissertation committee. **For doctoral students, the GO-16D should be submitted to Research and Graduate Studies a minimum of six weeks before the anticipated date of the proposal defense.** The department retains a copy in the student's file.

Graduate School Representative practices policies from RGS: Because the GS Rep is literally the Graduate School's representative, appointed in part to perform administrative duties on their behalf, a GS Rep will not be replaced due to a topic change or personal preference. It is not appropriate for a student or committee chair to ask a GS Rep to resign. However, there may be occasions when a GS Rep cannot continue to fulfill their duties. Typically, this is only due to personal reasons (for the GS Rep), but occasionally it could be due to availability; for example, if the GS Rep is on sabbatical during the term you plan to defend and they are not available to participate in the defense remotely.

If your GS Rep tells you they can no longer serve on your committee, the GS Rep must contact the Graduate School directly. If you have been trying to contact your GS Rep and have not received a response, please contact the Graduate School. The Graduate School must first resolve the GS Rep's status on the committee before any steps are taken to update the committee. If you are aware of extenuating circumstances preventing your GS Rep from contacting us directly, either you or your committee chair should contact the Graduate School. Once the Graduate School becomes aware of the need for a GS Rep change, they will provide further instructions for proceeding because it depends on the particulars of the situation.

Do not wait to establish contact with your GS Rep after the GO-16D is approved, and do not fall out of contact either. If your committee was appointed over six months ago and you still have not defended the proposal, check in with your GS Rep to give them an update and make sure that the proposal defense time frame you are planning for does not conflict with their availability. It is not reasonable to expect a GS Rep to continue to be available when you have not been in contact for months. Additionally, and this goes for all appointed committee members--do not wait until the last minute to check availability for a defense. Keep in touch with all members and send regular updates on your work.

[Dissertation Proposal](#)

The proposed research must be appropriate for a Ph.D. in Sociology and meet University requirements. Students should obtain a copy of the PSU Research and Graduate Studies requirements for a dissertation, available [online](#). See Appendix D for a suggested templates for the traditional and three paper dissertation proposals.

[Traditional Dissertation](#)

The traditional dissertation proposal is typically expected to include the following elements, though it will vary depending on committee expectations:

- Introduction and background
- Literature review and theory
- Proposed research methods and plan for data analysis
- Significance of the research
- Limitations of the research

- Research timeline

Three-Paper Option for Dissertations

With the approval of their dissertation committee, students have the option of writing three publishable papers with a shared topic/theme. The three option dissertation proposal should include key elements described above (for each of the three papers).

For the final dissertation, these three papers must (per RGS requirements) be tied together with an introduction and conclusion. The intro and conclusion should explain how these papers fit together, what they share, and what is different in each paper. These papers may be co-authored with faculty, including dissertation committee members and/or Dissertation Chair, but the student must be the first author on all three papers. Please note that there are different [ETD formatting](#) requirements for multi-paper dissertations; please refer to the Research and Graduate Studies ETD page.

Dissertation Proposal Defense

When Research and Graduate Studies responds with an approved [GO-16D](#) form, and when the Dissertation Chair determines that the student is prepared, the student is given permission to schedule their proposal defense. The student must be registered for at least one dissertation credit during the term in which they defend their dissertation proposal. The first step is for the student and the dissertation committee to agree on the date and time. Two hours will be needed for the proposal defense.

All committee members must attend the proposal; remote participation is allowed, so long as the Dissertation Chair is present in person. The defense is open to the public, although the committee may also meet privately with the student for additional questioning and discussion. It is possible that the student will be required to make additional changes in the proposal, as per recommendations by the committee members.

When committee members are satisfied that the student's proposal merits approval, they sign the [GO-23](#), Doctoral Request for Advancement to Candidacy form which is found on the Research and Graduate Studies website, and the student can proceed with the dissertation research, pending Human Subjects Research Review Committee Approval as necessary.

Advancement to Candidacy

To be advanced to candidacy, students must have:

- Completed all required courses
- Submitted the GO-21D if Master's degree is either in a degree other than Sociology, or from a different institution.
- Passed the comprehensive exam (and the department has filed the comprehensive exam report to Research and Graduate Studies)
- Passed the dissertation proposal defense
- Received Human Subjects Research Review Committee Approval
- Met the requirements for advancement to candidacy established by Research and Graduate Studies. The department submits the GO-23, Doctoral Request for Advancement to Candidacy form.

There are no strict limitations on how soon a student can defend their dissertation after advancement to candidacy. University policy states that a student can graduate in a minimum of four months and a maximum of five years following advancement to candidacy.

Human Subjects Research Application

All students must apply for review of their research by the Human Subjects Research Review Committee **after** approval of the proposal, but **prior to** conducting the study or analyzing data that have already been collected. While students typically submit their application to the Human Research Protection Program (HRPP) after the proposal has been approved at the department level, students should nonetheless begin preparing their application materials prior to the dissertation proposal defense to ensure a timely review. The application for review can be found at: <https://sites.google.com/a/pdx.edu/research/integrity/hrpp>

Dissertation Defense

Students must be aware of deadlines that Research and Graduate Studies has on their website specific to that particular year. Planning ahead makes allowances for the need for revisions.

On the [deadlines page](#), please pay particular attention to deadline dates for the following:

- Application for the Degree
- Dissertation Defense
- Dissertation Submission
- GO-17D submission by the department

The defense is not scheduled until the Dissertation Committee Chair has determined that the student is ready to defend; this determination will be made upon review of the draft of the dissertation and in consultation with the student's Dissertation Committee. The personal need of a student to finish by a certain date is not a consideration in this decision. The dissertation defense is normally held during the final term of the program. The oral defense is conducted by the student's entire committee.

No less than two weeks prior to the thesis defense, the student must give their dissertation committee a final draft of the dissertation which should include all components required by Research and Graduate Studies. The student should check with their committee for their preferences regarding a digital or hard copy draft.

