

Northwestern University



<http://www.sociology.northwestern.edu/>

Graduate Student Handbook:  
**The Whole Hooey**  
2008-2009

Your Guide to Graduate Program  
Requirements, Funding, Deadlines,  
Registration and More

Now Available on the Web at:  
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## WHO'S WHO IN SOCIOLOGY

Chair	Mary Pattillo m-pattillo@northwestern.edu, 1-3409 handles all departmental affairs
Director of Graduate Studies	Carol Heimer c-heimer@northwestern.edu, 1-7480 handles departmental academic affairs for graduate students
Associate Chair (Grad Funding)	Susan Thistle s-thistle@northwestern.edu, 1-3358 handles TA & RA assignments, funding
Graduate Program Assistant	Murielle Harris Murielle-harris@northwestern.edu, 7-1328 Handles graduate administrative affairs; graduate funding; admissions.
Undergraduate Program Assistant	Michelle Flowers m-flowers@northwestern.edu, 1-5417 handles undergraduate administrative affairs; course planning; grade reporting
Department Assistant	Julia Harris-Sacony j-harris4@northwestern.edu, 1-2698 handles payroll, travel expenses, reimbursements
Placement Chair	Celeste Watkins-Hayes c-watkins@northwestern.edu handles graduate placement
Colloquium Chair	Nicola Beisel nbeisel@northwestern.edu handles organizing weekly colloquium

# **2008-2009 FACULTY COMMITTEE REPRESENTATIVES**

## **Undergraduate Affairs**

Wendy Espeland, Chair & D.U.S.  
Susan Thistle (*ex officio*)  
Al Hunter  
Georgi Derluguian  
Jim Mahoney  
GSA Rep: Stacy Lom  
GSA Rep: Amelia Branigan  
GSA Rep: Nicole Van Cleve  
Michelle Flowers, Program Assistant

## **Freshman Advisers**

Wendy Espeland  
Tom Durkin  
Gary Fine  
Al Hunter  
Karrie Ann Snyder

## **Honors Coordinators**

Charles Camic  
Michelle Flowers, Program Assistant

## **Graduate Affairs**

Carol Heimer, Chair and D.G.S.  
Susan Thistle (*ex officio*)  
Ann Orloff  
Lincoln Quillian  
Carolyn Chen  
GSA Rep: Jen Rosen  
GSA Rep: Marybeth Finch  
GSA Rep: Michelle Naffziger  
GSA Rep/President: Mikaela Rabinowitz/Brian Sargent  
Murielle Harris, Program Assistant

## **Graduate Admissions**

Jeremy Freese, Chair  
John Hagan  
Laura Beth Nielsen  
GSA Rep: Nina Johnson  
GSA Rep: Mikaela Rabinowitz  
GSA Rep: Jen Rosen  
Murielle Harris, Program Assistant

## **Graduate Placement**

Celeste Watkins-Hayes

Murielle Harris, Program Assistant

## **Colloquia Coordination**

Nicki Beisel  
GSA Rep: Eliza Richman  
Van Parker, Program Assistant

## **Computer Committee**

GSA Rep: Kieran Bezila  
GSA Rep: Michelle Naffziger

## **Faculty Recruitment Committee**

Charles Camic, Co- Chair  
Gary Fine, Co- Chair  
Alberto Palloni  
Monica Prasad  
Dylan Penningroth (History)  
GSA Rep (provisional): Marcus Hunter  
Van Parker, Program Assistant

## **Graduate Student Association**

Co-Presidents: Mikaela Rabinowitz/Brian Sargent

## **Graduate Colloquia**

Murielle Harris, Program Assistant

## **Graduate Happy Hour Coordinator**

GSA Rep: Liz Onasch  
GSA Rep: Russell Malborough  
Julia Harris-Sacony, Business Coordinator

