

# GRADUATE HANDBOOK

**Department of  
Sociology and Criminology & Law**



# Graduate Handbook

## Department of Sociology and Criminology & Law

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### Department Administration

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## **Graduate Student Advisory Council (AY 2022-2023)**

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

Officers for 2022-2023:

Keelyn Taylor, Aggregate President  
Kyle Hewit, Syndicate President  
unfilled, Criminology MA Program  
Brook Holmes, Sociology MA Program  
Cassidy Haigh, Criminology PhD Program  
Carole Ahossin, Sociology PhD Program

## **Florida Society for the Social Sciences (F3S)**

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

Officers for 2022-2023:

President: Ruijie Mao  
Vice President: Wonki Lee  
Secretary: Oluwatobi Alawode  
Treasure: Jiahui Lyu

Faculty Advisor: Asst. Prof. Rebecca Hanson, Ph.D.

## **The Aggregate**

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

Officers for 2022-2023:

President - Keelyn Taylor  
Vice President – Morgan Averette  
Secretary - Reha Cetin  
Treasurer - Luis Gonzalez-Diaz

Faculty Advisor: Assoc. Prof. Tanya Koropecj-Cox, Ph.D.

## **The Syndicate**

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

Officers for 2022-2023:

President - Kyle Hewit

Vice President - Shelby Mikkelson

Secretary - Tian Zhi

Treasurer - Gissel Perez

Programs Coordinator - McKenzie Jossie

Communications Liaison - Claudia Odgers Ascencio

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

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# I. General Information

## 1. Communication

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

## 2. Financial Support and Costs

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

## 3. Applying for Florida Residency

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

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

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

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

Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents. Students are either dependent or

independent. In rare cases, a student may qualify for temporary in-state status by qualifying under an exception category.

### Supporting Documents

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

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

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

## 4. Required Training Certificates

**First-Year Students:** There are 3 required training certificates to be completed within the first 30 days in the graduate program (**BEFORE November 1, 2022**). Send copies of the certificates to the first-year mentor and the Academic Assistant Stephanie Hathcox.

**Continuing Students:** Complete FERPA recertification, and, if needed, harassment prevention training **BEFORE November 1, 2022**.

### 4.1. FERPA Basics

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

FERPA re-certification is required **every 12 months**. Complete the recertification **BEFORE November 1, 2022** and send a copy of the updated certification to the Academic Assistant Stephanie Hathcox.

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



## 4.2. Sexual Harassment Prevention Training

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

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

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

New hires are expected to meet this training requirement within the first 30 days of employment (**BEFORE November 1, 2022**) and provide their certificate of training completion to the Academic Assistant Stephanie Hathcox.

**Re-certification is required every 24 months.** Students who entered the department in Fall 2017 must complete the recertification **BEFORE November 1, 2022** and send a copy of the updated certification to the Academic Assistant Stephanie Hathcox.

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

## 4.3. Human Subjects Research Training

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

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

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

Complete IRB training **BEFORE November 1, 2022** and send a copy of the certificate to your first-year mentor and to the Academic Assistant Stephanie Hathcox.

In the activity search box, you can either search by title or course code UF\_IRB803v\_OLT.

Complete the training and provide their certificate of training completion to the Academic Assistant Stephanie Hathcox BEFORE November 1, 2022.

## II. Faculty Directory

### 1. Graduate Faculty

#### ***AJ Alvero***

Ph.D., Education Data Science and Sociology of Education, Stanford University. 2022. Assistant Professor.  
Computational Social Science; Sociology of Language; Sociology of Race & Ethnicity; Access & Inequality in Education; Applied NLP; Fairness & Ethics in Computation.

#### ***Monika Ardel***

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

#### ***Marian Borg***

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

#### ***Alin M. Ceobanu***

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

#### ***Bonnie Ernst***

Ph.D., History, Northwestern University, 2018. Assistant Professor.  
Gender and Corrections; Immigration and Crime.

