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PHD PROGRAM OVERVIEW

The Sociology PhD is a response to current social changes in economic and political globalization, human rights, workplace restructuring, the declining welfare state, gender relations, sexuality, differentiation, and immigration. The first program of its kind in Canada, it offers resources for studying the social implications of these changes, who benefits and who is excluded, and how people succeed in resisting or overcoming social inequality. With an innovative course list and faculty with a wide range of research topics, this program offers a unique opportunity to pursue research on critical issues of our era.

The program is oriented toward providing students with a range of skills to pursue social justice questions that are grounded in state of the art sociology theory and research methods. Seminar courses, comprehensive examinations, and a dissertation make up a program intended to support an integrated and advanced understanding of inequality and social change. With the Department's faculty already involved in various forms of community- based research, students have many opportunities to work with community groups to identify concerns and contribute to the resolution of social problems.

Graduates will acquire skills for: teaching sociology, analyzing social justice issues for academic, professional and community-based research settings; developing public policy in government or non-governmental organizations, or working in the private sector in areas relating to equity and community development.

The Department has 16 full-time graduate faculty members who are actively engaged in research in: governance, security, sexuality, health, culture, environment, globalization, social movements, theory, and beyond. Faculty research grants contribute to the financial support and professional development of students, as do graduate and research assistantships. It is a Department large enough to provide a range of research areas and perspectives, and small enough to provide personalized support.

The City of Windsor has a noteworthy history of activism and a vibrant community of social justice organizations. The labour movement is particularly important, as are groups focused on AIDS, legal assistance, health and safety, immigrant women, multi-culturalism, lesbian and gay rights, security, and criminal justice. Faculty in the PhD program work actively with many of these organizations. The City's diversity includes long-established Ojibway-Cree, Franco-Ontarian, African-Canadian, Chinese, Italian communities, and newer refugee communities from El Salvador, Vietnam, Somalia, and Middle Eastern nations.

Windsor is a centre of the Canadian automobile industry. The auto plants provide a natural laboratory for the study of industrial restructuring, free trade, and economic globalization. Its casino and post-industrial service, tourism, and sex- work economies provide additional research opportunities for the research on issues of social justice.

SECTION ONE: PROGRAM ADMINISTRATION

PROGRAM ADMISSIONS AND PROCEDURES

For admission to the PhD program in Sociology, applicants must hold a Master's degree in Sociology or a related discipline from an accredited university. Possession of the minimum academic requirements does not ensure acceptance.

Applicants will be assessed with respect to their academic qualifications, achievements, stated research focus, and letters of recommendation. The specifics of the application procedures are outlined below.

PROGRAM ADMISSION REQUIREMENTS

Applicants will be considered on the basis of:

- Obtaining a 77% minimum cumulative average in the final two years of study (full-time equivalent)/ MA degree
- Application documents submitted
- Availability of faculty to advise, supervise, and provide funding and research training in conjunction with their own research projects
- The diversity of subject areas represented in the applicant pool

APPLICATION PROCEDURES

Completed applications must be received by the Office of the Registrar, Graduate Studies Division by February 1st for consideration for the following September admission. All supporting documents and reference letters must be submitted for the application to be considered complete and ready for review.

Applications and supporting documents are completed online through the new electronic Graduate Application System (eGAS). Application information can be found on the <u>Graduate Studies</u> website.

The online application can be found at the following link, https://www.uwindsor.ca/graduate-studies/354/apply.

Applications must include (all documents are submitted online through eGAS):

- Transcripts from all post- secondary institutions attended, which must include the institution's grading scale (unofficial transcripts in PDF format should be uploaded to your application in eGAS, however official transcripts sent directly from the institution(s) will be required only upon acceptance into the program);
- ❖ A statement (up to 500 words) addressing the two following questions:
 - How have you been involved in social justice issues through research, work, or community involvement? AND
 - o How do you envision your research contributing to social justice?
- A statement of a proposed area for dissertation research. (Students are encouraged to identify one (1) or more members of the Department's graduate faculty with whom they would like to work with);

- ❖ A sample of written work (e.g. thesis, published work, term paper);
- Three letters of reference. Two from academic referees (e.g. M.A. supervisor) and one which can be from a non-academic referee who has been in a supervisory or mentor role. (referees will receive an automatic email notification to complete the forms electronically once the applicant submits the application);
- A resume or CV;
- English Language Proficiency Score (if applicable)

The Graduate Committee will review all applications. Ranking of all applications will be based on the Committee's assessment of the quality of the application and the availability of graduate faculty to advise, supervise, and provide funding/ research training in conjunction with their own research projects and the diversity of subject areas represented in the applicant pool. Successful applicants will receive an official letter of admission from the Faculty of Graduate Studies.

For more detailed information on admission requirements and application procedures please see the Faculty of Graduate Studies <u>Admission website</u>.

REGISTRATION

All students must maintain continuous full-time registration in the program or receive permission for a leave of absence.

Registration for each term is completed by logging on to the **UWinsite Student**.

The three terms in the program are Summer (May to August), Fall (September to December) and Winter (January to April).

The <u>Graduate Calendar</u> is the official comprehensive guide to all graduate programs and courses available at the University of Windsor. It outlines academic regulations and standards, program degree requirements, registration information, and general University policies. All graduate students are expected to familiarize themselves with the Graduate Calendar.

The Graduate Calendar remains your comprehensive guide.

Please complete your registration as follows:

- 1. Contact your advisor for counselling, in order to complete course selections.
- 2. Log on to the <u>UWinsite Student</u> and register.
- Course changes made after the last day to register via the <u>UWinsite</u> must be submitted for approval using the Course Add Form: Special Circumstances Request.

Additional registration notes:

For purposes of registration, the comprehensive examinations, dissertation proposal and dissertation are considered one course

- The graduate program Chair may review all web registrations in order to ensure correct course selection
- Students will proceed towards completing the degree by achieving at least a 77% cumulative average in all courses. The minimum passing grade in a graduate course is 70%.
- Seminar courses require active class participation. Instructors may therefore take into account class participation in grading students, in accordance with Senate regulations.
- Students cannot take more than three (3) courses a term

If registration has lapsed, application for readmission is required, and prior term fees may be charged.

FUNDING OPPORTUNITIES

Students accepted into the PhD program are eligible for funding packages, which may include graduate and research assistantships, as well as competitive tuition scholarships and other scholarships.