The defense is an open meeting where the students have the opportunity to share their research with the department and is open to the general public. One week prior to the defense, the student must send via e-mail an announcement to the departmental admin to forward to all Sociology faculty and graduate students, announcing the date, time, room number, title of the thesis, name of the Thesis Committee Chair, and names of the thesis committee members, including the institutional affiliation of any committee members who are not regular Sociology faculty.

All committee members must attend the proposal; remote participation is allowed, so long as the Dissertation Chair is present in person. If a committee member is unable to participate in a dissertation defense on short notice, a proxy must be appointed by Research and Graduate Studies in advance of the defense. The oral presentation of the dissertation project should not

exceed 40 minutes. Following this presentation, the committee members are given the opportunity to question the candidate. During this discussion, the candidate must defend the dissertation as a worthy contribution to knowledge in its field and must demonstrate mastery of the field of specialization as it is related to the dissertation. The purpose of the questioning and discussion is to further illuminate, for the candidate and the committee, the significance and limitations of the research, as well as to demonstrate that the candidate has met the high standards of the university for the award of the doctoral degree. The committee may also choose to meet privately with the candidate for additional discussion and questioning.

Following questions and discussions, the student and all non-committee members leave the room while the committee confers and votes. Each appointed member has a vote. For dissertation approval, there can be no more than one dissenting vote. The Graduate School Representative (GS Rep) participates in conducting the final oral exam and in the vote to pass or no-pass. In addition to serving as a committee member, the role of the Graduate School Representative (GS Rep) is to perform administrative duties on behalf of Research and Graduate Studies. The committee may pass the student subject to the completion of specified minor modifications to the dissertation. If the final oral examination is not satisfactory, the committee may recommend a second oral defense (following a minimum three-month waiting period per [university guidelines](#)).

NOTE: During the term in which the Dissertation defense occurs, the student must be enrolled for a minimum of one credit hour. The final defense of the dissertation may be held no later than five weeks prior to the conferring of the degree. A GO-17D form must be submitted to Research and Graduate Studies by the published deadline. The department submits the GO-17D on behalf of the student's committee.

Satisfactory Academic Progress in Sociology

All students are expected to maintain progress toward their degree. Satisfactory academic progress in the sociology graduate program entails the following:

- Students must achieve a B or higher in all core courses
- Students must actively work to revise Incomplete (I) grades as per their agreement with the faculty member in whose course they have an incomplete
- Students must submit their annual review form in the spring term to update the Graduate Committee on progress and achievements.
- Students must be making progress toward their degree. Progress is assessed annually by the sociology faculty and is based upon the student and their advisor's annual review responses. Meeting annual milestones (see table below) is part of this assessment.

Master's Level Milestones	
End of Year 1	Complete core classes; Appoint thesis committee; Complete thesis proposal
End of Year 2	Complete coursework; defend thesis proposal
Ph.D Level Milestones	
End of Year 1	Complete core courses; appoint comprehensive exam committee

End of Year 2	Pass comprehensive exam
End of Year 3	Defend Dissertation Proposal
Year 3+	Defend Dissertation

Failure to Make Satisfactory Academic Progress in Sociology

The following are considered markers of unsatisfactory progress:

- Failing to complete core sociology courses: it is advisable to refer to the suggested coursework plan in this handbook regarding core coursework expectations
- Failing to revise an incomplete (I) grade in a required course within one year
- Failing to submit the annual review form to the Graduate Committee may negatively impact funding decisions
- Receiving one grade of C or lower in any course
- Having more than one I, W, X grade on your transcript
- Failure to retain a Thesis/Dissertation Chair: If a new chair is required, the student is expected to appoint one within two academic terms.
- Engaging in academic dishonesty. Guidelines about what constitutes academic misconduct can be found online via [Enrollment Management & Student Affairs](#).
- Violations of the [Student Conduct Code](#) as determined by the Dean of Student Life.
- Failing to make progress toward the degree as noted by the annual review process and key milestone timeline.
- Failing to enroll in at least one credit hour in sociology: Any quarter of the regular academic year (Fall, Winter or Spring) during which a student is not enrolled for at least one credit hour in sociology requires a formal leave of absence from the department. Failure to do so can result in termination from the program. Graduate students should be enrolled for at least 1 credit hour of thesis or dissertation each quarter they are receiving assistance from any faculty. They also should be enrolled for at least 1 credit hour of thesis or dissertation in the quarter they have a colloquium or final defense.

Impact of Failure to Make Satisfactory Academic Progress in Sociology

Students who are not making timely progress toward a degree should not expect continued offers of employment. Failure to make satisfactory progress can also result in dismissal as noted below.

Dismissal from Sociology program

Students may be dismissed from the sociology graduate program for failing to make satisfactory academic progress as noted above. If a student is determined to be out of Satisfactory Academic Compliance, they will be required to meet with the Graduate Director and their Thesis/Dissertation Advisor (or another faculty member if the Graduate Director is their Advisor). At this required meeting, the student and faculty members will develop a detailed plan in which the student can once again make satisfactory progress and resolve outstanding issues. This meeting should result in an agreement approved by the student that includes a detailed timeline for improvement and which also sets a date for a second follow up review and assessment. Should the student fail to make progress by this second review, they can be

dismissed from the program.

Note: There are additional reasons for dismissal that are under the purview of the Research and Graduate Studies. These may include a failure to complete work within university time limits, having a cumulative GPA below 3.0 or failing required comprehensive exams or defenses. For more information, please see the Research and Graduate Studies webpage on Academic Standing.