## **Graduate Student Association Liaison**

(University-wide): Steve Munch

## **Graduate Student Space Allocation and Décor:**

Michaela DeSoucey  
Gabrielle Ferrales

## **THE GRADUATE SCHOOL, 633 CLARK STREET**

Dean	Andrew Wachtel a-wachtel@northwestern.edu, 1-8502
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Admissions & Recruitment Coordinator	Sara Wright sara-wright@northwestern.edu, 1-7032
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Associate Dean Student Services	William Jones w-jones@northwestern.edu, 7-4108
Assistant Director Student Services	Lesley Perry l-perry2@northwestern.edu, 1-7332
Counselor Student Services (student last name A-M)	Antoaneta Condurat a-condurat@northwestern.edu, 1-8469
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Assistant Director Fellowship Office	Elizabeth Pardoe e-pardoe@northwestern.edu 1-2617

# **REQUIREMENTS FOR DOCTOR OF PHILOSOPHY**

Our graduate program has both structure and openness. The Department has specific requirements, as outlined below. 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. Some petitions can be handled at the departmental level, while others will go to the Graduate School, but all start with the Department.

## **COURSE REQUIREMENTS**

The Sociology Department requires students to take two theory courses (406-1 and one other), two statistics courses (401-1 and 401-2), one field methods course (403) and one additional methods course of the students choosing, the Teaching seminar (570), the Second-Year Paper seminar (490) and the non-credit Pro-Seminar (480-1 and 480-2). Students without a statistics background are also required to take 400. Some of these requirements can be waived if the student has done the equivalent elsewhere; to do this requires a petition, and you should talk with the DGS first.

Here is the typical program for each year:

First Year (9 courses plus proseminar):

- 401-1 (Basic Statistics) and 401-2 (Intermediate Statistics);
- 400 (Analysis of Social Data, also known as Baby Stats, not required but advised for those without any statistics background)
- 403 (Field Methods)
- One additional methods course, which may be taken in the first year or later. This may be Comparative Methodology (410), Methods for Cultural Analysis (576, Prof. Griswold), an advanced statistics course, Event History Analysis (Prof. Palloni), Design for Descriptive Causal Inference in Field Settings (406, Prof. Cook), Research Methods 405 or another methods course as approved by the department. If you want to see if a course will fulfill this requirement, submit the syllabus to the DGS, who will run it by the methods committee. Note that not all of these courses are taught every year, so you'll need to plan ahead; the

second required methods course may be taken in the first, second, or third year.

- 406-1 (Classical Sociological Theory)
- 570 (College Teaching and Research Preparation) This is a real course, with weekly assignments, and is graded (A, B, C). Students take this course in conjunction with teaching or co-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 other courses, or they may choose to take three courses plus 570; doing so is equivalent to taking three courses and TA-ing. In spring 2009, Terence McDonnell will teach 570.
- One, two, or three substantive electives. Because of the importance of substantive courses during the early years of graduate study, no independent studies (499s) may be taken during the first year without written permission from the DGS.
- 480-1 and 480-2 (non-credit Departmental Proseminar in Fall and Winter). The first quarter is to introduce faculty and their research. The second quarter will focus more on professional issues such as seeking fellowships and grants, getting articles published. Students may take the second quarter of the Proseminar during their second or third year. In 2008-2009 the Proseminar will be led by Nicole Van Cleve.

Second Year (9 courses):

- 406-2 (Modern Theory) and/or 406-3 (Contemporary Theory), or some other departmentally approved theory course (the Department requires at least two theory courses, 406-1 and one other)
- One or two 490s (second-year paper supervision; the second quarter of 490 is not required but strongly recommended). In 2008-2009 the Second-Year Paper seminar will be led by Nina Johnson.
- Five or six substantive electives or workshops and/or 499s (Independent Studies)

### Third Year (9 courses):

- Substantive electives, as desired;
- Two or three 499s to write Special Field paper;
- 499s or workshops to prepare the thesis proposal.