#### ***Abigail A Fagan***

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

#### ***Charles Gattone***

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

#### ***Chris Gibson***

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

#### ***Rebecca Hanson***

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

***Nicole Jones***

Ph.D., Sociology, Texas A&M University, 2019. Assistant Professor.  
Race and Ethnicity; Social Determinants of Health, Social Demography.

***Won-tak Joo***

Ph.D., Sociology, University of Wisconsin-Madison, 2021. Assistant Professor.  
Social Demography; Social Networks; Computational Sociology.

***Jessica Kahler***

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

***Tanya Koropeczy-Cox***

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

***Jodi Lane***

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

***Lonn Lanza-Kaduce***

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

***Lora Levett***

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

***Yao Li***

Ph.D., Sociology, Johns Hopkins University, 2015. Assistant Professor.  
Social Movements, Environmental Studies, Chinese Society and Politics.

***William Marsiglio***

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

***Edo Navot***

Ph.D., Sociology, University of Wisconsin – Madison,. Assistant Professor.  
Stratification; Race, Gender and Employment Discrimination; Work and Organizations; Social Inequalities; Quantitative Methods & Data Science; Economic Sociology

***Christine Overdevest***

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

***Charles Peek***

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

***Stephen Perz***

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

***Barbara Zsembik***

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

## **2. Emeriti**

***Ronald L. Akers.***

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

***Leonard Beeghley***

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

***Charles Frazier***

Ph.D., Sociology, Southern Illinois University, 1973. Professor of Criminology, Law and Society.  
Juvenile Delinquency, Juvenile Justice, Race and Gender, Evaluation Research, Criminology, Deviance, Criminological Theory, Reform Law.

***John C. Henretta***

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

***Richard Hollinger***

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

***Marvin Krohn***

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

***Anthony LaGreca***

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

***John H. Scanzoni***

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

***Constance Shehan***

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

***Frederick A. Shenkman***

Ed.D. University of Florida, 1970. Associate Professor of Criminology.  
Police Administration, Police Procedures, Communication, Personnel Selection, Training,  
Career Development, Minority Group Relations.

***Charles H. Wood***

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

### **III. Introducing the Department of Sociology and Criminology & Law**

#### **1. A Word from the Chair**

Welcome to the Department of Sociology and Criminology & Law!

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

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

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

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

## **2. Presentation of the Graduate Programs**

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

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



### 3. New Students

#### 3.1. Orientation for New Students

New students attend orientations by the Graduate School through GradStart, which is the home for all orientation content (live and asynchronous) from the Graduate School. All incoming students are invited to access GradStart through [eLearning](#) before each semester: see <http://graduateschool.ufl.edu/admissions/orientation/>.

The Graduate School and the Center for Teaching Excellence will host the **Fall 2022 New Teaching Assistant (TA) Orientation** on **Friday, August 19, 2022** from **10 a.m. through noon** online via Zoom and through modules in [Canvas/eLearning](#). This event is mandatory for graduate students who will be teaching assistants for the first time, beginning with the Fall 2022 semester.

New TAs need to register by **August 1, 2022** for one of these sessions by clicking this link: [Register for Fall 2022 New TA Orientation](#). Once registered, students will be contacted with directions on how to access the orientation materials.

The Graduate School offers topical webpages designed to orient the new student to the structure of graduate education at UF, academic expectations and progress, and answers to common questions. A guide for new graduate students can be downloaded here: <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/ngsq-20220608.pdf>. **For international students**, an online orientation called Voyages is available through [Canvas/eLearning](#).

New students attend a department orientation before classes start. At the department orientation, students receive an overview of the program, introductions to administrative staff, and introductions to other new graduate students. The Graduate Coordinator will assist students in planning each semester's schedule until the supervisory committee is formed. The department orientation for new students will take place online on **Wednesday August 17, 2022, from 10:00 a.m. to 3:00 p.m.**

**The link for the Zoom meeting is**

<https://ufl.zoom.us/j/92037953299?pwd=K3NZT1VhQzRHL0ltN1B4RTIMdzhSUT09>.