Graduate Employment

Every effort will be made to extend offers of employment to graduate students. The availability of graduate employment will vary depending on university and departmental budgets. There are three options for employment in the sociology department: Graduate Teaching Assistantship; Graduate Teaching Assistantship as Instructor of Record; and Graduate Research Assistantship. There are a number of other possible teaching and research relationships within the department (e.g., hourly research work, summer research funding) which are not covered by these designations and agreements.

In order to be considered for an assistantship, the initial request must be indicated through the standardized graduate application process. Factors affecting assistantship decisions include, but are not limited to: departmental needs, student financial need, student skills and experiences, the specific requirements of some positions, and department and university ability to provide the funding.

Efforts will be made to provide continuous financial support throughout a student's graduate time at PSU, provided that the student remains in good standing and makes timely progress toward the degree. Students are eligible for no more than two years of support prior to receipt of their M.A./M.S. degree. Students will be remitted for 9 credits of instructional fees per term, plus a percentage of mandatory fees (excluding summer). The stipend amount offered may vary depending upon the number of work hours (FTE) being offered.

Funding may be applied in non-consecutive years, at the discretion of the Graduate Director and Graduate Committee and as the university budget allows (e.g. a leave of absence, a paused GTA position in order to assist a faculty on an externally funded project). Students should discuss requests for funding in non-consecutive years with the Graduate Director.

Graduate Teaching Assistantships (GTAs): Students who receive funding are typically offered a graduate teaching assistantship (GTAs) which entails up to 12 hours of work per week supporting an undergraduate instructor.

Graduate Research Assistantships (GRAs) may be available when faculty members have funded research opportunities.

Ph.D. Students as Instructors of Record: Doctoral students may also be offered the opportunity to teach as the instructor of record in undergraduate sociology courses.

Graduate Employee Union (GEU)

The Graduate Employees Union, AFT/AAUP (GEU) is a union made up of nearly 800 graduate teaching assistants, research assistants, and administrative assistants at PSU. You can learn more about how to join GEU by visiting their website: <http://pdxgeu.org/>. The GEU collective bargaining agreement, [available online](#), contains information about your status as employee, what to do in the event that you are being treated unfairly as an employee, and has specific guidelines regarding the types of duties you can expect to perform as a GTA or GRA.

It should be noted that the union is oriented toward graduate students *as employees* and does not weigh in on strictly academic affairs. For other issues, please talk to the Graduate Director or student graduate representative.

Your Full Time Equivalent (or FTE) dictates your expected weekly and overall workload during an academic quarter. Your FTE will be listed on the employment contract you receive at the start of your employment each term. A summary of the varied FTEs at which grad students may be employed is below. All GAs must have a minimum .30 FTE. Please refer to the most recent GEU contract for more details.

Full Time Equivalent (FTE)	Total Work Hours per 13 Week Employment Period	Average Hours per Workweek
.30	156	12
.49	254	19.5

As stated in section 18.3 of the GEU collective bargaining agreement, “It is understood that the amount of work may vary throughout the term due to specific assignments and/or other situational demands. Workload assigned to a graduate assistant may or may not be separate from the academic expectations associated with thesis or dissertation research.” For more information on this, please consult your GEU Unit Representative.

Tuition Remission

A graduate assistant receives tuition remission and partial fee remission in addition to the stipend earned. The amount of the stipend will vary depending on the full time equivalent (FTE) offered. The tuition paid by the student is variable depending upon the tuition rate in the current tuition tables. Health insurance is the responsibility of the student unless otherwise stated in the GEU bargaining agreement.

Graduate Teaching Assistantships (GTAs)

GTAs work alongside an instructor and will typically work 12 hours each week on average. Your assigned work duties may include any of the following activities, which are to be determined by the designated faculty/instructor to whom the GTA is assigned: attending lectures, leading discussion groups, grading, proctoring exams, tutoring, holding office hours, communicating with students regarding the course material, conducting course evaluations, and managing web modules and grades.

GTAs are given responsibility for grading undergraduate course work; GTAs do not grade graduate student course work. When a graduate student is serving as a GTA in a mixed

undergraduate-graduate (i.e., 400/500 or other designation) course, the GTA will not be expected to assign grades to other graduate students' examinations, essays, or term papers. If grading of tests is included among the GTA's duties in a 400/500-level course, the GTA's access to other graduate students' grades should be limited and should not include final grades. It is a given that all students' grades are to be kept confidential.

GTAs are required to get in touch with their supervising faculty member beginning September 16, which is the date contracts for Fall term begin. GTAs will be sent a Work Agreement Notice that details their GTA assignment and expected duties. GTAs are encouraged to discuss their obligations with the faculty member and make sure that all expectations are clearly spelled out. GTAs are expected to participate in course management until all exams are given and grades are entered at the end of the term. If the grades are due past the date of the contract's end, previous arrangements must be made with the supervising faculty member. Students assisting with face-to-face courses are expected to be available to be on campus from week one through the end of finals week.

Graduate assistants will not be requested or permitted to perform personal tasks for faculty.

Efforts will be made to reconcile department needs (e.g., providing assistants for particular courses) with students' progress in the program and need for support. Students' training and experiences and the fit between students' skills and the requirements of specific assistantships will be considered in the decision process. The final appointment is determined by the recommendation of the Graduate Committee.

Assistantships are typically offered for one academic year unless explicitly stated that they are offered for one term only. **Students must request consideration for funding renewal by April 30 each year by indicating their need on their Annual Review Form (see Appendix).**

Decisions to renew are based on coursework performance, progress in the program, and performance on assistantship duties.

Graduate Research Assistantships (GRAs)

GRAs will be supported through faculty research grants and are expected to work on that faculty member's research project. GRAs perform research tasks including experimentation tasks; data collection, storage, and analysis; presentations; publication preparation; and other research activities, all with credit due as appropriate. Graduate assistants will not be requested or permitted to perform personal tasks for faculty.

