

GRADUATE HANDBOOK

Department of
Sociology and Criminology & Law



Graduate Handbook

Department of Sociology and Criminology & Law

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Revised: August 2018

Department Administration

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Graduate Student Advisory Council (AY 2018-2019)

The Graduate Student Advisory Council (GSAC) is advisory to the Chair and the Graduate Coordinator on matters regarding graduate student interests. The president of the Aggregate and the president of the Syndicate are appointed members. Graduate students elect a representative of the M.A. Program in Sociology, a representative of the M.A. Program in Criminology, a representative of the Ph.D. Program in Sociology and a representative of the Ph.D. Program in Criminology. A new GSAC is formed each April for the following academic year.

Officers for 2018-2019:

Anne Mook, Aggregate President
Leigh Kassem, Syndicate President
Elizabeth Hartsell, Criminology MA Program
Michelle Nilsson, Sociology MA Program
Andrew Kuo, Criminology PhD Program
David Canarte, Sociology PhD Program

Florida Society for the Social Sciences (F3S)

F3S is an interdisciplinary social science research organization that organizes an annual research conference at the University of Florida. The conference provides graduate and undergraduate social sciences students with an opportunity to showcase their research, receive constructive feedback, and gain presentation experience.

Officers for 2018-2019:

President: Erika Davis (MA student in Latin American Studies)
Vice President: Leigh Kassem (Sociology and Criminology & Law)
Co-Treasurers: Amanpreet Kapoor (Computer Science)
& Charlotte Bolch (Education)
Secretary: Michelle Nilsson (Sociology and Criminology & Law)

Faculty Advisor: Lect. Sophia Acord, Ph.D.

The Aggregate

A Registered Student Organization promoting the interests of the graduate students in the Sociology graduate program.

Officers for 2018-2019:

President - Anne Mook
Vice President – Robert Baez
Secretary - Kate Hartikka
Treasurer - Dion Cambell

Faculty Advisor: Assoc. Prof. Chuck Peek, Ph.D.

The Syndicate

A Registered Student Organization of graduate students in the criminology program. The primary purpose of this organization is to promote the interests of graduate students in the University of Florida's Criminology, Law and Society degree program. These goals shall be achieved through facilitating communication between Criminology graduate students, faculty, and administration; raising funds in support of student activities and initiatives; providing assistance and mentoring to incoming Criminology graduate students; holding periodic meetings (3 per semester) to discuss official business and inform Criminology graduate students of events of interest; and promoting opportunities for professional development.

Officers for 2018-2019:

President- Leigh Kassem
Vice President- Andrew Kuo
Treasurer- Kenna Carlsen
Program Coordinator- Cory Lowe
Secretary- Elizabeth Hartsell
Communications Liaison- Dorthy Du

Faculty Advisor: Assoc. Prof. Abby Fagan, Ph.D.

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I. General Information

1. Communication

It is a student's responsibility to maintain and check daily their [GatorLink email account](#) as the primary means of communication for the UF community. Students are expected to respond promptly to emails, upon their receipt; **for time-sensitive emails from the supervisory committee chair/interim faculty mentor or graduate coordinator, students must reply within three business days.** For more information on mentoring and mentor-mentee communication procedures, see below.

2. Financial Support and Costs

For Florida residents and those with a tuition waiver, the total rate/credit hour for graduate courses during the current academic year is **\$530.69** (tuition + fees). For non-Florida residents, the total rate/credit hour for graduate courses is **\$1,255.41** (tuition + fees). See <http://www.fa.ufl.edu/bursar/current-tuition-and-fees/#credit>

3. Applying for Florida Residency

For tuition purposes, graduate students who are not residents of Florida must apply to obtain Florida residency during their first year at the University of Florida.

Florida statute requires the claimant (the student or dependent student's parent or guardian who is claiming residency) to be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants the legal ability to establish a *bona fide* domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. The claimant must have established and maintained a legal Florida residence at least 12 months before the first day of the semester for which in-state status is sought. Other persons are eligible only if they qualify by one of the exceptions, as provided in s.1009.21 Florida Statutes.

In-state status is only for those residents who reside in the state permanently with established legal domicile in Florida. Permanent Florida residency is demonstrated by the absence of ties to any other state and establishment of a *bona fide* domicile in Florida.

Living in or attending school in Florida will not, in itself, establish legal residence. The 12-month qualifying period must be for the purpose of maintaining a *bona fide* domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment.

Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents. Students are either dependent or independent. In rare cases, a student may qualify for temporary in-state status by qualifying under an exception category.

Supporting Documents

The claimant must provide two or more of the following documents in support of their claim as a Florida resident for tuition purposes. At least one of the following documents with an issue date twelve months prior to the term of admission must be submitted:

- Florida voter's registration card;
- Florida driver's license;
- Florida State identification card;
- Florida vehicle registration;
- Proof of permanent home in Florida occupied as the claimant's primary residence
- Proof of homestead exemption in Florida;
- Official transcripts from a Florida high school for multiple years, if the Florida high school diploma or GED was earned within the last 12 months;
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.

For more information, see <http://www.admissions.ufl.edu/afford/establishres>

4. Required Training Certificates

First-Year Students: There are 3 required training certificates to be completed within the first 30 days in the graduate program (**BEFORE September 15, 2018**). Send copies of the certificates to the first-year mentor and Lisandra Villalobos.

Continuing Students: Complete FERPA recertification, and, if needed, harassment prevention training **BEFORE September 15, 2018**.

FERPA Basics

FERPA Basics covers the Family Education Records and Privacy Act and is available through myUFL for UF employees and many non-employees, including volunteers and students, who have an active status. Access to training is also available for anyone who has been assigned a Person of Interest status by their department.

FERPA re-certification is required **every 12 months**. Complete the recertification **BEFORE September 15, 2018** and send a copy of the updated certification to Lisandra Villalobos.

For more information, see <http://privacy.ufl.edu/privacy-training/ferpa-basics-and-ferpa-for-faculty/>

Sexual Harassment Prevention Training

Human Resource Services provides an online training program, *Harassment Prevention for Faculty and Staff*, through Workplace Answers. Training can be accessed through the myUFL system by selecting

Main Menu > My Self Service > Training and Development > myTraining Enrollment.

In the activity search box, you can either search by title or course code GET802. **Every employee of the university** (faculty, TEAMS/USPS, and all OPS) – that is, anyone who receives a paycheck from the University of Florida – **is expected to complete this training.**

New hires are expected to meet this training requirement within the first 30 days of employment (**BEFORE September 15, 2018**) and provide their certificate of training completion to Lisandra Villalobos.

Re-certification is required every 24 months. Students who entered the department in Fall 2016 must complete the recertification **BEFORE September 15, 2018** and send a copy of the updated certification to Lisandra Villalobos.

See also: <http://hr.ufl.edu/manager-resources/recruitment-staffing/institutional-equity-diversity/sexual-harassment/>

Human Subjects Research Training

All human subjects research activities must be guided by ethical principles. Human subjects research includes direct (interaction with humans) and indirect (using human data) research. Collection of primary data from human subjects for course research projects, MA and doctoral research projects, and research assistance on faculty primary data collection projects.

UF's Institutional Review Board (IRB) evaluates, approves and monitors human subjects research, beginning with required training in the ethics of conducting human subjects research. IRB 01 is generally focused on medical research and has more involved ethics training. Most Sociology and Criminology research is reviewed by IRB 02, which focuses on social science studies using interviews, surveys, and other behavioral and nonmedical sources of human data.

Proposals for research involving human subjects are electronically submitted to IRB. <http://irb.ufl.edu/myirb.html>

Complete CITI training **BEFORE September 15, 2018** and send a copy of the certificate to your first-year mentor and Lisandra Villalobos **BEFORE September 15, 2018.**

CITI Training – required training for IRB-02: <http://irb.ufl.edu/irb02/required-training-for-irb-02.html>

II. Faculty Directory

1. Graduate Faculty

Britni Adams

Ph.D., Sociology, University of California, Irvine, 2018. Assistant Professor.
Inequality; Incarceration; Families; Youth; Juvenile Delinquency; Foster Care; Child Development; Gender; Family Violence.

Monika Ardelt

Ph.D., Sociology, University of North Carolina at Chapel Hill, 1994. Professor.
Adult Human Development; Aging and the Life Course; Aging Well and Dying Well.

Brenden Beck

Ph.D., Sociology, City University of New York, 2018. Assistant Professor.
Policing; Urban Sociology; Race and Ethnicity; Quantitative Methods.

Marian Borg

Ph.D., Sociology, University of Virginia, 1994. Associate Professor.
Social Control and Deviance; Criminology.

Kendal Broad-Wright

Ph.D., Sociology, Washington State University, 1998. Associate Professor.
Sexualities; Qualitative/Feminist Methodologies; Intersectionality; Social Movements.

Alin M. Ceobanu

Ph.D. Sociology, University of Illinois at Urbana-Champaign, 2004. Associate Professor.
European Migration; Cross-National Comparative Studies; Nationalism and Ethnicity;
Political Sociology.

Abigail A Fagan

Ph.D., Sociology, University of Colorado at Boulder, 2001. Associate Professor.
Communities and Crime; Family Influences on Juvenile Delinquency; Gender and Offending; Victimization and Offending; Crime Prevention and Public Policy.

Charles Gattone

Ph.D., Sociology, The New School of Social Research, 2000. Associate Professor.
Sociological Theory; Media Studies.

Chris Gibson

Ph.D., Criminal Justice, University of Nebraska at Omaha, 2005. Associate Professor.
Life-Course Criminology; Biosocial Criminology; Neighborhood Influences on Children and Adolescents; Applied Quantitative Methods.

Rebecca Hanson

Ph.D., Sociology, University of Georgia, 2017. Assistant Professor.
Criminology; Latin America; Human Rights; Social Movements; Citizen Participation;
Urban Sociology; Political Sociology; Qualitative Methods.

Jessica Kahler

Ph.D., Fisheries & Wildlife, Michigan State University, 2017. Assistant Professor.
Wildlife Crime Prevention; Wildlife Poaching.

Tanya Koropecj-Cox

Ph.D., Sociology and Demography, University of Pennsylvania, 1998. Associate
Professor.
Aging and the Life Course; Health; Family and Gender.

Marvin Krohn

Ph.D., Criminology, Florida State University, 1974. Professor.
Juvenile Delinquency; Criminology; Adolescent Substance Abuse; Sociology of Law.

Jodi Lane

Ph.D., Social Ecology (concentration in Criminology, Law & Society), University of
California – Irvine, 1998. Professor.
Fear of Crime; Crime Policy; Corrections; Juvenile Justice; Evaluation Research.

Lonn Lanza-Kaduce

Ph.D., Sociology, University of Iowa, 1981. J.D., University of Iowa. Professor.
Social Learning in Crime and Deviance; Criminological Theory; Drug and Alcohol
Behavior; Delinquency; Sociology of Law; Deviant Behavior.

Lora Levett

Ph.D., Legal Psychology (minor: Social Psychology), Florida International University,
2005. Associate Professor.
Juror and Jury Decision Making; Scientific Evidence; Eyewitness Testimony; Jury
Selection; Juveniles and the Justice System; Judgment and Decision Making; Persuasion
Theory.

William Marsiglio

Ph.D., Sociology, The Ohio State University, 1987. Professor.
Gender (Men and Masculinities); Sex and Reproduction; Families; Social Psychology.

Corey McZeal

Ph.D., Sociology, University of Texas at Austin, 2018. Lecturer.
Family and Family Dynamics; Gerontology; Informal Caregiving; Health; Structural
Inequality in Families; Romantic/Sexual Partner Selection; Race & Ethnicity; Life Course
Sociology.

Christine Overdeest

Ph.D., Sociology, University of Wisconsin – Madison. 2005. Associate Professor.
Environmental and natural Resources; Environmental Sociology; Economic Sociology.

Charles Peek

Ph.D., Sociology, University of Michigan, 1995. Associate Professor.
Demography of Health and Aging; Quantitative Methodology and Data Analysis; Medical Sociology.

Stephen Perz

Ph.D., Sociology, University of Texas at Austin, 1997. Professor.
Demography; Environmental Sociology; Sociology of Development.

Joseph Rivera

MS, Juris Doctorate, The University of Mississippi School of Law, 2014; MS, Criminal Justice, Tiffin University, 2011. Lecturer.
Law and Society; Economic Crime; Transnational Organized Crime; Terrorism; Wildlife and Environmental Crime; International Criminal Law.

Constance Shehan

Ph.D., Sociology, Pennsylvania State University, 1981. Professor.
Sociology of the Family; Gender and Gender Stratification.

Tamir Sorek

Ph.D., Sociology, Hebrew University of Jerusalem, 2002. Professor.
Nationalism; Ethnic Conflicts; Sociology of Sport; Collective Memory.

Raffaele Vacca

Ph.D., Sociology, University of Milan -- Bicocca, 2013. Research Assistant Professor.
Migration and Ethnicity; Social Networks and Health; Scientific and Knowledge Networks.