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

### 3.2. Language Requirements for International Students

All international graduate students whose first language is not English (official first language of home country) and who may be appointed as teaching assistants (with lecturing/lab responsibilities) need to have a passing score (45 or higher) on either a TSE (Test of Spoken English -- administered by ETS), a UF SPEAK test (administered on the UF campus), or a TOEFL-IBT Speaking test (23+). In addition, any international Graduate Teaching Assistant whose first language is not English who scores a 45 or 50 on a SPEAK/TSE test, or 23 - 27 on a TOEFL-IBT Speaking section and who is appointed to teach (with lecturing/lab responsibilities) must enroll, during their first semester teaching, in a 3-credit [EAP 5836](#) course. International graduate students appointed as TA-G (grading and office hour responsibilities only) are neither required to pass a SPEAK test nor eligible to enroll in EAP 5836.

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

### 3.3. Supervisory Committee Chair and Supervisory Committee

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

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

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

Nepotism rules at the University of Florida preclude spouses from serving on the same graduate committees. This means that Drs. Fagan and Gibson may not serve on the same MA or doctoral committee and that Drs. Peek and Zsembik may not serve on the same MA or doctoral committee.

### 3.4. Mentoring

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

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

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

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

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

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

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

An Individualized Development Plan (IDP) should be completed by graduate students in collaboration with their mentor annually. IDPs are intended to be used to allow students to identify short-term and medium-term steps for longer-term career and personal goals, while refining their goals through program-level mentorship. The completed IDP should be sent to the Academic Assistant, to be saved to the student's personnel file and for the graduate student's milestone to be updated.

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

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

## **4. Courses, Registration and Credits**

### **4.1. Transfer of Credits**

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

### **4.2. Courses and Credits**

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

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

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

### **4.3. Registration**

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

Graduate students with an assisting or teaching appointment must be registered appropriately for their appointments. The required number of credits is named in your letter of appointment. For students with teaching assistantships, they typically enroll in 9 credits in fall and spring terms. Graduate Student Fellows may be expected to enroll in 9 credits in fall and spring terms, and 6 credits in summer terms. To maintain active student status, students must register for a minimum of 3 credits in fall and spring terms, and for 2 credits in summer terms.

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

#### **4.4. Grades, Attendance and Satisfactory Progress**

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

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

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

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

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

All graduate students are evaluated by program faculty at the end of each academic year. Graduate students complete and submit an annual activity report (see Appendix C) and CV to the Graduate Coordinator in early March. Program faculty review the annual activity reports and CVs and provide evaluative input to the student's supervisory committee chair. Each student receives written evaluations from his or her supervisory committee chair. The supervisory committee chair and the student both sign the evaluation. The student may attach a concise comment to the evaluation. A copy of the evaluation is given to the student and placed in the student's permanent file.

## 5. Workplace Practices

### 5.1. Graduate Student Assistants, Appointments and Assignments

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

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

#### Appointments

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

#### Assignments

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

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

### 5.2. Office Space and Materials

The department ordinarily provides access to work space for all graduate students, including desk space, access to the computer lab, the mail room (which includes the copier), two Office Hours offices, and two conference rooms. New students should contact the Academic Assistant Stephanie Hathcox to get department and building keys.

Graduate students will receive weblinks (sent out by the Academic Assistant Stephanie Hathcox) to reserve office hour times in the Office Hours office.

Guidance on UF's COVID policy can be found here: <https://coronavirus.ufl.edu/>

### 5.3. Performance Expectations and Evaluations

Students who are assigned to assist in a teaching or research function will be evaluated, **in writing during each appointment**, by the supervising instructor or faculty member. The job performance of each assistant should be completed before the close of the



assisting term, signed by the person performing the evaluation, and discussed with the assistant, before the assistant signs it. The assistant may attach a concise comment to the evaluation. A copy of the completed and signed evaluation will be provided to the evaluator and assistant and placed in the student's personnel file.