Graduate Teaching Assistantships: Instructor of Record

The Sociology Department is committed to training and identifying graduate students who: 1) will provide high-quality instruction to our undergraduates; 2) undergo the appropriate preparation for teaching undergraduate coursework; and 3) have been selected/confirmed by the graduate committee upon completion of the requirements below.

Teaching positions are contingent upon successful progress in the program and availability of departmental funding. Graduate Instructors' teaching evaluations will be reviewed by the Department Chair each term. If evaluations are unsatisfactory, the instructor will be notified by

the Graduate Director and given a specified amount of time to improve prior to revocation of the position.

Graduate instructors teach courses in the regular rotation of face-to-face class offerings at the 200 and 300 levels, based on their experience and departmental needs. With permission from the Curriculum Committee, student instructors may teach 400-level courses in their areas of expertise and online courses. Students should email the Curriculum Committee Chair to request to teach a 400-level course or an online course. Departmental needs, and not student interest, will determine what classes students will teach. Except in rare circumstances, if a student is teaching for the first time, they will teach SOC 200 (Introduction to Sociology). Graduate instructors are overseen by the Graduate Director and by the Curriculum Committee. The Curriculum Committee will consult with, and may assign, a faculty mentor who has previously taught the course to work with the student. Graduate instructors teaching a course for the first time must consult with their mentor or the curriculum committee prior to development of syllabus and book selection. Major course-related decisions (e.g., substantial revision of topics/textbooks/assignments) are subject to approval by this mentor/Curriculum Committee.

Minimum Requirements:

1. Master's Degree in Sociology (must include required courses from PSU or their equivalent).
2. At least 3 terms as a GTA with an above average or excellent rating from supervising instructor. Students who do not currently have GTA funding may fulfill this requirement by volunteering as a TA, or working as a TA for course (by-arrangement) credit.
3. Completion of at least 1 hour of approved training related to teaching (workshops led by the [Office of Academic Innovation](#) meet this requirement). Other workshops may be approved upon request to the Graduate Director.
4. If a student has previous teaching experience at another university, Requirement #2 and Requirement #3 above may be waived. To be considered for these waivers, the student must submit syllabi, assignments, and course evaluations to the Curriculum Committee.

Indicating Your Teaching Interest

Graduate students who have completed their Master's thesis and wish to teach a course should indicate this on the Ph.D section of the Annual Review Form (see Appendix B) and include: A) courses they feel qualified to teach; B) evidence of their successful completion of the minimum requirements noted above. Students who would like to indicate this interest between Annual Reviews should send an email to the Graduate Director, Curriculum Committee Chair, and Department Chair indicating the same criteria. Regardless of the method of communication, requests must be received **at least three academic terms before the student hopes to teach a course** given the need to develop a departmental course schedule well in advance; students who are approved to teach will be assigned courses as they become available.

Ineligibility for Employment Due to Substandard Performance

When a faculty member supervising a graduate assistant notes that the graduate student is not performing the duties of the position at an acceptable level, the faculty member will take the following steps:

1. The faculty member will meet with the student to discuss their concerns and make suggestions, where possible, about how to improve subsequent performance.

2. If concerns persist, the faculty member will notify the Graduate Director for mediation and appropriate action.
3. The Graduate Director will meet separately with the faculty member and the student before making a determination. After meeting with both the faculty member and the student, the Graduate Director will make a decision about the student's progress, and whether the student should be assigned to a different faculty member.

Issues with Faculty Members Supervising Graduate Assistants

When a graduate assistant has issues with their supervising faculty member, the student will take the following steps. The student may request for the grad student representative to assist with any part of this process. The student is also advised to seek out the advice and support of the Graduate Employee Union in the event that they would like to file a formal grievance.

1. The student will meet with the faculty member to discuss their concerns; if the student is uncomfortable discussing the issues one-on-one, they may skip step one.
2. If concerns persist, the student will notify the Graduate Director for mediation and appropriate action. If the faculty member of concern is the Graduate Director, the student will notify the Department Chair.
3. The Graduate Director (or Department Chair) will meet with the faculty member and the student before making a determination. After meeting with both the faculty member and the student, the Graduate Director (or Department Chair) will facilitate a resolution or make a decision about assigning the student to a different faculty member.

Degree Time Limitations

- No more than five years for doctoral candidates who enter with a master's degree may pass between admission and completion of comprehensive exams.
- No more than three years may pass between completing the comprehensive exams and advancing to candidacy.
- No more than five years may pass between advancing to candidacy and completing all graduation requirements for the doctoral degree.

Graduate Teaching Assistant Evaluation

Near the end of each term, two things will occur: 1) All instructors who are assigned GTAs will complete an evaluation of the teaching assistant's performance via a Google form sent out by department admin; 2) All GTAs will also be asked to complete a Google form asking for their feedback on the GTA experience. This will be sent out by the Graduate Director. These evaluations will be used to track employment and to help make future recommendations regarding funding allocation.

Student conduct

Student Conduct Code

[Students are expected to adhere to the PSU Student Conduct Code.](#) Student conduct will be monitored on a case-by-case basis through students' yearly progress reports to the Graduate

Director as well as feedback from students' GTA supervisors and Thesis/Dissertation Chair. Violations of the student code of conduct can result in consequences up to and including dismissal from the program.

Academic Misconduct

Students are expected to adhere to the highest levels of academic honesty. PSU has a formal process for handling [academic misconduct](#). Academic misconduct will result in consequences, up to and including dismissal from the program.

Sexual Misconduct

Students are expected to adhere to the [PSU policy on sexual misconduct](#). Violations of the sexual misconduct policy may result in consequences up to and including dismissal from the program.

Students who experience sexual misconduct from other PSU students, faculty, or staff have a variety of options of formal reporting, if they so choose (see [PSU policy](#)). Students may also discuss any concerns with the graduate student director and/or department chair.

