Sociology PhD
Graduate Handbook

October 2016

www.uoguelph.ca/socioanthro/phd-sociology
Welcome!

Welcome to the Department of Sociology and Anthropology, and the PhD program in Sociology. The Department of Sociology and Anthropology is well established, and has been offering an MA degree in Sociology since 1967; to date, over 500 students have been granted the degree. The PhD program was established in 2008 and offers a quality program with a very high level of individual attention.

The department also offers an MA program in Public Issues Anthropology (PIA) and an MA program in Criminology and Criminal Justice Policy (CCJP) (jointly with the Department of Political Science). In addition, the department participates in the collaborative MA and PhD programs in International Development Studies (IDS).

In offering you a position in the PhD program, the department is confident that you have the aptitude, skills, and ambition to succeed, and we will make every effort to support you in your journey through the program. Your success also greatly depends on your efforts.

Objectives of the PhD Program

The PhD program in Sociology aims to prepare students for either an academic career in teaching and research in university settings, or a career in research in the private, public or not-for-profit sectors. The program is designed so that students who already have a strong background in Sociology will deepen their knowledge in sociological theory and in one of the substantive fields offered, and become highly independent sociological thinkers and skilled researchers capable of pushing the boundaries of knowledge in their chosen field.

These objectives will be achieved through course work, seminars and discussions, qualifying examinations, teaching or research assistantships, a dissertation, and public presentations of research findings. Students are expected to conduct independent research, participate in professional and other conferences, and work toward publishing in scholarly journals.

Graduates of the program will be expected to demonstrate theoretical and methodological competence at an advanced level, competence at the cutting edge of knowledge in their chosen field, autonomy in conducting research, mature scholarship and research, and well-developed communication abilities.

Program Duration

A minimum of five semesters of full-time study must be devoted to the PhD program following completion of a recognized master’s degree. Normally, the dissertation must be formally submitted within twelve semesters. The maximum program duration is eighteen semesters.
The PhD program is not offered on a part-time basis. All students are required to register in the program full time until they have completed twelve semesters in the program. Students registered on a part-time basis will not be provided with funding or office space.

**Fields of Specialization**

The PhD program consists of four fields within the discipline of Sociology:

- Global Agro-Food Systems, Communities and Rural Change;
- Work, Gender and Change in a Global Context;
- Sociological Criminology;
- Diversity and Social Inequality.

The field of **Global Agro-Food Systems, Communities and Rural Change** reflects sociological interests in food studies and agro-food systems, resources and the environment, community sustainability, rural-urban linkages, the transnationalization of labour regimes, and social movements in the rural context. Students specializing in this field will be encouraged to take a comparative and historical approach, focusing on cross-national and inter-regional studies where possible, and to examine how class, gender, race and ethnicity play out in each particular substantive topic comprising the rural field.

The field of **Work, Gender and Change in a Global Context** reflects sociological interests in changing patterns of work and employment in comparative contexts, labour markets, gender and work, industrial and organizational change, economic restructuring and work, organizations and protest, education for work, and the regulation of work. These trends are located in the broader processes of globalization, economic restructuring and fundamental shifts in public policy. Students specializing in this field will be encouraged to focus on the dialectical relationship between the configurations of gender, class, race and ethnicity, and the transformation of work.

The field of **Sociological Criminology** reflects sociological interests in homelessness and marginalized peoples, violence against women, homicide, wrongful convictions, crime prevention through environmental design, policing, harm reduction and substance use/abuse, violent offending and victimization, and young offenders.

The field of **Diversity and Social Inequality** reflects sociological interests in the study of intergroup relations, with special emphasis on struggles over influence and power. Students specializing in this field will acquire a deeper understanding of the complex intersection as well as the overlap of forms of identity and group mobilization based on ethnic, linguistic, regional, class, gender, racial and other forms of social division. The field also provides students with the opportunity to study native issues and policies related to multiculturalism, equity and local or regional autonomy.
Collaborative Program in International Development Studies

The four fields of specialization can be combined with the collaborative PhD program in International Development Studies. Students receive a PhD degree in their selected discipline with the added designation “International Development Studies”. Please visit the website: http://www.ids.uoguelph.ca/?q=graduate-studies/graduate-studies.

Admission Standards

Normally, only applicants with a recognized MA degree in Sociology and with high academic standing (80% or higher) in their graduate-level studies will be admitted into the program.

Students are normally expected to have successfully completed Master’s-level courses in sociological theory as well as Master’s-level qualitative and quantitative methodology courses in Sociology. It is also expected that students will have taken courses across the breadth of Sociology.

Applicants who do not have a recognized MA degree in Sociology might be considered for entrance into the program. If admitted to the program, they will be expected to complete additional graduate-level courses in sociological theory as well as graduate-level qualitative and quantitative methodology courses in Sociology. Students without a background in Sociology are expected to develop a solid grounding in the discipline. It is incumbent upon the student and the advisory committee to ensure that this objective is met.