See the Graduate Studies website for information on funding.

GRADUATE ASSISTANTSHIPS (GA)

Graduate Assistantships (GAs) may be offered to full-time graduate students registered in research programs. These positions give students valuable experience assisting professors with teaching and related duties. GAs are paid as salary and are considered employment. GAs are governed by the CUPE 4580 Collective Agreement.

Notes:

- PhD students may be eligible for seven (7) semesters of Graduate Assistantship funding and may be eligible for one (1) additional semester of funding depending on available resources.
- Graduate Assistantships are normally advertised at least 4 weeks prior to the start of each term (Fall, Winter and Summer). All positions are posted on the Departmental website, SAC Graduate Student Brightspace site, and the SAC Graduate Student Bulletin board.
- ❖ In order to qualify for a GAship, students must ensure they apply by the specified date.
- ❖ The Department attempts to match the needs of the instructors with the qualifications of students in assigning these duties.
- Graduate Assistants may be assigned to conduct one or two introductory sociology, anthropology, or criminology tutorials, labs, or to assist individual instructors with course related duties, e.g. proctoring exams.

Please be aware that while offers of assistantships are made for seven (7) terms they are NOT guaranteed during the Inter/Summer sessions as there are limited course offerings and positions available.

GA Training

All Graduate Assistants (GA) are expected to attend the GA/TA Orientation workshop held in September. The workshop is designed to familiarize the GA with the general teaching duties and regulations associated with holding an assistantship.

All new employees of the University of Windsor are required to complete the Accessible Customer Service Training & the AODA and Ontario Human Rights Code training (2 hours) and the Health and Safety modules (1.5hours). All online training modules are available at: http://www1.uwindsor.ca/safety/requiredtraining.

RESEARCH ASSISTANTSHIPS (RA)

RAs are normally funded by a professor's research grant. Payment for RAs can be in one of two forms, salary or scholarship. If paid as a salary, an RA is considered employment.

One member of the Department has a Canada Research Chair and regularly offers fellowships and research assistantships to qualified students pursuing work related to their research program.

SCHOLARSHIPS

Windsor is proud to offer a competitive funding program for graduate students. A comprehensive list of scholarship opportunities and funding sources can be reviewed on the <u>Graduate Studies Funding</u> website.

Scholarship opportunities include:

- Internal Graduate Scholarships and Awards ex. Entrance Scholarship
- External Scholarships and Awards
- Conference Travel Support Fund
- National and Provincial Scholarships and Awards*
- *Doctoral candidates are expected to apply for the OGS and SSHRC awards each year they are qualified for such awards.

Specific deadlines and procedures may change from year to year, so information is circulated via Brightspace as it is announced by the Faculty of Graduate Studies. Scholarship details can also be found on the department website as it becomes available.

Scholarships for both Canadian and International students entering research- based programs with averages that meet or exceed the equivalent of a Canadian 80% cGPA will be considered for an entrance scholarship. Early applications are strongly encouraged to be considered for entrance scholarship support.

The Ontario Student Assistance Program is also another resource. Contact the Office of Student Awards and Financial Aid at the University of Windsor or (519) 253-3000 ext. 3300 or award1@uwindsor.ca.

TUITION FEES

Full information on tuition fees and methods of payment (including a <u>fee estimator</u>) can be found on the Cashier's Office website.

Students who are holders of a GA/TA/RA contract may have their tuition, residence, and food plan expenses deducted from their pay cheques by completing a Payroll Deferment form at the beginning of *each* semester.

Full-time students must be either actively registered or on an approved leave of absence every term during their programme, including summer term. A graduate student who is registered full-time in any term is expected to pursue their studies as a full-time occupation.

Students may not work more than 240 hours per term on campus while in full-time attendance. A full-time Graduate Assistantship requires an average of ten hours of work per week, for up to 140 hours per term.

LEAVE OF ABSENCE

Students wishing to obtain a Leave of Absence must first submit a letter to the Graduate Chair explaining the reason(s) for the request, the projected date of return to the program and indication of the supervisor's approval. The request is submitted to the Graduate Committee for approval. The Graduate Committee Chair will forward the formal request and the decision of the Graduate Committee to the Faculty of Graduate Studies (FGS) for final approval. The student will hear from FGS with the final outcome.

Note: Only the Dean of Graduate Studies can authorize a leave of absence.

The Dean of Graduate Studies may grant a Leave of Absence to students under the following conditions:

MATERNITY LEAVE: Graduate students may request a maternity leave for no more than three consecutive terms without prejudice to their academic standing.

PATERNITY LEAVE: In recognition of a father's role, a graduate student may request paternity leave for no more than one term without prejudice to academic standing.

PARENTAL LEAVE: Parental leave is intended to recognize the need for a pause in studies in order to provide fulltime care in the first stages of parenting a child. Either or both parents may request one term of leave without prejudice. The request for leave must be completed within twelve months of the date of birth or custody.

FINANCIAL LEAVE: In the case of financial necessity, primarily as evidenced by the support awarded through the University, a student may be granted a leave of no more than one term out of three upon application (not available to part-time students).

MEDICAL LEAVE: Graduate students may apply for a leave of absence on medical grounds for up to three terms without prejudice to their academic standing. Students are required to provide documentation to support a medical leave of absence.

PERSONAL LEAVE: Graduate students may apply for a leave of absence on grounds of serious personal circumstance for up to three terms without prejudice to their academic standing. Examples, though not wholly inclusive, are death in the immediate family, psychological difficulties, and educational opportunities. Upon request, documentation may be required to support the leave.

While on leave, a student may NOT have access to any University resources, including office space, computer access, library facilities, continuation of laboratory experiments or computer research applications and guidance by faculty members.

For complete information on Leave of Absence requests and the necessary documentation see the Graduate Studies Registration, Policies, and Regulations.

OTHER REQUESTS FOR EXCEPTIONS or VARIANCES

From time to time students may request variances to either calendar requirements, exceptions to policy, or variation of common administrative practices. In such a case the Procedure is:

- 1. Students will submit a request in writing to the Graduate Committee either through the Graduate Chair or Graduate Secretary.
- 2. The request should set out the nature of the request, the rationale for the request, and how the request aids the student's pedagogical goals and/ or plans for graduation.
- 3. The request will be accompanied by a written communication from the student's Dissertation Advisor (or temporary Advisor as a permanent advisor has not been appointed) stating their opinion with respect to the request.
- 4. The request will be reviewed by the Graduate Committee, normally at its next regularly scheduled meeting.
- 5. If the Committee affirms the student's request, the Graduate Chair will forward the submitted documentation and a summary of the Committee's reasons for its decision to the Graduate Dean for final approval.

