The Whole Hooey
2015 - 2016

Guide to Sociology Graduate Program

Now Available on the Web at:
http://www.sociology.northwestern.edu/graduate/requirements.html
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Table of Contents

Who's Who in Sociology ..........................................................................................................................3
Requirements for a Ph.D. in Sociology ..................................................................................................4
  Second-Year Papers ...............................................................................................................................6
  Alumni Funds for Second-Year Paper Research ..................................................................................6
  MA Degree ........................................................................................................................................6
  Special Fields and Admission to Candidacy .......................................................................................7
  Dissertation Proposals, Dissertations, and Dissertation Defenses ...................................................7
  Non-Curricular Requirements: Teaching, Responsible Conduct of Research ....................................8
  Institutional Review Board (IRB) and Responsible Conduct of Research (RCR) .............................9
A Note on “Good Standing” and Exclusion .........................................................................................9
Advising ................................................................................................................................................11
Serving on Departmental Committees ...............................................................................................11
Departmental Colloquia .........................................................................................................................11
Workshops ........................................................................................................................................12
Graduate Student Funding ..................................................................................................................12
Further Funding Information ................................................................................................................14
Fellowships ......................................................................................................................................16
  Internal Fellowships ...........................................................................................................................16
  External Fellowships ..........................................................................................................................16
Travel Grants .......................................................................................................................................17
  The Graduate School Conference Travel Grants ..............................................................................17
  Sociology Travel Grants ...................................................................................................................17
Graduate Student Association ...............................................................................................................18
The Graduate School Policies and Procedures ....................................................................................19
Select Key Policies and Procedures from TGS ..................................................................................19
  Doctoral Residency ............................................................................................................................19
  Consecutive Residency ......................................................................................................................19
  Residency and Transfer Credit .........................................................................................................19
  Summer Registration ..........................................................................................................................19
  Advanced Year Registration ..............................................................................................................19
  Leaves of Absence ..............................................................................................................................19
  TGS Financial Aid Policies ................................................................................................................19
TGS Academic Student Services Team ...............................................................................................20
The Graduate School Additional Fees for 2015 – 2016 .................................................................21
Who’s Who in Sociology

Chair
James Mahoney
james-mahoney@northwestern.edu, 7-0917
Administrator to all departmental affairs

Associate Chair (Graduate Funding)
Susan Thistle
s-thistle@northwestern.edu, 1-3358
Administer teaching assistantship, graduate assistantship and university fellowship assignments and funding

Director of Graduate Studies (DGS)
Wendy Griswold
w-griswold@northwestern.edu, 1-2701
Administer departmental academic affairs for graduate students

Director of Undergraduate Studies
Anthony Chen
anthony-chen@northwestern.edu
Administer undergraduate affairs

Placement Chair
Celeste Watkins-Hayes
c-watkins@northwestern.edu
Administer the graduate placement

Colloquium Coordinators
Bruce Carruthers
b-carruthers@northwestern.edu
Wendy Espeland
wne741@northwestern.edu
Administer and organize weekly colloquium

Graduate Student Association Presidents:
Brittany Friedman
BrittanyFriedman2019@u.northwestern.edu
Christopher Robertson
ChristopherRobertson2013@u.northwestern.edu

Business Administrator
Julia Harris-Sacony
j-harris4@northwestern.edu, 1-2698
Administer payroll, travel expenses, reimbursements, manage graduate funding, and operations manager

Department Assistant
Murielle Harris
Murielle-harris@northwestern.edu
Administer colloquium, visitors/ international visitors

Graduate Program Assistant (GPA)
Ryan Sawicki
Ryan.sawicki@northwestern.edu
Assist with graduate administrative affairs, graduate funding and admissions.

Undergraduate Program Assistant (UGA)
Linda Remaker
Linda.remaker@northwestern.edu, 1-5417
Assist with undergraduate administrative affairs, course planning, and grade reporting
Requirements for a Ph.D. in Sociology

Our graduate program has both structure and openness. The Sociology Department requires students to take the following:

- two theory courses (406-1 and one other)
- two statistics courses (401-1 and 401-2)
- one field methods course (403)
- one additional methods course of the student’s choosing
- the Teaching Seminar (570)
- the Second-Year Paper Seminar (490)
- the non-credit Proseminar (480-1 and 480-2).

In addition, we strongly encourage students without a statistics background to take 400 in the fall of their first year.

Beyond these specific course requirements, students entering prior to 2014 must take 6 sociology electives. Students entering in 2014 and later must take 9 sociology electives plus 3 courses outside the Sociology department.

Students may petition to have requirements waived whenever they can present evidence showing that they have met the requirement in some other way. Petitions should be in writing following discussion with the student’s faculty advisor and with the Director of Graduate Studies.