Nicholas Vargas

Ph.D., Sociology, Purdue University, 2013. Assistant Professor.
Latina/o Studies; Race and Ethnicity; Social Inequality; Religion.

Barbara Zsembik

Ph.D., Sociology, University of Texas at Austin, 1988. Associate Professor.
Health and Aging; Health Disparities; Illness and Disability; Life Course; Health among Latino populations.

2. Emeriti

Ronald L. Akers.

Ph.D., Sociology, University of Kentucky, 1966. Professor of Criminology and Law. Social Learning in Crime and Deviance; Criminological Theory; Drug and Alcohol Behavior; Delinquency; Sociology of Law; Deviant Behavior.

Leonard Beeghley

Ph.D., Sociology, University of California – Riverside, 1974. Professor of Sociology. Sociological Theory; Social Stratification.

John C. Henretta

Ph.D., Sociology, Harvard University, 1974. Professor of Sociology. Family Structure and Transfer Behavior; Retirement; Aging.

Richard Hollinger

Ph.D., Sociology, University of Minnesota, 1979. Professor. Deviance; Criminology; Crime and Deviance in the Workspace; White-Collar Crime; Employee Theft; Occupational Crime; Crime by Computer; Retail Crimes.

Anthony LaGreca

Ph.D., Sociology, The Ohio State University, 1973. Professor of Sociology. Urban and Community Sociology; Aging and the Life Course.

John H. Scanzoni

Ph.D., Sociology, University of Oregon, 1964. Professor of Sociology. Sociology of the Family.

Charles H. Wood

Ph.D., Sociology, University of Texas at Austin, 1975. Professor of Sociology. Latin American Studies; Demography; Sociology of Development.

III. Introducing the Department of Sociology and Criminology & Law

1. A Word from the Chair

Welcome to the Department of Sociology and Criminology & Law!

We are a thriving department with faculty who are internationally known for their research in the areas of families, gender, and sexualities; health, aging, and the life course; environmental and resource sociology; race and ethnicity; criminology and criminal justice; and psychology and law. We take great pride in the fact that our faculty are involved in interdisciplinary research projects that span nearly of all of the University's colleges and academic programs, including: the School of Natural Resources and the Environment, the Water Institute, the Emerging Pathogens Institute, the Center for Latin American Studies, the Center for European Studies, the Center for Women's Studies and Gender Research, the Health Science Center, and the Jewish Studies Center.

Both our faculty and our graduate students have won numerous teaching awards, including the College of Liberal Arts and Sciences faculty award for teaching and advising; the University award for teaching and advising by faculty members; the Graduate School award for doctoral mentoring; the McKnight Fellows program award for faculty excellence in mentoring; the Service Learning Teacher of the Year; and the Graduate School's award for excellence in teaching by graduate students. Although we have a large number of majors at both the undergraduate and graduate levels, we take great pride in the individualized advising and mentoring we provide to our students.

Our faculty members are active researchers publishing scholarly books as well as articles in many of the leading journals in our fields, often in collaboration with graduate students. Many of our faculty are also successful in obtaining external funding for their research. Departmental research projects have been funded by the National Science Foundation, the National Institute of Justice, the National Institutes of Health, US AID, and numerous private foundations.

To best reflect the interdisciplinary nature of the fields represented by our Department, we maintain independent undergraduate and graduate programs in Sociology and in Criminology & Law.

2. Presentation of the Graduate Programs

The Department of Sociology and Criminology & Law offers several programs of graduate study leading to the Ph.D. in Sociology, the Ph.D. in Criminology, Law and Society, the MA in Sociology, the MA in Criminology, Law and Society, and a Joint MA in Criminology/JD degree. The department also partners with the School of Natural Resources and Environment Department to offer the Ph.D. or MA in Interdisciplinary Ecology. Advanced undergraduate majors may complete a combined BA/MA degree in Sociology or a combined BA/MA degree in Criminology.

The graduate programs prepare students for scholarly research and teaching in colleges and universities or for applied research in nonacademic settings. The programs develop theoretical proficiency, research competency, and professional expertise. Programs are organized to provide required theoretical courses early in the graduate career. The curricula provide a sequence of required courses early in the graduate career in quantitative methods and advanced statistics, a sequence designed to provide basic competency in completing independent research. Sociology programs also require coursework in qualitative methods.

3. New Students

3.1. Orientation of New Students

New students attend two one-day orientations by the Graduate School, typically scheduled for two days early in the week before classes start. The orientation for the new graduate students will take place on Monday, August 13, 2018, from 9 a.m. to 2:30 p.m. in the Reitz Union: see <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/NGSO-program-short.pdf>). The orientation for Teaching Assistants will be held on Tuesday, August 14, 2018, from 8:15 a.m. to 3:45 p.m., in Carleton Auditorium: see <https://teachingcenter.ufl.edu/ta-development/ta-orientation/>. An **additional** teaching orientation for international students will take place on Thursday August 16, 2018, from 2:00 to 4:00 p.m., in the English Language Institute, CSE E121.

The Graduate School offers topical webpages designed to orient the new student to the structure of graduate education at UF, academic expectations and progress, and answers to common questions. For international students, an online orientation called Voyages is provided: <http://graduateschool.ufl.edu/admissions/orientation/>

New students attend a department orientation before classes start. At the department orientation, students receive an overview of the program, introductions to administrative staff, and introductions to other new graduate students. The Graduate Coordinator will assist students in planning each semester's schedule until the supervisory committee is formed. The department orientation for new students will take place on **Thursday August 16, 2018, from 8:30 a.m. to 1:30p.m., in 3302 Turlington Hall.**

Each fall semester, new students are required to participate in a professional development seminar. This required seminar provides an introduction and overview of graduate education, faculty research specializations, and the profession. A successful graduate career requires that each student take the initiative to meet and discuss her or his interests with individual faculty members; attend research presentations by department faculty, visiting scholars, job candidates, and advanced students; generally take part in the intellectual life of the department; and pursue opportunities to present research at professional conferences.

3.2. Language Requirements for International Students

All international graduate students whose first language is not English (official first language of home country) and who may be appointed as teaching assistants (with lecturing/lab responsibilities) need to have a passing score (45 or higher) on either a TSE (Test of Spoken English -- administered by ETS), a UF SPEAK test (administered on the UF campus), or a TOEFL-IBT Speaking test (23+). In addition, any international Graduate Teaching Assistant whose first language is not English who scores a 45 or 50 on a SPEAK/TSE test, or 23 - 27 on a TOEFL-IBT Speaking section and who is appointed to

teach (with lecturing/lab responsibilities) must enroll, during their first semester teaching, in a 3-credit [EAP 5836](#) course. International graduate students appointed as TA-G (grading and office hour responsibilities only) are neither required to pass a SPEAK test nor eligible to enroll in EAP 5836.

For more information visit the UF Academic Spoken English (ASE) website - <http://ase.ufl.edu/> or call the ASE office - 392-3286.

3.3. Supervisory Committee Chair and Supervisory Committee

New students are assigned an interim faculty mentor when they accept their offer of admission. The interim faculty mentor and the Graduate Coordinator serve as primary advisors until students have formed their supervisory committees and the committee chair becomes the primary advisor. **The Graduate School requires students to establish their supervisory committee before 12 credit hours are completed, or the second semester is completed, whichever comes first.**

The supervisory committee chair guides students in establishing the supervisory committee, the academic plan of study, and the research plan for the thesis (or non-thesis paper) and dissertation. The supervisory committee chair also completes the student's annual evaluation of academic progress and professional accomplishments.

The supervisory committee chair leads the supervisory committee, which is responsible approving a proposed thesis, non-thesis paper, or dissertation project and the plan for accomplishing it, for meeting at the midterm of the project to review progress, and for conducting final examinations for the thesis, non-thesis paper, and dissertation. The supervisory committee is responsible for conducting the written and oral qualifying examinations for the Ph.D.

3.4. Mentoring

Students holding an "active registration" status are required to formally meet with their supervisory committee chair (or interim faculty mentor) at least once during each of the two regular semesters of the academic year (Fall and Spring). These meetings, typically, are face-to-face and take place on campus (in faculty offices or the conference room), except when the faculty member is on leave (in this case, a meeting schedule should be discussed with the student prior to the start of the leave period). The student is encouraged to play an active role in initiating contact with the supervisory committee chair (or interim faculty mentor) at the start of the term and getting the meeting set (usually, within the first three weeks of the semester). Recognizing that meetings become more important when there are issues which need to be addressed (e.g., delayed progress), additional meetings could be requested by either the supervisory committee chair or the student. Each formal meeting needs to be documented through a face sheet (see

Appendix A), which will bear the signatures of both the graduate student and the supervisory committee chair.

The formal mentor-mentee meetings cover any or all of the following topics:

- Timeline/goals for progress through the program;
- Discussion of submission deadlines set by the Graduate School and Department protocols;
- Assessments (such as feedback on progress or milestones).

Additionally, as appropriate, the meeting(s) may cover other activities that are part of a student's academic persona, such as (a) teaching (e.g., semester evaluation), (b) research (e.g., conference presentations or manuscript preparation for publishing), or (c) putting together a job talk/job interviewing strategies.

Recognizing that (1) all timelines are to be met by both the graduate student and the supervisory committee chair and (2) faculty members who are on leave (such as sabbaticals or medicals) operate under a different timing, the required response frame on issues that are time-sensitive is of three business days. Thus, a supervisory committee chair will respond to a student's time-sensitive email within three business days from receiving it and the student in turn, will reply to the supervisory committee chair's emails (or graduate coordinator, where appropriate) within the same timeframe of three business days. In the case of non-urgent issues, one week is a reasonable response window.

Feedback on a proposal or dissertation chapter by the supervisory committee chair needs to be within a four-week window from receiving it. Graduate students must submit revisions and respond to their supervisory committee chair's feedback within the same four-week window from receiving it. Any delays are to be mutually addressed and convened upon.

For all other solicitations of feedback from students (such as manuscripts to be submitted for publication, grant proposals, or conference presentations), the supervisory committee chair and the student will mutually work and agree on a timeframe.

If a student thinks that there is a condition affecting hers/his progress through the program, which is unjust or inequitable or creates unnecessary hardship, she/he may follow the grievance procedure for academic problems outlined in the [UF's Graduate Student Handbook](#). Student grievances may arise in areas such as: scientific misconduct, sexual harassment, discrimination, employment-related concerns, or academic matters.

As outlined in the *UF's Graduate Student Handbook*, when an issue is identified as a problem, the graduate student should speak with the supervisory committee chair or the departmental graduate coordinator. If neither of them is available or if they are part of the circumstances of concern, the department chair is the next alternative. The *UF's Graduate Student Handbook* further outlines the procedures for filing a formal grievance, including meeting with the graduate coordinator for consultation and advice.

4. Courses, Registration and Credits

4.1. Transfer of Credits

No more than 21 credits of a master's degree from another institution will be transferred to a doctoral program. Any prior graduate credits earned at UF (e.g., a master's degree in the same or a different discipline) MAY be transferred into the doctoral program. Confer with the Graduate Coordinator to determine which, if any, credits may be petitioned to be transferred.

4.2. Courses and Credits

Graduate faculty set the graduate seminar schedule for an academic year. The schedule includes required seminars, elective substantive seminars, individual study, and research courses. Each program of study has a set minimum distribution of the number of credits in each of these categories that count toward the degree. Students work with their supervisory committee chair and the Graduate Coordinator each term to ensure they are enrolling for coursework that promotes progress through the program.

Graduate courses that count toward the graduate degree are numbered 5000 and above. Individual study courses are numbered 6905 (Individual Work), 6910 (Supervised Research), and 6942 (Applied Social Research Project). MA Thesis students complete 6 credits of the research course 6971. Students must be enrolled in 6971 in the term in which they defend their thesis and in the term in which they graduate; typically the thesis defense and graduation occur in the same term. MA Nonthesis students have to complete 6 credits of 6942 and need to be enrolled in 6942 in the term they graduate. The Graduate School will only count a maximum of 6 credits of 6971 toward a thesis MA degree.

Only doctoral students complete the research courses numbered 7979 and 7980. Doctoral students who have not been admitted to candidacy take 7979. Doctoral students must be enrolled in 7979 in the term in which they complete the oral defense of their qualifying examination. Doctoral students who have been admitted to candidacy take 7980. Students must be enrolled in 7980 in the term in which they defend the dissertation and in the term in which they graduate; typically the dissertation defense and graduation occur in the same term. The Graduate School will only count a maximum of 24 credits of 7979/7980 toward the doctoral degree.

4.3. Registration

Department courses are "departmentally- controlled," which means that the Graduate Coordinator will need to enroll you in all department courses. Please inform the Graduate Coordinator about the courses you want to take. Before registration opens, be sure you have [no holds on your registration](#). Students can register for courses outside the department, using [ONE.UF](#). Students should note the time of their individualized registration appointment. Typical troubles with registration include attempting to register before the appointment time and failing to clear holds on registration.