Note: The Department's Graduate Committee only advises the Dean. Final responsibility for granting approval for variations and exceptions rests with the Dean of Graduate Studies.

STUDENT FORMS

All students' forms can be found on Graduate Studies website.

Here is a list of forms:

- Annual Report Form
- <u>Course Add Form Special Circumstances Request</u>
- Course Substitution Request Form
- Request for Consideration for Health, Bereavement, or Extenuating Circumstances
- Leave of Absence Application Form
- Time Limit Extension Form
- Master's Thesis / Doctoral Dissertation Committee
- Comprehensive Examination Committee Form

SECTION TWO: ACADEMIC PROGRAM INFORMATION

FACULTY OF GRADUATE STUDIES

The Faculty of Graduate Studies (FGS) is the governing body for all graduate programs on campus. They will be an important resource during your time in the program, especially for those completing a thesis or dissertation.

Faculty of Graduate Studies

BRIGHTSPACE

Brightspace is the learning management system used at the University, which brings state of the art technology to campus and is one of the most popular learning management systems used around the world.

During your time in the program, you will be using Brightspace for your courses and for the graduate program. When an announcement has been added to the Sociology Graduate Student Brightspace site, you will receive an email. It is your responsibility to ensure you read the announcements and notifications you receive in these emails. It is also your responsibility to login and check the Graduate Student Brightspace site on a regular basis. You will find information on upcoming events, calls for papers/ posters, program reminders, GA postings, defense notices and more!

Brightspace Login Portal Brightspace Student FAQs

ADVISORS

Upon admission to the Sociology PhD program, the Graduate Committee will assign a faculty advisor whose research and teachings coincide with the student's area of interest. Students may submit a request in their applications, a particular advisor and are encouraged to communicate in advance with faculty whose research interests align with their own. This will enable the department in selecting suitable/preferred interim advisors.

Faculty advisors initially assist with course selection and to provide advice on succeeding in the graduate program. Since faculty advisors normally possess expertise in the proposed doctoral research, they also support their doctoral students and facilitate the project's development and completion.

RESIDENCY REQUIREMENTS

Every student in a program leading to the Doctor of Philosophy must be registered in a full-time program of study for a minimum of three (3) calendar years, normally in succession.

ANNUAL REPORT FORM

By May 1st of each year, students and their advisors are required to complete the Annual Report Form. Students meet with their advisor to complete and sign the form, outlining their academic progress in the past year. The form is submitted to the Graduate Secretary's office where it will be forwarded to the

Graduate Chair for review. Permission to continue to register in the program depends on a satisfactory report.

COURSES OUTSIDE DEPARTMENT

Students have the option of taking one graduate course outside the Department. Advance permission from the Graduate Committee is required in order to take a course outside the Department. Courses that are recommended will need to be approved by the Faculty of Graduate Studies. Permission may be required from the department or program offering the course as well.

GRADES

The minimum passing grade in a graduate course is 70%. A student who fails to achieve a grade of 70% in a graduate course may repeat the course once (scheduling considerations may require the Graduate Committee to substitute an alternative course). If a student fails to achieve a grade of 70% in their second attempt or fails to achieve a grade of 70% in two courses, a recommendation will normally be made to the Dean of Graduate Studies and Research that the student be required to withdraw from the program. Graduate students in SAC are required to maintain a cumulative graduate average of 77%.

SECTION THREE: PROGRAM DEGREE REQUIREMENTS

SOCIOLOGY PHD PROGRAM

The following timelines are provided to serve as a guide to monitor progress in the program:

- ❖ Within 3 semesters, (1 year) complete coursework
- ❖ Within 6 semesters, (2 years) complete comprehensive exams
- ❖ Within 9 semesters, (3 years) complete dissertation proposal
- ❖ Within 12 semesters, (4 years) complete dissertation research
- Within 15 semesters, (5 years) complete dissertation defense and complete program

THE DOCTORAL COMMITTEE

Research undertaken as part of the doctoral program is directed by a Doctoral Committee.

The Doctoral Committee must consist of:

- ❖ A Principal Advisor (selected from the department's graduate faculty)
- Two Program Readers (two faculty members from inside the department)
- An Outside Program Reader (one University of Windsor faculty member that is outside the program in which the student is obtaining)

Additional members may be added only with the approval of the Graduate Committee and Graduate Studies. The Master's Thesis/ Doctoral Dissertation Committee Form listing the Dissertation Committee members must be completed by the end of the first academic year and be submitted to the Graduate Secretary for approval by the Graduate Chair and the Faculty of Graduate Studies. The member(s) from outside the program need not participate in the direction of research but shall contribute a judgment on its completion.

The majority of the members of an Advisor Committee must have graduate faculty status and the Advisor must have graduate faculty status. In the case of co-supervision, one of the co-supervisors must have graduate faculty status.

Establishing a Doctoral Committee

Your doctoral committee should be established by the end of your second semester, and before you begin your PhD Comprehensives.

The best way to establish a Dissertation Committee is to:

- Meet a variety of professors, not only those with whom you have taken classes
- Prepare a list of possible dissertation topics and your theoretical orientation and methodological preferences
- Make appointments with graduate faculty members you would like to work with. Ask them questions about their preferred dissertation procedures and expected time for completion of coursework and dissertation. Ask what their expectations are of their graduate students and consider these in relation to your own expectations. Determine their availability to supervise and find out if you can stay in contact by email.
- Discuss potential committee members with your advisor. Mention faculty that you would like to have on your committee. Listen to the suggestions of your advisor and agree on one or two choices.
- ❖ Approach these potential committee members and ask them if they are interested in serving on your committee. If they do not have time or indicate reluctance, do not persist. Move on to the next person on your list. Follow the same procedure for other members. Inform them who the other committee members are, and what your study will be about. Also, discuss your proposed time frame from proposal to dissertation defense. Check the schedules of the other committee members.