Relationships Between Faculty and Graduate Students

Graduate students may choose to socialize with faculty at department sponsored and extra-departmental events. Professional and mentorship arrangements sometimes evolve into close personal relationships that are positive experiences for both graduate students and faculty. However, given the unequal power dynamic that exists between faculty and graduate students, these types of close relationships (especially romantic/sexual relationships) can occasionally become negative experiences for graduate students and may negatively impact their education. Before pursuing close relationships (especially romantic/sexual relationships), graduate students should consider the potential negative consequences; for example, the potential for discomfort if a falling out occurs; negative consequences of real or perceived favoritism; and negative consequences of some individuals' beliefs that romantic/sexual relationships between students and faculty are inappropriate.

Graduate students may choose to engage in sexual/romantic relationships with faculty. [Per PSU policy](#), a faculty member who engages in a sexual/romantic relationship with a student will not hold a supervisory position over that student; the faculty member **will not**: 1) supervise that student in a TA or RA capacity; 2) grade that student's work in courses (grading must be performed by another faculty member), 3) serve on that student's thesis, comprehensive exam, or dissertation committee; or 4) participate in evaluations of the student related to continuation in the program or funding. Faculty members will decline future supervisory positions over that student for the length of the student's time in the program. The faculty member has the primary responsibility for reporting the consensual relationship; however, all parties to a consensual relationship are responsible for disclosing the relationship to their supervisor (usually the Department Chair).

If, at any time, graduate students experience any discomfort with any aspect of their personal relationship with a faculty member, they should discuss the issues with 1) the faculty member (if they feel comfortable doing so); and/or 2) the Graduate Director (if the faculty member is not the

Grad Director); and/or 3) the Department Chair (if the faculty member is the Grad Director). The department will make every effort to ensure that disclosing issues in personal relationships with faculty will not negatively impact the student's education.

Other Information

Residency Requirements: Master's and Ph.D. Students

Portland State University's Research and Graduate Studies has a residency requirement. Residence credit is defined as credit taken at PSU after formal admission to a graduate degree program. Residency requirements are intended to ensure that students work in close association with other graduate scholars in the intellectual environment of PSU. These residency requirements cannot be waived by the sociology department. In a master's program, to meet the residency requirement a student must earn a minimum of two-thirds of the credits applied to the degree after formal admission to a master's degree program at PSU.

In a doctoral program, the residency requirement can be satisfied in one of the following ways:

- Three terms of full-time enrollment (minimum 9 graduate credits applicable to the degree program each term) during the first two years after admission to the program. This may include one or more summer terms.
- Six terms of part-time enrollment (minimum 1 graduate credit applicable to the degree program each term) during the first two years after admission to the program. This may include one or more summer terms.
- A doctoral student who was enrolled in the same major at PSU, and whose matriculation to the doctoral program immediately follows (within one calendar year) the master's degree program, may fulfill the residency requirement during the period in which the student was enrolled in the master's program.

Leave of Absence Policy

A student admitted to the graduate program may petition for a leave of absence. A leave of absence is granted for a specific period of time, up to a maximum of three terms (excluding summer). Students may request a second leave of absence, also for a maximum of three terms. A leave of absence:

- Provides a guarantee that a student will be allowed to return to the graduate program at the agreed-upon time
- Exempts the student from the continuous enrollment requirements (applicable only to advanced doctoral students)
- Does not constitute a waiver of the time limit for completion of a graduate program nor the one-year limit for completion of a course.

It is the student's responsibility to drop or withdraw from all courses as well as notify other appropriate offices on campus of their leave status (Financial Aid, etc.). [A completed leave of absence request](#) must be submitted to Research and Graduate Studies no later than the Friday of the second week of the term for which the leave should take effect. A leave of absence will not be approved retroactively.

Graduate students accepted into the program who have not yet matriculated submit their requests for a deferred admission to the Graduate Committee.

Office Space in Sociology

Graduate student office space is assigned by the graduate student representative. Office keys will be given to students each fall; key replacement fee is \$50 per key if keys are lost.

Appendix A: Table of Relevant Forms

For relevant forms and deadlines, please visit [PSU Graduate Candidate Deadlines Page](#), which is updated each year.

Name	Location	Submit to	Deadline
Annual Review Form (<i>Internal form</i>)	Appendix B	Sociology Graduate Director	April 30, Annually
Thesis Proposal Approval Form (<i>Internal form</i>)	Appendix F	Sociology Department	End of Spring term in 1 st year of master's program
Request for Continuation to Ph.D (<i>Internal Form</i>)	Appendix G	Sociology Graduate Director	January 30 in 2 nd year in master's program
G0-16M : Appointment of Thesis Final Oral Examination Committee (<i>Official PSU form</i>)	PSU Graduate School Website	PSU Graduate School	March of 2 nd year in master's program
G0-16D : Appointment of Doctoral Dissertation Committee (<i>Official PSU form</i>)	PSU Graduate School Website	PSU Graduate School	Once the Dissertation Committee has been selected
Thesis Signature Page Dissertation Signature Page (<i>Official PSU forms</i>)	PSU Graduate School Website	Submit electronically with final thesis or dissertation file	Before Annual Deadlines for Degree Completion

Sociology Annual Student Review Form

Appendix B: Sociology Annual Review Form

Annual review forms will be completed no later than April 30 each year. Links to the form are below, reminders will be sent out by the Graduate Committee at the start of Spring term for students to complete the form.