Graduate students with an assisting or teaching appointment must be registered appropriately for their appointments. The required number of credits is named in your letter of appointment. For students with teaching assistantships, they typically enroll in 9 credits in fall and spring terms. Fellowship students may be expected to enroll in 12 credits in fall and spring terms, and 8 credits in summer terms. To maintain active student status, students must register for a minimum of 3 credits in fall and spring terms, and for 2 credits in summer terms.

During the term the final examination is given and during the term the degree is awarded, a student must be registered for at least 3 credits in fall or spring and 2 credits in summer. Thesis students must enroll in 6971 and doctoral students must enroll in 7980. Non-thesis students must enroll in course work that counts toward the graduate degree. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments.

4.4. Grades, Attendance and Satisfactory Progress

Graduate School rules state that the only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages.

Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

The department expectation is that students earn at least a B in all seminars. Students who earn a B- or less in a required seminar may be required to repeat that course, which significantly slows progress through the program.

Attendance is required of all seminars, and students are expected to arrive on time and prepared for the class session. Faculty expect students to complete course requirements, including engaged participation during the class session, with integrity and careful work. If you will unavoidably miss a seminar, etiquette asks that you contact the professor as soon as possible to discuss the situation. If you believe you will not be able to meet a scheduled course deadline, etiquette asks that you contact the professor as soon as possible to discuss the situation.

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Satisfactory progress entails completion of the plan of study as scheduled, including completion of coursework, exams, and research projects. Satisfactory scholarship is defined as maintaining a B average (3.0) in all work attempted and receiving a satisfactory evaluation at the annual graduate student review by program faculty.

All graduate students are evaluated by program faculty at the end of each academic year. Graduate students complete and submit an annual activity report (see Appendix C) and

CV to the Graduate Coordinator in early March. Program faculty review the annual activity reports and CVs and provide evaluative input to the student's supervisory committee chair. Each student receives written evaluations from his or her supervisory committee chair. The supervisory committee chair and the student both sign the evaluation. The student may attach a concise comment to the evaluation. A copy of the evaluation is given to the student and placed in the student's permanent file.

5. Workplace Practices

5.1. Graduate Student Assistants, Appointments and Assignments

Graduate Assistant (GA): A student who has completed fewer than 30 credits toward the MA, but is assigned to assist in a teaching or research function. The GA may not have primary responsibility for that teaching or research (see Appendix D).

Graduate Teaching Assistant (GTA): A student who has the MA or who has completed 30 credits at UF toward the MA. The GTA may have primary responsibility for his or her own course.

Appointments

Appointments are made each semester. Students in good academic standing during the spring term are reappointed for the subsequent fall term before the end of April. Students in good academic standing during the fall term are reappointed for the subsequent spring term before the end of October.

Assignments

We respect that graduate students' primary objective is to complete the doctoral program, and believe that the teaching/assisting assignments over the graduate career should not impede timely and successful achievement of her or his career objectives. To that end, we prefer that graduate students acquire approximately two course preparations, a lower division general course and an upper division course in their substantive specialty area.

GTA's submit 2-3 preferences for courses and days-times they wish to teach. Those preferences are balanced with enrollment demands of the undergraduate program, and assignments avoid conflict with the student's seminar schedule.

5.2. Office Space and Materials

The department provides access to work space for all graduate students. Graduate students have access to the computer lab, desk space, the mail room (which includes the copier), the Streib Conference room (3302 Turlington Hall), and the small meeting room (3219 Turlington Hall).

Office and desk assignment principles:

- Each office has a mix of criminology and sociology students;
- Graduate Teaching Assistants (GTAs) should be in smaller offices to allow for private office hours with their students;
- Graduate Assistants (GAs) who will have face-to-face contact because they assist for face-to-face classes should be in smaller offices to allow for private office hours;
- Fellows who have minimal or no student contact should be in the larger offices.

5.3. Performance Expectations and Evaluations

Students who are assigned to assist in a teaching or research function will be evaluated, **in writing during each appointment**, by the supervising instructor or faculty member. The job performance of each assistant should be completed before the close of the assisting term, signed by the person performing the evaluation, and discussed with the assistant, before the assistant signs it. The assistant may attach a concise comment to the evaluation. A copy of the completed and signed evaluation will be provided to the evaluator and assistant and placed in the student's personnel file.

Students who are assigned to teach will be evaluated annually by their supervisory committee chair. The teaching performance of each student instructor should be completed before March 1. A copy of the completed teaching evaluation will be provided to the student instructor and placed in the student's personnel file.

Teaching assistants are expected to fulfill the professional duties and responsibilities, named by the instructor, on time and competently. Typically, these include lab instruction, discussion leadership, holding face-to-face office hours on campus, grading, managing emails, and regular meetings with the instructor. Absence from assigned meetings and duties must be approved by the instructor in advance, and is typically used for attendance at professional conferences, jury duty, or because of injury or illness of self or immediate family members.

Instructors are expected to fulfill their professional duties and responsibilities on time and competently, and in full compliance with UF policies, rules and regulations. Typical duties and responsibilities include: textbook adoption, holding all scheduled face-to-face and online class meetings and activities, answering student emails within 48 hours of receipt in the inbox, constructing the syllabus according to UF policies, holding face-to-face office hours on campus, delivery of high-quality instruction and instructional materials, and returning all graded assignments to students within 2 weeks of their due dates. Absence from assigned meetings and duties must be approved by the supervisory committee chair in advance, and is typically used for attendance at professional conferences, jury duty, or because of injury or illness of self or immediate family members.

6. Finance & Funding

Financial aid is available as assistantships and fellowships. Assistantships require students to work a certain number of hours per week while fellowships require research or teaching only in some years. Both are awarded competitively. The department controls a number of assistantships that require tasks related to the teaching program. Students apply through the Department Chair or Graduate Coordinator for teaching assistantships. Research assistantships are also available, funded by research grants. The grant's principal investigator is responsible for awarding research assistantships. Sociology graduate students are also awarded research or teaching assistantships by other units within the university dependent on the needs of that unit. The Graduate Coordinator can provide information on likely sources of non-departmental assistantship funding. The department does not control any fellowship funds, but the Graduate Coordinator can suggest possible college, university, and other sources of fellowship funds.

Graduate teaching and research assistants are evaluated each year; both initial appointment and renewal are competitive. For continuing students, one criterion for reappointment is the faculty evaluation of performance in previously held assistantships. Another criterion is the student's satisfactory progress in the degree program. Decisions on award and renewal of research assistantships lie with the grant's principal investigator, and for non-departmental assistantships lie with the awarding unit.

The financial aid links below are to University of Florida sites outside our department.

Graduate Fellowships

The University and Graduate School sponsor a number of competitive fellowships for study. Departments nominate a limited number of qualified applicants each year for these awards.

Graduate Minority Fellowships

The Office of Graduate Minority Programs administers a competitive fellowship program for minority students. Each department nominates qualified applicants for this program.

Teaching Assistantships

The Department awards graduate teaching assistantships. They are awarded competitively. Assistantships generally include waivers of in-state and out-of-state tuition plus a stipend.

Research Assistantships

Research assistantships are funded by research grants received by members of the Department and by needs in programs elsewhere in the University. These assistantships are normally awarded only to students already enrolled at the University of Florida; current students should apply to the research project or individual faculty member holding the research grant.

Other Resources

The Graduate School maintains a useful page of links to other financial aid sources.

Student Loans

Student loans are administered by the Office of Student Financial Affairs. All information requests and applications for loans should be sent to them at the following address:

Office of Student Financial Affairs
P.O. Box 114025
S-107 Criser Hall
University of Florida
Gainesville, Florida 32611-4025
phone (352) 392-1275

“Non-degree Seeking” Student Policy

Non-degree seeking students can be admitted as a transient without matriculating and enroll in graduate seminars on a space-available basis after approval from the graduate committee.

Any interested person should provide the Graduate Committee the following items for full consideration:

- A letter of intent stating his/her interest in taking seminars as non-degree seeking, the reason for this request, number of credit hours needed and the projected time line (e.g., the semester he/she wants to begin and the semester he/she plans to complete all coursework)
- A copy of previous transcripts at the MA and/or BA level (unofficial copies are acceptable)
- A letter of recommendation
- Other supporting documents (such as GRE scores, TOEFL scores, etc.).

Additional information may be requested by the committee for full consideration.

If approved by the Graduate Committee, the person can take up to 9 credit hours at the graduate level, assuming satisfactory progress. Additional credit hours can be considered by special request.

Send all materials and requests to:

Graduate Coordinator, Department of Sociology and Criminology & Law, P.O. Box 117330, University of Florida, Gainesville, FL 32611-7330.

7. Awards and Scholarships

The Department of Sociology and Criminology & Law offers travel awards, teaching awards, and research awards to graduate students. Students are also eligible for travel, teaching, and research awards from the College of Liberal Arts and Sciences, the Graduate School, and the University. Students are eligible for awards and scholarships from the American Sociological Association, Population Association of America, the National Science Foundation, the National Institutes of Health, and other disciplinary organizations.

Travel

Competitive travel awards are funded by the department, college, and university to support student travel for presentation of research at national and regional professional conferences.

- [College of Liberal Arts and Sciences Student Council](#)
- [College of Liberal Arts and Sciences Graduate Travel Scholarships](#)
- [University of Florida Graduate Student Council](#)
- The UF Office of Research and Graduate Programs (RGP) and UF Division of Sponsored Research (DR)

Departmental

- Dr. Ronald L. Akers Graduate Student Paper Award (Criminology only)
- Dr. Benjamin Gorman Award for Excellence in Quantitative Research
- Jerome Connor Dissertation Award (Sociology only)

College of Liberal Arts and Sciences (CLAS)

- [CLAS Dissertation Fellowships](#)
- [O. Ruth McQuown Graduate Scholarship](#)

The Graduate School

Graduate School Preeminence Award. The award provides four years of funding at competitive stipend levels, a tuition waiver, and full health insurance coverage.

<http://www.graduateschool.ufl.edu/prospective-students/funding/graduate-school-funding-awards/>

Graduate Student Teaching Assistant Awards. Graduate teaching assistants make a major contribution to teaching and learning at the University of Florida. Each academic year, the UF Graduate School recognizes the best, brightest and most industrious of the University of Florida's graduate teaching assistants for their work as instructors in the classroom and laboratory.

<https://teachingcenter.ufl.edu/ta-development/teaching-assistant-awards/>

Dissertation Fellowships. Several fellowship are dedicated to supporting graduate students to complete their dissertation and earn the doctorate.

- **[Delores Auzenne Dissertation Award](#)**. Named in honor of Delores Auzenne, this award is designed to assist underrepresented minority students in completing their dissertation work. The program provides competitively awarded stipends to Ph.D. candidates who are in the advanced writing stages of their dissertations at UF. Students who are appointed on a state-funded fellowship or assistantship are not eligible. Interested students who meet the eligibility requirements are invited to apply to the OGMP.
- **[Graduate School Dissertation Awards](#)**. The Graduate School Dissertation Award is a competitive award to provide final term funding for UF PhD candidates in selected majors in the humanities, arts, and social sciences to complete their dissertations through defense, final clearance by the Editorial Office, and graduation. This program is for students who have exhausted all funding and meant to allow recipients time and resources to focus exclusively on their dissertation.

The program provides a stipend for approximately 6 months. The period of the award is 1) Summer B and Fall, or 2) Spring and Summer A. Up to 5 credits of tuition at the instate rate will be provided. Students are expected to graduate at the end of the award period. Applicants may not receive a fellowship, assistantship, or other funding with this award.

- **[Supplemental Retention Scholarships](#)**. The UF OGMP Supplemental Retention Scholarship Program is designed for UF doctoral students who are three or fewer semesters away from graduation, but are no longer eligible to receive a fellowship, assistantship or other funding from their department or college. It provides limited tuition assistance and the help of a structured retention program under the UF Office of Graduate Minority Programs. Recipients must be US citizens or permanent resident aliens.
- **[Graduate School Doctoral Research Travel Award](#)**. The Graduate School Doctoral Research Travel Award provides research related travel expenses for UF PhD students in selected majors in the humanities, arts, and social sciences (listed below). This program is for students to effectively conduct doctoral dissertation research away from UF when faced with inadequate departmental funding. A limited number of awards will be available each term, depending on the level of available funding. A student may apply for the award more than one time. However, a student may receive the award only once.

[Grinter Fellowship](#). Named in honor of Dr. Linton E. Grinter, Dean of the Graduate School from 1952 to 1969, this fellowship helps recruit truly exceptional graduate students. Currently enrolled graduate students are not eligible, except when entering a Ph.D. (or other terminal degree) program. Stipends are normally \$2000 to \$4000. Continuing the Grinter Fellowship beyond the first year depends on satisfactory student progress.