Application Requirements

Graduate students are admitted into the program in the fall semester only. The application deadline is February 1.

Applications can only be made online: http://horizon.ouac.on.ca/guelph/grad/.

Please visit the Graduate Studies website for additional information about the application process and for instructions on how to upload the application documents: http://www.uoguelph.ca/graduatestudies/apply.

The application package must include:
- A two to three page well-defined statement of research interest.
- Official transcripts from all post-secondary institutions attended.
- Two letters of reference from professors familiar with your most recent academic work. Referees must complete their assessment in confidence.
- The online application.
- TOEFL scores or other English-language test results, not more than two years old, from applicants whose first language is not English.
An electronic Referee Assessment Form will be sent directly to the referees listed in your online application. These documents will also be submitted electronically on your behalf.

Applications are not considered complete until all the information has been received.

**Leave of Absence**

Graduate students must maintain continuous registration or receive permission for a leave of absence. The leave of absence must be for a specified period of time, not to exceed one year, and must be approved by the department and by the Office of Graduate Studies. Students must submit an Application for Leave of Absence and Withdrawal form, which is available from the Graduate Secretary or on the website: http://www.uoguelph.ca/graduatestudies/forms.

While on leave of absence, you may not function as a graduate student, including all research/writing activity and completion of any incomplete courses, and may not make use of university resources, either personnel or physical in connection with your graduate program. You are expected to check your university e-mail account on a regular basis for important notices.

**Advisory Committee**

The PhD student’s advisory committee will consist of no fewer than three members of the graduate faculty. The faculty advisor, who must be from the Department of Sociology and Anthropology, is normally the chair of the committee. One other committee member must be from the Department of Sociology and Anthropology. It is recommended that one committee member be from outside the student’s home department. This person could be from another university; in such instances, this individual must be designated as graduate faculty by the Department of Sociology and Anthropology and by the Faculty of Graduate Studies (the Graduate Secretary will prepare the necessary documentation). The advisory committee is formally established once the Advisory Committee Appointment form is submitted to the Office of Graduate Studies.

**Advisor:** The advisor plays a critical role throughout the student’s program. Selection of an advisor is a joint decision of the student and the faculty member involved, and is based upon the research topic, the student’s interests and background preparation, and the faculty member’s areas of research expertise. The student will select members of the advisory committee in consultation with the advisor.

In the event that a doctoral student’s primary advisor does not hold a PhD in Sociology, at least one other committee member must hold a PhD degree in Sociology.

**Co-advisor:** Students may request that one of their advisory committee members serve as co-advisor. This situation would normally arise under one of the following circumstances:
• The student and the advisor recognise that another faculty member has a valuable complementary area of expertise essential to the student’s work, and that the student would prefer to work with that faculty member on a more regular basis than is customary in the case of a regular committee member.

• In the course of pursuing their degree, the student finds that it is advantageous to consult with an advisory committee member considerably more than was foreseen when the committee was originally struck. In this case, it may be appropriate for this advisory committee member to be reclassified as co-advisor. A new Advisory Committee Appointment form would need to be submitted.

Student Progress Report

It is the responsibility of the student’s advisor, or interim advisor, to submit a written progress report at the end of each semester. The student will receive a copy of this report, which will be signed by both the student and all members of the advisory committee. A student who does not meet expectations will be given a rating of “some concerns” and this rating will be reported to the Office of Graduate Studies, with a plan of action for the student to follow for subsequent semesters. A student who fails to meet expectations after a rating of “some concerns” may be given a rating of “unsatisfactory” and this rating will also be reported to the Office of Graduate Studies. In such cases, the department will prepare a statement as to what action is being taken at the department level or is required of the Assistant Vice-President of Graduate Studies.

Course Requirements

PhD students are required to successfully complete a minimum of four graduate courses, normally during their first two semesters in the program:

• Advanced Topics in Sociological Theory (SOC*6800). This core PhD course is required of all first-year doctoral students and must be taken in the fall semester of the first year of study.

• One required graduate course in one of the four departmental fields of specialization, as determined by the student’s area of specialization;

• Two electives selected from graduate courses offered in the department. One of these electives could be taken from courses offered in another department (selected in consultation with the student’s advisor).

Students advancing to the PhD program from the MA program in Sociology at the University of Guelph who have successfully completed the existing graduate course in their field of specialization are required to take three electives instead of two. They may be allowed to take two graduate courses offered in another department at the University of Guelph (selected in consultation with the student’s advisor).
Because admission to the PhD program normally requires a recognized MA degree in Sociology, it is anticipated that the vast majority of students entering the PhD program will have successfully completed a graduate course in sociological theory, a graduate Sociology course in qualitative methodology and a graduate Sociology course in quantitative methodology. However, if students have not successfully completed these courses prior to entering the program, they will be required to take these courses before entering the program or in addition to the required courses listed above as part of their program.

