

Northwestern

WEINBERG COLLEGE OF ARTS & SCIENCES

Department of **Sociology**

The Whole Hooey

2017 - 2018

Guide to Sociology Graduate Program

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Who's Who in Sociology

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Full committee list can be found [here](#).

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 must take 9 sociology electives plus 3 courses outside the Sociology department. Please see "[A Note on "Good Standing" and Exclusion](#)" for more information on grade requirements.

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 Hooley 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>; 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

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 three required RCR sessions.

Second Year (9 courses):

- A second sociological theory course. Theory courses that meet the requirement must be taught by faculty in the Sociology Department and/or have a SOC number. Students may count other theory courses that do not meet these criteria as outside-the-department electives.
- 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 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). Soc 490-2 and Independent Studies (499s) do not count as electives.

Electives can include courses offered by sociologists in other NU departments and schools or by sociology departments elsewhere, with permission of the DGS; in such cases, the student will bring a course description and syllabus to the DGS and petition to have it count.

In addition to the 9 sociology electives, students are required to take three electives outside of the department. In cases where a student takes a course outside the department that is taught by a sociologist (someone with a Sociology Ph.D.), the student may count the course *either* as a sociology elective (with DGS approval) or as an outside-the-department course, but not both. To count as an outside-the-department course, a course cannot be co-listed with the sociology department (i.e. it cannot carry both a sociology number and an outside department number, e.g., SOC 476/POLI SCI 490) or be taught by sociology departmental faculty. Courses that have sociology numbers and/or are taught by sociology departmental faculty can be counted as sociology electives, but not as outside-the-department electives, even if the course also has another department’s number.

Workshops for Credit

Students may count workshops as one of their 9 Sociology electives under the following stipulations:

- The faculty coordinator(s) will decide whether a workshop can be taken as a course with credit.
- The faculty coordinator(s) will decide what a student needs to do to get course credit.
- A workshop taken as a course must receive a letter grade, not pass/fail.
- Students can receive a maximum of two course credits for workshop participation, and they can receive credit only one time for a given workshop (no duplication).

Total Number of Courses

Sociology graduate students typically take 10 specifically required courses:

- 2 quarters of statistics (2)
- field methods and one other methods (2)
- theory (2)
- teaching seminar (1)
- Proseminar (480) (2)
- 2nd year paper seminar (490) (1)

In addition, most students take Soc 400 (which can count as an elective) and the second quarter of Soc 490-2.

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. Both faculty members must be members of The Graduate School's Graduate Faculty. 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. 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. For a master's degree, TGS requires at least 9 graded courses authorized for graduate credit. The Department of Sociology further requires that all departmental required courses be completed, and the second year paper be approved. More information on TGS requirements can be found at: <http://www.tgs.northwestern.edu/about/policies/masters-degree-requirements.html>.

Special Fields and Admission to Candidacy

The Special Fields Paper is a literature review (roughly 30-40 pages) of one subfield of sociology, plus a syllabus for an advanced undergraduate course in that subfield. The paper is not a summary of scholarship, but rather a critical analysis of scholarship. Through this assignment a student develops her or his own perspective on the subfield's core empirical and theoretical claims and how they have evolved, the areas of current debate, and how the subfield should develop in future. The Annual Review of Sociology offers good models for how to write such papers. The aim of this requirement is to provide the student with broad and deep knowledge of a subfield sufficient to teach introductory and advanced undergraduate and graduate courses. Students and their advisors negotiate what exactly constitutes a "subfield." Sections of the American Sociological Association are a good guide to recognized fields.

When originally conceived, the Special Fields Paper was designed to allow a student to develop

and demonstrate expertise in a subfield *different* from the subfield of the dissertation, so that students would be prepared to teach more broadly and could go on the job market in two different areas. While this remains a worthy goal and an important starting point in considering the Special Fields Paper, in practice, students often do not have a clear idea of the field of the dissertation this early in their graduate school career, and therefore find it difficult to carve out a distinct area for the Special Fields Paper that is separate from the area of the dissertation. Consequently, the question of whether the Special Fields Paper should be focused on the area of the dissertation, or an area other than the dissertation, is left to the student and the advisors.

When discussing this question students and their advisors should consider issues such as the following: was the Second Year Paper on a topic distinct from the topic of the dissertation, or will the dissertation itself draw from two different subfields? In such cases, it may be reasonable to treat the Special Fields Paper as the literature review for the dissertation, since the student can claim to have demonstrated mastery of two fields in other ways. Conversely, is the student planning a dissertation in a more peripheral, novel, or less marketable area? In such cases, it may be appropriate for the student to use the Special Fields Paper as an opportunity to develop expertise in a more central, recognized, or more marketable subfield. In some cases, students may wish to explore the intersection of two subfields in order to ask what light one sheds on the other.