If you have a problem with any member, discuss your problem with your Dissertation Advisor. If you have a problem with your Dissertation Advisor, try to work it out and if this proves to be impossible, discuss the problem with the Chair of the Graduate Committee and/ or the Head of the Department. If you find yourself in the position where you want to change your Dissertation Advisor or the composition of your committee, ensure that:

- All parties are informed in writing, and
- Approval of the Graduate Committee is obtained

Do not assume because you like a particular professor that this person will be the best advisor for you, nor should you assume that a professor would want to be your Dissertation Advisor because you received a good grade in their course.

Keep in mind that faculty are not expected to advise more than four students at one time.

PROGRAM DEGREE REQUIREMENTS

STAGE ONE: COURSE WORK

Course work will normally be completed during the first two semesters.

Total Courses:

- Five graduate level courses
- ❖ SACR-9980 Dissertation, which includes:
 - Two comprehensive examinations
 - A dissertation proposal, which includes an oral defence
 - A dissertation, which includes an oral defence

Major Requirements

- ❖ SACR-8020 (Social Theory and Social Justice) *OR* SACR-8010 (Classical Social Theories and Beyond) *OR* SACR-8000 (Sociological Theory)
- ❖ SACR-8150 (Statistics and Quantitative Methods) **OR** SACR-8160 (Qualitative Research Design)
- Three graduate courses from any SACR 8xxx course*

Students should enrol in the methods courses that will inform their dissertation. Students intending to write a quantitative dissertation should enrol in SACR-8150. Students intending to write a qualitative dissertation should enrol in SACR-8160. Students are recommended to have training in Qualitative and Quantitative Methods.

A PhD student who has previously completed an M.A. in Sociology (or equivalent) may not use previously taken courses (or equivalent) towards their PhD. The five required courses taken during the PhD must be courses they have not taken before.

Please note that students should form their dissertation committee prior to beginning their comprehensives. See the next section.

STAGE TWO: COMPREHENSIVE EXAMINATIONS & DISSERTATION PROPOSAL

COMPREHENSIVE EXAMINATIONS:

The comprehensive examinations should be completed no later than the second academic year of the PhD program.

General Information

Before a student begins the comprehensive examinations, the dissertation committee must be declared to the Graduate Office. Please see previous section in the Handbook regarding the creation and composition of the dissertation committee.

The PhD comprehensives consist of two exams in two thematic areas of Sociology. Students will complete ONE thematic area comprehensive and ONE dissertation-led substantive area comprehensive.

The first comprehensive should be based on a thematic area in which the student has strong, but secondary interest. The second dissertation-led comprehensive should be drawn from a thematic area

that reflects the student's primary research interests.

Goals

The fundamental purpose of the comprehensive examinations is to give students an opportunity to demonstrate mastery of two established and distinct thematic areas in sociology. This knowledge would enable the student to develop expertise for teaching and career purposes along with serving as preparatory work for their dissertation.

Students coming into the PhD program will leave with a strong knowledge of the fundamental bases of sociology, whether coming into the program with a sociology or related discipline background.

Comprehensive Committee Composition and Formats:

a. **Comprehensive One:** is a 30-page take-home exam based on the readings in a secondary area of the student's research interest. The exam consists of two 15-page essays. Students will choose two (2) questions from a list of three questions forwarded to them one week before the exam is due.

Objective: to demonstrate breadth and critical understanding of an area in Sociology.

<u>Comprehensive One Committee</u> will consist of at least two faculty members no more than one of whom should be on the student's dissertation committee. One committee member will serve as Chair of this committee.

Students will wish to meet with the Chair of the Comprehensive where necessary to finalize their reading lists for example, before the start date given below.

Establishing a Committee: Students should consult with their Advisors to identify the relevant thematic area and contact faculty members listed under this thematic area to serve on and Chair this committee.

b. Comprehensive Two: is a 50-page page critical analysis and review of key debates, literature and methodological approaches to the theme that constitutes the students' primary area of dissertation research. One question will be provided when the comprehensive period begins. The question is to be determined by the comprehensive committee.

<u>Objective</u>: to demonstrate critical knowledge and understanding of the literature, approaches and methods that comprise the student's dissertation research area.

Comprehensive Two Committee will ideally consist of three members of the dissertation committee

Times Lines

The First Comprehensive Examination Period

The first comprehensive examination period starts June 5, 2023. Answers to be submitted by September 11, 2023.

Oral Exam must be completed within 3 weeks of submission.

The Second Comprehensive Examination Period

The second comprehensive examination starts November 1, 2023. Answers to be submitted by February 12, 2024.

Oral Exam must be completed within 3 weeks of submission.

If the student is writing Comprehensive Two the examiner's responses must be completed no later than 3 weeks after completion. Any revisions required will take place on a scheduled determined by the examining committee.

The Third Comprehensive Examination Period

The third comprehensive examination period if it is necessary begins March 25, 2024. Answers to be submitted by July 1, 2024.

Assuming that Comprehensive Two is being written the examiner's report must be completed no later than 3 weeks after completion. The examiners will schedule such revisions as are necessary.

Reading Lists

For the comprehensive examinations 13 reading lists have been created, 3 in theory and methodology, and 10 in substantive areas.

Sociological Theory
Qualitative Methodologies
Quantitative Methodology
Class, Status and Power
Family
Gender and Intersectional Perspectives
Governance and Socio-legal Studies
Migration, Culture, Identities and Belonging
Multiculturalism and Integration
Race and Ethnicity
Religion
Social Movements
The State and Politics

The full lists are available through the Graduate Secretary.

Each comprehensive is intended to cover between 130 and 150 units, where a journal article is worth 1 unit and a book 5. (Large books may count as more than 5, and short ones as fewer.) The great majority of the established lists lie between 130 and 150, but in some instances, students are expected to work with their committees to create a list of the standard length, drawn from a longer set.

For Comprehensive One, students normally select one of the areas listed above. It is possible, however, to combine readings from more than one area, provided that the resulting list is coherent, and the examining committee is able to evaluate work done in the areas involved.

For Comprehensive Two, which is oriented toward the dissertation, the final reading list will be

determined by the committee in consultation with the student. Fifty per cent of the list (or perhaps more) will be drawn from one of the pre-established reading lists. Another 25 % (or perhaps more) may be drawn from other fixed lists. The remainder may be chosen by the committee to meet the needs of the student in preparation for the dissertation.