Students who do not have a background in Sociology are strongly encouraged to select courses offered in the Sociology program in order to develop a strong disciplinary knowledge base. In other words, students are expected to develop sufficiently broad sociological knowledge that goes beyond their specific field of expertise.

**PhD Specialized Reading Courses**

PhD students may take specialized graduate reading courses, which are equivalent in credits to other graduate courses. As such, students should expect a course load equivalent to other graduate courses. The procedures and restrictions pertaining to specialized reading courses are as follows:

- **Procedures:** Students must find a faculty member willing to supervise a reading course. The student is then responsible for creating, with guidance from the faculty member, a detailed course outline. This outline must specify readings, grading criteria, deadlines for submission of work, and a schedule of meetings. The student must complete a Reading Course Request form (signed by both the student and the faculty member); the form is to be submitted to the Graduate Secretary.

- **Restrictions:**
  - Students may not request reading courses that are similar in content and/or purpose to existing departmental courses. Students must take their mandatory courses as regular courses and not as reading courses.
  - In cases where a student takes a reading course with the faculty advisor, a second reader must be appointed to assess the student’s work.

**Grade Schedule and Interpretation**

Please see Appendix 1 for details on graduate-level grades and grade interpretation.

**Qualifying Examinations**

Normally, all course work should be completed before students complete their qualifying examinations. Students must attend qualifying examinations in person not via Skype or video conference.
Students are required to successfully complete two qualifying examinations to become a candidate for a PhD degree. The two qualifying examinations are in the following areas:

- A substantive field of specialization (*Global Agro-Food Systems, Communities and Rural Change; Work, Gender and Change in a Global Context; Sociological Criminology; Diversity and Social Inequality*);
- Sociological theory and methodology.

Both qualifying examinations have written and oral components. Students are allowed to complete the qualifying examinations in whichever sequence the student and the advisory committee deem preferable. Both examinations must be completed as early as possible and in no case later than the end of the fifth semester in the program. The first qualifying examination will be completed normally by the end of the third semester, but no later than the end of the fourth semester in the program. The second qualifying examination will be completed normally by the end of the fourth semester, but no later than the end of the fifth semester in the program.

Upon completing the two examinations satisfactorily, the student will be deemed to have met the departmental standards and will become a candidate for the PhD degree.

The purposes of both qualifying examinations are to assess students’ knowledge of the relevant subject matter and their ability to critically analyze, integrate and evaluate theoretical, methodological and substantive knowledge, and to assess their preparedness to undertake research for the PhD dissertation and to develop an analysis of their research findings.

- For the qualifying examination in the substantive field of specialization, students are expected to demonstrate knowledge and understanding of the broad literature in the field as well as theoretical and methodological approaches relevant to that specific field.
- For the qualifying examination in sociological theory and methodology, students are expected to demonstrate knowledge and understanding of the foundations of sociological theories and the broader philosophical context of enquiry in sociological research.

**Qualifying Examination Committee**

The examining committee for each qualifying examination consists of five members as follows:

- The chair/director of the academic unit (or designate), or the chair of the graduate studies committee, who acts as chair of the examination committee except when this person is also a member of the advisory committee. In this event, the chair will designate another member of the graduate faculty of the unit to chair the examination.
• Two members, normally of the regular or associated graduate faculty, who are not members of the advisory committee;

• Two members of the advisory committee.

Normally, at least one of the qualifying examination committee members listed above must be from outside the department in which the student is registered. That person may be a member of the PhD advisory committee.

It is the responsibility of the faculty member who is organizing the Q.E., normally a member of the student's advisory committee, to contact the SOAN Graduate Coordinator two weeks prior to the exam to decide who will act as Chair of the exam.

**Format of Qualifying Examinations**

The format of the qualifying examination in the substantive field of specialization is a paper, and the format for the qualifying examination in sociological theory and methodology is a take-home examination. Each written examination is followed by an oral examination. Each of these formats is explained in more detail below.

**Qualifying Examination in Substantive Field - Paper Format**

The student will prepare a two to three page proposal outlining the structure and content of the qualifying examination paper, with an appended list of relevant references. The student will then meet with the qualifying examination committee to receive feedback on the proposal and obtain approval to commence work on the paper. The paper will involve a review, integration and critical analysis of the relevant literature. Once the proposal is approved, the student will have three months to write the paper. The paper will be between 7,000 and 9,000 words of text, with an appended list of references. Members of the qualifying examination committee can offer advice on the paper but cannot provide comments on, or review, written drafts. Two weeks after the paper has been evaluated positively by the examining committee, the student will make a presentation to the committee on the content of the paper followed by questions from the examining committee.