The Whole Hooey focuses on Departmental requirements, touching lightly on those of the Graduate School (TGS). For TGS requirements, students should read “Doctor of Philosophy Degree Requirements” [http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html](http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html); the accompanying chart (12.7 PhD Timeline) which lays details about tuition, registration, milestones, and forms year by year is particularly helpful. Here is a typical Sociology student’s program for the first three years:

First Year (9 courses plus proseminar):

- 400 (Analysis of Social Data, also known as Baby Stats)
- 401-1 (Basic Statistics) and 401-2 (Intermediate Statistics)
- 403 (Field Methods)
- One additional methods course (may be taken any year): ¹
- 406-1 (Classical Sociological Theory)
- 570 (College Teaching Seminar).²
- One, two, or three substantive electives. Because of the importance of substantive

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¹ E.g., comparative/historical methods, methods of cultural analysis, event history analysis, an advanced statistics course, experimental methods, or a general research methods course. To see if a course will fulfill this requirement, submit the syllabus to the DGS, who will run it by the methods committee. Not all methods courses are taught every year, so plan ahead.

² This is a real course, with weekly assignments; it is ungraded (P/F) and done in conjunction with teaching a discussion section for Introduction to Sociology. Attendance at the Introduction to Sociology lectures is a required part of this course. Students may take it with two or three other courses
courses during the early years of graduate study, no independent studies (499s) should be taken during the first year without permission from the DGS.

- 480-1 and 480-2 (non-credit departmental proseminar in fall and winter). The first quarter introduces faculty and their research; the second quarter focuses on professional issues – e.g., fellowships and publication -- and includes the two required RCR sessions.

Second Year (9 courses):
- 406-2 (Modern Theory) and/or 406-3 (Contemporary Theory), or some other departmentally approved theory course
- One or two 490s (Second-Year Paper Seminar); the second quarter of 490 is not required. Like 579, these are real courses, with frequent assignments, but are ungraded (P/F).
- Five to seven substantive electives, outside courses, or workshops and/or 499s (Independent Studies)

Third Year (4 to 9 courses)
- Substantive electives, as desired or if needed to meet the requirement for 9 sociology electives and 3 courses outside the department
- Two or three 499s to work on the Special Field requirement (paper and course syllabus)
- 499s or workshops to prepare the thesis proposal.

Electives

To earn the Ph.D., graduate students in sociology entering in 2014 and after will take 9 Sociology elective courses in addition to the specifically required courses. Sociology electives are graduate level (400 level and above; occasionally a 300 level course can count, with permission of the DGS) substantive courses offered by the Sociology Department (with a “SOC” label). The following courses do not count as electives; Soc 490-2, Independent Studies (499s) and workshops. Sometimes these electives will include courses offered by sociologists in other NU departments and schools or by sociology departments elsewhere; in such cases, the student will bring a course description and syllabus to the DGS and petition to have it count. In addition, students are required to take three electives outside of the department. Outside department courses cannot be cross-listed in sociology or taught by professors affiliated with the sociology department.

Sociology graduate students typically take 8 specifically required courses:
- 2 quarters of statistics (2)
- field methods and one other methods (2)
- theory (2)
- teaching seminar (1)
- 2nd year paper seminar (490) (1)

In addition, most students take 400 and the second quarter of 490-2. So that makes 10.

These 10 courses plus 9 sociology electives and 3 courses outside the department comes to 22 courses, the number required for a Ph.D. in sociology. Students often end up with more than this because they take Independent Studies or other courses. Not everyone takes 400 or the second quarter of 490; they still must take 22 courses, which can then include Independent Studies.
The number of total courses may be reduced by up to 6 courses for students who have done graduate work elsewhere. The 6 courses that are waived can reduce either the number of required electives (to as few as 3) or the number of required courses outside the department (to zero), but the total number of reductions to these requirements can be no more than 6. All such reductions must be approved by the DGS.

**Second-Year Papers**

By or during the third quarter of the first year, a student develops a topic for the Second-Year Paper, which may also qualify as an MA thesis. The 2YP is an introduction to carrying out academic research in sociology, and it takes the form of a research report of roughly 30 or so pages that applies sociological theory and methods to some body of data. This project should demonstrate the student’s mastery of a substantive area, including familiarity with the relevant literature and with appropriate research methods. The final product should approach journal-article quality, and indeed these papers often reach publication. Many 2YP projects will necessitate a submission to the Institutional Review Board (IRB).

The student develops a topic with a professor who agrees to be the primary advisor; the student also asks a second faculty member to serve as reader. The student then has a year to develop the research. Both advisor and reader must approve the 2YP by the end of the second-year spring quarter, so students should turn in their finished papers by May 1 to allow for any changes that faculty require. (The student will have shown drafts to their advisor and reader throughout the year.) It is highly desirable that the student be far enough along to submit a version of the paper to be presented at the American Sociological Association by its January deadline.

