Guidelines for Completion of the Ph.D. in Sociology

Brown University

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The Ph.D. in Sociology at a Glance

The goals of the doctoral course of study are to enable students to: (a) master the fundamentals of the discipline and develop a thorough command of advanced scholarship in at least two sociological subfields; (b) form a sophisticated intellectual agenda in at least two areas of specialization; (c) design and carry out a challenging program of original research; (d) successfully pursue external research funding; and (e) provide thoughtful, creative, and compelling instruction in the discipline.

Ph.D. in sociology requires successful completion of the following:

1. 24-credit units of coursework (16 for those entering the program with an approved master’s). This coursework must include:
   - 1-credit unit of teaching experience (SOC 2510: Teaching Practicum in Sociology if funding does not allow for teaching assistantships)

2. Obtain Sheridan Center teaching certificate (Level One)

3. Complete one full year (two semesters) of teaching assistance, within the first three years of the program

4. The master’s paper is to be completed by early in the fourth semester of graduate study (unless student enters with an approved master’s degree)

5. Two preliminary exams in one of the standing areas offered by the department. The preliminary exams may only be completed after the master’s paper is completed.

6. Dissertation proposal successfully defended before the department and approved by the committee.

7. The successful completion and defense of the dissertation. The faculty in sociology also strongly recommend:
   - One writing course (either SOC 2460: Sociology Paper Writing Seminar or a similar course approved by the graduate committee)
The Requirements for the Ph.D.

Coursework

The required coursework, normally taken in the first year of graduate study, focuses on theories and methods of research that characterize sociology. The required coursework includes a two-semester sequence on theory (SOC 2040: Classical Sociological Theory; SOC 2050: Contemporary Sociology), a course on the logic of inquiry (SOC 2430: Fields and Methods of Social Research), a qualitative methods course (SOC 2210: Qualitative Methods), and a two-semester sequence covering basic applied statistics (SOC 2010: Multivariate Statistical Methods I; SOC 2020: Multivariate Statistical Methods II).

In addition to the required courses, students take advanced courses in theory, research methods (e.g., survey methods, qualitative methods, advanced statistics), and areas of substantive specialization. The goal of these courses is to master foundational knowledge in two or more areas of specialization within sociology, and to acquire the empirical research skills to complete the dissertation. The additional coursework is normally selected from graduate courses numbered over 2000. Selected courses should include seminars covering the department’s preliminary exam areas, other advanced courses in sociology and other advanced courses in appropriate departments. Additionally, 1870-level seminars and courses between 1000 and 1860 may be taken if appropriate.

The residence requirement for the Ph.D. is the equivalent of three years of full-time study past the bachelor’s degree (i.e., 24 tuition units). At least two semesters beyond the master’s degree must be spent exclusively in full-time study at Brown University. Students who have completed graduate work while in graduate residence at another institution and who have not completed the required number of courses in fulfillment of the Ph.D. degree may, on petition to the Graduate Committee and with the approval of the Registrar, transfer credits equivalent to eight (8) tuition units in partial fulfillment of the residence requirement at Brown.

Teaching

Teaching experience is both a fundamental aspect of scholarly development and a valuable signal on the job market. To provide all students with this experience, the program requires one full year (two semesters) of a teaching assistant assignment, to be completed in the first three years in the program. In the case a student cannot complete a teaching assistant assignment, she/he should enroll in a 1-unit teaching practicum [(SOC 2500 (fall) / SOC 2510 (spring): Teaching Practicum in Sociology] with a sponsoring faculty. The TA assignment should include regular attendance at class, class lecturing or leading discussion sections, and some responsibility for course activities and grading. In addition, students are required to complete the Sheridan Center (Level One) teaching certification program. It is recommended this be completed in the first year.
The Master’s Paper

The master’s paper is designed to provide a structured research experience of limited scope that covers the main elements of research, including selecting a research problem, reviewing current knowledge in the field, generating hypotheses or key points that require exploration, examining these hypotheses or key points with evidence, and drawing conclusions. The scope, structure, quality, and tone of a master’s thesis should resemble a published paper in a major sociology journal. However, the master’s paper usually contains a more extensive literature review and a more detailed discussion of methodology than would a typical journal article (typically 30-35 pages of text, along with a modest number of tables, figures, and references). For some areas of research the paper may need to be longer but ordinarily should not exceed 50-60 pages of text. The department’s preferred citation style for master’s papers is the American Sociological Association standard.