The comprehensive examinations are a test of the student's knowledge of the material on a reading list, and ability to use that material in dealing with important questions. Plainly, a successful candidate must be aware of the concepts, conclusions and supporting arguments in the readings – not only those used in responding to the written questions, but the remainder of the list as well. Beyond that basic necessity, examinations normally require the student to identify central themes and issues within the literature covered, and to compare and contrast key thinkers or viewpoints. Depending on the area covered, they may well ask the student to take a position within a debate, to synthesize viewpoints, to analyze a topic using approaches found in the readings, or to offer suggestions for policy makers. (Depending on the area, other types of question could of course be posed.)

In case of Comprehensive One, students should seek out committee members who, at least collectively, are familiar with their full list, or are ready to become so. Ideally, each member will be familiar with a large fraction of the list, but a specific member may be chosen to provide expertise in a subarea not otherwise well represented. In particular, if students choose to combine readings from more than one list, a give committee member may have expertise in only one of the combined lists, but the full committee should have expertise across the final set of readings. In the case of Comprehensive Two, whose contents are to be agreed upon between the student and the doctoral committee, normally the committee will, collectively, have a solid knowledge of the list.

Students are well advised to build their examining committee for Comprehensive One, like their dissertation committee, well in advance. At least two members are required, and sabbaticals, heavy supervisory loads, short book deadlines and other factors may mean that a given faculty members may not be available. In the case of Theory, for which the full list of 249 units must be reduced to no more than

Although the oral examination for Comprehensive One, which is limited to two hours in length, often gives detailed attention to the written answers to the questions the candidate has chosen to answer, the committee is expected to test the student's knowledge of work not used in the written responses. Beyond this, in the oral committees often want to see how well the student can support points made with limited justification, elaborate on themes touched on lightly, response to contrasting view, and use concepts in the readings to make sense of situations not deal with in the written work. Significant weight will be given to both the oral and the written responses in assessing the student's performance.

Scheduling of Comprehensives

The schedule for the comprehensives normally provides 12 weeks without other requirements, plus an additional week if the period includes the last week of December, or additional weeks when it stretches over July and August.

Given that the readings lists for Comprehensive One, with the exception of that for Theory, are fixed, it will often be possible, other demands permitting, to begin reading before the official preparation period. It will be wise before doing so to be certain that an examining committee will be available.

Starting Dates

Comprehensives ordinarily begin and conclude on a Monday, except when one of the two days would fall on a statutory or university holiday, in which case the examination period will begin and end on Tuesdays.

Revision of the Reading Lists

The current reading lists were created during the Winter term in 2018. They will normally be revised and updated every two years.

Comprehensive Procedures

Comprehensive One:

Take-home examination with oral defense format:

- Written Component
 - o Topic: Students normally choose from the list of thematic areas list, as discussed above
 - The Comprehensive committee should consist of at least two faculty listed for that thematic area.
 - Students have a minimum of 12 weeks to complete the readings and write the exam.
 (See the dates given above).
 - Students are given 3 questions and choose to answer two of these questions in a 7-day take-home exam format. Answers should be 15 pages each for a total of 30 pages, excluding the bibliography (12 pt. Times New Roman font / 1-inch margins).

Oral Component

- Students complete the oral component of this exam within three weeks from the date in which the written component is submitted.
- The examination will be no longer than two (2) hours in length
- The Committee will have some of the questions determined before the oral examination begins. Additional questions will be generated from the discussion.
- The questions should generate a discussion between the student and committee members, which will demonstrate the student's expertise in the thematic area. The oral examination does not include a presentation by the student.
- The oral exam component will be evaluated by the Committee based on how familiar the student is with the materials and their understanding of the reading list materials.
- The Committee is to use the Comprehensive Examination Evaluation sheet when evaluating the student. This form must be submitted to the Graduate Office by the Chair.

Comprehensive Two: (Reading Units: 130-150)

Dissertation-led Paper:

Written Component

- Topic: Students choose one from the list of thematic areas, which reflects their dissertation orientation.
- The Comprehensive Committee should consist of three (3) faculty in that thematic area and ideally on their dissertation committee.
- Faculty will provide students with a question at the beginning of the reading period.
- The question and reading list should usually be initiated by the second comprehensive exam start period and a copy must be sent to the Graduate Secretary by this date
- The student has until the deadline date to submit their Dissertation-Led Paper to the Graduate Secretary.
- The written component should be 50 pages, with 12 pt. Times Roman font/ 1-inch margins.
- Students have at least 12 weeks to read and write the exam. (See the dates given above).

• Oral Component:

o There is no oral component for this format

Evaluation Procedures

- An Examination Report Form will be completed by the Committee and submitted by the Chair
- In the case of both Comprehensives, the evaluation will be based on a pass or fail basis.
- Evaluations are based on the familiarity and understanding of the reading list material that the student demonstrates or does not demonstrate through the written component and/ or the oral component.
- In the case of both comprehensives, if the examination has not been passed, the student is deemed to have failed.

Comprehensive One:

- o If the comprehensive examination has not been passed, the student is deemed to have failed.
- o In such a case, the committee will write up a report explaining the decision and identify the weaknesses of the examination. This report will be submitted to the student and to the Graduate Office by the Committee Chair
- o If a failure takes place, the student has **ONE** opportunity to retake the comprehensive examination. The same Comprehensive Exam Committee will be maintained; however, a new set of questions will be created.

- The retake examination must be completed during the next comprehensive examination period.
- O A student who is unsuccessful in their second attempt of the comprehensive examination will be required to withdraw from the program
- The student has a right to appeal a failed examination on procedural grounds, by sending a written letter to the Graduate Committee, detailing the reason(s) for the appeal.

Comprehensive Two:

- O Upon receiving the student's response, the examining committee shall have 3 weeks to complete their assessment, to agree upon any revisions the student is to be required to make, and to inform the student in writing as to the nature of any revisions needed. If they are required, the committee shall specify a time, not to exceed 4 weeks, within which they are to be completed. When they have been received, the committee shall have two weeks to render a final verdict.
- If this revision results in a failure, then the student will be asked to withdraw from the program.

DISSERTATION PROPOSAL

The dissertation proposal should be completed no later than the third academic year of the program.

The dissertation proposal should be a concise document of no more than 20 pages that discusses the:

- Central research topic of the Dissertation
- Specific objectives, significance and advancement of research literature
- Rationale and review of previous work
- Theoretical framework guiding the research
- Proposed research methods or work plan (timelines, analysis and interpretation of results, pitfalls and alternatives) and relevant prior experience and skills; collaborations for technical gaps and preliminary data showing feasibility
- Plan and schedule for completion of the dissertation; the feasibility of the research project and ethical issues raised by the research

The grant proposal format mandated by such major funding agencies as the Social Sciences and Humanities Research Council of the Canadian Institutes for Health Research can be used as a standard format for the proposal.