Electives: To earn the PhD, graduate students in sociology are required to take **6 Sociology elective courses** in addition to the required courses. “Sociology courses” refers to graduate level courses at the 400 and above level offered by the Sociology Department with a “SOC” label. Independent Studies (499s) are not considered elective courses. 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 Graduate Director and petition to have it count. Putting this in the context of other requirements: NU has a “residency” requirement of **27 courses** for the doctorate (although some of them can transfer in from other universities). This amounts to 3 courses a quarter for 3 years. If you count 402 (which most students need) and 2 quarters for the 2<sup>nd</sup> year paper plus our statistics (2), methods (2), and theory (2) requirements plus the Teaching seminar, a student needs to take 10 required courses. Thus the Department’s requirement of 10 required courses and 6 Sociology electives comes to 16 courses, leaving students with 11 other courses, some of which may be taken in other departments and some of which may be Independent Studies.

### **SECOND-YEAR PAPERS**

By the third quarter of the first year, each student will be consulting with professors and developing a topic for the second-year paper, which may qualify as a Master’s thesis. The second-year paper, an introduction to carrying out academic research in sociology, takes the form of an abstract and a research report of roughly 30 pages or so, the length of an article. It should apply sociological theory and methods to some kind 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 it is common for these papers to reach publication.

Two professors read and evaluate each second-year paper. It is up to the student to develop the topic with someone on the faculty who agrees to be the primary advisor; the student also gets a second faculty member to serve as a

reader. In most cases the student will have gotten an advisor and worked out their topic by the end of the first year.

Both the advisor and the reader must approve the second-year paper by the end of the Spring quarter. This means that students should turn in their finished papers by the beginning of May to allow for any changes that their faculty may require. Of course it is desirable that the student submit drafts to their advisor and reader throughout the year. It is also desirable that the student be far enough along to submit a version of the paper to the ASA in January. If the paper has not been completed and approved by the end of the Spring quarter, the student and his or her faculty advisor need to write a letter 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 early 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.

## **SPECIAL FIELDS**

Upon completion of the Ph.D., a student should have expertise in at least two fields of sociology. This means the student should (1) be able to teach courses in these areas and (2) be conversant with the major issues in each. Students demonstrate mastery of one general subfield of sociology by writing Special Field Papers. The second, more specialized body of literature is shown in the successful completion of the doctoral dissertation.

Students and their advisors negotiate the scope of the Special Field Paper; the scope should be similar to a course offering at the graduate or advanced undergraduate level, rather than focus on a narrow subfield. Examples of what would be too narrow would be “jurisprudence” in the sociology of law field, “resource mobilization” in the social movements field, “new institutionalism” in the organizations field, or “popular music” in the sociology of culture field. Special Fields might be as broad as sections of the American Sociological Association.

In consultation with a faculty advisor and a second faculty reader, the student will identify a suitable subject area and prepare a reading list. From this, the student will (1) organize a course syllabus and (2) write a synthetic essay (roughly 30 pages) that reviews and criticizes some of the field’s core empirical and theoretical issues. The synthetic essay often resembles a paper

in the *Annual Review of Sociology*. The same timing applies to Special Fields Papers as with Second-Year papers: Both the advisor and the reader must approve the Special Fields Paper and associated syllabus by the end of the Spring quarter. This means that students should turn in their finished papers by the beginning of May to allow for any changes that their faculty committee may require. Of course it is desirable that the student submit drafts to their advisor and reader throughout the year. Most students take one or two 499s as they work on these papers.

Completing the Special Fields Paper meets The Graduate School's requirement for passing comprehensive 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 The Graduate School and, if all other requirements have been met, the student advances to candidacy.

## **DISSERTATION PROPOSALS AND ADMISSION TO CANDIDACY**

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 Graduate School requires students to defend their dissertation proposals no later than by the end of their fourth year. Both the Graduate School and the Department strongly encourages them to do so sooner, ideally by the beginning of the fourth year. Doing so allows students to compete for internal and external fellowships in the fall.

### *A NOTE ON "GOOD STANDING"*

While the Graduate School has requirements for students to be in good standing,<sup>1</sup> part of their requirement is for the student to be in good standing in his or her own department.

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<sup>1</sup><http://www.tgs.northwestern.edu/studentsvcs/requirements/doctoral/coursework/grading/>

To be in good standing in the Sociology Department, a student must do the following no later than by the end of the third year (some requirements must be done earlier):

1. complete all required courses with a grade of B or better.
2. complete six sociology elective courses with a grade of B or better.
3. complete all departmental writing requirements by the dates indicated.