Master's Annual Review Form

1. Your first and last name:
2. What year did you enter the program?
3. List the course number, name, and the grade earned for each course taken this year.
4. Who is your thesis chair?
5. Who are your additional thesis committee members?
6. What is your thesis title? (tentative okay)
7. Is your thesis proposal approved? Write YES or your plan and timeline for getting the proposal approved.
8. For second year Master's students, report the date and time that your thesis defense is scheduled. If defense is not scheduled, write in plan and timeline from completing the thesis:
9. For continuing students, would like to be considered for a GTA or GRA position for the next academic year?
10. For continuing second year master's students, would you like to be considered for an instructor of record (teaching) position for next academic year?
11. If you would like to be consider to be an instructor of record, list up to four courses we currently offer that you feel you could teach:

Ph.D. Annual Review Form

1. Your first and last name:
2. What year did you enter the program?
3. Have you completed all Ph.D. coursework?
4. If you took courses this year, list the course number, name, and the grade earned for each course.
5. Who is your dissertation chair (or current primary mentor if chair is TBD)?
6. Who are your additional dissertation committee members (or additional mentors if committee is TBD)?
7. What is your dissertation title (or area/topic if title is TBD)?
8. What is/was your comprehensive exam area?
9. Have you passed your comprehensive exam?
10. If yes (comp exam passed), report term/year:
11. If no (comp exam not yet passed), report term and year comprehensive exam will be completed:
12. Have you defended your dissertation proposal?
13. If yes (diss proposal defended), report term/year:
14. If no (diss proposal not yet defended), report term and year dissertation proposal defense is to be completed:
15. When do you plan to defend your dissertation? (estimate is okay)
16. Would like to be considered for a GTA or GRA position for the next academic year?
17. Would you like to be considered for an instructor of record (teaching) position for next academic year? Note: if within funding years, this will be as a GRA; if beyond funding years, this will be as an adjunct.
18. If you would like to be consider to be an instructor of record, list up to four courses we currently offer that you feel you could teach:

Appendix C: University Policies

Below are some university guidelines that students have found useful. These are not all of the University Guidelines and just because information is not included here does not indicate that the guidelines do not apply. Students are expected to be familiar with the University Guidelines and policies as set out in the Bulletin and on the PSU Graduate School website.

Incompletes

Students do not have a right to receive/demand an Incomplete grade. The option of assigning an Incomplete grade is at the discretion of the instructor when the following criteria are met.

Eligibility Criteria

1. **Required satisfactory course completion/participation.** The quality of work is satisfactory, but some essential work remains. In addition, the student must have successfully completed most of the course work at the time the student requests the Incomplete, with a minimum grade up to that point of a B- for a graduate course.
2. **Reasonable justification for the request.** Reasons for assigning the Incomplete must be acceptable to the instructor. A student does not have the right to demand an Incomplete. The circumstances should be unforeseen or beyond the control of the student. The instructor is entitled to request appropriate medical or other documentation to validate the student's request.
3. **Incomplete grade is not a substitute for a poor grade.** The Incomplete grade is not meant to create the opportunity for special or additional work for a student to raise a poor grade, or for the opportunity to take the course over by sitting in on the course in a later term without registering or paying for it.
4. **Written agreement.** A written or electronic agreement will be endorsed by both the instructor and student. The document will specify a) the remaining work to be completed, b) the highest grade which may be awarded upon submission of remaining items, and c) the date which the missing work is due. The latter may not exceed one year from the end of the term of enrollment for the given course. A template [Incomplete Contract](#) is available from the Registrar.
5. **Resolving the Incomplete.** Instructors may not encourage students to "sit in" an entire future course in order to resolve the Incomplete grade. If the student needs to retake the entire course, they should be given the grade presently earned, and must formally register for the future class they will be attending. If the missed portion of the course is no longer available, instructors may offer an alternate assignment. Grading weight of the alternate assignment should not exceed the original assignment. Students are fully responsible for monitoring all due dates.

Other Rules:

1. **GPA Calculation.** Incomplete grades are not included when calculating GPA.
2. **Deadline for Completion.** The deadline for completion of an Incomplete is one calendar year. The instructor may set a shorter deadline, which is binding. Any request for a longer deadline must be requested via petition to the Graduate Council.
3. **Failure to make up an Incomplete by the end of one year.** The Incomplete will become part of the student's permanent academic record for a graduate course.

Academic Probation

An admitted graduate student is placed on probation if the student's cumulative graduate GPA at PSU, based on the completion of 9 or more letter-graded graduate credits after admission to the graduate level at PSU, falls below 3.00.

While on academic probation a student will not be permitted to graduate, to be admitted to a new or different graduate certificate or degree program, to be advanced to doctoral candidacy, to have a thesis or dissertation committee appointed, to receive or continue to hold a graduate assistantship, or to register for more than a total of 9 credit hours in any term. A student is removed from academic probation if the student's cumulative graduate GPA is brought up to 3.00 or higher within the next 9 letter-graded graduate credits after beginning probation status.

Academic disqualification

Disqualification occurs if:

1. A student on academic probation fails to achieve a cumulative graduate GPA of 3.00 or higher within the next 9 letter-graded graduate credits after beginning probation status; or
2. A student becomes subject to academic probation for a second time.

A student who is disqualified may not register for any graduate courses at PSU.

Readmission after disqualification

Readmission after disqualification is not automatic. A disqualified student may petition for readmission as a student in a graduate certificate or degree program after one calendar year. Readmission after the mandatory one-year period is initiated by the student's filing of a petition for readmission to the Graduate Council through the Graduate School. Such a petition would need to address the circumstances that led to disqualification and provide evidence of preparedness to resume graduate study.

If a student's graduate program recommends readmission, the Graduate Council may grant readmission, with or without additional academic requirements, or may recommend continued disqualification. A readmitted student must raise the cumulative graduate GPA to 3.00 or higher within the first 12 letter-graded credits after readmission or the student will be disqualified.

Graduate courses completed at other institutions while a student is under disqualification at PSU will not be applied toward a graduate program at PSU.