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

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

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

## **6. Finance & Funding**

Financial aid is available as assistantships (.5 FTE), which require students to work 20 hours per week. The department provides a set number of assistantships for either assisting a professor in their course or delivering their own undergraduate course. Students apply through the Department Chair or Graduate Coordinator for teaching assistantships. Research assistantships are also available, funded by research grants or new professor start-up funds. The grant's principal investigator or new professor is responsible for awarding research assistantships.

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

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

### **Graduate Fellowships**

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

### **Graduate Minority Fellowships**

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

### **Teaching Assistantships**

The Department awards graduate teaching assistantships. Assistantships generally include waivers of in-state tuition plus a stipend.

### **Research Assistantships**

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

### **Other Resources**

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

## **Student Loans**

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

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

## **“Non-degree Seeking” Student Policy**

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

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

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

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

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

Send all materials and requests to:

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

## 7. Awards and Scholarships

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

### Travel

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

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

### Departmental

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

### College of Liberal Arts and Sciences (CLAS)

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

### The Graduate School

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

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

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

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

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

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

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

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

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

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

Best practices when using e-mail and social media:

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

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

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

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

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

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

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

## **IV. The Graduate Programs in Sociology**

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

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

## 1. The M.A. Degree in Sociology

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

**The Supervisory Committee.** During the first or second semester, the student asks a member of the department faculty to serve as chair of the supervisory committee. This faculty member will become the student's primary academic advisor. The chair must hold Graduate Faculty status in the department. In consultation with the supervisory committee chair, the student selects at least one other faculty member from the department to serve on the committee. After obtaining the consent of all members, the student proposes the committee to the Graduate Coordinator for approval. Students should ask the Academic Assistant to prepare a DocuSign document to collect the signatures of all committee members and the Graduate Coordinator for approval of the supervisory committee. The chair will sign first, followed by the committee member(s) and the Graduate Coordinator. After all signatures have been collected, the Academic Assistant will submit the MA Committee Approval Form to the Graduate School for final approval. [file: [ma-committee-approval-soc](#)]

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

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

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

The following apply to students choosing either option:

**Proposal.** A proposal for the thesis or non-thesis paper must be approved by the supervisory committee before research is actively undertaken. The supervisory committee determines the scope and length of the thesis proposal. A final copy of the proposal must be e-mailed to the Academic Assistant 10 business days in advance of the proposal defense to be posted on Canvas in Public Departmental Files for public inspection. The supervisory committee chair must announce to faculty, students, and staff in the department, via email, the date, time, place, and modality (face to face or online via Zoom) of the proposal defense at least 10



working days prior to the date of the hearing. The email must identify the student, the title of the project, and an abstract of the proposed research and include the Zoom link if the proposal defense will take place via Zoom. After the email announcement, the modality of the proposal defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the sociology graduate committee and announced to the department via email. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room. [file: [ma-proposal-approval-soc](#)]

**Final Examination.** Each master's candidate must defend the thesis or non-thesis paper before all members of the supervisory committee. A final copy of the thesis or non-thesis paper must be e-mailed to the Academic Assistant 10 business days in advance of the proposal defense to be posted on Canvas in Public Departmental Files for public inspection. The supervisory committee chair must announce to faculty, students, and staff in the department, via email, the date, time, place, and modality (face to face or online via Zoom) of the defense at least 10 working days prior to the date of the hearing. The email must identify the student, the title of the thesis or non-thesis paper, and an abstract of the thesis or non-thesis paper and include the Zoom link if the defense will take place via Zoom. After the email announcement, the modality of the defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the sociology graduate committee and announced to the department via email. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room.