8. CLAS Memo on Using E-mail and Social Media

Best practices when using e-mail and social media:

1. Before you contact a student, think about **what**, **how**, and **why** you communicate with them on Facebook, email, twitter, or through texts. Inappropriate communications can come in many forms, and sometimes a message with the best intentions can be misinterpreted. It's a good rule to think that any communication you send to an active student may be read out loud in the Chair's office with the Graduate Coordinator in attendance; if you think you might be uncomfortable doing that, then don't send the message!

2. Inappropriate communications can range from sexually harassing to abusive or demeaning. The university has set out a number of policy guidelines about what is or is not appropriate, please inform yourselves about UF's policies about harassment (see 4.041.c of the Student Conduct Code and HR materials <http://hr.ufl.edu/manager-resources/policies-2/sexual-harassment/>)

An older, but useful brochure on prevention, support, and resolution: <https://www.thefire.org/pdfs/10190e77a08cd141d5f00186bdbe8ffb.pdf>

3. The same guidelines for appropriate communications apply to face-to-face communications and interactions.

4. The Department, the College, and the University take complaints of this sort very seriously. If you are the subject of a complaint that is determined to be substantiated, you may be subject to disciplinary action, up to and including termination and loss of funding.

5. As a graduate assistant, you have a duty to report harassment or inappropriate communications claims made by students. If you receive such a complaint, you need to contact Dr. Monika Ardelt ASAP.

Should you have any questions about this, please feel free to contact Dr. Ardelt or direct your questions to the staff at the Dean of Students Office.

IV. The Graduate Programs in Sociology

Sociologists conduct research to understand the social forces that shape all of our lives, often in hopes of improving everyday life and the life chances of each person. Graduate studies in sociology provide the people skills and technical skills to organize information, communicate analytical research to academic and lay audiences, and prepare well-reasoned and carefully-written reports and documents that contribute to societal well-being. Our award-winning and internationally-known faculty successfully mentor graduate students to complete their studies and become established in their professional academic and nonacademic careers.

We offer particular expertise in these areas: environment and resources, families, aging, gender, health, sexualities, life course, and race-ethnicity in US and global perspectives. There is also considerable expertise in: demography, social inequality, Latin American studies, Latino sociology, social psychology, deviance, and political sociology. We take great pride in the fact that our faculty are involved in interdisciplinary research projects that span nearly of all of the University's colleges and academic programs, including: the School of Natural Resources and the Environment, the Water Institute, the Emerging Pathogens Institute, the Center for Latin American Studies, the Center for European Studies, the Center for Women's Studies and Gender Research, the Health Science Center, and the Jewish Studies Center. Wherever you go on campus, you will most likely find at least one Sociologist from our department making major contributions.

1. The M.A. Degree in Sociology

The M.A. program requires a sequence of 7 required courses in research methods and statistics, theory, and professional development, plus 3 seminars and 6 credits in research hours to complete the required 36 hours for the degree. Students, in consultation with their supervisory committee, elect to complete either a thesis or non-thesis paper. The hours taken to complete the M.A. at UF will count toward the total of 90 hours required for the Ph.D. at UF, if admitted to that program.

The Supervisory Committee. During the first or second semester, the student asks a member of the department faculty to serve as chair of the supervisory committee. This faculty member will become the student's primary academic advisor. In consultation with the supervisory committee chair, the student selects at least one other faculty member from the department to serve on the committee. After obtaining the consent of all proposed members, the student proposes the committee to the Graduate Coordinator for approval, who then submits the committee to the Graduate School for approval. The chair must hold Graduate Faculty status in the department. [file: [ma-committee-approval-soc](#)]

Thesis or Nonthesis. After consultation with the supervisory committee, the student must decide whether to complete a thesis or non-thesis paper for the terminal M.A. project.

Each master's thesis candidate must prepare and present a thesis that shows independent investigation. It must be acceptable, in form and content, to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, guided by the Graduate School's format requirements. The academic unit is responsible for quality and scholarship.

Each candidate opting for the non-thesis paper must prepare and present a research paper that shows independent investigation. The paper should be prepared according to the quality, length, and style suitable for publication in a peer-reviewed social science journal.

The following apply to students choosing either option:

Proposal. A proposal for the thesis or non-thesis paper must be approved by the supervisory committee before research is actively undertaken. The supervisory committee determines the scope and length of the thesis proposal. A final copy of the proposal must be placed in the mailroom for public inspection 10 business days in advance of the proposal defense. The supervisory committee chair must announce to faculty, students, and staff in the department, via email, the date, time and place of the proposal defense. The email must identify the student, the title of the project, and an abstract of the proposed research. [file: [ma-proposal-approval-soc](#)]

Final Examination. Each master's candidate must defend the thesis or non-thesis paper before all members of the supervisory committee. A final copy of the thesis or non-thesis paper must be placed in the mailroom for public inspection 10

business days in advance of the defense. The supervisory committee chair must announce to faculty, students, and staff in the department, via email, the date, time and place of the defense. The email must identify the student, the title of the project, and an abstract of the thesis or non-thesis paper.

Plan of Study. The student should consult with the supervisory committee chair to develop a detailed plan of courses and timing for completion of the M.A. degree. The supervisory committee chair will transmit an approved copy of the plan to the Graduate Coordinator within one month of the supervisory committee's appointment. [file: [ma plan soc.pdf](#)]

Credit Hour Requirements. The M.A. requires a minimum of 36 credit hours of courses, with additional guidelines noted below. The Department guidelines are designed to ensure that graduate students are exposed to the core ideas in methods, statistics, theory, and professional development while receiving substantive training in some key areas of sociology. Students will benefit from participating in dynamic exchanges found in seminars as well as doing independent or collaborative research with faculty and other graduate students. So long as the basic guidelines are followed, students can craft their program in various ways to incorporate individual studies hours (3 credits maximum), thesis research (6 credits maximum), courses outside the Department (6 credits maximum), and transfer credits (9 credits maximum).

- 21 hours of required courses in methods, theory, and professional development (see below)
- At least 6 credit hours must be taken in department elective seminars. (Individual work and individual research courses are not considered seminars)
- Ordinarily no more than a total of 3 credit hours in individual work (courses numbered 6905, or 6910) may be counted toward the M.A.
- Students completing the Masters Thesis option for the M.A. should enroll in Masters Thesis (SYA 6971). No more than 6 credit hours of this course can be applied to the M.A.
- Students completing the paper option for the M.A. should enroll in Applied Social Research Project (SYA 6942). No more than 6 credit hours of this course can be applied to the M.A. AND the Ph.D.
- A total of 6 credit hours of courses may be taken outside the department and applied to the MA degree provided they are part of an approved plan of study (or are approved in writing by the Graduate Coordinator and supervisory committee chair).
- Students completing the joint JD/MA program are permitted to count 12 hours from law toward the MA.
- Ordinarily courses in other departments must be at the graduate level, though very limited exceptions are possible if approved in advance.
- A maximum of 9 hours of MA work from other universities can be applied toward the U.F. M.A. with the approval of the Graduate Coordinator
- Only courses with a grade of B or higher can be applied toward the MA
- The Graduate Coordinator may approve the substitution of similar graduate courses taken at other universities for no more than 6 hours of the required courses.

Required Courses. Students are required to take the 7 courses listed below (21 total hours).

Methods of Social Research

- SYA 6315: Introduction to Qualitative Methods
- SYA 7933: Introduction to Quantitative Methods
- SYA 6407: Quantitative Research Methods
- SYA 7933: Research Design

Sociological Theory

- SYA 6018 Classical Sociological Theory
- SYA 6126 Contemporary Sociological Theory

Professional Development

- SYA 7933 Introduction to Professional Development

Rule Waivers. Students may petition the Graduate Coordinator to waive departmental rules. Such petitions must include full justification and must have the approval of the student's supervisory committee if it has been formed.

Theory Substitutions. Students who will not continue beyond the M.A. degree may, with permission of the Graduate Coordinator, substitute an area theory course (such as Criminological Theory or Family Theory) for the Classical or Contemporary Theory courses.

Courses in Other Departments. With permission of the supervisory committee and the Graduate Coordinator, students may take graduate courses in other departments and apply the semester hours taken toward the total required for the M.A. degree. These courses may be part of a certificate or minor in another department or interdisciplinary program such as Latin American Studies.

Joint M.A. and J.D. Program. The department offers a joint M.A. and J.D. program in conjunction with the Law School. The student must be admitted to both the Law School and Graduate School and specify that the application is for the joint degree program. Further information is available from the Graduate Coordinator.

Admission to the Ph.D. Program. Students receiving a University of Florida M.A. in Sociology who wish to pursue the Ph.D. here must notify the Graduate Coordinator of his or her intention. The student must receive approval from his or her supervisory committee at the completion of the M.A. final examination. The supervisory committee chair completes a recommendation that is forwarded to the Graduate Coordinator and the Graduate Committee. This is an internal departmental procedure, and the student does not have to re-apply to the Graduate School or Graduate Admissions Office.

Combined BA/MA Degree. The Department offers a combined BA/MA degree to eligible undergraduate students. Please see the Sociology Graduate Coordinator for more information regarding this degree option. Sociology majors may also consider various combined degree programs with other departments and colleges. For example, a Masters of Science in Business Administration with a Concentration in Management is offered through the Warrington College of Business Administration to eligible sociology majors. Please see the Sociology Undergraduate Coordinator for more information about such degree opportunities.

2. The Ph.D. Degree in Sociology

The doctoral program consists of 90 semester hours of credit beyond the B.A. degree. The core course requirements for the Ph.D. comprise 24 credits (8 3-hour seminars), and most of these courses are taken in the M.A. program. Students are required to complete 15 credits (5 3-hour elective seminars) in the department. Students are required to complete 12 credits (4 3-hour seminars) in elective seminars either in the department or in another department. Each Ph.D. student indicates one primary and one secondary area of specialization, selected from the list of departmental specializations. There are four qualifying examinations: theory, methods, the primary area, and the secondary area. As many as 24 credits of dissertation research (SYA 7979 and SYA 7980) apply toward the degree, which is equivalent to 3 semesters.

The Supervisory Committee. Before the completion of 12 credits or the second semester, students are required by the Graduate School to form the supervisory committee. Since the supervisory committee has responsibility for qualifying examinations, it must have adequate strength in each area in which the student is likely to be examined. The committee must have great strength in the student's major area of specialization to provide the level of supervision required for the dissertation.

The committee chair must have Graduate Faculty status in the department and have expertise in the student's primary area of specialization. The committee must have two additional faculty members who have Graduate Faculty status in the department. Affiliate department members may be a committee co-chair or member. The final committee member should have Graduate Faculty status in another department. If the student has an out-of-department minor, the outside member must come from the minor department. Lecturers do not have Graduate Faculty status. Faculty in professional colleges (e.g., law, medicine) ordinarily do not have Graduate Faculty status.

The student first obtains the consent of the proposed supervisory committee chair and, in consultation with the proposed chair, determines the required department faculty members, and the required external member. Students gain all four members' consent and submit the proposed committee to the Graduate Coordinator. [file: [phd-committee-approval-soc](#)] Once approved, the Graduate Coordinator forwards the proposed committee to the Graduate School for final approval.

Plan of Study. The student should consult with the supervisory committee chair to develop a detailed plan of courses and timing for completion of the Ph.D. degree. The supervisory committee chair will transmit an approved copy of the plan to the Graduate Coordinator within one month of the supervisory committee's appointment. [file: [phd-plan-soc](#)]

Credit Hour Requirements. The Ph.D. requires a minimum of 90 credit hours of courses, with additional guidelines noted below. The department guidelines are designed to ensure that graduate students at the Ph.D. level are exposed to the core ideas in methods, statistics, theory, and professional development. In addition, students are expected to develop expertise in at least one primary and one secondary area. Students will benefit from participating in dynamic exchanges found in seminars as well as doing independent

or collaborative research with faculty and other graduate students. So long as the basic guidelines are followed, students can craft their program in various ways to incorporate individual studies hours (9 credits maximum), dissertation research (24 credits maximum), courses outside the department, and transfer credits (30 credits maximum).

- 24 hours of required courses in methods, statistics, theory, and professional development (see below) Students with an M.A. in Sociology from the University of Florida will have already completed most of them.
- At least 15 credit hours, beyond the required 24 hours of required course credit, must be taken in department elective seminars. These include seminar hours taken at the M.A. level. (Individual work and individual research courses are not considered seminars).
- Ordinarily, no more than a total of 9 credit hours in individual work (courses numbered 6905 or 6910) may be counted toward the Ph.D., including all hours taken at the M.A. level). The Graduate School further limits SYA 6910 to 5 credits hours totaled across the M.A. and Ph.D. programs
- No more than a combined total of 24 hours of Advanced Research (SYA 7979) and Research for Doctoral Dissertations (SYA 7980) may be counted toward the 90 total hours.
- A total of 12 credit hours of courses may be taken outside the department and applied to the Ph.D. degree provided they are approved in writing by the Graduate Coordinator and supervisory committee chair. These hours include hours taken outside the department at the M.A. level.
- Students transferring to the University of Florida with a Master's degree in Sociology may petition the Graduate Coordinator to be credited with a maximum of 30 semester hours taken in an M.A. or M.S. program. Students with a Sociology M.A. from the University of Florida may count 36 hours from the M.A. program.
- Students entering the Ph.D. program with a Master's degree in another field may be required to complete an M.A. in Sociology or to complete additional graduate or undergraduate courses. The Graduate Coordinator has responsibility for determining these requirements.
- With approval of the Graduate Coordinator, students entering the Department from elsewhere may petition for a waiver if similar courses have been successfully completed.

