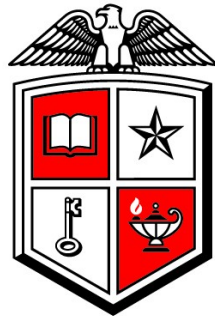


Sociology Program

Graduate Student Handbook



TEXAS TECH UNIVERSITY™

Department of Sociology, Anthropology, and Social Work

General Outline

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Checklist: Things to do before Classes Begin

- Register & Attend Graduate Student Orientation College of Arts & Sciences Orientation and New TA Orientation (if applicable)
- Acquire an eRaider username and password. You can call the Information Technology help desk at 806-742-HELP.
- Set up your TTU email account. Texas Tech will send information about registration, semester bills, and other official items only to a TTU address. Go to <http://www.ttu.edu/it4students/> or call IT “Help Central” at 806-742-HELP.

- Get your parking permit. Go to the Traffic & Parking Office’s website at <http://www.parking.ttu.edu> or visit them onsite at 2904 4th Street (on 4th between Indiana and University).

- Get your student ID card at the Student Union Building (SUB) 104.
- Register for classes. See “Recommended First Year Curriculum” below.
- Complete the FAFSA. Follow-up with the Financial Aid office
- For TA’s: Visit Ms. Baumann to find out your office assignment and key availability, and for your new department mailbox.

- For TA’s: Complete and turn in I-9 paperwork to Mrs. Baumann. We must have a copy of your social security card to process your payroll paperwork (in person). THIS IS TOP PRIORITY, SOONER is better than later, so get in contact with Mrs. Baumann ASAP. <http://www.depts.ttu.edu/hr/empNew/index.php>

- For TA’s: Once you have received your TA Assignment, contact the professor.

For general advice provided by the Graduate School to newly admitted students, visit <http://www.depts.ttu.edu/gradschool/NowWhat.php>.

Program Information:

Sociology studies aspects of people's social behavior in various settings. Its scope ranges from everyday life interaction in face-to-face relationships to the complex patterns observed in cities, large-scale organizations, and international relations. Its focus includes efforts to understand the sources and implications of human population diversity, particularly those related to social class, race, and gender. Its goal is to advance our understanding of the interrelations of culture, community, organizational and socioeconomic structures, personal relations, and individual identities in our rapidly changing and increasingly globalized social world.

a. Faculty

Our faculty represents many of the major areas of the discipline, as indicated by the range of courses offered. We are committed to students' intellectual development and academic success. We are involved with numerous types of research projects in such areas as demography, social psychology, family, gerontology, urban sociology, deviance, criminology, sociology of religion, minority relations, and medical sociology. We also engage in interdisciplinary projects plus multiple forms of professional and public service.

Dr. Cristina Brădăţan
Associate Professor of Sociology
Ph.D., Pennsylvania State University,
2004
Areas of specialization: International
Migration, Family and Fertility,
Climate Change, Statistical methods
Email: cristina.brاداتan@ttu.edu
Office: Holden Hall 68

Dr. Charlotte Dunham
Associate Professor of Sociology
Ph.D., University of Southern California,
1989
Areas of specialization: Sociology of
Aging and the Life Course, Family
Sociology, Gender and Social
Psychology
Email: charlotte.dunham@ttu.edu
Office: Holden Hall 66

Dr. Jennifer Dunn
Professor of Sociology
Ph.D., University of California, Davis,
1999
Areas of specialization: Social
Psychology, Deviance, Social
Problems, Social Movements,
Sociology of Emotions, Cultural
Sociology, and Victimology
Email: jennifer.dunn@ttu.edu
Office: Holden Hall 158a

Dr. Nadia Y. Flores-Yeffal
Assistant Professor of Sociology
Ph.D., University of Pennsylvania, 2005
Areas of specialization: Demography,
International Migration, Mexico-
U.S. Bound Migration, Latina/o
Studies, Race and Ethnicity, Social
Networks.
Email: nadia.flores@ttu.edu
Office: Holden Hall 67