**Qualifying Examination in Sociological Theory and Methodology - Take Home Examination Format**

The student will prepare a two to three page proposal describing the scope of the qualifying examination, with an appended reference list. The proposal will define the boundaries of the qualifying examination, which will serve as a guide for the examining committee to prepare examination questions. The student will meet with the examining committee to receive feedback on, and approval of, the description of the scope of the examination. Once the proposal is approved, the student will have a period of two months to read and prepare for the next stage of the qualifying examination. The examining committee will then prepare two questions that address issues as defined and outlined in the description of the scope of the qualifying examination. The student will have two weeks to prepare written answers to the questions. Normally, the answer to each question
will be approximately fifteen pages double-spaced, with references appended. Two weeks after the answers have been evaluated positively by the examining committee, an oral examination will take place, during which the student will answer questions from the examining committee.

**Assessment of Qualifying Examinations**

The student will be evaluated on their ability to critically assess and integrate the relevant literature, draw theoretical and methodological implications, and effectively communicate ideas to a community of peers.

As a qualifying examination, consideration is to be given not only (1) to the student’s knowledge of the subject matter and ability to integrate the material derived from their studies, but also (2) to the student’s ability and promise in research. The examining committee, therefore, will receive from the advisory committee a written evaluation of the quality of the student’s research performance to date and of the student’s potential as a researcher. The examining committee will determine the relative importance to be given to these two major components of the qualifying examination.

The student will be deemed to have passed the qualifying examination if not more than one member of the examining committee votes negatively. An abstention will be regarded as a negative vote. The results of the qualifying examination will be reported to the Assistant Vice-President of Graduate Studies. The report will record the decision as satisfactory or unsatisfactory. If unsatisfactory, the student may be given a second attempt at the examination. The student will be required to repeat the examination no later than two months after the failed attempt. A second failure will constitute a recommendation to the Board of Graduate Studies that the student be required to withdraw from the program.

**Dissertation Proposal**

The dissertation proposal should be formulated as soon as possible following the completion of the qualifying examinations, and presented to the student’s advisory committee. The dissertation proposal must be formally approved by the advisory committee before the dissertation research can begin, normally by the end of the fifth semester and not later than the end of the sixth semester in the program. A copy of the approved proposal together with a completed Dissertation Proposal Approval form must be submitted to the Graduate Secretary.

Writing a proposal is an important and valuable step to researching and writing the dissertation. It will therefore likely require several weeks and many drafts before it is approved by the advisory committee. During this time, the student should consult regularly with the advisor and other committee members.

The dissertation proposal should not exceed 5,000 words (about 20 double-spaced pages of text), excluding the bibliography and appendices.

*PhD Program in Sociology: Student Handbook*
Purpose and Components of the Proposal

The dissertation proposal is a roadmap for the research project, and therefore should clearly outline the steps that will be taken to complete the project. The proposal helps students clarify their thoughts, arguments, and approach to a topic. It also serves to persuade the advisory committee that the dissertation will pursue an interesting and worthwhile question, that the study is unique and feasible, and that the student is capable of moving forward with the project.

A good proposal will demonstrate:

• The ability to clearly articulate a research program, including a theoretical orientation, research questions, and an appropriate methodological plan;

• Knowledge of the relevant scholarly literature;

• An awareness of the scope and limitations of the project, both conceptually and methodologically;

• A plan for moving from the proposal stage to final submission of the dissertation.

A well-written and well-structured proposal links all sections and provides a complete story of the dissertation project. The proposal should include the following components, though the order in which they are presented may vary, both within and between the sections described below.

Introducing the Study

Early in the proposal, the student should provide the background to and context of the study, state the problem to be addressed, and outline the purpose/objective/aim/rationale. In addition, the research questions should be clearly articulated. These elements are critical to providing the advisory committee with a sense of the overall focus, scope and direction of the study.

Literature Review and Theoretical Framework

The proposal must include a review of the literature as well as the theoretical framework that will inform the research and data analysis.

An extensive literature review is not required for the proposal, but the review should aim to demonstrate that the student has a good grasp of the relevant literature. The student should not merely summarize the literature as the goal is to demonstrate an ability to thematically organize and critically assess extant literature. The literature review should situate the student’s study within the wider conversation in their field of specialization and identify gaps in the literature.
It is important to discuss the theoretical framework that will guide the overall project, inform the methodology and analysis, and help answer the research questions. Theory is critical to a PhD dissertation and students need to demonstrate their ability to understand theory and integrate theoretical considerations in their proposal.

**Methodology**

The methodology section should clearly demonstrate how the project will be carried out to ensure that it is feasible. This section should:

- Discuss the key methodological approach and considerations;
- Describe and justify the data collection method(s);
- Discuss the data sources and data access;
- Provide the context for the research sites and periodization, where applicable;
- Discuss the type of analysis that will be used to interpret the data;
- Address potential limitations of the methodology;
- Reflect on the key ethical issues.