Because students' individual situations are so varied, these questions are best discussed with the advisors on a case by case basis; a "Guide to Negotiating the Scope of the Special Fields Paper" has been prepared and is available on the departmental website under "Graduate Student Resources." Students are encouraged to bring this document with them when they meet their advisors to discuss the scope of the paper.

Ideally in the spring quarter of the student's second year (and certainly no later than the beginning of fall quarter of the third year) the student chooses an advisor for the Special Fields Paper and a second faculty reader, both of whom must be members of The Graduate School's Graduate Faculty. In consultation with these two faculty members the student identifies a subject area and prepares a reading list. Both faculty must approve the completed SFP and syllabus by the end of the spring quarter of the third year, so students should turn in their final drafts to both advisors (cc'ing the graduate program assistant) no later than May 1 to allow for changes that the faculty may require. However, students are encouraged not to think of the SFP as a yearlong endeavor but rather as a more delimited project. Ideally students will complete the SFP by the winter quarter of third year and then move ahead to preparing the dissertation prospectus.

We offer a seminar for students writing their Special Fields Papers. Students had proposed such a seminar, roughly analogous to the Second-Year Paper seminar, as an effective way for third-years to move through this requirement together. The seminar is not required, but it has a Soc 476 number and can be counted as a sociology elective (as long as a student takes it for a grade and not pass/fail).

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. Two of the members of the dissertation committee must be members of the Northwestern Graduate Faculty. Two members of the 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 earlier. 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 a common phrase in academia). 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. We suggest that students should aim to finish in six years. In recent years, students who are well-prepared and settle on their dissertation topics early have been able to finish in five. 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. 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 older of the two 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., research 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 and they should be completed at the same time as components 2-4);
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 advisors.

Joint Programs:

Management and Organizations and Sociology

The [Department of Management and Organizations in the Kellogg Graduate School of Management](#) and the Department of Sociology are strongly tied. Organizations play a key role in stratification, social change, and collective behavior, and are themselves shaped by larger sociological and historical processes. The joint program is designed for students who want to gain a disciplinary base in sociology while focusing their doctoral research on organizations and their environments. Specific areas of research include: building and testing theory about organizations, their members and their management; organizational processes; institutions; and the embeddedness of economic action in social structure.

The MORS-Sociology Joint Degree requirements can be found [here](#).

JD/PhD Program

The [JD/PhD Joint Degree Program](#) is open to a small number of students who intend to pursue an academic or research career and whose teaching and research will be enriched by both the JD and Ph.D. degrees. Applicants who wish to participate in the program must complete the Graduate School application, submit supplemental application items to the Law School, and meet the admission requirements for both Northwestern's School of Law and the Graduate School.

The JD/PhD Joint Degree overview requirements can be found [here](#).

For students admitted directly into the JD/PhD Joint Degree program, the Sociology Department requires that they complete [all sociology coursework](#), and the 2nd Year Paper, prior to beginning Law School in the third year. JD/PhD students who do not meet these requirements will not be able to start Law School in their third year and will remain with the Sociology Department. With permission from the Law School and the Sociology Department, a JD/PhD Student unable to begin Law School in the third year may be allowed to begin Law School in the fourth year. If approved, the student must complete all requirements mentioned above **AND** the Special Fields Paper before beginning Law School in the fourth year.

Current PhD students may also apply to transfer into the JD/PhD program. Such students will be required to meet all the usual Sociology PhD program standards for the year preceding Law School entry. Students who are considering applying for admission to the JD/PhD program should talk to the Sociology DGS about what requirements would need to be completed before beginning Law School.

Dual PhD Degree Program in Sociology between Northwestern University and SciencesPo

The dual degree program allows Northwestern and SciencesPo students to spend some years at the partner institution, during which students will take courses, conduct research, write a dissertation under the direction of a joint Northwestern-SciencesPo dissertation committee, and become eligible for the PhD degrees of both institutions.

Students interested in the dual degree program should contact Professor Lincoln Quillian (l-quillian@northwestern.edu) for additional information. Students who have been admitted to the dual degree program should consult their admission letter for requirements.

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.
- 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 (i.e. written the Special Fields Paper) 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>

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 a 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. Advisors are listed at <http://www.sociology.northwestern.edu/people/graduate-students/>. Students should ensure that the webpage is up to date with the name of their current advisor.