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 faculty.

Students who do not meet the second requirement (e.g. the student gets a B- in a Sociology class that is not a departmental requirement) will be able to have the course count toward the 27 courses required by the Graduate School, but not toward sociology elective.

Students who do not meet the third 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 terminate students who do not keep up with the requirements and expectations of the Department

## **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 Murielle Harris for the department 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. Then the Second-year Paper becomes the primary advisor until the student has an advisor for the Special Field paper, and that person becomes the 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 at any particular time, all faculty members are happy to give intellectual advice, and graduate students should seek this 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, especially if there have been any circumstances that have resulted in Incompletes in courses or delays in meeting some requirement.

## **DEPARTMENTAL COLLOQUIA**

Northwestern’s Sociology Department is famous for its longstanding colloquium series that convenes 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 all its students to attend the colloquia faithfully, and indeed the Thursday colloquium is a key component of the scholarly and professional education that we offer. We also encourage students to speak up 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).

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# MEMO

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**TO:** GRADUATE STUDENTS  
**FROM:** THE GRADUATE SCHOOL  
**SUBJECT:** REQUIRED SUMMER REGISTRATION FOR STUDENTS IN THE GRADUATE SCHOOL  
**DATE:** 4/29/2009

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This memo is a reminder that all students in The Graduate School receiving financial support administered by the University must be registered full time. Students being supported during the summer by fellowships, teaching assistantships, or research assistantships (including research assistants supported on sponsored project accounts) must be registered full time for the summer quarter. Students not receiving support do not have to register in the summer but should register for 512 all other quarters.

Appropriate full time registrations for the summer quarter include:

3-4 graduate units; 588, 598, 599, or 503. Students on a 12 month University Fellowship or 3 month Summer Fellowship must register for 598, 599 or 503, whichever is appropriate. Questions concerning the appropriate registration for a particular student should be directed to one of the Graduate Student Advisors listed below, depending on the first letter of the student's last name.

A-J: Antonaneta Condurat 491-8469  
a-condurat@northwestern.edu

K-Q: Kate Veraldi 467-4108  
k-veraldi@northwestern.edu

R-Z: Stephen Scott 491-3226  
sms@northwestern.edu

Eligible students should be able to register for The Graduate School TGS 599 and TGS 503 via the web on CAESAR. Keep in mind 588 and 598 will be processed only in The Graduate School office. Requests for the TGS registrations will continue to be accepted by e-mail (jmcd@northwestern.edu), or in person. All requests should indicate the quarter of registration, student name, ID number, and the type of registration being requested.

Students employed by the Summer Session as instructors to teach classes during the summer are not required to register, unless they are also receiving financial support as described in the first paragraph of this memo.

## **TEACHING ASSISTANTSHIPS:**

### **A Departmental Supplement to the Grad School's TA Handbook**

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. This experience typically begins in the spring of the student's first year, in the required Seminar in College Teaching (570), and may continue through subsequent years.

### **Seminar in College Teaching and Research Preparation (570)**

The college teaching seminar combines a seminar on teaching with hands-on experience. All students enrolled in 570 will provide teaching assistance to Soc 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 which would meet once a week and consist of no more than 35 students.

The teaching seminar is a required first-year course offered once a year and is graded. First-year students with extensive teaching experience may appeal to the Director of Graduate Studies to have the requirement waived.

### **Second Year and Beyond**

#### *Securing a Teaching Assistantship*

With 570 completed, in order to secure a paid TA position in the second, third, or fourth year a student must be in good academic standing, and international students must have a score of at least 50 on the TSE. (The TSE should be taken early enough to have the score by May of the year preceding the TAship.) In addition, all U.S. citizens must file a FAFSA or renewal FAFSA before they can be assigned a TAship. (The FAFSA can be done online and you will receive information about it each year.) In winter or early spring quarter the Department distributes the Annual Graduate Student Funding Survey to determine, among other things, which students will need a TAship. (The Department is allotted a limited number of TAships each year, and therefore must have an accurate picture of graduate student funding needs for the coming year.) TAships are initially awarded in May for the coming academic year.