If the 2YP has not been completed and approved by the end of spring quarter, the student and faculty advisor must write to the Director of Graduate Studies and the Graduate Program Assistant indicating what has created the delay and setting a firm due date in the summer. The student and advisor must let the DGS and GPA know when the paper has been accepted. A detailed schedule will be passed out in the Second-Year Paper seminar (490) in the fall.

**Alumni Funds for Second-Year Paper Research**

The Sociology Department offers modest financial support for students working on their Second-Year Paper (2YP) projects where there are expenses involved. The funds will help with typical expenses such as travel, transcribing or other research expenses. Note: The funds cannot be used for attending conferences unless the student is collecting data for their 2YP. Students may apply for these funds during the spring quarter of their first-year when they start writing their 2YP proposals. The DGS will send out a notice asking for applications and budgets.

**MA Degree**

The Department of Sociology graduate program admits only those students whose ultimate goal is to earn a PhD. However, a student can receive an optional master’s degree. TGS requires at least 9 graded courses authorized for graduate credit. The Department of Sociology requires that all departmental required courses be completed, and second year paper be approved as part of
Special Fields and Admission to Candidacy

Students and their advisors negotiate the scope of the Special Fields Paper. Generally these fields should be recognizable to other sociologists (sections of the American Sociological Association are a good guide to recognized fields) and neither too broad (impossible to cover) nor too narrow (not qualifying one as knowing the general field). Examples of what would be too narrow would be “jurisprudence” in the field of the sociology of law, “resource mobilization” in the social movements field, “new institutionalism” in the organizations field, or “popular music” in the sociology of culture field. The scope should be similar to a survey course at the graduate or advanced undergraduate level.

In consultation with a faculty advisor and a second faculty reader, the student will identify a subject area and prepare a reading list. From this, the student will (1) organize a course syllabus for an advanced undergraduate course and (2) write a synthetic essay (roughly 30-40 pages) that reviews and criticizes some of the field’s core empirical and theoretical issues. The *Annual Review of Sociology* offers good models for this. Both faculty must approve the SFP and syllabus by the end of the spring quarter, so students should turn in their finished papers no later than May 1 to allow for changes that the faculty may require. However in order to move ahead to the dissertation itself, ideally students will complete the SFP in the winter quarter or even earlier. Many students take Independent Studies as they work on these papers.

In fall quarter 2015 we are offering a new seminar for students writing Special Fields Papers. Last year students proposed that such a seminar, roughly analogous to the Second-Year Paper seminar, would be an effective way for third-years to move through this requirement together. The seminar is not required, nor will it count as a Sociology elective, though it will count in terms of total number of courses. It will have a Soc. 476 number, and advanced student Savina Balasubramanian (savinabalasubramanian2015@u.northwestern.edu) will be directing it.

Completing the Special Fields Paper meets the Graduate School’s requirement for passing qualifying exams. When the paper has been accepted, a form signed by both readers and the DGS (or Chair if the DGS is a reader) goes to TGS and, if all other requirements have been met, the student advances to candidacy.

Dissertation Proposals, Dissertations, and Dissertation Defenses

Students must write a dissertation proposal, in consultation with their dissertation chair, and defend the proposal before a dissertation committee consisting of at least three members, including the chair. (The rules about the composition of dissertation committees were changed in 2010. The committee must still include at least 3 faculty members, but now only 2 of them must be members of the Northwestern Graduate Faculty). Two members of your committee must also be members of the Sociology Department (including the chair of the committee). While the Graduate School requires students to defend their dissertation proposals no later than by the end of their fourth year, both TGS and the Department strongly encourage students to meet this requirement sooner. Doing so allows students to compete for internal and external
fellowships in the fall. Note also that many dissertation projects will necessitate Institutional Review Board (IRB) approval.

Once the proposal has been approved by the dissertation committee, the student is “ABD” (all but dissertation, not an official status but common in academic lingo). During the writing stage, students should be in close contact with their chair and other committee members, updating them regularly on the progress of the dissertation, sending draft chapters, and consulting them about any changes in direction and about methodological, substantive, and ethical issues.

As the dissertation nears completion, the student should consult his or her chair about reconvening the dissertation committee for the final defense of the dissertation. The student will want to ask his or her chair how to assess when the dissertation is ready to defend, how much time to allow for faculty reading and response to the draft, how much time might be needed after the defense for revisions before the final dissertation can be submitted to the Graduate School, and so forth. Information about submission requirements is available on TGS’s website.

However much fun graduate school seems, the graduate school career is not permanent. Most Sociology students do and should finish in six or seven years. TGS’s official statement is that “Only rarely under extenuating circumstances will students be granted permission to continue beyond 9 years.”

Non-Curricular Requirements: Teaching, Responsible Conduct of Research

In addition to taking courses and meeting the key milestones of the second-year paper, special field, and dissertation, graduate students also must meet two additional requirements: the teaching requirement and certification that they have been trained in responsible conduct of research (RCR).