Dr. Jerome Koch
Professor of Sociology
Ph.D., Purdue University, 1994
Areas of specialization: Health and Well-being, Religion, Deviance, and Body Modification
Email: jerome.koch@ttu.edu
Office: Holden Hall 65

Dr. Patricia Maloney
Assistant Professor of Sociology
Ph.D., Yale University, 2012
Areas of specialization: Sociology of Education, Qualitative Methods, Sociological Theory, Sociology of Religion, and Urban Sociology
Email: patricia.maloney@ttu.edu
Office: Holden Hall Room 69

Dr. Luis Ramirez
Associate Professor of Sociology
Ph.D., University of New Hampshire, 2002
Areas of specialization: Family, Criminology, Deviance
Email: l.ramirez@ttu.edu
Office: Holden Hall 161

Dr. Alden Roberts
Professor of Sociology
Ph.D., University of Washington, 1975
Areas of specialization: Statistics and Methodology, Social Psychology, Intergroup Relations
Email: alden.roberts@ttu.edu
Office: Holden Hall 63

Dr. Andreas Schneider
Associate Professor of Sociology
Ph.D., Indiana University, 1997
Areas of specialization: social psychology, symbolic interactionism, cross-cultural comparative perspective, international management, deviance: violence and sexuality, authoritarianism.
Email: andreas.schneider@ttu.edu
Office: Holden Hall 159

Dr. Martha Smithey
Associate Professor of Sociology
Ph.D., Texas A & M University, 1994
Areas of specialization: Social Science Research Methods and Statistics; Criminology; Family Violence, Gender.
Email: m.smithey@ttu.edu
Office: Holden Hall 71

Dr. Clare Walsh
Visiting Assistant Professor of Sociology
Areas of specialization: Intersectionality, Race, Sexuality, Families, Qualitative Methods
Ph.D., University of Florida
Email: clare.walsh@ttu.edu
Office: Holden Hall 64

b. Degrees Offered

The graduate program provides broad advanced level training for students who intend to enter a Ph.D. program, prepare for undergraduate or community college teaching, or pursue a nonacademic professional career for which a Master of Arts degree in sociology is appropriate and useful. Decisions on the program of study, specific courses, and thesis topics are made through consultation with the graduate advisor and other faculty members based on the individual student's background, interests, and objectives. With departmental approval, requirements may be amended for students with exceptional qualifications, or additional courses may be required or recommended for applicants with inadequate undergraduate preparation.

Masters in Sociology

Sociology is an appropriate major for careers in areas such as business, law and law enforcement, social services, government agencies, international development, and others. Our graduate program offers an M.A. degree, and many of our M.A. graduates have been successful in prestigious doctoral programs.

a. Thesis Route:

Students who want to apply for a PhD are strongly advised to take the thesis route. The Master's Thesis is supervised by the student's thesis committee. The committee is decided by the student in consultation with the thesis chair. The thesis committee must be chaired by a graduate faculty member from the Sociology Program and it has to include at least one other graduate faculty member (from the Sociology or another program). Students must pass a publically announced defense of the thesis before it is submitted to the Graduate School. The date for the thesis defense should be early enough for required revisions (if any) to be made prior to the Graduate School deadline for submission. The thesis must conform to all Graduate School requirements.

Depending on the type of project, the student might need to get approval from the Institutional Review Board (IRB). Here is the link to the IRB website: <http://www.depts.ttu.edu/vpr/irb/index.php>

Course Requirements

- Professional Socialization: 5101 (1 hour; in addition to the 36 required hours specified below)
- Sociological Theory: SOC 5303 (3 hours) and SOC 5308 (3 hours)
- Sociological Research Methods: SOC 5334 (3 hours) and SOC 5394 (3 hours)
- Elective Courses (18 hours)
- SOC 6000: Master's Thesis (6 hours)

b. Non-Thesis Route

In the last semester of a student's program, he or she must write and defend a paper on some topic of special interest, to the satisfaction of a committee of sociology faculty chosen by the student. The student will enroll in Sociology 5331 (Field Research), which will be directed by the student's non-thesis paper committee chair. The major professor for the non-thesis paper should be chosen in consultation with the graduate program director.