The dissertation proposal must be approved at a meeting of the Doctoral Committee before the research can proceed. The purpose of the meeting is to reach an agreement that the research is well designed, feasible, and appropriately grounded in the relevant research literature.

All doctoral students are required to comply with the Canadian Sociology and Anthropology Association's Code of Ethics. The proposal for doctoral research involving human subjects must be

approved by the University of Windsor, Research Ethics Board before the research work commences. The <u>Research Ethics Board</u> administers the Tri- Council Policy Statement.

Dissertation Proposal Oral Defense Procedures

- The advisor must notify the Graduate Secretary when a date and time has been set for the Dissertation Proposal oral defense.
- The student must submit one (1) electronic copy of the completed proposal to the Graduate Secretary at least ten (10) business days in advance of the proposal date.
- The student must provide copies of the proposal to all of the Dissertation Committee members at the same time.
- The Graduate Secretary will distribute a notice concerning the date, time, place, title of the dissertation proposal and location, to members of the department and graduate students.

STAGE THREE: DISSERTATION

Dissertation research and writing should normally be completed by the end of the fourth year of the program.

The dissertation is normally a book- length manuscript that makes an original contribution to knowledge. The dissertation should display a sophisticated awareness of the theoretical, methodological, and practical choices made during the research process and the implications of the research. Dissertation research and writing processes vary significantly, depending on the methods used and preferences in working style. The student and advisor should meet often during the research process, reviewing written work at regular intervals. The full Doctoral Committee shall meet for an assessment of progress at least twice a year. The dissertation research process culminates with an oral defense.

Dissertation Oral Defense Procedures

- The Doctoral Committee will recommend to the candidate when the dissertation is ready to defend.
- ❖ At least seven weeks (but preferably longer) before the proposed defense date, the External Examiner Request form must be submitted to Graduate Studies (FGS). The external examiner may be approached by the Advisor beforehand to find out whether the proposed external is available, and willing to serve. Submit the form to the Graduate Secretary to have the Department Head sign and sent to Grad Studies.
- Approximately six weeks before the confirmed defense date, the student must submit a copy of the dissertation to the Doctoral Committee
- At least four weeks before the defense date, submit the Approval to Submit a Doctoral Dissertation for External Examination form, a defense date and a hardcopy of dissertation to EGS
- The Dissertation is then sent to the examiner by FGS and is given three weeks to read and report on the dissertation.
- Once the report is received from the External Examiner, the defense date can be confirmed and FGS selects a Chair for the oral defense. The decision to proceed with the defense is contingent upon the satisfactory report of the external examiner.

❖ At least eight days before the defense date, the Graduate Secretary will distribute a notice concerning the date, time, place, title of the dissertation and location, to FGS and the members of the department and graduate students.

External Examiner

An examiner from outside the university will be selected by the Doctoral Committee for the final defense of the dissertation, subject to the approval of the Department Head and the Dean of Graduate Studies.

The External Examiner must be a nationally or internationally recognized expert in the area of the candidate's research. The External Examiner does not participate in the direction of the research project, but appraises the dissertation and participates in the final oral defense.

PhD Dissertations are graded on a Pass/Fail basis.

Students are strongly encouraged to attend other PhD defenses.

Once you have completed your oral dissertation defense you will need to contact the Faculty of Graduate Studies to complete the submission process.

After required changes are completed, a hard copy must be submitted to the Administrative Officer for format checking (allow for two (2) business days for this). Students are also required to pay the cost of binding the Dissertation. Once format checking has been completed, students have to submit the final version to Graduate Studies for binding. The Faculty of Graduate Studies has all the steps required to deposit on their website.

APPLICATION TO GRADUATE

Once a student is ready to apply to graduate, they will need to submit an application to graduate to the Registrar's Office through their SIS or myUWindsor account. See the <u>Convocation & Graduation</u> website for more information on applying to graduate.

SECTION FOUR: RESOURCES

STUDY & RESEARCH SPACES

SAC LEARNING CENTRE LAB

A computer lab with office space is located in Chrysler Hall South Room 154. This room may be used for individual or group interviews, for statistical computer use or for quiet study. The room is equipped with six computer workstations, a printer, six large study desks, and a small table with chairs. Incoming graduate students may use this room to hold their office hours for GAships. This room will require a swipe key to enter. See the Graduate Secretary if you would like access.

THE GRADUATE MUSE (SAC Lounge)

The graduate students in SAC are able to enjoy the use of The Graduate Muse lounge (room 159) when they need break time from studies and work. This room is available for use during the Sociology Department's office hours and will not be open outside of those hours.

FACULTY OF ARTS AND SOCIAL SCIENCES GRADUATE LAB

The FAHSS Graduate Lab is located in Chrysler Hall North Room G103. This room may be used by graduate students and contains 30 Windows computer workstations loaded with R and SPSS.

LEDDY STUDY CARRELS

Leddy Library offers free study carrels to graduate students for a rental period of one (1) year. Those interested must contact the Access Services Coordinator at the Circulation Desk to put your name on a waiting list and once a study carrel is available, you will be notified. Students assigned a study carrel must abide by the rules and regulations set out by Leddy Library.

SUPPORT SERVICES & UNIVERSITY INVOLVEMENT

FEMINIST RESEARCH GROUP

The Feminist Research Group (FRG) is a multidisciplinary group of graduate students seeking to highlight feminist research at the University of Windsor. The FRG has organized a conference dedicated to graduate student feminist research (broadly defined) across all disciplines (e.g. Nursing, English, History, Psychology, Human Kinetics, Sociology, Law, Philosophy, Women's Studies, and Visual Arts).

Becoming involved in the FRG provides an opportunity to meet new people, discuss feminist issues, be exposed to new ideas, and develop professionally as you organize the conference. To learn more about the FRG, please visit their <u>website</u> or email <u>frg@uwindsor.ca</u>.