The master’s paper must be approved by a thesis committee that consists of two faculty members in the Department of Sociology selected by the student, one of whom serves as the supervisor of the paper and the second as the reader. With prior permission from the Graduate Committee, the second reader may have a faculty appointment in another department at Brown. The primary thesis advisor must be selected by the end of the second semester of graduate study, with the reader chosen by the beginning of the fourth semester (end of January of the second year). A final draft of the paper must be submitted to the thesis committee by the end of February in semester four of graduate study (the second year). By April 15th, final approved and signed copies must be submitted to the student affairs coordinator: one bound copy that includes the signature from the thesis advisor as well as an electronic PDF version that includes a scanned copy of the signature page. The director of graduate studies’ and the Dean of the Graduate School's signatures are not required for the department copies. Failure to meet these deadlines may jeopardize consideration for good standing.

By May 1st students must submit two hard copies (one bound, one unbound) with signatures from the thesis advisor and a line for the Dean of the Graduate School's signature to the Graduate School. It is the responsibility of the student to hand deliver these copies to the Graduate School.

For more information on the Graduate School thesis guidelines: http://www.brown.edu/academics/gradschool/masters-thesis-guidelines

Preliminary Exams

Mastery of sociology as a discipline requires in-depth study of specific areas of interest and broad coverage of the major themes of sociological inquiry. Sociology as a field has a large number of specializations and the faculty in the department at Brown cover many of these areas. The areas of specialization selected as preliminary exam areas normally represent the areas in which the student plans to teach and carry out research for the M.A. and Ph.D. degrees.

Students will specialize in two areas of sociology selected from a standing list of areas offered by the department. The standing list includes the following eleven areas: Cultural Sociology, Environmental Sociology, Health and Illness in Social Context Organizations and Occupations, Political Economy of
Development and Globalization, Political Sociology, Social Demography, Social Inequality, Social Theory, Sociology of Race, Ethnicity, and International Migration, and Urban Sociology.

The exams for each area will draw on a standard bibliography of the field, compiled and maintained by the standing faculty committees who are the examiners in each area. Each exam will be written by two members of the standing faculty committee in the relevant area. Each area is approximately the breadth of a section of the American Sociological Association, or a recognized subfield within sociology. Students are also advised to complete the relevant advanced seminar(s) or SOC 2980 (fall) / SOC 2981 (spring): Reading and Research before taking the exam. Familiarity with the topics on the reading list, combined with relevant coursework, provide the necessary base for exam preparation. Reading beyond the reading list is strongly encouraged. In exceptional cases, students may propose an alternative exam approximately equivalent in breadth to the existing areas (i.e., an ASA section) in an area not regularly offered. The graduate committee will consider these alternatives only if two faculty members have agreed to be examiners. Completion of these preliminary examinations should take place before the beginning of the 4th year of study. Students should, however, begin planning their areas of specialization through consulting with their advisor early in their graduate study.

Preliminary exams are given twice a year: January and May. The January exam begins on Monday morning of the week prior to the start of the spring semester. The May exam begins on Monday morning of the week after the official end of the spring semester. Students are to officially indicate their intention to take an exam in a designated area six weeks before the exam will be given. Students indicate their intention to take a preliminary exam by signing up with the student affairs coordinator. Each exam will involve a three-day take-home exam. Students who wish to take their two exams at the same cycle may do so and will be provided seven days to complete the two exams.

Students will receive the exam questions via email at 9 AM from the student affairs coordinator at the beginning of the exam period, and must return the answers via email to the student affairs coordinator by the time and date specified in the email instructions.

Preliminary exams results will be provided the first business day two weeks after the collection of exam answers. Exam results are recorded as pass or fail. In rare cases, for unusually exceptional work, pass with distinction may be awarded. Students who fail the first exam must retake it at the next preliminary exam offering. Failure to pass the second exam will result in program dismissal.