Teaching Requirement

The teaching requirement is a Graduate School requirement. (This requirement applies to students entering in 2010 or after). The Sociology Department meets TGS’s teaching requirement with a two-part requirement. The first part, which has long been in place in our Department, is a teaching seminar that all first-year students are required to take. The seminar involves formal instruction in such matters as syllabus construction; lecturing, discussion, and other methods of transmitting information; evaluation, grading, and strategies for making feedback useful to students; and methods for teaching students to write and revise written work. Alongside this formal instruction, first year graduate students do a bit of closely supervised practice teaching and practice grading (in the context of the spring quarter undergraduate course, Introduction to Sociology).

Graduate students meet the second part of our teaching requirement by TAing (or teaching) for a quarter. We ensure that these TA assignments are in classes in which graduate students run discussion sections as well as helping with grading and evaluation. Faculty often invite TA participation in other teaching activities, for instance in preparing and delivering a lecture, suggesting additional readings to supplement the syllabus, and preparing test materials and
assignments.

Although the formal requirement that all graduate students do some teaching during their
graduate career is new, in fact almost all of our graduate students teach and regard learning to
teach as a key part of their graduate career. Moreover, we build an orientation to teaching into
our special field requirement, where students are required to prepare a syllabus for an upper-
division course (along with writing a synthetic review of a literature). As they prepare to go on
the job market, our students typically prepare a teaching portfolio, which is reviewed by their
dissertation advisor and by the placement officer.

Institutional Review Board (IRB) and Responsible Conduct of Research (RCR)

Students need to be familiar with, and trained in, two separate but overlapping ways of ensuring
ethical research. The first and oldest is the Institutional Review Board, which focuses on making
certain that research does not threaten the well-being of human subjects. Many types of
sociological research – e.g., that employing ethnographic, interview, or experimental methods –
requires IRB approval, and every student needs to learn how the IRB process works. The second
is the Responsible Conduct of Research, a requirement that comes from the National Science
Foundation (NSF); universities and departments that have any NSF funding must see that their
students are RCR-certified.

Our department handles both of these via the required Proseminar during the winter quarter.
There are four components:

1. Students take and pass online CITI modules called CITI RCR Training NOT the CITI
   Human Subject Test. Once the RCR online modules are complete, students should
   submit a copy of their completion report to Ryan Sawicki:
   ryan.sawicki@northwestern.edu. (students do these on their own);
2. In Prosem, students participate in a discussion of the IRB process led by a
   representative from the IRB and tailored to sociological research;
3. In Prosem, students participate in a discussion of ethics in quantitative research led by
   a Sociology professor;
4. In Prosem, students participate in a discussion of ethics in qualitative research led by
   Sociology professor.

Ethical issues are also covered in research-oriented courses such as Field Methods, and
individual students should discuss issues specific to their own research with their advisers.

A Note on “Good Standing” and Exclusion

The Graduate School has minimum standards for satisfactory academic progress. There are three
sets of criteria that TGS takes into account in determining whether or not students are making
satisfactory academic progress:

- Program length. Doctoral students must complete all requirements for the PhD within
  nine years of initial registration in TGS. Students who do not complete degree
  requirements by the established deadlines will not be considered in good academic
  standing, will be placed on probation, and will be subject to TGS 513 (advanced
continuous registration).

- Grades and cumulative GPA. A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete (Y or X) grades is not making satisfactory academic progress and will be placed on probation by TGS.
- Internal milestone deadlines. Doctoral students who have not been admitted to candidacy (passed the qualifying exam) by the end of their third year, or who have not completed the dissertation prospectus by the end of the fourth year are not making satisfactory academic progress and will be placed on academic probation by TGS.

More information on TGS’s requirements and consequences can be found at: [http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html](http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html)

In addition to TGS’s standards the Sociology Department has its own criteria to be in good standing:

1. Complete all required courses with, a grade of B or better, by the end of the third year.
2. Complete nine sociology elective courses, with a grade of B or better, by the end of the third year.
3. Complete three elective courses outside sociology, with a grade of B or better, by the end of the third year.
4. Complete all departmental writing requirements by the dates indicated.
   a. Second Year Paper – end of spring quarter, second year
   b. Special Field Paper – end of spring quarter, third year
   c. Dissertation Proposal – end of spring quarter, fourth year
   d. Dissertation Defense – end of ninth year

Students who do not meet the first requirement (e.g. the student gets a B- in 406-1) will need to retake the class or do some equivalent work—possibly set up as a 499—to be determined by the DGS and faculty.

Students who do not meet the second or third requirement (e.g. the student gets a B- in a Sociology class that is not a departmental requirement or a course outside Sociology) will be able to have the course count toward the courses required by the Graduate School, but not as sociology elective or as an outside sociology elective.

Students who do not meet the fourth requirement (e.g. the student does not have the second-year paper approved by the end of the spring quarter of the second year) will need to petition the department with a firm date of completion.