The Graduate School now provides funding in the form of Graduate Assistantships. Most GAships will take the form of teaching assistantships. However, there is some opportunity for students to work as research assistants when receiving a GAship.

Susan Thistle is the Department's Teaching Assistant Coordinator and is responsible for making teaching assistant awards, course assignments, and a few short-term RAships. In planning assignments, student preferences will be considered, but the Department reserves the right to make and approve the final 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 running two discussion sections of approximately 25-35 students each for a single course, or grading papers and exams for 75-125 students in a single course. The average work load for either type of assignment is 15 hours per week. Most courses using TAs are larger 100- and 200-level lecture courses with discussion sections, but a few are smaller statistics and research courses which may not hold a separate discussion section. In those courses the instructor may wish to use a TA primarily as a reader for papers and exams.

The course instructor will set the general guidelines for the TA's participation in the course. Together the instructor and TA should discuss the expected work load and they should continue to meet on a regular basis throughout the quarter. Although it is expected that TAs will be responsible for an average of 15 hours of work per week, it may be slightly more if a TA carries three discussion sections. In any case, TA work should not exceed 30 hours in any given week.

Usual TA duties might include:

- attend all lectures and take notes
- conduct two or three discussion sections or possibly a small seminar class
- hold regular office hours for two to three hours per week
- possibly give one and only one class lecture as a learning experience
- supervise students in conducting research and writing papers
- assist in constructing examinations
- grade examinations or papers

### *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 instructors at the end of each quarter. Instructors are encouraged to share this evaluation with the TA, and the TA may request to participate in the evaluation. It is expected that informal evaluation and feedback will occur throughout the quarter.

## **Departmental Information for Teaching Assistants**

### **Blue Books**

For midterms, pick up Blue Books from any Department staff person. For finals, please see attached distribution points.

### **Classroom Changes**

If you need to change the location of a discussion section, please call the Registrar at 1-5234. You are responsible for notifying students and the

Department of any changes in classroom locations or times. Please note that discussion sections cannot be held in the Department Lounge.

### **Coursework being handed in or to be returned to students**

All coursework to be handed in outside of class time should be handed in to the instructor's or TA's office or mailbox—never to the Department office. Any coursework to be returned to students must be returned either in class, or picked up by the student from your office or the instructor's office. Please remember and make clear to your students that Department staff is never responsible for accepting or returning student papers or exams. Neither does Department staff distribute syllabi or any other course material.

### **Make-up Exams**

All make-up exams are arranged between the instructor or TA and the student. Department staff may be consulted for room availability.

### **Office Hours**

All teaching assistants are required to hold set office hours for at least two hours a week. You must give your office hours, office location, contact information, and discussion section information to the Graduate Program Assistant no later than the end of the second week of classes. Please note that office hours are not to be held in the Department Lounge nor in the Computer Lab.

### **Office Supplies**

The Department will supply red pens for graders, tape, staples, rubber bands, and paper clips. All other items must be purchased.

### **Photocopying**

Do not use your personal copy code when copying for a class for which you are a TA. Instead, get permission from the instructor to use his or her copy code. All photocopying done by graduate and undergraduate students must be paid for (course packets, articles, etc.).

## **TA and Lecturer Pay Schedules**

The pay schedules per quarter are different for those working as teaching assistants and those working as lecturers. For instance, if you TA fall quarter and lecture winter quarter, you will not receive a check in December. Additionally, if you TA winter quarter and lecture in the spring, you will not receive a check in March. Regardless, all checks are received 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 FUNDING (INTERNAL): UNIVERSITY FELLOWSHIPS, TEACHING ASSISTANTSHIPS, RESEARCH ASSISTANTSHIPS, AND LECTURESHIPS**

It may be helpful to review the Financial Aid section of *The Graduate School Bulletin 2003/2005* (online at [www.northwestern.edu/graduate/financial/](http://www.northwestern.edu/graduate/financial/)). Some of the information below is summarized from the *Bulletin*.