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

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

- 21 hours of required courses in methods, theory, and professional development (see below)
- At least 6 credit hours must be taken in department elective seminars. (Individual work and individual research courses are not considered seminars)

- Ordinarily no more than a total of 3 credit hours in individual work (courses numbered 6905, or 6910) may be counted toward the M.A.
- Students completing the Masters Thesis option for the M.A. should enroll in Masters Thesis (SYA 6971). No more than 6 credit hours of this course can be applied to the M.A.
- Students completing the paper option for the M.A. should enroll in Applied Social Research Project (SYA 6942). No more than 6 credit hours of this course can be applied to the M.A. AND the Ph.D.
- A total of 6 credit hours of courses may be taken outside the department and applied to the MA degree provided they are part of an approved plan of study (or are approved by the Graduate Coordinator and supervisory committee chair).
- Students completing the joint JD/MA program are permitted to count 12 hours from law toward the MA.
- Ordinarily courses in other departments must be at the graduate level, though very limited exceptions are possible if approved in advance.
- A maximum of 9 hours of MA work from other universities can be applied toward the U.F. M.A. with the approval of the Graduate Coordinator.
- Only courses with a grade of B or higher can be applied toward the MA.
- The Graduate Coordinator may approve the substitution of similar graduate courses taken at other universities for no more than 6 hours of the required courses.

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

### ***Methods of Social Research***

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

### ***Sociological Theory***

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

### ***Professional Development***

- SYA 7933 Introduction to Professional Development

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

**Theory Substitutions.** Students who will not continue beyond the M.A. degree may, with permission of the Graduate Coordinator, substitute an area theory course (such as

Criminological Theory or Family Theory) for the Classical or Contemporary Theory courses.

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

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

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

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

## 2. The Ph.D. Degree in Sociology

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

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

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

The student first obtains the consent of the proposed supervisory committee chair and, in consultation with the proposed chair, determines the required department faculty members, and the required external member.

The role of the external member is to:

1. Monitor that all UF and Graduate School policies are being adhered to throughout the thesis/dissertation process.
2. Mediate in instances where there is conflict between the student and the supervisory committee or among the supervisory committee members, which is why the external always has no ties to the student's department, as that freedom allows him or her to serve as a disinterested, impartial third party if conflict arises.

After obtaining the consent of all members, the student proposes the committee to the Graduate Coordinator for approval. Students should ask the Academic Assistant to prepare a DocuSign document to collect the signatures of all committee members and the Graduate Coordinator for approval of the supervisory committee. The chair will sign first, followed by the committee members and the Graduate Coordinator. After all signatures have been collected, the Academic Assistant will submit the PhD Committee

Approval Form to the Graduate School for final approval. [file: [phd-committee-approval-soc](#)]

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

**Credit Hour Requirements.** The Ph.D. requires a minimum of 90 credit hours of courses, with additional guidelines noted below. The department guidelines are designed to ensure that graduate students at the Ph.D. level are exposed to the core ideas in methods, statistics, theory, and professional development. In addition, students are expected to develop expertise in at least one primary and one secondary area. Students will benefit from participating in dynamic exchanges found in seminars as well as doing independent or collaborative research with faculty and other graduate students. So long as the basic guidelines are followed, students can craft their program in various ways to incorporate individual studies hours (9 credits maximum), dissertation research (24 credits maximum), courses outside the department, and transfer credits (21 credits maximum).

- 24 hours of required courses in methods, theory, and professional development (see below). Students with an M.A. in Sociology from the University of Florida will have already completed most of them.
- At least 15 credit hours, beyond the required 24 hours of required course credit, must be taken in department elective seminars. These include seminar hours taken at the M.A. level. (Individual work and individual research courses are not considered seminars).
- Ordinarily, no more than a total of 9 credit hours in individual work (courses numbered 6905 or 6910) may be counted toward the Ph.D., including all hours taken at the M.A. level). The Graduate School further limits SYA 6910 to 5 credits hours totaled across the M.A. and Ph.D. programs
- No more than a combined total of 24 hours of Advanced Research (SYA 7979) and Research for Doctoral Dissertations (SYA 7980) may be counted toward the 90 total hours.
- A total of 12 credit hours of courses may be taken outside the department and applied to the Ph.D. degree provided they are approved by the Graduate Coordinator and supervisory committee chair. These hours include hours taken outside the department at the M.A. level.
- Students transferring to the University of Florida with a Master's degree in Sociology may petition the Graduate Coordinator to be credited with a maximum of 21 semester hours taken in an M.A. or M.S. program. Students with a Sociology M.A. from the University of Florida may count 36 hours from the M.A. program.
- Students entering the Ph.D. program with a Master's degree in another field may be required to complete an M.A. in Sociology or to complete additional graduate or undergraduate courses. The Graduate Coordinator has responsibility for determining these requirements.
- With approval of the Graduate Coordinator, students entering the Department from elsewhere may petition to opt out of Classical Theory and Introduction to Quantitative Methods if similar courses have been successfully completed.