Graduate study takes a great deal of energy, time, and commitment, so it sometimes happens that a student does not make a good fit with the demands of the program. When a student is out of good standing or seems to be struggling, the Director of Graduate Studies and/or the student’s faculty advisor will counsel him or her on the necessary steps to improve. The Sociology Department, following a vote of the faculty, can exclude from the program students who do not keep up with the requirements and expectations of the Department. Should the Department vote to exclude a student, that student can appeal the decision. A written appeal should be submitted to the DGS, who will then take it to the faculty for further discussion and another vote.
Advising

Every student in the Sociology Department has a faculty advisor. That advisor may change several times over the course of a student’s graduate career, but there will always be one professor who is the current advisor and is up-to-date on the student’s progress. Students may change advisors at any time if they find a professor more suited to their intellectual interests. Students should report such changes to the Graduate Program Assistant for the departmental records.

All entering students are assigned an initial faculty advisor. This person usually remains the advisor until the student has selected an advisor for the second-year paper. The second-year paper advisor becomes the primary advisor until the student chooses an advisor for the Special Fields Paper. The special field advisor serves as the main advisor until the student has a dissertation chair. Thus the student might have as many as four advisors or as few as one. Regardless of who the official advisor is, all faculty members are happy to give intellectual advice, and graduate students should seek them out.

Students should meet with their advisors often, especially at the beginning of each quarter, to plan their courses and research and to discuss their progress.

Early during the spring quarter of each year, the entire Sociology faculty meets to evaluate all graduate students. It is imperative that a student’s faculty advisor be completely up to date on the student’s progress at this time, especially if there have been any circumstances that have resulted in incompletes in courses or delays in meeting some requirement. The Director of Graduate Study and Graduate Program Assistant will send email asking students for updates in preparation for the faculty meeting(s) to review students; after these faculty meetings, students will receive another letter informing them of the faculty evaluation of their progress and of any concerns.

Serving on Departmental Committees

By custom, graduate student representatives serve alongside faculty on most Departmental committees. Students are reminded that only those who are in good standing (meeting their milestones, making up any incompletes in a timely fashion) should serve on these committees.

Departmental Colloquia

Northwestern’s Sociology Department is famous for its longstanding colloquium series. Colloquia are held every Thursday at 12:30. Each week prominent sociologists (or other social scientists) from around the world present their research. The discussions that follow are lively and critical, with the entire department—students and faculty—engaged in intellectual debate that is both good-humored and intense. The Department expects graduate students to attend the colloquia faithfully, and indeed the Thursday colloquium is a key component of the scholarly and professional education we offer. We also encourage students to ask questions at the
colloquia and to arrange to meet with visiting scholars whose work is of particular interest (a meeting schedule is circulated in advance of each colloquium).

**Workshops**

Workshops are organized around various sub-fields and methods. Each workshop is contributed by faculty and graduate students with inclusive accommodations to build intellectual communities. Prominent outside speakers throughout the U.S. and the world are regular attractions. The workshops provide graduate students with opportunities to present their in-progress work, honing their presenting skills and gaining valuable constructive feedback from faculty and other students. They also help students learn to critique others' work and become an active participant in scholarly discourse. Workshops are frequently attended and supported by many other departments and programs which maximize interdisciplinary collaboration. The sociology workshops are key contributors to the rich and challenging academic environment that our department is dedicated to cultivating.

**Applied Quantitative Methods**

**Comparative-Historical**

**Culture and Society**

**Ethnography**

**Urban/Community**

**Graduate Student Funding**

The generous package of funding currently offered to entering graduate students by the Graduate School [TGS] includes 2 years of university fellowships (year 1 and usually year 5), 3 years of teaching assistantships (typically years 2-4) and 4 summers of funding. To be eligible for such funding students must be making good progress toward their Ph.D.

External funding often substitutes for rather than adds to the package. It may be helpful to review the Financial Aid section of the Graduate School website.

**First Year**

Students not receiving funding from an external source will receive a 12-month University Fellowship subject to the policies and procedures outlined on the TGS website (and in fellowship letters). The fellowship offers a stipend and covers full tuition. The stipend amount is determined each year by the Graduate School and the Weinberg College of Arts and Sciences.

**Second, Third, and Fourth Years**

Students not receiving funding from an outside source will receive Teaching Assistantships for the academic year. Students will also receive University Fellowships providing a stipend and tuition through their fourth summer.
Although the Department itself does not provide Research Assistantships (RAships), some students find work as RAs with professors. It is up to the student to pursue RA opportunities, some of which are also available during the summer. A student may combine separate quarters of TAships or RAships but may hold only one position per quarter.

Students occasionally may take on up to 10 hours of work beyond a TAship or RAship. They must first request approval from their main advisor and from the Director of Graduate Studies. They must also be in good standing. Students need to fill out a request for remunerative work memo, signed by their advisor and the Associate Chair, Susan Thistle. The request for remunerative work memo can be found in NUBox or you can request one from the Graduate Program Assistant.