Required Courses. Students are required to take the following courses (24 total hours).

Methods of Social Research

- SYA 6315: Introduction to Qualitative Methods
- SYA 7933: Introduction to Quantitative Methods
- SYA 6407: Quantitative Research Methods
- SYA 7933: Research Design

Either:

- SYA 7933 Advanced Qualitative Research Methods
- SYA 7933 Advanced Quantitative Research Methods

Sociological Theory

- SYA 6018 Classical Sociological Theory
- SYA 6126 Contemporary Sociological Theory

Professional Development

- SYA 7933 Introduction to Professional Development

Rule Waivers. Students may petition the Graduate Coordinator to waive departmental rules. Such petitions should include full justification and must have the approval of the student's supervisory committee if it has been formed.

Courses in Other Departments. With permission of the supervisory committee and the Graduate Coordinator, students may take graduate courses in other departments and apply the semester hours taken toward the total required for the M.A. degree. These courses may be part of a certificate or minor in another department or interdisciplinary program such as Latin American Studies.

Areas of Specialization. Ordinarily students choose a primary and secondary substantive specialization. The primary specialization must be selected from the list of departmental specializations. The secondary specialization is usually chosen from this list but may be from a related social science discipline or an interdisciplinary program. Students interested in a secondary specialization not on the list or outside the department should consult the Graduate Coordinator and supervisory committee chair. The student should also consult the minor department since it will have rules governing minors in that field. Except in extraordinary circumstances, the dissertation will be in the area of primary specialization.

The adoption of specialization areas constitutes a major intellectual and occupational commitment and should not be undertaken lightly. Students should select areas in the light of their interests, department strengths, interests of faculty with whom they wish to work, and the nature of the job market.

The department emphasizes these areas of particular strength:

- Aging
- Environment and Resource Sociology
- Families
- Gender
- Health
- Life Course
- Race and Ethnicity in a US & Global Context
- Sexualities

In addition, graduate students can specialize in the following areas:

- Demography
- Deviance
- Latin American Studies
- Latino Sociology
- Political Sociology
- Social Stratification and Inequality
- Social Psychology

Students may petition the Graduate Coordinator if they wish to declare a secondary specialization area not included on the above lists. Areas that are too narrowly focused, lack faculty expertise, or are not well represented in the discipline are unlikely to be approved. Petitions should include a justification for the specialization, list relevant coursework and specify the qualifications of your committee to mentor research in the area. Reading lists may also be included as documentation to support specialization petitions.

Qualifying Examination. All Ph.D. candidates must take the qualifying examination, which is both written and oral.

- **Time.** The student must be registered in the term the qualifying examination is given. The qualifying examination must be completed before the midterm of the sixth semester but may be completed as early as the fourth semester as approved by the supervisory committee. The written part must be completed within a single 30-day span. The oral part must be completed within 30 days of the date that the last written component is completed. Ordinarily, the oral part of the qualifying examination is not scheduled during the summer term, therefore written exams in the spring semester should begin no later than March 1. The oral part of the qualifying examination must be completed at least 2 terms before the degree is received. The term the oral examination is passed is counted, if the examination occurs before the midpoint of the term. If you intend to graduate in spring, your oral examination must be completed before the midpoint of fall.

- **Exam Structure and Content.** The written and oral examinations are prepared and evaluated by the supervisory committee and covers the primary area of specialization, the secondary area of specialization, theory, and methods and statistics. Except for allowed substitutions, all members of the supervisory committee must attend the oral part. Using modern technological means, however, will allow them to attend remotely, should that be necessary. At this time the supervisory committee is responsible for deciding whether the student is qualified to continue work toward a Ph.D. degree.

- The qualifying exam consists of four components: the primary area of specialization, the secondary area of specialization, theory, and methods and statistics. Each component is an open-source, take-home exam. The primary specialization exam must be returned within 72 hours of receipt; the other three exams are 48-hour examinations. The four exams must be completed within a single 30-day period. A published paper may substitute for half of the primary area exam or the entire secondary area exam. The minimum requirements are that the

paper must be relevant to the particular area, a sole-authored paper written during residency as a student at the University of Florida, and published or accepted for publication. The supervisory committee will determine the adequacy of the paper as a substitute by evaluating its topic, quality, length, and the standing of the journal of publication. Substitution of a paper for an exam on a secondary or minor area outside the department must be approved by the outside committee member from that department.

- Each supervisory committee member submits a “pass” or “fail” written grade for each exam. A plurality of pass votes is required in each area of the examination. If the committee decides that the student has not passed the qualifying examination or any part of it, one re-examination is permitted, either on the whole examination or on parts of it. If a student fails the qualifying examination, the Graduate School should be notified. A re-examination may be requested, but it must be recommended by the supervisory committee. At least one term of additional preparation is needed before re-examination.

- The supervisory committee chair shall approve scheduling the oral part of the qualifying exam, when satisfied that the written document is ready for an oral defense. The supervisory committee chair is required by the Graduate School to notify all department members of the oral examination 10 business days in advance of the date. The public notification will be electronically delivered and state the student’s name, and the time, date and location of the defense. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes.

- **Admission to Candidacy.** Successful completion of both the written and oral parts of the qualifying examination is required for admission to Ph.D. candidacy (ABD, all but dissertation). The Admission to Candidacy form requires committee approval of the dissertation topic and the date of that approval. If the dissertation proposal has been successfully defended prior to the oral qualifying exam, the proposal defense date is submitted and the dissertation title is listed. Otherwise the committee’s approval of the dissertation topic must occur at the oral part of the qualifying examination.

Dissertation. The Graduate School declares that the Doctor of Philosophy (Ph.D.) is a research degree and is granted on evidence of general proficiency, distinctive attainment in a special field, and particularly on ability for independent investigation as demonstrated in a dissertation presenting original research with a high degree of literary skill.

- **Proposal.** The department requires completion and successful oral defense of a dissertation proposal. The dissertation proposal may be prepared and defended before or after the qualifying exams but not on the same day. It should be approved by the supervisory committee by the midterm of the sixth semester but may be defended as early in the program as approved by the supervisory committee. The proposal shall be of the length and organization as determined by the supervisory committee and should be sufficient to communicate satisfactorily an understanding of the literature and background of the theoretical and empirical issues and present a feasible and appropriate methodology for the project. The student must place a final copy of the dissertation proposal in the mailroom for public inspection 10 business days in advance of the proposal defense. The

supervisory committee chair must electronically announce the date, time and place of the proposal defense to faculty, students, and staff in the department. The electronic notice must identify the student, the title of the project, and an abstract of the proposed dissertation. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes. Proposal defenses are not ordinarily scheduled during the summer. [file: [phd-proposal-approval-soc](#)]

- **Dissertation Requirements and Recommendations.** Students who remain in residence at the University of Florida while researching and writing their dissertations are likely to finish more quickly and will find consultation with the supervisory committee much easier. A dissertation must be completed within five years of qualifying exam completion. Students taking longer must be readmitted and may be required to repeat the qualifying exams.

- It is entirely ethical for a student to engage a paid editor to advise on matters of grammar, punctuation, and spelling. This can be helpful, particularly for students for whom English is not the first language.

- During the student's planned final semester, it is essential to obtain and study closely the Graduate School's critical dates. These are provided in the current Graduate Catalog <http://graduateschool.ufl.edu/academics/graduate-catalog> and at the Graduate School's website <http://graduateschool.ufl.edu/graduate-life/graduation/>

- **Format.** The dissertation must be in a form suitable for publication, using the Graduate School's format requirements. The Graduate School Editorial Office, as agents of the Dean of the Graduate School, reviews the dissertation for acceptable format. Before presentation to the Editorial Office, the dissertation should be virtually complete and completely formatted (not in a draft format). Students must be completely familiar with the format requirements of the Graduate School and should work with one of the consultants in the Application Support Center, to troubleshoot the dissertation, before attempting to make a first submission to the editors in the Graduate School Editorial Office. Students who fail to first meet with one of the ASC Lab Consultants often find their document rejected upon First Submission to the Editorial Office, for not meeting the minimum submission standards, required for an editorial review. The typical dissertation format requires a general introduction chapter, a chapter that describes relevant specialty fields, a methodology and data chapter, a chapter of analytical results, and a general conclusions chapter. An alternate format includes journal articles as chapters, with all copyright considerations are addressed appropriately for published articles. In such cases, Chapter 1 should be a general introduction, tying everything together as a unified whole. The last chapter should be general conclusions, again tying everything together into a unified whole. Any chapter representing a journal article needs a footnote at the bottom of the first page of the chapter: "Reprinted with permission from..." giving the source, just as it appears in the list of references. The dissertation should have only 1 abstract and 1 reference list.

- **The Final Examination.** The final examination is an oral defense of the dissertation; general matters pertaining to the student's specializations may also be covered. The final examination should occur by midterm of the eighth semester but may be defended as early in the program as approved by the committee. Final examinations are ordinarily not scheduled during the summer. The oral defense may not be scheduled before a completed draft of the dissertation has been distributed to the supervisory committee and the committee chair has read it and determined that it is ready for oral defense. The student must place a final copy of the dissertation in the mailroom for public inspection 10 business days in advance of the oral defense. The supervisory committee chair must electronically announce the date, time and place of the oral defense to faculty, students, and staff in the department. The electronic notice must identify the student, the title of the project, and an abstract of the dissertation. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes.

3. Academic Progress

Standards for Judging Satisfactory Progress

Continuation in the program and funding in subsequent terms require satisfactory progress in both quality of work and speed in completing the program (for exemplification, see Appendix B). Fellowships may stipulate more stringent definitions of satisfactory progress than the following, and students must meet those requirements.

Graduate School rules require a B in all work that is part of the graduate program (i.e., graduate courses and approved undergraduate courses taken outside the department). The department additionally requires a B in all graduate courses, and the department will accept no grade below B in a required course. If a student receives less than a B in a required course while maintaining an overall B average, the required course must be repeated. Should a graduate student fall below the required average, either in graduate courses or overall graduate record, the student must overcome the deficiency during the next term to continue in the program. Note that grades of "I" (incomplete) count as failing grades after one semester. Hence incomplete courses carried over beyond the next term may lead to termination if they lower the student's average below B.

The Graduate School maintains the following minimum registration requirements for full-time status: graduate students without an assistantship appointment or appointed for .24 FTE or less must enroll for at least 12 hours each semester; those holding .25-.49 FTE assistantships must enroll for at least nine hours; and those on .50-.74 FTE assistantships must enroll for at least 8 hours. Part-time students must enroll for at least 3 hours. Summer enrollment is optional but may be required by some fellowships and assistantships. To graduate in summer, the Graduate School requires enrollment in 2 credits of SYA 7980 (for the Ph.D.) or SYA 6971 (for the MA). The department expects students making satisfactory progress to maintain these registration levels.

The department has additional expectations concerning satisfactory progress. Ideally, students will progress more rapidly than the following guidelines. Under special circumstances, students may progress more slowly. Ordinarily, however, students not progressing at the following rates will be considered behind schedule.

For the M.A.:

- the supervisory committee must be formed before 12 credits or the second semester is completed
- the thesis or non-thesis proposal should be approved by midterm of the third semester, but ideally should be approved by the end of the second semester
- the final examination of the thesis or non-thesis project should occur by the midterm of the fourth semester

For the Ph.D.:

- the supervisory committee must be formed before 12 credits or the second semester is completed
- the qualifying exams should be completed before the midpoint of the sixth semester in the program, but may be completed as early as the fourth semester as approved by the committee
- the dissertation proposal should be approved by the supervisory committee by midterm of the sixth semester, but may be defended as early in the program as approved by the committee
- the final examination or defense of the dissertation should occur by midterm of the eighth semester, but may be defended as early in the program as approved by the committee

Graduate Student Annual Report

Each graduate student must complete an annual report reviewing degree progress, accomplishments in research and teaching, and plans for the coming year (see Appendix D). These reports are due during the spring term. The department faculty as well as the student's supervisory committee will review the reports. When faculty determine that a student is NOT making satisfactory progress through the program and/or NOT producing adequate professional accomplishments, they recommend strategies and timelines for improvement. Students who do not make satisfactory progress or produce satisfactory professional accomplishments are at risk of losing funding and of termination from the program.

V. The Graduate Programs in Criminology, Law, and Society

Our combination of size, intellectual diversity, and strong specialty areas, plus the ambience of a university community, makes the University of Florida an ideal setting in which to pursue advanced training in criminology or law and society.