All entering students are assigned an initial faculty advisor for the first year. 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 an email asking students for updates in preparation for the faculty meeting to review students; after this meeting, 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, 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 intellectual communities of students and faculty that are organized around various sub-fields and methods. The workshops provide graduate students with opportunities to present their work in progress, as a means of honing their presentation skills and gaining feedback on their research. The workshops also help students learn to critique others' work and to become active participants in scholarly discourse. Workshop participants often come from other departments and programs, thus offering opportunities for interdisciplinary collaboration. The sociology workshops are key contributors to the rich and challenging academic environment that our department cultivates.

[Applied Quantitative Methods](#)

[Comparative-Historical](#)

[Culture and Society](#)

[Crime, Law and Society](#)

[Ethnography](#)

[Urban/Community](#)

Graduate Student Funding

The package of funding currently offered to entering graduate students by the Graduate School [TGS] includes 20 quarters of funding (for cohorts from 2012 to present; 19 quarters for prior cohorts) for the first 5 years of graduate education. The typical set up is a University Fellowship for the first and fifth years; graduate assistantships for years 2-4, generally done as a teaching assistant (TA); University Fellowships for the first 5 summers. 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 explained 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 [permission to work form](#), signed by their advisor and the Associate Chair, Susan Thistle. The request for remunerative work memo can be found in NUBox or can be requested 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 3 quarters of fellowship support as they work on their dissertations. This fellowship can be taken earlier than the fifth year, if the dissertation proposal has been successfully defended.

Sixth Year

Students who have received external funding in earlier quarters, either from external fellowships or from RAships funded by an external grant, are guaranteed funding in exchange in their sixth year, for a maximum of four quarters. These quarters cannot extend beyond the summer 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>. 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. In addition, students 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 TAs 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.)
- 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 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

Those with an 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 students with external funding (as qualified by TGS), for advanced students with GAships, and for students in years 6-7 teaching for SPS during the academic year (but not during summer). Other 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 students).

External Fellowships

Both the Sociology Department and the Graduate School strongly encourage students to apply for external funding. The process of applying for an external fellowship can be intellectually rewarding, and is good practice for a student's future academic career. External funding has many other benefits:

- 6th year students are guaranteed up to 4 quarters of funding for each quarter of external funding they obtain.
- Students receive an external award supplement of \$500, from TGS, for the duration of external award. This is valid only for students through their fifth year.
- Students receive a stipend top-up to the TGS base stipend if the external award stipend is lower (for 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/> -- 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 Fellowship, the Margaret 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

External Education/Training Grants

The External Education/Training Grant is to assist Sociology Ph.D. students with attending workshops/training programs at locations other than Northwestern University. Applications for these funds will be accepted at the beginning of spring quarter and will not exceed \$1,000 to any one applicant. Applications will be assessed by the Graduate Affairs Committee in conjunction with the Sociology Department Chair.

Eligibility:

- All registered students, in good academic standing, may apply for these funds

Application:

- One-page description of the workshop, or training program, and how it fits into the students research plans

- Budget with cost of the workshop, or training program, and include any additional estimated costs
- Letter of recommendation/support from the student's advisor.

Upon return from the workshop/training program, students will submit a brief report (not to exceed one page) on how the workshop/training program helped them with their research.

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>

Sociology Travel Grants

Departmental travel grant - provides funds to assist graduate students to attend conferences to make a presentation or participate 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 requiring that the student make a presentation or participate on a panel.

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 \$545 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 be a participant 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 have been submitted (within 30 days of the conference dates).

Alumni Funds for Second-Year Paper Research - See [Alumni Funds for Second-Year Paper Research](#) under the Second Year Paper requirements section.

School of Professional Studies

SPS hires graduate students as lecturers for its fall, winter, spring, and summer sessions from Departmental recommendations. 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 the appointment is 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. Students should read all contracts 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. All checks are sent on the last business day of the month.

TA Pay Schedule

Fall Quarter

September
October
November

Winter Quarter

December
January
February

Spring Quarter

March
April
May

Lecturer Pay Schedule

Fall Quarter

September
October
November
December

Winter Quarter

January
February
March

Spring Quarter

April
May
June

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

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#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 F**. Contact her with questions regarding the CIC Traveling Scholar and Chicago Metropolitan Exchange, graduate certificates, and academic probation.

Bianca West
Student Services Assistant, Student Services
bianca.west@northwestern.edu
847.491.7332

Bianca is the Student Services Representative for last names **G through U**.

The Graduate School Additional Fees for 2017 – 2018

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, 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: \$3,856 (Student)

- Required for all active graduate students. The fee will be deducted from the graduate student stipend check.
- **Dependent Coverage:**
 - 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.