The Dissertation

The Ph.D. dissertation is an original contribution to the field of sociology. Its completion has two stages: (1) the preparation and oral defense of a dissertation proposal, and (2) the completion and oral defense of the dissertation itself. The dissertation is supervised by at least three committee members, one of whom is the chair, two of whom are members of the dissertation committee. All three committee members must be regular faculty members in the Department of Sociology. Students may add a fourth committee member from inside or outside the department if desired. Students choose their committee before starting the proposal, and while this committee may be changed, the Graduate Committee must be notified of changes.
The preparation and defense of a Ph.D. dissertation proposal should occur following the successful completion of the second preliminary examination. The proposal describes the unique contribution to the sociological literature to be made by the dissertation, reviews relevant research, and addresses methods and feasibility for the proposed research. Students are encouraged to prepare their proposals early to expedite the completion of the graduate program and to facilitate obtaining outside fellowships. Proposals should be presented at a Dissertation Proposal Presentation by the start of the seventh semester in the program. The dissertation committee, including the chair and at least one other member, must be present at the Dissertation Proposal Presentation. The purpose of this oral presentation is to encourage careful, preliminary investigation of the dissertation topic and to obtain critical advice from faculty and other graduate students. After the Dissertation Proposal Presentation, the student works with the dissertation committee to revise the proposal, address questions, suggestions, and comments raised at the Dissertation Proposal Presentation. Completion of this phase occurs when the committee has signed its approval of the revised dissertation proposal. The signed form must be returned to the student affairs coordinator for the student to be advanced to candidacy.

After the research and writing of the dissertation is completed, the student must successfully defend the written dissertation at a closed oral examination by the dissertation committee. Members of the dissertation committee should be physically present at the defense. With permission from the director of graduate studies, only one committee member can participate remotely. The dissertation committee must receive copies of the dissertation (a complete dissertation in the form required by the Graduate School except for acknowledgments) at least two weeks before the defense date. Dissertation defenses should be completed during the academic year. Students who wish to attend Commencement in May must defend and file their dissertation by the Graduate School deadline of May 1st. Diplomas are awarded once a year.

The oral defense is considered “passed” if the dissertation committee unanimously votes approval. After the successful oral defense of the dissertation, the student should prepare a final version of the dissertation taking into account the comments and suggestions of the committee. After the final changes to the dissertation have been approved, and the dissertation cover page has been signed signaling this approval, the dissertation should be submitted to the Graduate School. The same electronic version (with a scanned copy of the signature page) must be filed with the student affairs coordinator for sharing internally for the department’s faculty and graduate students. More information about Graduate School dissertation formatting guidelines can be found here: [http://www.brown.edu/academics/gradschool/dissertation-guidelines](http://www.brown.edu/academics/gradschool/dissertation-guidelines)

The Graduate School requires that a graduate student complete the dissertation within five years after passing the preliminary examinations. The five-year period is not extended when a student takes a leave of absence. All requests for extensions will be granted only when there is evidence of substantial progress on the dissertation during the previous year and evidence that the candidate has remained current in the candidate’s fields of specialization.

Certificate of Completion
If all academic requirements for the degree and all financial obligations have been met before April 1st, the Office of the Registrar will issue a certificate of completion within three weeks of the candidate's request.
Program Evaluation and Completion

By virtue of our size, students are closely mentored from the first weeks in the program through the program’s final stages, including job search processes. Upon starting the program, students are assigned a preliminary faculty advisor. After the first-year, students should decide on an advisor for their master’s thesis. After the master’s thesis, students should decide on an advisor who will guide them through the dissertation stages. Students may switch advisors at any time, but should inform the Graduate Committee of their decisions.

Students are evaluated at several points in their career. In addition to being notified of successful completion of program benchmarks (i.e., master’s, prelims, Dissertation Proposal Presentation), students are formally evaluated by the graduate program at the end of each year, with special attention devoted to the first-year evaluation. The sociology department uses the graduate school categories for classifying academic standing: good, satisfactory, warning, or termination. The Graduate School Handbook has more information about these categories. These evaluations focus on timely completion of program requirements as well as overall progress and professional development. Specifically, the committee considers the development of each student’s conceptual and analytical thinking skills, including: the ability to make theoretical abstractions, link theoretical material to empirical methods, and critique conceptual arguments and empirical approaches. Additionally, the committee considers a student’s demonstrated potential to execute an independently crafted research project that can make a contribution to the discipline. Lastly, the committee also considers a student’s overall awareness of professional behaviors. Students who fail to meet program benchmarks in a timely manner, or who do not fulfill the terms of their appointment, are typically placed on warning status and may be terminated if they do not resolve deficiencies by the appropriate deadlines.

Research and Teaching Funding

The Graduate School currently provides five years of funding to students in good standing. Funding usually consists of a mix of fellowship, TA, and RA appointments. Students awarded a fellowship by the sociology department for a particular year cannot "bank" that fellowship for later use, unless the student receives an external award covered under the Graduate School's incentive plan. The course of study for the sociology Ph.D. is designed to be completed in five years and students are encouraged to do so. We recognize that in certain cases, especially when involving primary data collection, the course of study may extend into a sixth and seventh year. Students who need to extend the course of study beyond five years must remain in good standing and will be encouraged to secure external funding.