The Department offers graduate study in Criminology, Law and Society (CLS) leading to an M.A. degree, a Ph.D. degree, and a joint M.A./J.D. degree. Graduate education typically involves training in both crime and justice and law and society. There are 7 criminologists appointed to the graduate faculty of the CLS program.

1. The M.A. Degree in Criminology, Law, and Society

Master's students at the University of Florida take a sequence of 5 required courses, plus elective courses to complete the required 36 hours for the degree. Students may select either a Thesis or Non-thesis option. In both options, the graduate student must meet the Graduate Council requirement that M.A. candidates have a broader interdisciplinary understanding of criminology, law and society. The hours taken to complete the M.A. will count toward the total of 90 hours required for the Ph.D., if admitted to that program. A detailed description of this program is available.

The Supervisory Committee. During the first or second semester, the student asks a member of the department faculty to serve as chair of the supervisory committee. This faculty member will become the student's primary academic advisor. In consultation with the supervisory committee chair, the student selects at least two other faculty members from the department to serve on the committee. After obtaining the consent of all proposed members, the student proposes the committee to the Graduate Coordinator for approval, who then submits the committee to the Graduate School for approval. The chair must hold Graduate Faculty status in the department. After consultation with the supervisory committee, the student must decide whether to complete a thesis or non-thesis paper for the terminal M.A. project. [file: [ma-committee-approval-crim.pdf](#)]

Thesis. A master's thesis candidate must prepare and present a thesis that shows independent investigation. It must be acceptable, in form and content, to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, guided by the Graduate School's format requirements. The academic unit is responsible for quality and scholarship. A thesis proposal is prepared and presented before research is actively undertaken. The scope and length of the thesis proposal is determined by the supervisory committee. A final copy of the thesis proposal must be placed in the mailroom for public inspection 10 business days in advance of the defense. The supervisory committee chair must announce to faculty, students, and staff in the department, via email, the date, time and place of the defense. The email must identify the student, the title of the project, and an abstract of the thesis. [file: [ma-proposal-approval-crim.pdf](#)]

A thesis typically has the following characteristics:

- a larger and/or broader piece of work;
- representative of the field/area;
- the final examination covers the student's more comprehensive knowledge of the field, such as mastery of various topics (e.g., theory, methods, statistics, main research areas in the area, trends in the area, etc.) in addition to the subject area of the thesis.

Non-thesis paper. A master's non-thesis candidate must prepare and present a research paper of a scope and quality acceptable to the supervisory committee. A proposal is required.

A non-thesis typically has the following characteristics:

- a paper of high quality and/or publishable piece;
- focuses on a subject/topic within the field or research project;
- the final examination covers the student's broader knowledge of the research on that topic or specific subject; oral defense focuses more on the subject of the non-thesis than the field in general.

Final Examination. Each master's candidate must defend the thesis or non-thesis paper before all members of the supervisory committee. A final copy of the thesis or non-thesis paper must be placed in the mailroom for public inspection 10 business days in advance of the defense. The supervisory committee chair must announce to faculty, students, and staff in the department, via email, the date, time and place of the defense. The email must identify the student, the title of the project, and an abstract of the thesis or non-thesis paper. All members of the supervisory committee must participate in the examination. For thesis degree applicants, the final examination is an oral defense of the thesis. For non-thesis candidates, the form of the exam is determined by the supervisory committee and may include a written component. Final examinations are not ordinarily held during the summer. All faculty are invited to attend and participate, but only supervisory committee members may vote. All supervisory committee members must attend. The Graduate Council also requires that candidates be examined on their broader interdisciplinary understanding of criminology and law and society by following this procedure:

Prior to the time of final examination, a faculty member with graduate status is chosen to serve as a thesis, non-thesis, or dissertation 'reader'. The faculty reader represents the area of specialization not chosen by the student. If there is no representation of the other area on the supervisory committee, then a fourth person is selected. The supervisory committee chair in consultation with the graduate student and CLS director makes the selection of the faculty reader. The reader examines the student's knowledge of the area during the final examination and, in consultation with the supervisory committee, makes the determination as to whether or not the student meets the graduate council requirement. If both areas of specialty are represented within the supervisory committee membership, no additional person is required.

Plan of Study. The student should consult with the supervisory committee chair to develop a detailed plan of courses and timing for completion of the M.A. degree. The supervisory committee chair will transmit an approved copy of the plan to the Graduate Coordinator within one month of the supervisory committee's appointment. [file: [ma-plan-crim.pdf](#)]

Credit Hour Requirements. The M.A. requires a minimum of 36 credit hours of courses, with additional guidelines noted below. The Department guidelines are designed to ensure that graduate students are exposed to the core ideas in methods, statistics, and theory while receiving substantive training in crime and justice or law and society. Students will benefit from participating in dynamic exchanges found in seminars as well as doing independent or collaborative research with faculty and other graduate students. So long as the basic guidelines are followed, students can craft their program in various ways to incorporate individual studies hours (3 credits maximum), thesis research (6

credits maximum), courses outside the Department (6 credits maximum), and transfer credits (9 credits maximum).

- 15 hours of required courses in methods, theory, and professional development (see below)
- Ordinarily no more than a total of 3 credit hours in individual work (courses numbered 6905 or 6910) may be counted toward the M.A.
- Students completing the Masters Thesis option for the M.A. should enroll in Research for Masters Thesis (6971). No more than 6 credit hours of this course can be applied to the M.A.
- Students completing the paper option for the M.A. should enroll in Supervised Research (6910). No more than 5 credit hours of this course can be applied to the M.A. and the Ph.D.
- With approval of the Graduate Committee, similar graduate courses taken at other universities may be substituted for up to 6 semester credit hours of required courses.
- Students completing the joint JD/MA program are permitted to count 12 hours from law toward the MA.
- Work in Criminology must be in courses numbered 5000 and above. For those selecting the thesis option, at least three hours of courses numbered 5000 or above may be taken outside CLS provided they are part of an approved plan of study (or are approved in writing by the Graduate Coordinator and supervisory committee chair). For those selection the non-thesis option, nine hours must be taken outside of CLS.
- Ordinarily, no more than six semester hours of graduate sections of primarily undergraduate courses (commonly called “piggy-back” courses) may apply toward the M.A. degree.
- Only courses with a grade of B or higher can be applied toward the M.A.

Required Courses. Students are required to take the 7 courses listed below (21 total hours).

- CCJ 6936: Proseminar in Crime, Law and Justice
- CCJ 6920: Seminar in Criminological Theory
- CCJ 5934: Introduction to Quantitative Methods
- CCJ 6705: Research Methods in Crime, Law and Justice
- CCJ 6039: Law and Society

Rule Waivers. Students may petition the Graduate Committee to waive departmental rules. Such petitions must include full justification and must have the approval of the student’s supervisory committee if it has been formed. Petitions should be delivered to the Graduate Coordinator for submission to the Graduate Committee.

Courses in Other Departments. Work in Criminology must be in courses numbered 5000 and above. For those selecting the thesis option, at least three hours of courses numbered 5000 or above may be taken outside CLS provided they are part of an approved plan of study (or are approved in writing by the Graduate Coordinator and

supervisory committee chair). For those selection the non-thesis option, nine hours must be taken outside of CLS.

Joint M.A. and J.D. Program. The department offers a joint M.A. and J.D. program in conjunction with the Law School. The student must be admitted to both the Law School and Graduate School and specify that the application is for the joint degree program. Further information is available from the Graduate Coordinator.

Admission to the Ph.D. Program. All students admitted to the graduate program are presumed to be in pursuit of the Ph.D. Degree. Those students admitted with an acceptable M.A. degree are admitted directly into the Ph.D. program. Those admitted with a bachelor's degree are admitted for the purpose of earning the M.A. degree, but with the presumption that they will continue in the program to pursue the Ph.D. However, transfer into the Ph.D. program is not automatic. Students receiving a University of Florida M.A. in CLS must apply to transfer to the doctoral program during the semester in which the M.A. is completed. The student should inform the Graduate Coordinator of his or her desire to continue in the program and ask the supervisory committee chair to forward a recommendation to the Graduate Committee at the completion of the M.A. final examination. The Graduate Committee makes the final decision. This is an internal departmental procedure, and the student does not have to re-apply to the Graduate School or Graduate Admissions Office. Normally, all prior accepted semester credit hours completed before admission into the Ph.D. program will be credited toward the total needed for the Ph.D.

2. The Ph.D. Degree in Criminology, Law, and Society

The doctoral program consists of 90 semester hours of credit beyond the B.A. degree. Students with a Criminology, or closely related M.A. received within the last seven years from an accredited U.S. university may request up to 30 hours credit from their M.A. work toward this total. Those with an M.A. from this department may apply 36 hours. The department requires Ph.D. students to complete at least 66 hours of course work, including the M.A. hours. Qualifying exams in crime and justice, law and society, and methods take place at the end of a student's course work. The 24 hours remaining to complete the required 90 hours usually consist of individual pre-doctoral and doctoral dissertation research. In addition to the MA requirements, the Graduate Program in Criminology and Law (CLS) requires additional criminology courses, nine elective courses and dissertation credits. Each Ph.D. student must indicate an area of specialization: either crime and justice or law and society.

The Supervisory Committee. Before the completion of 12 credits or the second semester, students are required by the Graduate School to form the supervisory committee. The committee chair must be a CLS graduate faculty member with tenure line or 50% appointment in the department and have expertise in the substantive area in which the student plans to work. Affiliate CLS members may serve as a committee co-chair. The student should consult with the proposed supervisory committee chair when determining the other members and obtain their consent. While the program requires a total of four members, we strongly recommend a five-member committee.

The committee consists of at least four members, all of whom must have graduate faculty status. Three members must be from the CLS graduate faculty or approved CLS faculty affiliates and the fourth member must be an external member from outside the department. If the student has an out-of-department minor, the external member must come from the minor department. Students who are unable to determine likely outside members should consult with the supervisory committee chair. Because faculty members in professional schools (e.g., Law) as well as some other faculty members are not members of the graduate faculty, special permission from the Graduate School is required for their inclusion on the supervisory committee, and obtaining that permission requires compelling justification. Lecturers do not have Graduate Faculty status.

Students gain all members' consent and submit the proposed committee to the Graduate Coordinator [file: [phd-committee-approval-crim.pdf](#)]. Once approved, the Graduate Coordinator forwards the proposed committee to the Graduate School for final approval.

Plan of Study. The student should consult with the supervisory committee chair to develop a detailed plan of courses and timing for completion of the Ph.D. degree. The supervisory committee chair will transmit an approved copy of the plan to the Graduate Coordinator within one month of the supervisory committee's appointment. [file: [phd-plan-crim.pdf](#)]

Credit Hour Requirements. The Ph.D. requires a minimum of 90 credit hours of courses, with additional guidelines noted below. The department guidelines are designed to ensure that graduate students at the Ph.D. level are exposed to the core ideas in methods,

statistics, and theory. In addition, students are expected to develop expertise in at least one primary and one secondary area. Students will benefit from participating in dynamic exchanges found in seminars as well as doing independent or collaborative research with faculty and other graduate students. So long as the basic guidelines are followed, students can craft their program in various ways to incorporate individual studies hours (9 credits maximum), dissertation research (24 credits maximum), courses outside the department, and transfer credits (30 credits maximum).

- 30 hours of required courses; students with an M.A. in CLS from the University of Florida will have already completed most of them.
- 9 elective graduate seminars from the department or from other departments; must be pertinent to student's interests. (Individual work and individual research courses are not considered seminars).
- Ordinarily, no more than a total of 3 credit hours in individual work (courses numbered 6905 or 6910) may be counted toward the Ph.D. Students with an external M.A. may take 6 credit hours of individual work. Students with an M.A. from UF may take 3 credit hours in the M.A. program and 3 additional credit hours in the Ph.D. program. The Graduate School further limits CCJ 6910 to 5 credits hours totaled across the M.A. and Ph.D. programs
- No more than a combined total of 24 hours of Advanced Research (CCJ 7979) and Research for Doctoral Dissertations (CCJ 7980) may be counted toward the 90 total hours.
- Students transferring to the University of Florida with a Master's degree in Criminology may petition to be credited with a maximum of 30 semester hours taken in an M.A. or M.S. program. Students with a CLS M.A. from the University of Florida may count 36 hours from the M.A. program.
- Students entering the Ph.D. program with a Master's degree in another field may be required to complete an M.A. in CLS or to complete additional graduate or undergraduate courses. The Graduate Coordinator and Graduate Committee have responsibility for determining these requirements.
- No more than nine semester hours of graduate sections of primarily undergraduate courses (commonly called "piggy-back" courses), including hours taken in a Master's program, may apply toward the Ph.D. degree.

Required Courses. Students are required to take the following courses (30 total hours).