### **First Year**

Students not receiving funding from an outside source will receive a 12-month\* University Fellowship subject to the policies and procedures outlined in the *Bulletin*. 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. The College and the Graduate School also determine the number of fellowships the Department is allowed to offer.

### **Second, Third, and Fourth Year**

Students not receiving funding from an outside source may receive either a Teaching Assistantship or a Research Assistantship for the academic year. Although students are guaranteed funding through the fourth 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. International students must take the TSE no later than the spring of their first year and score at least 50 in order to receive a TAship.

The College and the Graduate School determine the number of TAships the Department is allowed to offer, as well as the stipend. Although the Department itself does not have RAships, many students receive RAships through IPR or the ABF. It is up to the student to pursue RA opportunities, some of which are also available during the summer. For others during the summer, the Graduate School's Summer Fellowship is available. The Summer Fellowship provides a stipend and pays tuition. A student may combine separate quarters of TAships, RAships and lectureships during an academic year, but may hold only one position per quarter. Please note that

second and third year students are not eligible for lectureships. Fourth year students interested in lectureships should review the following section.

### Fifth year

The Graduate School is now providing funding for students in their fifth year, as teaching assistants or lecturers (for lectureships see following section). However, students are strongly encouraged to seek RAships and outside funding, especially fellowships. Such positions and awards greatly enhance a student's CV.

### Sixth year and beyond

Funding for students in their sixth year or more is not guaranteed by the University, and is rarely available. Thus, students are responsible for pursuing their own funding. The Department encourages eligible students to compete for TGS fellowships (DYF, Alumnae, Research, Presidential) and the Weinberg Dean Dissertation Fellowship, as well as any external fellowships a student may be eligible for. Given the new policy of funding fifth year students, TAs are unlikely. The Department will help students in their pursuit of teaching opportunities that exist through Weinberg College (WCAS) and the School of Continuing Studies (SCS). All teaching appointments require the student to have met all program requirements, including being admitted to candidacy and finishing all incompletes.

### Weinberg College

WCAS hires a limited number of graduate students as lecturers from Departmental recommendations. In 2002, the College agreed to pay graduate student lecturer stipends and tuition according to the following schedule:

- fourth and fifth-year students to receive a stipend equivalent to the TA stipend plus tuition;
- sixth year students to receive a standard, lecturer rate stipend (determined by the College).

Please note that **tuition is not paid for lecturers in their sixth year or more**. Also, the College may change its policies for stipend amounts and tuition payments at its discretion.

## School of Continuing Studies

SCS hires graduate students as lecturers for its fall, spring, and summer sessions from Departmental recommendations. SCS pays a stipend, which will vary, but does *not* cover tuition for students beyond their fifth year. The Department will ask The Graduate School or WCAS to pay an SCS lecturer's tuition, however, there is no guarantee that either will pay. If an SCS course does not fill it will be cancelled and the lecturer will not be paid.

## Tuition Not Covered by a Teaching Appointment

If a student is considering a teaching appointment either through WCAS or SCS, it is the student's responsibility to know if that appointment covers tuition or not, and at what level. In both instances, although facilitated by the Department, the student is contracting directly with WCAS or SCS, 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.

## Enrollment

Students must remain enrolled except during the summer until they complete their dissertation and obtain their degree. If not funded through a GA-ship or other means, they should register for 512, which has the lowest tuition rate. (International students may find it best to enroll for 512 in summer as well.) However, after advancing to candidacy all graduate students must enroll for three quarters of 599 before they can graduate.

## Requirements

TAships require a student

- to be registered as a full-time graduate student which includes a TGS 598, 599, or 503 registration;
- to file a FAFSA form or a renewal FAFSA if a U.S. Citizen or permanent resident;
- to take the TSE and score at least 50 if an international student (but not Canadian);
- to be in good academic standing, which includes

- keeping your record clear of incompletes and, if one does have an incomplete that is more than a year old, petitioning to extend the deadline on changing the incomplete to a grade;
- being admitted to candidacy by the end of the fourth year or petitioning to extend the deadline.