SOCIOLOGY & CRIMINOLOGY STUDENT SOCIETY

The Sociology & Criminology Student Society (SCSS) is a student service dedicated to integrating full-time and part- time students at the undergraduate and graduate level. The purpose is to offer approachable means for educational networking, mentoring, and enhancing the student experiences in hopes of generating useful resources for all students. SCSS offers resources for students and is not a social club. To learn more about SCSS, please visit the Facebook page or email Soccrimsociety@gmail.com.

GRADUATE STUDENT SOCIETY

The <u>Graduate Student Society</u> (GSS) is the official representative organization of all graduate students at the University of Windsor. Elected representatives of the Graduate Student Society represent graduate students at different levels of the University. Through its work, the GSS actively represents and advocates for graduate students' interests.

The Graduate Students Handbook is a publication of the Graduate Student Society and is designed to offer graduate students guidance and assistance in academic, personal, and financial matters while they are registered at the University of Windsor.

INTERNATIONAL STUDENT SOCIETY

The <u>International Student Society</u> (I.S.S) is a political body that aims to provide the administration of the affairs of the International students and to lend assistance, as well as protection of rights and interests, within their power, to international students, in academic and other matters.

They also provide guidance and assistance to international students regarding student authorization, immigration regulations, and financial matters.

RESIDENCE/ LIVING ON CAMPUS

Residence Services offers on Campus Living for graduate students in residence buildings.

For more information, please contact $\underline{\textit{Residence Services}}$ at:

www.uwindsor.ca/residence resservices@uwindsor.ca (519) 253-3000 ext. 3279

Another resource for information is on the University of Windsor Student Alliance <u>Housing and Dining</u> website.

HOUSING

Apartments and houses in the Windsor area are readily available at significantly lower rents than many other urban areas in Canada.

SAC GRADUATE COURSE DESCRIPTIONS

All courses listed will not necessarily be offered every year. All courses are taught as seminars.

SACR-8000. Sociological Theory

A seminar on current and emerging trends in social theory from social constructionism to world systems theory, including contemporary debates on impacts of globalization, modernity and postmodernity, and the recovery of neglected voices in sociological theory.

SACR-8010. Classical Social Theories and Beyond

A seminar on creative, critical, and reflexive modes of theoretical development and appropriation grounded in sections of classical social theory. Topics covered may include causality, power, justice, love, sexuality, the family, class, solidarity, religion, science, ideology, culture, state formation, and cosmopolitanism. Attention will be given to the discursive formation of the social sciences and epistemological, ontological, and normative debates.

SACR-8020. Social Theory and Social Justice

A seminar to develop the theoretical foundations of doctoral research by critically examining the location of

research and researchers in the global system, presumptions concerning human subjectivity and empowerment, and the conceptualization and practice of social justice. (Pre-requisite: permission of instructor).

SACR-8050. Quantitative Statistics and Analysis

Construction and testing of regression and logit models, sampling and questionnaire construction. Additional topics may be selected in view of the needs and interests of students.

SACR-8060. Qualitative Methodology

Examination and practice of qualitative methods used in social research. An examination of Students will critically examine the ethics and politics of research. The course is primarily designed to provide MA course-stream students with an opportunity to engage in various research methods and debates in the field.

SACR-8070. Survey Data

Student will work in teams to develop questionnaires, gather data, and prepare them for analysis. Extensive reading will be required on sample design, questionnaire design, and survey administration. (2 lecture, 1 laboratory hour each week.) (Cross-listed with PSYC 8070).

SACR-8080. Data Analysis

Students will explore their data and test hypotheses, drawing on methods from other graduate data analytic courses. Students will be required to write a final report, which emphasizes communicating findings to non-specialists. (2 lecture, 1 laboratory hour each week.) (Cross-listed with PSYC 8080).

SACR-8150. Statistics and Quantitative Methods

Sociological applications of structural equation modeling, hierarchical modeling, log-linear models, multinomial and ordinal logits, consideration of the strengths and limitations of quantitative sociology and political issues in its exercise. (Pre-requisite: SACR 8050 or permission of instructor).

SACR-8160. Qualitative Research Design

An exploration of the epistemological assumptions and analytical tools that underpin the design of students' qualitative research projects. Students will be exposed to a variety of research issues in areas such as of sociological fieldwork, select ethnographic techniques, the analysis of documents, and participatory action research. The course is designed to assist students in examining and employing specific qualitative methods to assist in the development of developing the methodological component of their thesis or PhD proposal.

SACR-8200. Social Movements and Popular Mobilization

Seminar on the theory and research of large-scale transformations through historical and cross-cultural examinations of such topics as the development and impact of social movements, states and social revolutions, and the mobilization of people around issues concerning human rights, working conditions, racism, gender, sexuality, environment, peace, poverty, and globalization.

SACR-8210. Social Inequality and the State

Seminar on the theory and research of structured inequality in the national and international context. The focus will be on the role of the state in creating, sustaining and altering different aspects of inequality in terms of resource attainment, political ideology and behaviour. Policy related issues may include globalization, family, sexuality, multiculturalism, immigration, employment, crime, education, health and welfare.

SACR-8250. International Development and its Discontents

Seminar on the central theoretical and empirical issues raised in understanding the ways in which national and global processes of socio-economic development are experienced locally.

SACR-8270. The Unruly City: Urban analysis and ethnography

The aim of this course is to consider the work of anthropologists, sociologists and others who have explored and attempted to conceptualise cities and urban spaces, urban cultures and social relations, and the intersections between cultural phenomena and urban transformation all within the context of political economic formations. The course further aims to familiarize students with the variable theoretical perspectives that have been brought to bear on urban life, and the way in which ethnographic research may be undertaken in cities. Students develop the skills to analyse and debate social issues and aspects of cities and urban life.

SACR-8300. Work and Social Change

This course examines current research and theoretical approaches in the sociology of work with an emphasis on understanding the relationship between the transformation of work and broader social change in class, gender and ethnic relations. Areas of concentration may include the organization of production, worker control and resistance, state labour policies and legislation, unemployment, labour market segregation, and globalization.

SACR-8400. Race and Ethnic Relations

A comparative analysis of race and ethnic relations focusing on such issues as ethnic stratification and mobility patterns, assimilation and cultural pluralism, and policies and legislation governing multiculturalism, employment equity and collective rights.

SACR-8500. Family Relations and Gender Politics

An examination of historical and contemporary debates on gender politics within the context of family formation and social change in Canada. Special attention will be given to the gender division of labour, sexuality, economy and class, and to related social justice issues such as state regulation of marriage, divorce, childcare and procreation, reproductive engineering and rights, and ideological power structures and practices that construct family member's in particular social and cultural contexts.