**Significance, Contributions and Limitations of the Study**

The concluding section should include a discussion of the significance and anticipated contributions of the study in terms of the substantive literature, theory, policy and methodology. It should make note of the limitations.

**Timeline / Plan of Work**

The proposal should include a schedule with anticipated completion dates for specific parts of the dissertation. This timeline helps the advisory committee determine if the project is realistic. Establishing a schedule can also help students manage their time more effectively by setting specific goals.

**Bibliography**

A bibliography of the sources used in the proposal must be included. The student may also include additional sources that are relevant to the project.

**Research Involving Human Participants**

Research involving human participants must be approved by the University of Guelph Research Ethics Board before the research work commences. The Research Ethics Board administers the Tri-Council Policy Statement.
**Dissertation**

Each student is required to submit a dissertation, written by the student, on the research carried out by the student on a topic approved by the advisory committee. The dissertation is expected to be a significant contribution to knowledge in its field and the student must indicate in what ways it is a contribution. The dissertation must demonstrate mature scholarship and critical judgment on the part of the student, and it must indicate an ability to express oneself in a satisfactory literary style. Approval of the dissertation is taken to imply that it is judged to be sufficiently meritorious to warrant publication in reputable scholarly media.

Once the research is completed, the student will provide the advisor with drafts of the dissertation for feedback. Once the advisor is satisfied that the dissertation is well developed and well written, the student will submit this draft to the advisory committee. Each member of the advisory committee will provide written comments on the different sections of the dissertation. The student will make changes to the dissertation in response to feedback from members of the advisory committee.

**Dissertation Oral Examination**

PhD students are required to present their dissertation and address questions at an oral examination. Students must attend in person not via Skype or video conference. The student and advisory committee should begin preparing for the defense at least eight weeks prior to the anticipated date of the defense.

When the PhD student’s advisory committee indicates that the dissertation is ready for examination, members of the committee complete the Examination Request Form, which must be submitted to the Office of Graduate Studies.

The advisory committee and the student identify examination committee members according to the Graduate Calendar regulations. Membership of the examination committee is listed below.

At least four weeks prior to the anticipated date of the final examination, the department must complete and submit the Doctoral Final Examination Arrangements Form to the Office of Graduate Studies.

Copies of the dissertation are to be sent to the examination committee a minimum of four weeks prior to the defense date. The external examiner’s copy is delivered to the Department Chair for distribution to the external examiner, along with a covering letter.

**External Examiner**

An external examiner from outside the university will be appointed by the Department Chair in consultation with the advisor. All arrangements are made by the department.
The external examiner must be a recognized expert in the area of the PhD dissertation research. The external examiner must not have a direct connection with the department. The external examiner must not have served as advisor to the student’s advisor, and must not have participated in joint projects with the advisor. The external examiner must not have been a student or member of the graduate faculty in the university in the last five years. The external examiner must have had no direct connection with the student or the student’s research project. Any individual who serves as an external examiner may not serve again until a period of three years has passed.

The external examiner is to receive a copy of the dissertation at least four weeks before the examination date. The external examiner will submit a written appraisal of the dissertation (at least seven days prior to the examination) to the Department Chair who will then provide these comments to the advisory committee. The external examiner is expected to participate in the final oral examination.

**Examination Committee**

The examination is conducted by a committee consisting of five members:

- The chair of the examination committee (a member of the regular graduate faculty who is not a member of the advisory committee);
- The external examiner;
- A member of the regular graduate faculty who is not a member of the advisory committee;
- Two members of the student’s advisory committee (typically, one of these individuals is the advisor).

**Oral Defense**

The candidate will make a presentation on the dissertation, which should be approximately 20 to 30 minutes long. The oral examination will be open to the public; members of the audience may question the candidate only upon invitation of the chair of the examination committee. The oral examination will typically be two hours in duration and consist of questions about the dissertation itself as well as more general issues related to the field of study.

The members of the examination committee, including the external examiner, will report individually on the final oral examination and the written dissertation. The candidate will be deemed to have passed if no more than one of the five examiners votes negatively. An abstention will be regarded as a negative vote. The report will record the decision as satisfactory or unsatisfactory. If unsatisfactory, the candidate may be given a second attempt. A second unsatisfactory result will constitute a recommendation to the Board of Graduate Studies that the student be required to withdraw.
It is understood that, as a result of the final oral examination, revisions arising from the external examiner’s report and from feedback from the examination committee may be necessary to produce an acceptable revised final version of the dissertation.

**Dissertation Submission**

After the candidate has successfully defended the dissertation at the final oral examination, has made any required revisions, and received final approval from the examination committee, the dissertation must be submitted electronically to the Atrium. Also included in the electronic submission must be a copy of an abstract consisting of no more than 350 words. The Certificate of Approval signed by the external examiner and the members of the examination committee, a copy of the circulation waiver and the copying license must also be submitted to the Office of Graduate Studies.