Although students are guaranteed funding through the fifth year of the program, that guarantee is contingent on students remaining in good academic standing. It is imperative that students not jeopardize funding by accumulating incompletes or by missing program and Graduate School deadlines.

**Fifth Year**
The Graduate School provides funding for students in their fifth year. Those who have defended their dissertation proposal are eligible for a year of fellowship support as they work on their dissertations. This fellowship year can be taken earlier than the fifth year, if the dissertation proposal has been successfully defended. It can also be deferred for one (but only one) year, if a student is needed as a TA or RA in the 5th year.

**Sixth Year**
Students who have received external funding in earlier quarters, either from fellowships or from RAships funded by an external grant, are guaranteed funding in exchange in their sixth year, for a maximum of three quarters. These quarters cannot extend beyond the Spring of the 6th year. Students taking on RAships should check carefully as to whether the funding source is external to NU.

Other funding for students in their sixth year is not guaranteed by the University. The department can hire a few 6th year students in a few advanced teaching assistant or lectureship positions. Students may also be able to teach for one quarter in the School of Professional Studies. Please note that tuition is not paid for lecturers in their sixth year or beyond. Please see further information on SPS and Health Insurance below.

Sixth Year students are also encouraged to seek TA positions in programs that do not have graduate students, such as International Studies, Gender Studies, and Chicago Field Studies. A full list can be found at: [http://www.tgs.northwestern.edu/funding/assistantships/cross-discipline.html](http://www.tgs.northwestern.edu/funding/assistantships/cross-discipline.html). Students may not accept TAships outside the department without prior approval of the Associate Chair. All teaching appointments require the student to have met all program requirements, including defending a dissertation proposal and finishing all incompletes.
Beyond the 6th Year
The Sociology department cannot give TAships to students beyond their 6th year. Thus, students are responsible for pursuing their own funding. The Department encourages eligible students to compete for fellowships, both internal (such as the prestigious Presidential Fellowship) and external (see below).

Students may be able to teach a course in SPS. They should look for and reply to the request sent out in late Fall quarter for summer courses and in Spring quarter for courses in the following academic year (Fall, Winter & Spring). Please note that tuition is not paid for lecturers in their sixth year or beyond. Students ALSO often find teaching positions in local colleges. Please see further information on SPS and Health Insurance below.

Further Funding Information

Graduate Student Funding Survey
During the winter quarter the Department asks each student to complete a Graduate Student Funding Survey. At this time you must tell the Department how you expect to be funded in the coming year even if you do not need funding, in order to allow us to fund other students.

Teaching Assistantships (Departmental Supplement to the Grad School’s TA Requirements)
Teaching in some form is a normal expectation for most professional sociologists and teaching experience has long been an integral part of graduate education in the Department of Sociology at Northwestern. One quarter of teaching is required by TGS. Students typically begin getting teaching experience in the spring of their first year, in the required College Teaching Seminar (570), and most will receive their funding in the form of TAships in their 2nd, 3rd, and 4th years.

Departmental Policy on Teaching Assistant Assignments
Sociology graduate students cannot accept TAships in other departments or programs until the TA needs in the Sociology Department are met. Sociology Ph.D. students should not take TA jobs in other departments or programs until they have cleared this, with the Associate Chair (Susan Thistle); otherwise funding may be blocked.

Seminar in College Teaching (570)
The college teaching seminar combines a seminar on teaching with hands-on experience. All students enrolled in 570 will provide teaching assistance to Sociology 110 - Introduction to Sociology, regardless of the type of stipend or employment they have. The TA duties will normally include leading or co-leading one discussion section that meets once a week and consists of no more than 35 students.

The teaching seminar is a required first-year course offered once a year. First-year students with extensive teaching experience may appeal to the DGS to have the requirement waived.
Securing a Teaching Assistantship (TA) – Second Year and Beyond

With 570 completed, in order to secure a paid TA position in the second year and beyond,

- A student must be in good academic standing which includes;
  - keeping one’s record clear of incompletes. No incomplete can extend beyond one year or funding will be denied.
  - To be admitted to candidacy by the end of the fourth year
- International students must have a score of 65 or higher on the Versant English test.
  (These tests should be taken early enough to have the score by May of the year preceding the TAship.)
- All US citizens must file a FAFSA or renewal FAFSA before they can be assigned a TAship. (The FAFSA can be done on-line and you will receive information about it each year.)
- Students must reply to the annual Graduate Student Funding Survey distributed in late winter or early spring.

If any of these requirements are not met, the Graduate School will not approve a TAship.

Each quarter students will be asked to submit teaching assistant preferences. Effort will be made to give each student a top preference, though this is not always possible. Those failing to respond to the requests for preferences by the deadline will be assigned wherever needed. As Associate Chair, Susan Thistle is responsible for making teaching assistant assignments, which will be made shortly before the beginning of each quarter.