The comprehensive exam will include questions that relate to the student's chosen specialty area and may include applications of theory and methods. The examination committee is comprised of two faculty members, with one member chosen by the student and the second selected by the graduate director on behalf of the Graduate Committee. A third reader may be appointed in the event that the two examiners disagree on their evaluation. The length and time limits for the exam are set by the examining committee.

In keeping with the recommendations of the Graduate School, the Graduate Committee strongly suggests that the exam be written during each student's final semester of study. It may be taken one semester earlier with the approval of the Graduate Committee.

Students who do not satisfactorily complete the exam the first time may, with the approval of the Graduate Committee, re-take it after a waiting period of three months. A third attempt is not permitted by the Graduate School.

Course Requirements

- Professional Socialization: 5101 (1 hour; in addition to the 36 required hours specified below)
- Sociological Theory: SOC 5303 (3 hours) or SOC 5308 (3 hours)
- Sociological Research Methods: SOC 5334 (3 hours) or SOC 5394 (3 hours)

hours)

➤ Electives (27 hours; 2nd course in theory or methods may be included as elective)

➤ Field Research: SOC 5331 (3 hours)

c. Recommended First Year Curriculum

Fall Semester (Recommend no more than 9 hours)

- Seminar in the Origins of Social Theory (Soc 5308)
- Quantitative Methods in Sociology (SOC 5334)
- Elective (3 hours) (*Ideally this would be a course that you think may apply to the subject area that you plan to write your thesis on.*)

Spring Semester (Recommend no more than 9 hours)

- Seminar in Contemporary Sociological Theory (Soc 5303)
- Seminar in Sociological Research Methods (SOC 5394)
- Elective (3 hours) (*Ideally this would be a course that you think may apply to the subject area that you plan to write your thesis on.*)

If the courses are not offered on the specific semester that you will begin the program, don't worry. You may take some of the suggested second semester courses the first semester and vice versa. The important thing is to take these courses within your first year.

d. General Degree Plan

Semester 1, Fall (10 Hours)

- Professional Socialization (SOC 5101)
- Seminar in the Origins of Social Theory (Soc 5308)
- Quantitative Methods in Sociology (SOC 5334)
- Elective (3 hours)

Semester 2, Spring (9 Hours)

- Seminar in Contemporary Sociological Theory (Soc 5303)
- Seminar in Sociological Research Methods (SOC 5394)
- Elective (3 hours)

Semester 3, Fall (9 Hours)

- Master's Thesis (SOC 6000, 3 hours)
- Elective (3 hours)
- Elective (3 hours)

Semester 4, Spring (9 Hours)

- Master's Thesis (SOC 6000, 3 hours)
- Elective (3 hours)
- Elective (3 hours)

e. Transfer Credits:

There is no automatic transfer of credit from another university toward a graduate degree at Texas Tech. In general, all such work is subject to review and approval by the student's department and by the graduate dean. No work completed with a grade of less than B will be considered.

Graduate credit may be granted for courses taken by distance learning at another university. Distance learning completed at Texas Tech may be considered if the student had been officially admitted to the Graduate School prior to enrolling for the courses. Graduate credit will not be granted for courses taken by correspondence.

f. Minor:

Programs for a master's degree may include two or three courses outside the major area. Departments offering master's programs may permit students to take all of their work for the degree within the department. A minor may be completed in a single department or in several departments, but the courses comprising the minor are subject to the following limitations: They must (1) carry graduate credit, (2) be acceptable to the student's major department, and (3) be approved for the student by the department offering the course. This approval is indicated in the degree plan by the signature of the department chairperson (or graduate advisor). The purpose of this process is to make sure that a student is properly prepared for a course prior to enrollment.

g. Graduate Certificate:

Graduate certificates are intended to meet the supplemental post-baccalaureate education needs of professionals. A graduate certificate program is a set of courses that provides in-depth knowledge in a subject matter. The set of courses provides a coherent knowledge base.