**Financial Support**

All students accepted into the PhD program will receive funding in the form of entrance scholarships and graduate teaching assistantships. In addition, students are encouraged to apply for competitive internal and external scholarships and awards, as well graduate research assistantships.

**Graduate Teaching Assistantships (GTAs)**

PhD students are eligible for graduate teaching assistantships. Once GTA positions have been assigned, the student must meet with the instructor who will be teaching the course to discuss the expectations of the position and negotiate its terms. The department attempts to assign graduate teaching assistants to courses for which they are most suited.

**Graduate Teaching Assistantship Contracts**

Every graduate teaching assistant and course instructor must submit a form entitled “Assignment of Work Agreement” which outlines the expectations of the student during the assistantship and the amount of time to be spent on those expectations. The GTA’s duties should be as detailed as possible, and the form must be submitted to the Graduate Secretary within seven days of the commencement of employment. Students and instructors should each keep a copy of the work agreement form. The contract should be followed as closely as possible throughout the semester.

Graduate teaching assistants are expected to work 140 hours over approximately 14 weeks. On average, a graduate teaching assistant holding a full work assignment is expected to work 10 hours per week, and a graduate teaching assistant holding a half work assignment is expected to work 5 hours per week. Under the terms of the collective agreement, graduate teaching assistants may not work more than 28 hours in any one
week. The department does not have funding to pay overtime. If graduate teaching assistants are approaching the 28 hour maximum in any one week, they are to notify the course instructor immediately. Time sheets will be made available to each graduate teaching assistant to keep track of hours. Every two weeks, teaching assistants are to inform the course instructor of the number of hours remaining in their work assignment.

Graduate teaching assistants are unionized. Copies of the collective agreement between the University and the Canadian Union of Public Employees (CUPE) will be put in students’ mailbox shortly after the beginning of their first semester.

If there are any problems with graduate teaching assistant pay, please check with Student Financial Services, located in the University Centre.

**Graduate Research Assistantships (GRAs)**

Graduate students may be supported through payment from research grants received by faculty members or from other sources that support research in which graduate students can participate.

**University and College Scholarships and Awards**

For all available University and College awards, please visit the following websites:

https://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-uwia.shtml;

http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-csahs.shtml.

**Departmental Awards**

There are also several departmental awards, some of which require an application:

- Jean, Ian and Sook-Hee Kim Memorial Prize
- Joanne Duncan-Robinson Conference Research Travel Grant
- Koji Victor Ujimoto Graduate Scholarship
- Sid Gilbert Graduate Research Prize
- Wilda M. Blacklock Scholarship

For further information on these awards, please visit the website: http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-csahs.shtml.
Departmental Conference and Research Travel Grants

The department has funds to assist graduate students who are required to travel to present at an academic conference or to conduct degree-related research. Only students who are presenting a paper that is subject to some form of vetting and has been accepted for presentation OR students who are conducting thesis or dissertation research in order to fulfill requirements of MA or PhD programs in our department will be considered for funding. The application guidelines are available from the Graduate Secretary.

External Funding

Students are encouraged to investigate opportunities for external funding such as the Ontario Graduate Scholarship, the Social Sciences and Humanities Research Council of Canada Scholarships, and Canadian International Development Agency Scholarships.

For information on these and other scholarships, fellowships, grants and bursaries, please visit the website: http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-os.shtml.

The “Who’s Who” of the Graduate Student Program

Graduate Secretary: The Graduate Secretary is responsible for the day-to-day administration of the department’s graduate programs. The Graduate Secretary can provide technical assistance on such matters as course additions and deletions, deadlines, leaves of absence, scholarship application materials, teaching assistantships, and the completion of forms.

Graduate Coordinator: The Graduate Coordinator is the academic head of the graduate program. The Coordinator is responsible for managing the department’s graduate programs. This includes tasks such as interpreting program regulations, approving course selections, advisory committees and qualifying examinations committees, assigning graduate teaching assistantships, handling recruitment and admissions, processing scholarships and awards, and advising students and faculty on various matters.

Graduate Affairs Committee: The Graduate Affairs Committee consists of the Graduate Coordinator and two other faculty members, as well as a student elected by the graduate students. Some of the main tasks of the Committee include reviewing applications for admission to graduate programs, and dealing with various scholarships and awards (the student representative does not participate in these processes). The Committee also considers course changes and changes to the structure of graduate programs.

Graduate Student Representatives: Graduate Student Representatives are elected by the graduate students. All committee members must be democratically elected. Students in their second year and beyond are responsible for calling a meeting of the graduate
students (MA and PhD), taking nominations and setting up the election process. Once the election has taken place, the results are to be reported to the Graduate Secretary.