Structure, Hours and Duties

The normal TA assignment is one teaching unit per quarter, with a unit consisting of grading papers and exams for up to 60 students in a single course, and in larger 100- and 200-level lecture courses with discussion sections, running two discussion sections of approximately 25-30 students each. Leading such discussion sections provides experience and evidence of teaching ability useful when the Department selects students as lecturers or recipients of the Winch Teaching Awards, or when applying for jobs.

TAs are also expected to hold office hours for two hours per week. They may also assist in constructing examinations or give one and only one class lecture as a learning experience. The average workload is 15 hours per week.

Please note that TAs must attend all class lectures, including those in the first and last week of the quarter. Absence from lecture is only allowed with prior approval of the instructor and in rare cases.

Grading

TAs are required to adhere to the grading policy of the instructor, and the instructor must make that grading policy clear. Without express approval of the instructor, TAs are not to give grades directly to students, including grades for papers, exams, and discussion section participation.

Evaluation

CTEC (Course and Teacher Evaluation Council) evaluations are available for TAs who serve as leaders of their discussion sections. In addition, departmental TA evaluation forms are filled out.
for all TAs by their course instructors at the end of each quarter. It is expected that informal evaluation and feedback will occur throughout the quarter.

**Requirements**
TAships require a student
- to be registered as a full-time graduate student, which includes a TGS 500 registration;
- to file a FAFSA form or a renewal FAFSA if a US citizen or permanent resident;
- to take the Versant test and score at least 65 if an international student (with some exceptions, e.g., for international students from English-speaking countries);
- to be in good academic standing, Research Assistantships

**Research Assistantships**
Those with a RAship must be registered as a full-time graduate student, which includes a TGS 500 registration, and should be in good academic standing as outlined above.

**Health Insurance**
All Northwestern graduate students are required to have health insurance (whether through NU or a comparable program that meets criteria laid out by NU). Health insurance coverage is provided through the 5th year for those TAing, RAing or funded by fellowship. Students considering a leave or funding themselves must have health insurance. Health insurance is also paid for TAships for advanced graduate students, though not for those teaching for SPS. Advanced students (e.g., those registering for 512) can enroll in the NU health insurance plan, but must pay for it themselves.

**Fellowships**

**Internal Fellowships**
The Graduate School offers one prestigious fellowship called the Presidential Fellowship.

The Sociology Department also offers several Sociology Fieldwork Research Fellowships, which cover one-quarter’s worth of out-of-residence fieldwork, and a MacArthur Summer Research Grant, which covers collaborative research with a faculty member (this last is available to all students, not just advanced ones).

**External Fellowships**
Both the Sociology Department and the Graduate School strongly encourage students to apply for external funding. They have many benefits, including
- 6th year students are guaranteed up to 3 quarters of funding for each quarter of external funding they obtain.
- External award supplement of $500, from TGS, for the duration of external award. This is valid only for students through their fifth year.
- A stipend top-up to the TGS base stipend if the external award stipend is lower to students through their sixth year.

An enormous number of such fellowships exist. The Associate Director of the Fellowship Office
in the Graduate School: [http://www.northwestern.edu/fellowships/](http://www.northwestern.edu/fellowships/) (see Graduate School Directory) can help a student navigate through the possibilities of fellowships. Some of the fellowships that students in the Sociology Department have received in recent years include; the American Association of University Women American Dissertation Fellowship, Fulbright Grants, NSF Dissertation Improvement Fellowships, Charlotte W. Newcombe Fellowships, University of Wisconsin Platteville University Fellow, the Maragaret McNamara Memorial Fund, Mellon Foundation Short-Term Summer Fellowships, and a great many others. Every sociology student should seek out and apply for external fellowships.

### Travel Grants

**The Graduate School Conference Travel Grants**
The Conference Travel Grant (CTG) provides funds to assist Ph.D. and MFA students traveling to conferences and/or seminars to make presentations on behalf of the University. The grant is not intended to support attending courses at other schools, research or general educational travel. More information on the TGS Conference Travel Grant can be found at: [http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/index.html](http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/index.html)

**Sociology Travel Grants**
*Departmental* travel grant provides funds to assist graduate students to conferences to make presentations and on a panel. These funds are for conference travel only and are not to be used for research travel purposes. Conferences held in Chicago are the only conferences where the department will reimburse the conference fee without making a presentation or being on a panel. Only second year students may use the Department conference travel grant for research purposes; this includes the $535 and the $250, (if travel is international). This is due to limited research funding options for second year students from TGS.