ASA Memberships

The Department of Sociology provides ASA memberships to all first-year students, which includes one journal subscription. It is the responsibility of the student to pay for any additional journal subscriptions.

Feinberg Award Funds

The Department of Sociology is fortunate to receive support from the Feinberg family for the purpose of graduate research. The funds can be used for dissertation research-related expenses (e.g., travel to conduct research, purchase data sets, add modules to existing surveys, conduct exploratory fieldwork, travel to
archives otherwise unavailable). Funds can also be used for attendance at special training programs. Calls for proposals are sent in September and award notification is in October. Award funds must be used by May 31st.

**Department Travel Funds**
The Department of Sociology provides $325 for graduate student travel funds to attend conferences for which students are presenting. These funds are available from July 1st-June 30th.

**Teaching Fellowships**
The Department of Sociology offers a competitive opportunity for graduate students to create and teach a course that she or he has designed for both the fall and spring semesters. The topic of the course is open. Candidates should demonstrate expertise in this topic, either by having passed the appropriate preliminary exam in that substantive area or by having taken advanced courses in the area. Applicants should submit a proposal with a tentative course syllabus for an upper level undergraduate seminar. The syllabus should include a short description of the course, course outline, sample weekly readings, and an evaluation plan. Applicants should identify a faculty mentor who agrees to supervise course design and teaching. This mentor will provide guidance and feedback to the Teaching Fellow and should therefore be familiar with the topic. Eligibility requirements for this appointment include: 1) completion of preliminary exams; 2) completion of the Dissertation Proposal Presentation (by May 15th for fall courses and December 15th for spring courses); 3) status as a sixth year or below student in the coming year; and 4) timely progression toward the PhD. Preference will be given to topics that are likely to generate strong undergraduate interest, enrollment and engagement, and to applicants who have teaching experience and/or training.

**Entering the Program with a Master’s Degree**

Students who enter the program with an acceptable master’s thesis from another institution require 16 additional units of coursework. A maximum of eight credits may be counted towards the residency requirement. The students’ previous coursework will be examined to determine which courses can be counted toward the program at Brown. Specific course requirements may be waived by the Graduate Committee in consultation with the current instructor of the course for which the waiver is sought. All previously completed master theses are evaluated by one or two faculty members in the Department of Sociology at Brown. A student whose master’s thesis is determined to be of suitable quality is exempt from the master’s thesis requirement and should work with her/his advisor to develop an individualized course study for program completion.

**The Ph.D., Year by Year**

**First Year of Graduate Study**

In the first year, graduate students normally take eight courses, six of which are the required courses described above, and two of which are other substantive courses based on the student’s areas of interest. It is recommended that the Sheridan Center (Level One) teaching certification be completed. During the
summer after the first year of study, students build on their coursework and pursue a research project. The project normally forms the basis of the MA thesis. The DGS and/or the preliminary faculty advisor assigned upon entering the program will serve as the advisor for each entering student until the student notifies the student affairs coordinator of his or her chosen advisor. At this time students should also begin to identify areas of specialization and eventual preliminary exam areas.

**The Second Year**

In the second year students take additional seminars in theory and advanced methodology courses, along with courses in areas of substantive specialization. Students should enter the second year with an appropriate advisor to supervise the MA thesis and guide subsequent steps. Students write their MA thesis in the second year and submit the thesis to the committee during the fourth semester of graduate study. After successful completion of the MA thesis, students are strongly encouraged to quickly submit the thesis to a journal for review for publication. During the second year students continue refining their planned areas of specialization for the preliminary exam, taking courses in the areas of their intended exams. Students should complete the Sheridan Center (Level One) teaching certification by the end of their second year.

**The Third Year**

In the third year students take additional seminars in theory and advanced methodology courses, along with courses in areas of substantive specialization. Students focus critically on their preliminary exams through independent study and enrolling in the above described advanced seminars. Completion of these preliminary examinations should be before the beginning of the fourth year of graduate study. The teaching assistant requirement (one full year) must be met by the third year.

**Subsequent Years**

The preparation and defense of a Ph.D. dissertation proposal should occur following the successful completion of the preliminary examination, normally during the fourth year. The fourth year is normally devoted to proposal preparation and defense, the collection of research materials for the dissertation, and the drafting of analytic chapters. In addition, the student should focus on the publication of research papers alone or in collaboration with her advisor during this year. The fifth year is devoted to completing and defending the Ph.D. dissertation and preparing papers for presentation at professional meetings and publication. Preparation for applying for teaching and research positions, the job interview process, and related issues typically occur in the final year.