- **Departmental Representative (one person required):** Responsible for attending and representing the graduate students in the Department of Sociology and Anthropology at departmental meetings. Responsible for reporting any relevant issues and concerns to the graduate student body.

- **Graduate Student Affairs Representative (one person required):** Responsible for attending and representing the graduate students in the Department of Sociology and Anthropology at Graduate Affairs Committee meetings.

- **Graduate Student Association (GSA) Representatives (two persons required):** Responsible for attending GSA board meetings and representing the graduate students in the Department of Sociology and Anthropology. Responsible for holding meetings as necessary to inform the graduate student body of pertinent issues. As members of the GSA, the representatives must sit on one additional committee as per GSA requirements.

- **Personnel Committee Member (one person required):** Responsible for reviewing applicant files, attending meetings to develop a short list of candidates, attending public presentations of short-listed candidates, and participating in interviews and lunches with candidates. Responsible for attending a meeting to decide which candidate will be recommended to the department. The graduate student member is also asked to attend the department meeting where the recommendation will be presented.

- **CUPE Local 3913, Unit One (GTAs):** The Union asks for one graduate student representative from each department. This position does not have to be elected by the student body. Students interested in the position are to contact CUPE.

**Department Chair:** The Department Chair is the head of both the academic and administrative units of the department. The Chair has ultimate responsibility for ensuring that graduate programs conform to the rules established by the University Senate.

**Assistant Vice-President of Graduate Studies:** The Assistant Vice-President of Graduate Studies oversees the Office of Graduate Studies and all aspects of graduate education. The Assistant Vice-President is responsible for the content and administration of all graduate programs, for assessing the quality of all academic programs, and for ensuring the implementation of policies and directions determined by the Board of Graduate Studies.

**Office of Graduate Studies:** The Office of Graduate Studies, which is located in the University Centre, is the administrative centre for most aspects of graduate students’ academic life. Staff provide a variety of services to graduate students. Please visit the website: [http://www.uoguelph.ca/graduatestudies/](http://www.uoguelph.ca/graduatestudies/).
**Student Financial Services**: Student Financial Services, which is located in the University Centre, assists students with various financial matters, including paying fees. Please visit the website: [https://www.uoguelph.ca/registrar/studentfinance/](https://www.uoguelph.ca/registrar/studentfinance/).

**Graduate Students' Association**: All graduate students are members of the Graduate Students’ Association. This organization represents graduate students’ interests to the administration, deals with issues such as the Student Health and Dental plans, and runs the Graduate Lounge. The GSA is located in the University Centre. Please visit the website: [http://www.uoguelph.ca/gsa/](http://www.uoguelph.ca/gsa/).

**CUPE Local 3913**: CUPE Local 3913 is the union representing Graduate Teaching Assistants (GTA). Please visit the website: [http://www.cupe3913.on.ca/](http://www.cupe3913.on.ca/).

**Staying Connected: On-Campus Work and Support Services**

There are a number of facilities on campus to help graduate students complete their work while staying connected to the department and to their colleagues in the program and across campus.

**Work Space Options**

There are several facilities reserved on campus especially for graduate students.

- **Blackwood Hall**
  Graduate students are provided access to working space in Blackwood Hall.

- **Research Carrels in McLaughlin Library**
  Graduate students may apply for a research carrel in the McLaughlin Library. This space includes a desk and a locker for books.

- **Study Offices in McLaughlin Library**
  Graduate students may apply for an office in the McLaughlin Library for one semester during their program. Many students pursue this workspace option when they are researching and writing their dissertation. These offices are single occupancy.

- **Open Workspace in Library**
  The McLaughlin Library is an ideal place to study, and each floor has dedicated study areas. Food and drinks are permitted in all study areas within the library.

**Teaching Assistant Space**

Graduate students who are required to meet with undergraduate students as part of their teaching assistant duties are provided with access to an office in the MacKinnon building for this purpose.
Departmental Communication

- **Departmental Mailbox**
  Graduate students are assigned a mailbox in the departmental main office, which should be checked regularly.

- **Courselink**
  Graduate students are assigned a Guelph e-mail account and password which enables them to access Courselink, a key resource tool for all graduate students.

Computer Access

- **Graduate Student Departmental Computer Lab**
  This lab, located in the department, is reserved for graduate students who are registered in programs in the department.

- **Library Computers and Laptops**
  There is a large number of desktop computers available for student use in the McLaughlin Library. Students may also borrow laptops, available through the Circulation Desk in the library. Students who have a laptop with a wireless connection can access the internet on their own computer from within the library and most other buildings on campus.

Computing Assistance

- **Computing and Communication Services (CCS)**
  CCS provides a variety of technical support services as well as access to a wide range of statistical, word-processing and other computer applications. Please visit the website: [http://www.uoguelph.ca/ccs/](http://www.uoguelph.ca/ccs/).