Appendix D: Thesis/Dissertation Proposal Template

Appendix D: Thesis Proposal Template

Thesis/Dissertation Title

Name

Department of Sociology

Portland State University

Committee

Faculty member name (Chair), faculty member name, faculty member name

Introduction

Give the context for the current project and discuss the specific topic. Provide one overall research question. You may also provide a list of more specific research questions. Provide a brief statement of the proposed methods.

Literature Review

Sub heading

Provide an overview of the previous empirical and theoretical work related to your topic. Start with the broadest topic and end with the studies that are most similar to the one you are proposing. At the end of the literature, be explicit about what the contribution of the proposed project to the larger literature as well as the literature on your specific topic.

Method

Sub heading

Describe how you will collect (if relevant) and analyze your data. Be very specific about your research design as this is your opportunity to get feedback from your committee before you collect and analyze your data.

Below are the key elements for some commonly used methods. If you are using more than one method, be sure to detail each of the methods you are using as well as your approach to using multiple methods.

Interviews and Focus Groups

- ☐ Research method (e.g. qualitative interviews, semi-structured interview, in-depth interviews, focus groups)
- ☐ Criteria for participation (e.g. individual characteristics)
- ☐ Access and recruitment
- ☐ Sampling strategy (e.g., convenience, random)
- ☐ Number of interviews
- ☐ Geographic location
- ☐ Type of space where interviews will be conducted

Appendix D: Thesis/Dissertation Proposal Template

- ❑ Average length (and/or range) of interviews
- ❑ State interviews will be audiotaped and transcribed
- ❑ Any relevant identities of the researcher(s) and how these identities may impact the research
- ❑ Demographics and other individual characteristics of participants relevant for the analysis (state that pseudonyms are used); use a demographics table if needed
- ❑ Plan for data analysis

Ethnography and Participant Observation

- ❑ Research method (e.g. ethnography, participant observation)
- ❑ Describe the site or setting (use pseudonym for identifiable locations)
- ❑ Criteria and explanation for choosing the setting (specifically in relation to the research question)
- ❑ How the researcher will enter the site (including gaining permission from gatekeepers if relevant)
- ❑ (Approximate) numbers and types of people in the site (note that names will be pseudonyms)
- ❑ Time in the setting (date range, number of visits, and/or number of hours)
- ❑ How the researcher will take jottings/notes in the setting (if at all) and after leaving
- ❑ What kind of data will be collected (e.g. conversations, behavior)
- ❑ The degree the researcher will be a participant in the setting
- ❑ Any relevant identities of the researcher(s) and how these identities impact the research
- ❑ Plan for data analysis

Qualitative or Quantitative Content Analysis

- ❑ Research method (quantitative content analysis, qualitative content analysis, discourse analysis)
- ❑ Source of the data
- ❑ Criteria for inclusion in population: date range, key terms or topic, other criteria for inclusion
- ❑ Number of cases in population
- ❑ Number of cases in sample
- ❑ Sampling strategy (random, stratified, the population is the sample)
- ❑ Characteristics of the sample relevant for the analysis
- ❑ Any relevant identities of the researcher(s) and how these identities impact the research
- ❑ Plan for data analysis

Primary Quantitative Data

- ❑ Research method (e.g. survey, experiment) and modality (e.g. telephone, face-to-face)
- ❑ Criteria for participation (e.g. individual characteristics)
- ❑ Access and recruitment
- ❑ Sampling strategy (e.g., convenience, random)
- ❑ Number of respondents
- ❑ Geographic location
- ❑ Any relevant identities of the researcher and how these identities shaped data collection and analysis
- ❑ Measures (independent, dependent, control variables), including survey question wording (as relevant)
- ❑ Plan for data analysis

Appendix D: Thesis/Dissertation Proposal Template

Secondary quantitative data

- ❑ Research method (e.g. secondary analysis of survey data)
- ❑ Source of the data and description of the dataset
- ❑ Demographics and other characteristics of the data relevant for the analysis
- ❑ Any relevant identities of the researcher(s) and how these identities impact the research
- ❑ Measures (independent, dependent, control variables), including survey question wording (as relevant)
- ❑ Plan for data analysis

Significance of Study

State the contribution of this study to sociology. You may also comment on relevance for policy or activism here.

Limitations

Discuss the limitations. Assess the limitations without overemphasizing them.

Research Timeline

Describe your proposed timeline for completing the research

References

List all the references used in the proposal. Use ASA or ASR style.

Appendix: Interview guide or codebook

For interview projects, develop a preliminary interview guide (you can refine the questions later). For projects involving secondary data analysis, create a codebook of key variables used in the analysis.

The proposal should be 6-10 pages single spaced (not including references or appendix)

Appendix D: Thesis/Dissertation Proposal Template

Three Paper Dissertation Proposal Option Title

Name
Department of Sociology
Portland State University

Committee

Faculty member name (Chair), faculty member name, faculty member name

Overview

This three-paper dissertation examines X overall topic. The first paper, “title,” uses Y methods to examine Z. The second paper, “title,” uses Y methods to examine Z. The third paper, “title,” uses Y methods to examine Z.

Introduction

a) introduction to the topic, b) broad summary of the literature on the overall diss topic (focus on the lit not covered in the individual lit reviews for each paper)

Title of Paper 1

a) abstract, b) introduction to the specific topic of this paper, c) summary of the literature specific to this paper, d) description of proposed method(s), e) significance of study, f) limitations

Title of Paper 2

a) abstract, b) introduction to the specific topic of this paper, c) summary of the literature specific to this paper, d) description of proposed method(s), e) significance of study, f) limitations

Title of Paper 3

a) abstract, b) introduction to the specific topic of this paper, c) summary of the literature specific to this paper, d) description of proposed method(s), e) significance of study, f) limitations

Research Timeline

Describe your proposed timeline for completing the research

References

List all the references used in the proposal. Use ASA or ASR style.