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

Those with RAsips must be registered as a full-time graduate student, which includes a TGS 598, 599, or 503 registration, and should be in good academic standing as outlined above.

To be a lecturer a student must have completed all coursework and met all program requirements. A student does not need to be enrolled to be a lecturer.

All Northwestern students and employees are required to have health insurance. Enrolling for one quarter (usually fall) makes a student eligible for NU health insurance, but the student must pay for insurance each quarter.

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### **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. If you are interested in being a lecturer, you should submit a CV along with your completed survey. You should also indicate which courses you would be interested in teaching either in the Department through WCAS or through SCS.

### **Internal Fellowships**

Northwestern University offers a number of internal fellowships for advanced graduate students. These fellowships include the **Presidential Fellowship**, the **Alumnae Fellowship**, the **Graduate Research Fellowship**, the **Dissertation Year Fellowship**, and the **Weinberg Dissertation Research Fellowship**. These are highly competitive, rewarding, and very prestigious.

All students should consider applying for these. Some require nomination by the Sociology Department, while students may apply for others individually. Most require that the student be advanced to candidacy, and most applications are due in fall; this is one reason why we urge students to hold their dissertation defenses and advance to candidacy by the beginning of their fourth year. The details vary, but the Graduate School and/or the Department will notify students well in advance of the application due date. In the past year students from the department who won these fellowships include Gabriel Abend (Graduate Research Fellowship), F. Mushtaq (Alumnae Fellowship), and Berit Vannebo and Steven Hoffman (DYF).

The Sociology Department also offers a **Sociology Research Fellowship**, which covers 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). Last year Heather Schoenfeld, Han Sun, Michaela DeSoucey and Corey Fields (declined) won Sociology Research Fellowships, and 6 students, including some first-years, won MacArthur Summer Grants.

### **GRADUATE STUDENT FUNDING (EXTERNAL)**

Both the Sociology Department and the Graduate School strongly encourage students to apply for external funding. They have many benefits, including:

- External fellowships are both lucrative and prestigious
- External fellowships may fund specific research activities, e.g. travel, that would be impossible without them
- Writing proposals for external fellowships is an excellent way to learn how to present research plans in a succinct and compelling way
- Many fellowships provide valuable intellectual feedback, even for unsuccessful applications
- External fellowships on a student's vita attest to the quality of his or her research, and recruitment committees pay attention to this
- External fellowships help the Department and Graduate School by reducing the pressure on internal funding
- Many external fellowships have a networking aspect where the recipients meet one another
- Almost all students will need external funding during the later stages of their graduate careers

- External fellowships do not usually require teaching or other forms of work, so the student can concentrate on research and writing

An enormous number of such fellowships exist. Elizabeth Pardoe in the Graduate School (see WHO'S WHO) is the person who can help navigate through the possibilities. Some of the fellowships that students in the Sociology Department have received in recent years include Fulbright Grants, NSF Dissertation Improvement Fellowships, Charlotte W. Newcombe Fellowships, and a great many others. **Every sociology student should aggressively seek out and apply for external fellowships.**

## **GRADUATE STUDENT ASSOCIATION**

The Sociology Department Graduate Student Association is the organization that represents graduate student interests and needs within the department. Graduate students serve on departmental committees, typically as equal members, 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.

In the 2006-2007 academic year, members of the Graduate Student Association conducted a graduate student satisfaction survey and shared the results with the faculty at the June departmental retreat. We advocated for departmental commitment to high quality mentoring and advising, increased feedback on performance and fellowship applications, and departmental community building initiatives. We created a "mentor job description" document and laid the groundwork for a faculty and student get-together to discuss mentoring in the department. We established a mentor program between first year and upper year students, helped recruit new faculty, planned social events (including happy hours and a "Drink and Browse" for familiarizing students with the faculty's work, helped to select and recruit the incoming cohort, worked with administrative staff to streamline email communications, and addressed space and technical equipment issues. We also arranged a grant-writing workshop with Elizabeth Lewis Pardoe of the Office of Fellowships, and organized the nomination of Monica Prasad for the Clarence L. Ver Steeg Graduate Faculty Award for teaching excellence.