- CCJ 6936: Proseminar in Crime, Law and Justice
- CCJ 6920: Seminar in Criminological Theory
- CCJ 5934: Introduction to Quantitative Methods
- CCJ 6705: Research Methods in Crime, Law and Justice
- CCJ 6039: Law and Society
- CCJ 7742: Research Methods in Crime, Law and Justice II
- CCJ 7921: Professional Development
- Methods or statistics seminar (see Appendix G for a general list of approved out-of-department methods or statistics courses)

Rule Waivers. Students may petition the Graduate Committee on Higher Degrees to waive program requirements if similar courses have been successfully completed at another accredited university.

Courses in Other Departments. Work in CLS must be in courses numbered 5000 and above. Nine hours of courses numbered 5000 or above may be taken outside CLS provided they are part of an approved plan of study (or are approved in writing by the Graduate Coordinator and supervisory committee chair).

Areas of Specialization. Students choose either the crime and justice track or the law and society track. One elective course at the doctoral level is required. Students interested in a secondary specialization to enhance their criminology and law training should consult the Graduate Coordinator and supervisory committee chair.

Experience. Numerous experiences (including graduate teaching assistantships and research assistantships) offer students valuable opportunities to work with faculty and to be involved in the research process. These experiences enhance the student's skills and employment prospects. Students are encouraged to seek out at least a semester of each type of experience, even on an unpaid basis. Students should consult with their supervisory committee or the Graduate Coordinator to discuss ways of obtaining this experience.

Written Comprehensive Examination. At the end of course work, comprehensive exams are required. These exams should normally occur no later than the fifth semester following Ph.D. program admission. While preparing for the exams and while working on a dissertation proposal, the student may enroll in predoctoral research, CCJ 7979, Advanced Research.

All students are required to take two comprehensive examinations. The exams can be taken during the same semester or in successive semesters, but the written qualifying exam process must be successfully completed within one academic year (within three examination events). Waivers of this rule will be considered only in extraordinary circumstances. Failure to meet the timing requirements may be judged as failure to make adequate progress in the program and may affect funding status and/or ability to continue as a student in the program. One exam is a tool exam in methods, statistics and theory. This exam will require the student to demonstrate proficiency in the application of methodological/statistical techniques and theories relevant to the study of criminology, law and society. The other exam is an area exam in the students chosen area of specialization. Depending on the area of specialization, students will be required to possess a mastery of knowledge within either the (1) Crime and Justice or (2) Law and Society area. Both exams are administered and graded by appointed committees comprising CLS graduate faculty members.

- **Appointed Examination Committees:** The qualifying exam committees will consist of three CLS graduate faculty members with one alternate member all of whom are appointed for a two-year term by the area faculty. Of the three-member committee, one faculty member will serve as chair and the other two persons as members.

- **Format, Timing and Structure of Exams:** Each answer should be no more than 10 double-spaced pages (not including references).
- The exams are take-home and occur over a set time period. Students have 6 hours on a single day to answer one question, 10am to 4pm. The Tool exam is 4 questions, with one question answered on each of 4 consecutive days. The Area exam is 3 questions, with one question answered on each of 3 consecutive days.
- Each question will be emailed to the student at 10 a.m. on the day it is administered. It will need to be returned via email to comp committee members no later than 4 pm that same day. There must be proactive confirmation of delivery of the test by the student at the beginning of the testing period as well as receipt of the exam answers by the faculty member responsible for receiving the exams at the end of the testing period. If the student does not receive specific confirmation that the answers were received, it is the responsibility of the student to immediately confirm delivery.
- There will be three examination events per academic year. The first offering will be in August and/or early September. The second will be in January and/or early February, and the third will be in March and/or April. Exact dates will be announced at least a month in advance. The exams will be given in two consecutive weeks. The first week specifies a 4-day period allotted for administration of the Tool exam, and the second week specifies a 3-day period allotted for administration of the Area exams. Students may choose to take one or both exams during a particular examination event. The Tool exam will consist of four questions—two required questions (one in theory and the other in methods and statistics) and two questions that the student can choose from a list. On the Area exam the student must answer three questions from a list of questions (some may be required).
- **Grading and Oral Hearing on Comprehensive Exams:** The student will be notified of the outcome within three weeks of each exam completion by the exam committee chair. Each appointed committee member submits a “pass,” or “fail” written grade for each exam question along with comments to the committee chair who compiles the grades and comments to be provided to the students’ supervisory committee chair. In addition, each grader submits an indication of whether or not an oral exam should be required to address concerns about the strength of the student’s answers on that particular exam. A majority of graders must issue a pass on each question for a student to pass the exam. There are four grading results for the written comprehensive exams:
 - **Pass:** The student passes all questions and the grading committee considers the answers to be strong. The student earns a passing grade on the exam and can continue to study for the next exam (if not already completed) or write the dissertation proposal.
 - **Conditional Pass with Remediation:** The student fails only one question (the majority of graders fails a student on one question). The student receives a conditional pass on the exam and will be given an opportunity for remediation. The remediation will consist of writing a seminar-style paper that address areas of weakness identified from the failing answer; the paper’s topic will be assigned by the comprehensive exam committee. The paper will be due no later than six weeks from the date that the exam results are delivered to the student and will be graded by the exam committee members within two weeks of its receipt. If the student fails this remediation, the student will fail the overall exam and will have only one other opportunity

to retake the overall exam. If the student passes the remediation, and the committee has not indicated that an oral exam is necessary, then the student passes the exam.

- **Conditional Pass with Oral Hearing:** The student writes acceptable answers, but the exam committee requires an oral examination. If the student writes answers that the grading committee considers to be weak or borderline, the grading committee may require an oral examination on the comprehensive exam answers to allow the student to elaborate on the answers given on the written exam. In order to pass the exam, the student will need to successfully complete the oral hearing conducted by the exam grading committee. If the oral hearing is not successful, the student will fail the exam and will have only one other opportunity to take the exam. The hearing will be scheduled within 30 days from the date that the exam results are delivered to the student. The grading committee and the student's supervisory committee chair will conduct the exam, although other faculty members are welcome to attend.
- **Fail:** The student fails more than one question (the majority of graders fails a student on more than one question on the written exam or the student fails the oral hearing), the student fails the exam and must retake it. To allow for additional preparation, re-examination will occur the next time that the exam is officially offered by the department (see above).
- Only one re-examination is permitted. Each student should be notified of the results through email. The supervisory committee chair, graduate coordinator, and graduate program assistant must also be notified. In addition, a record of the results of each comprehensive exam should be placed in the student's file by the comprehensive exam committee chair.

Dissertation Proposal Qualifying Exam and Admission to Candidacy. After completion of the written comprehensive exams, students are required to write a dissertation proposal and successfully defend it at an oral hearing conducted by the Ph.D. supervisory committee. This defense will serve as the qualifying examination for advancement to candidacy. If the student successfully defends the proposal, he/she will advance to candidacy. The supervisory committee will complete the graduate school's required candidacy form, which authorizes enrollment in dissertation research, CCJ 7980 (and bars further enrollment in CCJ 7979). The Admission to Candidacy form requires committee approval of a dissertation topic. Ordinarily, the dissertation proposal will be defended by the end of the 7th semester after Ph.D. program entry.

The proposal shall be of the length and organization as determined by the supervisory committee and should be sufficient to communicate satisfactorily an understanding of the literature and background of the theoretical and empirical issues and present a feasible and appropriate methodology for the project. The student must place a final copy of the dissertation proposal in the mailroom for public inspection 10 business days in advance of the proposal defense. Notice of the proposal hearing must be given to the Graduate Coordinator and department faculty at least 10 working days prior to the date of the hearing.

The supervisory committee chair must electronically announce the date, time and place of the proposal defense to faculty, students, and staff in the department. The electronic

notice must identify the student, the title of the project, and an abstract of the proposed dissertation. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes. Proposal defenses are not ordinarily scheduled during the summer. [file: [phd-proposal-approval-crim.pdf](#)]

Time Lapse. Between the oral portion of the qualifying examination on the dissertation proposal and the date of the degree there must be a minimum of two semesters. The semester in which the qualifying examination is passed is counted, provided that the examination occurs before the midpoint of the term [Graduate School, Rules and Requirements]. (Approved by Criminology, Law and Society Faculty, March 2010).

Dissertation Requirements and Recommendations. Students who remain in residence at the University of Florida while researching and writing their dissertations are likely to finish more quickly and will find consultation with the supervisory committee much easier.

- A dissertation must be completed within five years of qualifying exam completion. Students taking longer must be readmitted and may be required to repeat the qualifying exams.
- When writing the dissertation, pay special attention to Graduate School formatting rules.
- It is entirely ethical for a student to engage a paid editor to advise on matters of grammar, punctuation, and spelling. This can be helpful, particularly for students for whom English is not the first language.
- During the student's planned final semester, it is essential to obtain and study closely the Graduate School leaflet showing deadline dates. These are provided in the current Graduate Catalogue <http://graduateschool.ufl.edu/academics/graduate-catalog> and at the Graduate School's website <http://graduateschool.ufl.edu/graduate-life/graduation/>.
- Incompletes or other defects should be cured before the start of the final semester.
 - **Format.** The dissertation must be in a form suitable for publication, using the Graduate School's format requirements. The Graduate School Editorial Office, as agents of the Dean of the Graduate School, reviews the dissertation for acceptable format. Before presentation to the Editorial Office, the dissertation should be virtually complete and completely formatted (not in a draft format). Students must be completely familiar with the format requirements of the Graduate School and should work with one of the consultants in the Application Support Center, to troubleshoot the dissertation, before attempting to make a first submission to the editors in the Graduate School Editorial Office. Students who fail to first meet with one of the ASC Lab Consultants often find their document rejected upon First Submission to the Editorial Office, for not meeting the minimum submission standards, required for an editorial review. The typical dissertation format requires a general introduction chapter, a chapter that describes relevant specialty fields, a methodology and data chapter, a chapter of analytical results, and a general conclusions chapter. An alternate format includes

journal articles as chapters, with all copyright considerations are addressed appropriately for published articles. In such cases, Chapter 1 should be a general introduction, tying everything together as a unified whole. The last chapter should be general conclusions, again tying everything together into a unified whole. Any chapter representing a journal article needs a footnote at the bottom of the first page of the chapter: "Reprinted with permission from..." giving the source, just as it appears in the list of references. The dissertation should have only 1 abstract and 1 reference list.

- **The Final Examination.** The final examination is an oral defense of the dissertation; general matters pertaining to the student's specializations may also be covered. The final examination should occur by midterm of the eighth semester but may be defended as early in the program as approved by the committee. Final examinations are ordinarily not scheduled during the summer. The oral defense may not be scheduled before a completed draft of the dissertation has been distributed to the supervisory committee and the committee chair has read it and determined that it is ready for oral defense. The student must place a final copy of the dissertation in the mailroom for public inspection 10 business days in advance of the oral defense. The supervisory committee chair must electronically announce the date, time and place of the oral defense to faculty, students, and staff in the department. The electronic notice must identify the student, the title of the project, and an abstract of the dissertation. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes.

3. Academic Progress

Standards for Judging Satisfactory Progress

Continuation in the program and funding in subsequent terms require satisfactory progress in both quality of work and speed in completing the program (for exemplification, see Appendix C). Fellowships may stipulate more stringent definitions of satisfactory progress than the following, and students must meet those requirements.

Graduate School rules require a B in all work that is part of the graduate program (i.e., graduate courses and approved undergraduate courses taken outside the department). The department additionally requires a B in all graduate courses, and the department will accept no grade below B in a required course. If a student receives less than a B in a required course while maintaining an overall B average, the required course must be repeated. Should a graduate student fall below the required average, either in graduate courses or overall graduate record, the student must overcome the deficiency during the next term to continue in the program. Note that grades of "I" (incomplete) count as failing grades after one semester. Hence incomplete courses carried over beyond the next term may lead to termination if they lower the student's average below B.

The Graduate School maintains the following minimum registration requirements for full-time status: graduate students without an assistantship appointment or appointed for .24 FTE or less must enroll for at least 12 hours each semester; those holding .25-.49 FTE assistantships must enroll for at least nine hours; and those on .50-.74 FTE assistantships must enroll for at least 8 hours. Part-time students must enroll for at least 3 hours. Summer enrollment is optional but may be required by some fellowships and assistantships. To graduate in summer, the Graduate School requires enrollment in 2 credits of CCJ 7980 (for the Ph.D.) or CCJ 6971 (for the MA). The department expects students making satisfactory progress to maintain these registration levels.