SACR-8550. Sexualities and Social Justice

This course will investigate the relationship between sexuality, power inequalities and social change. This may include an examination of the impact of globalization processes on sexualities, the development of lesbian, gay, bisexual, transgender and queer identities and movements, the racialization and gendering of sexual identity (and the sexualization of racial, ethnic and gender relations), the criminalization of sexualities, and the construction of sexual 'health'.

SACR-8610. Crime and Exclusion

An exploration of research and theory on the conception, construction, and production of crime and other exclusionary processes. Substantive topics may include violence, victimization and the impact of culture, borders, inequalities, and regulatory agencies on crime and deviance.

SACR-8620. Security and Regulation

An examination of research and theory on the regulatory agencies of criminal law and social policy (e.g. courts, police, corrections, social service agencies), modes of regulation (e.g. discipline, surveillance, detention) and their application (e.g. to bodies, spaces, borders and subjectivities).

SACR-8640. Contemporary Criminological Theory

An advanced analysis of social theories in Criminology. Various perspectives will be covered including feminist, Marxist, cultural, postmodern, and constructionist theories.

SACR-8650. Law and Governance

This course examines perspectives on moral regulation, the social construction of law and law as governance.

The focus will be the analysis of various forms of law, policy and regulation. Substantive issues to be covered may include sexuality, immigration and exclusion, labour and economic policies, drug policies and communication, or cultural policies.

SACR-8670. Current Issues in Criminology

An examination of contemporary research in criminology, deviance, and/or social justice. Students will critically engage with the results of recent research central to these areas of investigations.

SACR-8680. Critical Perspectives on Policy Development

This course provides an in-depth study of the process of policy formation, development, and implementation in the area of crime and criminal justice broadly defined.

SACR-8690. Culture and Globalization

This seminar course uses cultural perspectives to explore processes of globalization. Topics may include migration, mass mediated practices, transnational organizations, work and employment, and human rights.

SACR-8710. Critical Cultural Studies

A critical examination of popular culture within contemporary social and cultural contexts. Topics may include: media representations of crime/criminality/criminal justice, gender, sexuality, race/ethnicity; the role of power and inequality in cultural production; myth; ideology; and how media and popular culture inform and impact various forms of social policy.

SACR-8740. Health and Social Justice

Examines the social construction, production, and subjectivities of health and illness with reference to a variety of social justice developments and policy issues.

SACR-8800. Subordination, Identity and Empowerment

A micro level examination of the effects of subordination on everyday life in the generation of acquiescence and resistance, including the use of discourse in identity formation and popular ideologies.

SACR-8870. Selected Topics in Sociology

This course involves an examination of a selected topic within Sociology based on new developments in particular areas, special faculty interests, and opportunities afforded by the availability of visiting professors. Topics covered will vary from semester to semester.

SACR-8900. Directed Readings: Development of the Thesis Proposal

Students will register for this course with a faculty advisor in their declared area of specialization with the purpose of developing a thesis proposal. (Available for credit only in the MA program by thesis).

SACR-8794. Directed Study Major Project I

Under the guidance of the instructor, the candidate will engage in research on a discipline relevant issue, using existing data set(s), leading to the production of a final project, which entails empirically grounded policy suggestions. Students will select a Project Committee, review literature and develop research question and identify data set(s). (Cross-listed with PSYC 8794).

SACR-8795. Directed Study Major Project II

In the Summer Semester, operationalize concepts, recode variables, analyze data, write report and suggest policies. The final project will show evidence of methodological skills, knowledge of the relevant substantive area, and ability to define policy implications based on analyzed data. (Cross-listed with PSYC 8795).

SACR-8970. MA Thesis and SACR-9980. Doctoral Dissertation

GRADUATE FACULTY RESEARCH AREAS

Arnold, Robert (PhD, McMaster 1988; Associate Professor) Quantitative Methods, Family, Stratification, Program Evaluation

Basok, Tanya (PhD, York 1988; Professor) Development, Race/ Ethnic/ Minority Relations, Migration and Immigration

Cheran, Rudhramoorthy (PhD, York 2001; Associate Professor) Ethnicity, Migration, Racialization, Identity, International Development

Datta, Ronjon Paul (PhD, Carleton 2008; Assistant Professor) Social Theory, Power, Philosophy of Social Science, The Sacred

Deckard, Natalie Delia (PhD, Emory University 2016; Assistant Professor) Critical Criminology, Crimmigration, Quantitative and Mix Methods

Deukmedjian, John (PhD, Toronto 2002; Associate Professor) Policing, Security, Intelligence, Political Economy, Criminology/ Delinquency

Fitzgerald, Amy (PhD, Michigan State 2006; Associate Professor) Green Criminology, Environmental Sociology, Gender Studies, Animal Studies

George, Glynis (PhD, Toronto 2000; Associate Professor) Culture, Identity, Gender and Movements

Ku, Jane (PhD, Toronto 2003; Associate Professor) Newcomer Settlement, Immigrant Women, Feminist Activism, Race and Gender

Lewis, Jacqueline (PhD, Toronto 1994; Associate Professor) Crime, Deviance, Social Legal Studies, Qualitative Methodology, Health & Illness

Lippert, Randy (PhD, University of British Columbia 1998; Professor) Law and Security, Criminology, Policing and Security

McMurphy, Suzanne (PhD, Bryn Mawr 1993; Associate Professor) Trust, Social Capital, Public Sociology, Research Ethics, Social and Institutional Trust

Nakhaie, Reza (PhD, Waterloo 1986; Professor) Race/ Ethnic/ Minority Relations, Stratification Mobility, Political Sociology, Quantitative Methodology

Omorodion, Francisca (PhD, Benin, Nigeria 1995; Associate Professor) Sexuality and Health Development, African Immigrant Families, Trafficking, Sex and Gender

Phipps, Alan (PhD, Iowa 1978; Professor) Urban Sociology, Microcomputing, Quantitative Methodology, Statistics

Soulliere, Danielle (PhD, Wayne State 2001; Associate Professor) Cultural Criminology, Gender Studies, Media

GRADUATE FACULTY PUBLICATIONS

For a list of current publications, please visit the Sociology Faculty Member website.

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Website: http://www.uwindsor.ca/sociology/134/graduate-information

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