- **Computing Services in the Department**
  Computer technical support and statistical consulting are also available from the departmental Computer Technician, who is located in MacKinnon 631.

Library, Teaching and Research Assistance

- **Librarians**
  Librarians are experts in strategies for accessing materials, and can thus play an essential role in skills development for graduate students. It is highly recommended that students utilize the librarians at the reference desk in the McLaughlin Library when navigating the University of Guelph library system.

- **Learning Commons**
  Located at the back left of the first floor of the McLaughlin Library, the Learning Commons offers a range of workshops, pamphlets and other services. Please visit the website: [http://www.learningcommons.uoguelph.ca](http://www.learningcommons.uoguelph.ca).
• **Graduate Student Learning Initiative (GSLI)**
The GSLI is a collaborative endeavour that brings together key campus services that support academic and professional skill development for graduate students as learners, researchers, instructors and professionals. Please visit the website: [http://gsli.uoguelph.ca/](http://gsli.uoguelph.ca/).

• **Electronic Journals**
The University of Guelph subscribes to an impressive variety of services that allow graduate students to access a tremendous number of journals online. These journals are also accessible to students off campus.

• **McLaughlin Library**
The University of Guelph’s library resources are shared with the University of Waterloo Library and the Wilfrid Laurier University Library, which together form the Tri-University Group of Libraries (TUG). When students wish to access books shelved at Waterloo or Laurier, they must complete an online request. Books are usually delivered to the McLaughlin Library within two days.

• **Teaching Support Services (TSS)**
Teaching Support Services, which is located in Day Hall, provides classroom technical support, learning technologies and courseware Innovation; educational development. TSS also has a teaching resource centre, videoconference facility, and learning technology lab. Please visit the website: [http://www.tss.uoguelph.ca](http://www.tss.uoguelph.ca).

**Travel**
Graduate students may choose to study or conduct research abroad. It is very important that students be adequately prepared for the experience.

The Centre for International Programs (CIP) offers many services to students travelling abroad. Students are encouraged to visit the CIP website and familiarize themselves with the University of Guelph Safe International Travel Policy for Students. Please visit the website: [https://www.uoguelph.ca/cip/panel/cip-front-page](https://www.uoguelph.ca/cip/panel/cip-front-page).

**Career Services**
Career Services offers help for those looking for jobs. Please visit the website: [https://www.recruitguelph.ca/cecs/](https://www.recruitguelph.ca/cecs/).

**Housing**
Information on housing is available at the following website: [www.housing.uoguelph.ca](http://www.housing.uoguelph.ca).
Services for Work, Well-being and Leisure

The campus boasts athletic facilities, health and counselling services, and daycare services. Graduate students are strongly encouraged to take full advantage of these services.

The Grad Lounge, a restaurant and bar owned and operated by the Graduate Students’ Association, provides a focal point for social and cultural activities for graduate students. Located in the University Centre, the Grad Lounge serves food and drinks at reasonable prices.

Occasionally, the Department of Sociology and Anthropology organizes social gatherings for graduate students, staff and faculty. There are also a number of informal gatherings of graduate students throughout the year.
Appendix 1 – Grade Schedule and Grade Interpretation

Grades Schedule

In courses which comprise a part of the student's program, standings will be reported according to the following schedule of grades:

- A+ 90-100%
- A 85-89
- A- 80-84
- B+ 77-79
- B 73-76
- B- 70-72
- C+ 67-69
- C 65-66
- F 0-64

Grade Interpretation

Fall 2012 onward

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Letter Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A+</td>
<td>Outstanding. The student demonstrated a mastery of the course material at a level of performance exceeding that of most scholarship students and warranting consideration for a graduation award.</td>
</tr>
<tr>
<td>80-89</td>
<td>A- to A</td>
<td>Very Good to Excellent. The student demonstrated a very good understanding of the material at a level of performance warranting scholarship consideration.</td>
</tr>
<tr>
<td>70-79</td>
<td>B</td>
<td>Acceptable to Good. The student demonstrated an adequate to good understanding of the course material at a level of performance sufficient to complete the program of study.</td>
</tr>
<tr>
<td>65-69</td>
<td>C</td>
<td>Minimally Acceptable. The student demonstrated an understanding of the material sufficient to pass the course but at a level of performance lower than expected from continuing graduate students.</td>
</tr>
<tr>
<td>0-64</td>
<td>F</td>
<td>An inadequate performance.</td>
</tr>
</tbody>
</table>

A graduate student who receives a grade of less than 65 per cent in any course (graduate or undergraduate, prescribed or additional) is deemed to have failed the course. The advisory committee must then take action. A student may not register for any course they have previously passed unless the course is a varying content course (such as a Special Topics course) or unless so directed by the Admissions and Progress Committee of the Board of Graduate Studies.
Please retain this copy of the Sociology PhD Handbook for future reference. It will be a valuable tool and reference guide while you complete your PhD program.