The department has additional expectations concerning satisfactory progress. Ideally, students will progress more rapidly than the following guidelines. Under special circumstances, students may progress more slowly. Ordinarily, however, students not progressing at the following rates will be considered behind schedule:

For the M.A.:

- the supervisory committee must be formed before 12 credits or the second semester is completed
- the final examination of the thesis or non-thesis project should occur by the midterm of the fourth semester
- a plan of study submitted before the end of the first academic year and updated annually thereafter

For the Ph.D.:

- the supervisory committee must be formed before 12 credits or the second semester is completed
- the qualifying exams should be completed before the midpoint of the fifth semester in the program, but may be completed as early as the fourth semester as approved by the committee
- the dissertation proposal should be approved by the supervisory committee by midterm of the seventh semester, but may be defended as early in the program as approved by the committee and subsequent to successfully written comprehensive exams
- the final examination or defense of the dissertation should occur by midterm of the tenth semester, but may be defended as early in the program as approved by the committee
- a plan of study submitted before the end of the first academic year and updated annually thereafter

Graduate Student Annual Report

Each graduate student must complete an annual report reviewing degree progress, accomplishments in research and teaching, and plans for the coming year (see Appendix D). These reports are due during the spring term. The department faculty as well as the student's supervisory committee will review the reports. When faculty determine that a student is NOT making satisfactory progress through the program and/or NOT producing adequate professional accomplishments, they recommend strategies and timelines for improvement. Students who do not make satisfactory progress or produce satisfactory professional accomplishments are at risk of losing funding and of termination from the program.

VI. Graduate Student Resources

Graduate Assistants United (GAU) contract, 2017-2020:

<https://hr.ufl.edu/manager-resources/employee-relations/union-contracts/collective-bargaining-agreement/>

Teaching Assistants Handbook:

<https://teachingcenter.ufl.edu/ta-development/teaching-assistant-handbook/>

The Graduate School's Handbook for Graduate Students:

<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>

Graduate Catalog:

<http://gradcatalog.ufl.edu/>

Graduate School Academic Calendar:

<http://graduateschool.ufl.edu/graduate-school-calendar/>

Professional Associations for Sociologists:

- [American Sociological Association](#)
- [American Sociological Association Careers & Jobs](#) (Note: Membership is required to access job bank.)
- [American Public Health Association](#)
- [The American Society of Criminology](#)
- [The Gerontological Society of America](#)
- [National Council on Family Relations](#)
- [Population Association of America](#)
- [Society for Research on Adolescence](#)
- [Society for the Study of Human Development](#)
- [Society for the Study of Social Problems](#)
- [Southern Demographic Association](#)
- [Southern Sociological Society](#)

Professional Associations for Criminologists:

- [The American Society of Criminology](#)
- [Law and Society Association](#)
- [Academy of Criminal Justice Sciences](#)
- [American Psychology-Law Society \(Division 41\)](#)
- [American Sociological Association](#)
- [American Academy of Forensic Sciences](#)
- [Society for Research on Adolescence](#)

VII. Appendices

Appendix A: Mentor-Mentee Contact Form - Department of Sociology and Criminology & Law

Date of meeting: ___/___/_____

Content of the meeting (topics covered):

Topic	Yes (X)
Plan of study	
Courses	
Qualifying exams	
Proposal	
Thesis/Dissertation	
Other (indicate what)	

Mentee comments:

Mentor comments:

(Mentee name and signature)

(Mentor name and signature)

Appendix B: Ph.D. Sociology: Program for BA Students Suggested by Benchmarks

Year 1	Fall SYA 6315 Introduction to Qualitative Methods SYA 7933 Introduction to Quantitative Methods SYA 7933 Proseminar	Spring SYA 6407 Quantitative Methods SYA 7933 Research Design Department elective-1
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Year 2	SYA 6018 Classical Theory Department elective-2 Project (SYA 6942 or SYA 6971)	SYA 6126 Contemporary Theory Department elective-3 Project (SYA 6942 or SYA 6971)
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[Complete MA]

Year 3	Department elective-4 Department elective-5 Advanced Quantitative Methods or Elective-1	Elective-2 Elective-3 Advanced Qualitative Methods or Elective-4
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[Complete exams AND/OR dissertation proposal]

Year 4	Elective SYA 7979 (6 credits)	Electives Individual Work
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Year 5	SYA 7980 (9 credits)	SYA 7980 (9 credits)
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[Complete dissertation]

Appendix C: Ph.D. Criminology, Law, and Society: Program for BA Students Suggested by Benchmarks

Year 1	Fall <i>CCJ 6936</i> Sem. Crime, Law & Justice <i>CCJ 6920</i> Criminological Theory <i>CCJ 5934</i> Introduction to Quantitative Methods	Spring <i>CCJ 6705</i> Research Methods in Crime, Law & Justice <i>CCJ 6039</i> Law and Society <i>CCJ 6285</i> Criminal Justice Process
Year 2	<i>CCJ 7742</i> Research Methods in Crime, Law & Justice II Elective-1 <i>CCJ 6971</i>	Elective-2 Elective-3 <i>CCJ 6971</i>
[complete MA]		
Year 3	Methods Elective Elective-4 Elective-5	Elective-6 Elective-7 <i>CCJ 7921</i> Professional Development [could complete tool exam]
Year 4	Elective-8 Elective-9 <i>CCJ 7979</i> (3 credits) [complete tool exam; could complete area exam]	Individual work (3 credits) <i>CCJ 7979</i> (6 credits) [complete area exam and defend dissertation proposal]
Year 5	<i>CCJ 7980</i> (9 credits)	<i>CCJ 7980</i> (9 credits)
[complete dissertation]		

Appendix D: Annual Activities Report – Dept. of Sociology and Criminology & Law Graduate Students

March 1, 2018 to February 28, 2019

1. Name Date
2. Program (X) Criminology, Law and Society Sociology
3. Current Degree Segment (X): Ph.D. M.A.
4. First Term in Current Degree Segment
5. Time to M.A. Degree, if applicable
6. Approved Plan of Study? (X): Yes No
7. Name of Supervisory Committee Chair
8. Committee Established in GIMS? (X): Yes No
9. Career Goals (X for all that apply): Ph.D. granting department teaching college
 non-university research organization other non-academic career

10. Courses you have taught during year:

Semester	Course Number and Title	Number Students Enrolled
Spring 2018		
Summer 2018		
Fall 2018		
Spring 2019		

11. Courses you have assisted faculty with during year:

Semester	Course Number, Title and Faculty Name	Number Students Enrolled Graded	Your Responsibilities
Spring 2018			
Summer 2018			
Fall 2018			
Spring 2019			

- 12.-29. **Academic and Professional Activity:** On a separate sheet or sheets please give the details of your activities, using the numbered headings in the order given below (omit inapplicable items):
12. Degree progress (e.g., courses completed, milestones achieved, etc.) Include courses in which you have an “incomplete” and projected date of completing the course.
 13. Publications between **3/1/18 and 2/28/19**--give precise bibliographical listing. List only items published and creative works produced during the reporting period.
 - a) Refereed items
 - b) Non-refereed publications
 - c) Creative works or activities
 14. Papers in press or submitted for publication
 15. Work in progress (list title of the manuscript and the progress that you have made on it)
 16. Contributed papers given at meetings (title, place, date)
 17. Grants, contracts, and other funding (title, agency, amount, dates, P.I., co-investigator):
 - a) Proposals submitted
 - b) Funding received during reporting period
 - c) Funding still in progress from previous year(s)
 18. Fellowships and other recognition of scholarship (CLAS Dissertation Fellowship, honors, awards, etc.) received during the reporting period
 19. Other research experience or research assistantships (for each project, indicate the faculty with whom you worked, describe your role, and provide a brief description of the project)
 20. Course development or other significant activities to improve teaching
 21. Recognition of teaching achievements during the past year
 22. Service for the Department and/or Program
 23. Service for the College and University
 24. Service for the Profession, including service to schools
 25. Editorships and service on editorial boards of regional, national, or international publications
 26. Other research or scholarly accomplishments or professional development activities you wish to report
 27. Describe your goals for AY 2019-2020
 28. If you assisted a faculty member with her or his class, provide the faculty member’s evaluation of your performance
 29. If you taught your own class, provide the **Teaching evaluations** for the **2018** calendar year (**Spring 18, Summer 18, Fall 18**) by students, and one teaching evaluation completed by a faculty member.

Steps for generating the evaluation spreadsheet:

1. Go to <https://evaluations.ufl.edu> and logon with your GatorLink credentials.
2. On the home page, click on “View Evaluations & Results”
3. Select the term (and other parameters if necessary) and click on the “Get Evaluations” button
4. Locate the desired evaluation and click on the “Details” link in the far left column
5. Click on the “Results” tab
6. Click on the “Export to Excel” button

Appendix E: Guidelines for Assigning Graduate Teaching Assistants and Graduate Assistants

Graduate Teaching Assistants

A Graduate Teaching Assistant (GTA) has completed at least 30 credits toward a doctoral degree. A GTA may perform primary teaching duties of instructing methods computer lab sections and leading discussion sections that are components of a faculty-led course. A GTA may perform primary teaching duties with full responsibility for her or his own undergraduate course. The Graduate Council as required by Florida Law has set English proficiency standards in order for an international student to be appointed as a GTA. The GTA FTE ranges between .25 and .5 FTE. The number of students and other indicators of workload rise with FTE.

Graduate Assistants

A Graduate Assistant (GA) does not have primary teaching responsibilities but may grade and proctor for faculty-led courses that are unusually large or grading-intensive. Typically, GAs have earned fewer than 30 credits toward a doctoral degree. GAs who grade or proctor do not have significant student contact, therefore do not necessarily have to meet English proficiency standards established by the Graduate Council.

It is recommended that international graduate students who have not scored at least a 45/60 on a UF SPEAK test or a 23/30 on the TOEFL-IBT Speaking portion enroll in [EAP 5835](#) **within their first year** in the United States. The Graduate School or the student's home department may require an ASE course of any student whose English competency is not considered adequate.

There are several criteria used in making GA assignments to a faculty-led course: (1) presence of a stand-alone lab or discussion section; (2) grading load (i.e., grading modality, number of graded assignments, and level of feedback students will receive on their work); (3) number of students in the course; and (4) the number of GAs available. Stand-alone lab and discussion sections will be staffed first. The remainder of GAs available to be assigned will be distributed according to grading load and number of students, which are determined by the Chair's Semester Faculty Assignment Report (FAR).

Appendix F: Guidelines for Maintaining Respectful and Tactful Professional Behavior

Make sure to always be professional and aware of your comments and actions, both in the workplace and in the classroom. It is possible to cause discomfort and distress to individuals unintentionally by stating something that can be interpreted negatively. Colleagues and students come from a variety of backgrounds, personal views and experiences, so please maintain respectful and tactful behavior at all times. Some perspectives of others to keep in mind are: various races, religions, sexual preferences, political affiliations, national origins, physical or mental disabilities, and previous victimization experiences. In general, if there is a question as to whether or not something is appropriate to discuss, it is safer to not mention it.

Always think before you speak to allow yourself to consider how your words can be interpreted by others around you. This is even more important to consider when joking around with fellow colleagues or acting in a more social way in the office. Others may not see the humor in something and it is more appropriate to act in this manner outside of the professional space. Overall, *please remember that everyone has different experiences, personal views, and beliefs, so try to maintain respectful behavior all the time.*

Appendix G: Approved Graduate Methods Courses, Criminology, Law, and Society, February 22, 2017

Other Departments

ANG5420: Social Network Analysis
ANG5485: Research Design (qualitative and quantitative methods)
EDF6938: Quasi-experimental Design and Analysis
EDF7412: Structural Equation Modeling
EDF7413: Advanced Topics in Structural Equation Modeling
EDF6475: Qualitative Foundations of Educational Research
EDF6471: Survey Design and Analysis in Educational Research
EDF6481: Quantitative Research Methods in Education
EDF6436: Theory of Measurement
EDF7435: Rating Scale Design/Analysis
EDF7439: Item Response Theory
EDF7474: Multilevel Models
EDF7479: Qualitative data analysis
EEX6936: Meta-analysis in Prevention and Intervention Science
GIS5107C: Geographic Information Systems Research
LAS6293: Design and Research Methods in Latin American Studies
MMC6421: Research Methods in Mass Communication
PHC6716: Survey Research
PHC6700: Social/Behavioral Research Methods
POS6757: Survey Research Methods
POS6933: Multilevel Models or Interpretive Approaches to Political Science
PUP6006: Policy Evaluation.
PUP6009: Public Policy Analysis
PSY6930: Grant Writing
SOP6409: Advanced Research Techniques in Social Personality Psychology
STA6707: Analysis of Multilevel Data
WST6935: Feminist Methods

Within the Department

CCJ5934: Developmental Prevention of Antisocial Behavior
CCJ6619: Crime and the Life Course
CCJ6712: Evaluation Research
SYA7933: Research Design
SYA6315: Qualitative Research Methods

Appendix H: Housing Recommendations by Current Graduate Students

Gainesville Apartments		
<i>Would Recommend?</i>	Yes	No
Arbor Park		X
Arbor West	X	
Arlington Square	X	
Boardwalk	X	
Bridgelight	X	
Cobblestone	X	
College Park	X	X
Corry Village	X	
Cottage Grove	X	
Holly Heights		X
Lakewood Villas	X	
Legacy at Fort Clarke	X	
Museum Walk	X	
Royal Village	X	
Stoneridge	X	
Sun Bay	X	
The Laurels	X	X
The Lofts	X	
The Retreat	X	
Towne Parc	X	
Villa Ravine	X	X