Eligibility:
- The student must be registered and in good academic standing.
- All registered students (including first-year) are eligible.
- Students who are working full-time at a university, foundation, etc… or no longer in the graduate program are not eligible.
- Students are eligible to receive $535 per fiscal year (Sept 1st to Aug. 31st).
- Students who are presenting at an International conference are eligible to receive an additional $250.
- Students must be the primary presenter, or on a panel, at the conference and must provide a copy of the invitation.
- Funds will be provided after the travel has been completed and the appropriate receipts and proof of presenting within 30 days of the conference date(s).

**School of Professional Studies**
SPS hires graduate students as lecturers for its fall, spring, and summer sessions from Departmental recommendations. SPS pays a stipend, which will vary. SPS will not pay health insurance. For students beyond the 6th year, SPS pays neither tuition nor health insurance. If an
SPS course does not meet minimum enrollment of 5 it will be cancelled and the lecturer will not be paid.

**Read Contracts Carefully Before Signing**
If a student is considering a teaching appointment either through WCAS or SPS, it is the student’s responsibility to know whether that appointment covers tuition and health insurance or not, and at what level. In both instances, although facilitated by the Department, the student is contracting directly with the other entity (WCAS or SPS), and the contract the student signs should contain the amount the student is to be paid and the tuition to be paid, if any. All contracts should be read carefully before signing. Also, be aware that the College may change its policies for stipend amounts and tuition payments at its discretion.

**TA and Lecturer Pay Schedules**
The pay schedules are different for those working as teaching assistants and those working as lecturers. For instance, if you TA in the fall quarter and work as a lecturer in winter quarter, you will not receive a check in December. Additionally, if you TA winter quarter and work as a lecturer in the spring, you will not receive a check in March. Regardless, all checks are received on the last business day of the month.

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<th><strong>TA Pay Schedule</strong></th>
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**Graduate Student Association**
The Sociology Department Graduate Student Association (GSA) is the organization that represents graduate student interests and needs within the department. Graduate students serve on departmental committees with faculty to solve problems that arise, make graduate students’ needs and perspectives known, recruit new faculty members and new graduate students, and plan social activities.
The Graduate School Policies and Procedures

The full TGS Academic Policies and Procedures can be found at: http://www.tgs.northwestern.edu/about/policies/index.html

Select Key Policies and Procedures from TGS

Doctoral Residency
http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html (12.2 PhD Residency)

Consecutive Residency
http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#fulltime (4.10 Continuous Registration Policy)

Residency and Transfer Credit
www.tgs.northwestern.edu/studentsvcs/doctoral/residency/

Summer Registration
http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html (4.8 Summer Registration)

Advanced Year Registration
http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html (4.10.2 Adv. Continuous Registration)

Leaves of Absence
http://www.tgs.northwestern.edu/about/policies/leaves-of-absence.html (9.1)

TGS Financial Aid Policies
http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html
TGS Academic Student Services Team

Kate Veraldi  
**Director**, Student Services  
k-veraldi@northwestern.edu  
847.467.4108

Kate is the representative for students with **last names V through Z**. Contact her with questions regarding Professional Development Programming and TGS Grants and Fellowships.

Antoaneta Condurat  
**Assistant Director**, Student Services  
a-condurat@northwestern.edu  
847.491.8469

Antoaneta is the representative for students with **last names A through J**. Contact her with questions regarding the CIC Traveling Scholar and Chicago Metropolitan Exchange, graduate certificates, and academic probation.

Angela Wengrenovich  
**Student Services Assistant**, Student Services  
angela.amore@northwestern.edu  
847.491.5279

Angela is the Student Services Representative for last names **K through U**.

Alex Israel  
Program Assistant, Student Services  
alexandra.israel@northwestern.edu  
847-467-4408

Contact Alex with questions regarding dissertation formatting, Conference Travel Grants, career development grants, and dependent care grants.
The Graduate School Additional Fees for 2015 – 2016

The following are a few of the out-of-pocket Graduate School additional fees which is important for graduate students to know. Increases should be expected in subsequent years.

Activity Fee: $110 (per quarter)
- Required for all full-time enrolled graduate students, except for those enrolled in 512, 513, 514, 506, 507 or 508.
- If you are not going to be in the Chicagoland area for the entire quarter, you can request an activity fee waiver. Please contact Ryan Sawicki, for more information.

Copyright Fee: $55
- Required for Doctor of Philosophy candidates.

Annual Health and Hospitalization Premium: $3,692 (Student)
- Required for all active graduate students. The fee will be deducted from the graduate student stipend check.
- Optional Coverage:
  - $ 3,692/year (Dependent)
  - $ 3,692/year (Dependent child; maximum of $7,384/year)
  - Call Aetna Student Health Customer Service at 877-626-2314, Monday-Friday, 7:30AM-4:30PM (Central Time) for assistance

Late Payment Penalty: $200
- Late fees are assessed each quarter on amounts remaining unpaid (whole or in part) after the due date.
- Students may petition to have late fees removed if they feel the charge was unfairly assessed. A late fee caused by delayed financial aid may be cancelled, as long as the remaining balance is paid by the original due date.