More information can be found at:

<http://www.depts.ttu.edu/officialpublications/catalog/GradCertificatePrograms.php>

h. Deadlines:

Information on deadlines can be found at the Graduate School website here:
<http://www.depts.ttu.edu/gradschool/students/current/deadlines-grad.php>

i. Honor Society:

Alpha Kappa Delta seeks to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition. AKD provides travel funds for members who present their work at regional sociological conferences.

Alpha Kappa Delta is a non-secret, democratic, international society of scholars dedicated to the ideal of Athropon Katamannthanein Diakonesin or "to investigate humanity for the purpose of service."

Membership is open to graduate students in their second semester at TTU. More information can be obtained from Dr. Flores.

Financial Resources

a. Departmental Financial Aid (TA's, Deadlines to expect)

The Department provides funding for a limited number of Teaching Assistants (TAs). Most of these are usually available in the fall semester. In addition, Research Assistantships are sometimes available with faculty members in the department or within one of the University's institutes or research centers. These awards are available on a competitive basis and are based on the Sociology Graduate Committee's evaluation of the applicant's overall academic record and other relevant information provided as part of the application process.

The Graduate School also awards various types of scholarships. In addition, various employment opportunities are sometimes available within the University.

New or returning students may apply for a departmental Teaching Assistantship by contacting the Sociology Graduate Program Director:

Cristina Bradatan, Ph.D., Sociology Graduate Program Director
Department of Sociology, Anthropology and Social Work
Texas Tech University
Lubbock, Texas 79409-1012
Email: cristina.bradatan@ttu.edu

b. Travel Support Policy

The Graduate School provides funds to partially support graduate student travel on a matching basis up to a maximum of \$500. Application information is on the Graduate School website. Beginning January 1, 2015, applicants for graduate student travel will be required to participate in at least two professional development activities.

There are other opportunities to get travel financial assistance to attend conferences such as for example, being a member of the AKD (Alpha Kappa Delta Honor's society [see item i. in the above section]), and apply for their travel funding.

c. Office of Financial Aid:

Students may apply for financial aid through the FAFSA online. Information on specific financial aid for graduate students can be found here:

<http://www.depts.ttu.edu/gradschool/funding/financialaid.php>

Also, students in the Departments TA program are eligible for tuition and fee waivers. Information on specific amounts can be found here:

<http://www.depts.ttu.edu/AdminFinance/FormRepository/SBS/TA-RA-GPTI%20grid%20for%20FY%202015.pdf>

d. Health Insurance:

- Graduate students on assistantship have the option to purchase TTU employee insurance. If the TA's are employed in an insurance eligible positions, they are entered into ERS but they are not automatically enrolled. The reason they are not automatically enrolled is because the premium for a Graduate is \$268.83/mo and we cannot force an employee to pay a premium that they are not required to enroll into. The premiums for the employee insurance is deducted from the employee's paycheck. 2014-2015 pay plan rate sheet to review the premiums. If you have any additional questions, please feel free to contact HR at 806-742-3851.
- Complete a new employee/benefits orientation. You can do this at https://www.depts.ttu.edu/quality/new_employees.php or in person at 249 Drane Hall; a course is run every Wednesday at 8:30 AM (mail gwen.wallace@ttu.edu to register you for the orientation). You *must* complete this within your first 30 days of employment (by October 1) whether or not you want to take advantage of any of your benefits package.

- All students, employed or not, may buy insurance through Academic Health Plans. This is not an employee sponsored insurance program, so registration/questions about the plan should be directed solely to them. <https://www.academichealthplans.com/ttu/>.
- You can also (in addition to, or instead of) use TTU's University Health Services <http://www.ttuhs.edu/studenthealth/>. This is not actual health insurance, and does not have major medical benefits, but does offer students the ability to see a doctor, have x-rays done, etc. for a modest fee. If you choose this benefit, you will have to "opt to pay" as the fee for this is waived automatically for graduate students. To pay this fee and have the chance to use TTU's University Health Services, visit the website below and "opt to pay."
<http://www.depts.ttu.edu/AdminFinance/FormRepository/SBS/ELECT%20TO%20PAY%20FORM.pdf>

e. Graduate Officer:

Cristina Bradatan, Ph.D., Sociology Graduate Program Director
 Department of Sociology, Anthropology and Social Work
 Texas Tech University
 Lubbock, Texas 79409-1012
 Email: cristina.bradatan@ttu.edu

Responsibilities of Teaching Assistantships:

Teaching assistants are considered members of the faculty and are responsible for knowing and following the Operating Procedures of Texas Tech University relevant to both faculty and graduate student performance and behavior. Copies of University Operating Policies and Procedures are available on the University's web site.

a. University Operating Procedures:

Service assignments for each teaching assistant or graduate part-time instructor should be outlined at the time of appointment and should be as specific as possible.

More information can be found here:

<http://www.depts.ttu.edu/opmanual/OP64.03.pdf>

b. What to Expect:

Duties may include a range of assignments. The exact duties will depend on the needs of the department, the background and qualifications of the teaching assistant or graduate part-time instructor, and professional goals of the student. Work assignments should take into account both the needs of the department and the graduate student's obligation to make satisfactory progress in her/his academic program.

Specific examples include:

- Write exam questions
- Write one lecture from scratch
- Deliver lectures with professors
- Meeting with undergrads regarding class questions and tutoring

While it is not always possible to be precise in the determination of weekly hours of service, one-half time teaching assistants or graduate part-time instructors ordinarily will be expected to provide 20 hours per week. Other levels of appointment will vary accordingly.

It is very important that Teaching Assistants understand that Faculty members will be evaluating their performance and also may be providing them with letters of recommendation in the future. For this reason it is important that they do an extra effort to do a good job as Teaching Assistants, so Faculty can write good evaluations and letters of recommendations for them in the future.

Summer Research and Training Scholarships

- a. Application Process: While there is no formal application process and amounts vary by year, students interested in summer research and scholarships can speak to the Graduate Advisor.

Resources Available:

- a. Graduate School Office: The Graduate School values the student's interests, personal research aims and career goals. In that spirit, many outstanding facilities for interdisciplinary research are located at Texas Tech, including 65 specialized research centers and institutes.

<http://www.depts.ttu.edu/gradschool/index.php>

- b. Mental Health:
Visit the Student Counseling Center [MindSpa](#) which is open to Texas Tech enrolled students, faculty, and staff. Relax in the massage chair, meditate using the zafu/zabuton, peruse our library of yoga, meditation, visualization, and stress management audio recordings as well as our collection of Video Journeys. Our biofeedback computer games will teach you to manage your stress at a physiological level through breathing and visualization techniques. Our Xbox 360 games using Kinect allow you to explore creativity and immerse yourself in full body relaxation through imagery and movement. MindSpa use is by appointment only. Call 742-3674 or stop by the Student Counseling Center to schedule.

<http://www.depts.ttu.edu/scc/>

Specifically for Graduate Students: The Graduate Student Advisory Council provides supportive discussion group for graduate students. It is open and free for any and all graduate students and there is no time commitment - come as often as you like. Topics may include work-life balance, research and teaching demands, advisor issues, etc. Although Nancy and Jackie will be facilitating the group to create a safe space, this is an informal support group, not official group therapy. If you have any questions about the group, feel free to email Nancy at nancy.robinson@ttu.edu or Jackie at jacqueline.caston@ttu.edu.

<http://www.gsac.ttu.edu/>

- c. Legal Services: Provide legal advice, counsel and limited representation for currently enrolled students at TTU/TTUHSC. Their licensed attorneys can advise and/or represent students in variety of legal areas including, but not limited to: landlord/tenant disputes, expunctions, misdemeanors, name changes, essential needs licenses, and small claims consumer disputes.

<http://www.depts.ttu.edu/sls/>

- d. Student Disability Services: promotes each student's learning experience by providing programs and services for students with disabilities and education of the campus community on issues related to students' disabilities.

<http://www.depts.ttu.edu/sds/>