Appendix: Interview guide or codebook

For interview projects, develop a preliminary interview guide (you can refine the questions later). For projects involving secondary data analysis, create a codebook of key variables used in the analysis.

Appendix D: Thesis/Dissertation Proposal Template

Note: See standard “Thesis and dissertation proposal template” for more detail on the required components (i.e. introduction, literature review, methods, significance, limitations).

The proposal should be 10-15 pages, single spaced (not including references or appendix)

Appendix E: Resources

Appendix E: Resources

Banweb is PSU's information system. For students, Banweb provides access to student records, student account, grades, and financial aid information. For faculty and staff, Banweb provides access to employee information and services, tax information, and is where class grades are submitted. Log in using your Odin username and password.

D2L (Desire 2 Learn) is PSU's online classroom platform; both graduate and undergraduate courses have course sites. Log in using your Odin username.

Disability Resource Center (DRC): The DRC provides accommodations and support for a variety of disabilities for graduate and undergraduate students. The Sociology Department is happy to support graduate students seeking additional accommodations.

Diversity and Multicultural Student Services provides an accessible, inclusive environment that enriches the university experience and engages students, their families, and the community. We serve and empower student populations whose access, retention, academic success, and graduation are most challenged by socio-historical factors and contemporary inequities. Our values are: Community, Equity and Diversity.

Graduate Employee Union: This union represents all graduate student employees and offers support in a variety of ways.

Graduate School: The PSU Graduate School manages all details related to admissions, graduate employment, degree requirements, credit transfers, financial aid, and more. They may also be referred to through Research and Graduate Studies (RGS).

Housing: Graduate students are welcome to live in any of the 9 on-campus housing buildings. Options include small sleeper units, studios, and one bedroom units. Most of our graduate students live in [Blumel Hall](#) for its apartment style feel but can live in any of our buildings.

Library: The PSU library is located on the Park blocks. Sociology's subject librarian is Kimberly Pendell, whose email is: kpendell@pdx.edu

Office of Global Diversity and Inclusion (GDI): Grievances related to harassment or discrimination can be directed to GDI. More information about this process, as well as the other services offered by GDI can be found on their website.

Office of Academic Innovation: This office provides training and support for those teaching courses. They also offer a graduate certificate in teaching, which provides additional training to graduate students who are beginning their teaching careers.

PSU Food Pantry is available to any PSU student taking one or more credit hours. Pantry hours for vary by term, but is located in the Smith Student Memorial Union 047A (lower level). For

Appendix E: Resources

more info: There is also [Free Food Market](#) during the warmer months that is held on the Park blocks.

[Retention and Completion Fund](#): Funding for your last quarter of study can be applied for through the Graduate School.

[Services for Students with Children](#): This office provides a variety of services to students, from childcare subsidies to safe and clean lactation spaces, to parenting workshops and family events. They also offer zero-interest emergency loans for parents and access to clothing and supplies for children.

[Student Health and Counseling](#): This is the on-campus health center. Students have an option to acquire care directly through SHAC, or to purchase insurance in order to access healthcare.

[Student Education Travel \(SET\) Grants](#) are available through the Student Activities and Leadership Program ([SALP](#)). Students can apply for up to \$500 per student each year in order to offset conference travel costs. Proposals must be submitted well in advance of conference attendance. Details here:

[Student Legal Services](#) provides free legal services to all PSU students. Services related to immigration, family law, interpersonal violence, renter's rights, bankruptcy, criminal charges, and more are offered.

[Transportation and Parking services](#) offers students have a variety of options for subsidized travel, including a discounted or reduced fare TriMet pass, free Biketown bikeshare membership, free Streetcar access. Parking passes are also available for those who wish to drive. More info here:

[Veterans Resource Center](#) provides a student lounge, computer space, leadership opportunities, student employment and programs.

[Queer Resource Center](#) (QRC): The QRC exists as a resource and referral center for all students along the sexuality and gender spectrum. They host queer events, have a lending library of books, zines, and videos, offers a communal space in the Smith Memorial Student Union, offer mentorship opportunities, conduct research, and more.

Appendix F: Thesis Proposal Approval Form

Appendix F: Thesis Approval Form

Department of Sociology THESIS PROPOSAL APPROVAL

This form is submitted by Master's students to the Department of Sociology with a copy of their thesis proposal. Students must not register for SOC 503: Thesis Credit, until this form is completed and approved by all parties concerned:

Student's Name: _____
Last First

Working Thesis Title:

By signing below, committee members agree that they approve of the attached proposal and permit the student to proceed with the research (pending Human Subjects Approval), and thesis credits:

Committee Chair: (Print)

Committee Chair's Signature

Committee Member: (Print)
Signature

Committee Member's

Committee Member (Print)
Signature

Committee Member's

Committee Member: (Print)
Signature

Committee Member's

Office Use Only:

Appendix G: Request to Continue to Ph.D. Form

Appendix G: Request to Continue to Ph.D. Form

Request for Continuation to Ph.D. Form Department of Sociology Graduate Program

Please return this form to the Graduate Director by January 30

Student Name:

Thesis Title:

Thesis Committee Chair:

Thesis Committee:

Expected term of thesis defense:

Please provide **no more than one paragraph** summarizing your proposed dissertation research area or topic:

Please check the following:

- ☐ **I Have** communicated my desire to continue to the Ph.D. program to my Thesis Committee Chair
- ☐ **I Have Not** communicated my desire to continue to the Ph.D. program to my Thesis Committee Chair
- ☐ I plan to ask my Thesis Committee Chair to continue as my Dissertation Committee Chair
- ☐ I hope to ask a *different* faculty member to serve as my Dissertation Committee Chair. That person is:

- ☐ I anticipate my Dissertation Committee having the following members (*list at least two sociology faculty*):

- ☐ I wish to be considered for funding from the department for the next academic year