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

*Methods of Social Research*

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

Either:

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

*Sociological Theory*

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

*Professional Development*

- SYA 7933: Proseminar

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

**Substitution of Courses:** Students who were admitted with an MA from another institution might be allowed to substitute another course for SYA 6018 Classical Sociological Theory. To opt out of Classical Sociological Theory, students need to provide their transcript, showing that they have taken a similar graduate-level course and passed that course with a B or higher (or equivalent). The instructor of Classical Sociological Theory will decide whether students can opt out after being given the syllabus of the previously taken course.

Similarly, students who were admitted with an MA from another institution might be allowed to substitute another course for SYA 7933: Introduction to Quantitative Methods if they can demonstrate that they have achieved a minimum level of competency with the material covered in the class. To opt out, students need to provide their transcript, showing that they have taken a similar graduate-level course (e.g., research methods, statistics, or data analysis) and passed that course with a B or higher (or equivalent). The instructor of Introduction to Quantitative Methods will decide whether students can opt out after being given the syllabus or syllabi of the previously taken course(s).

By opting out, students agree that they either (1) have sufficient experience with Stata and R to proceed to the second QM course or (2) are willing to achieve sufficient mastery of these languages on their own. Before beginning the second course, students should be able to perform the following tasks in both Stata and R:

- Basic variable construction and data management
- Create basic data displays (histograms, pie graphs, bar graphs, scatter plots)
- Produce summary statistics for univariate distributions (central tendency, variability, shape)
- Estimate commonly used tests of bivariate association (chi-square, *t*-tests, Pearson correlation, Spearman correlation, ANOVA)
- Estimate linear regression models

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

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

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

The department emphasizes these areas of particular strength:

- Aging
- Environment and Resource Sociology
- Families
- Gender
- Health
- Life Course
- Race and Ethnicity

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

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

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

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

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

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

- The qualifying exam consists of four components: the primary area of specialization, the secondary area of specialization, theory, and methods and statistics. Each component is an open-source, take-home exam. The primary specialization exam must be returned within 72 hours of receipt; the other three exams are 48-hour examinations. The four exams must be completed within a single 30-day period. A published paper may substitute for half of the primary area exam or the entire secondary area exam. The minimum requirements are that the paper must be relevant to the particular area, a sole-authored paper written during residency as a student at the University of Florida, and published or accepted for publication. The supervisory committee will determine the adequacy of the paper as a substitute by evaluating its topic, quality, length, and the standing of the journal of publication. Substitution of a paper for an exam on a secondary or minor area outside the department must be approved by the outside committee member from that department.

- Each supervisory committee member submits a “pass” or “fail” written grade for each exam. A plurality of pass votes is required in each area of the examination. If the committee decides that the student has not passed the qualifying



examination or any part of it, one re-examination is permitted, either on the whole examination or on parts of it. If a student fails the qualifying examination, the Graduate School should be notified. A re-examination may be requested, but it must be recommended by the supervisory committee. At least one term of additional preparation is needed before re-examination.

- The supervisory committee chair shall approve scheduling the oral part of the qualifying exam, when satisfied that the written document is ready for an oral defense. The supervisory committee chair is required by the Graduate School to notify all department members of the oral examination 10 business days in advance of the date. The public notification will be electronically delivered and state the student's name, the time, date, location, and modality (face to face or online via Zoom) of the defense and include the Zoom link if the defense will take place via Zoom. After the email announcement, the modality of the defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the sociology graduate committee and announced to the department via email. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes.

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

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

- **Proposal.** The department requires completion and successful oral defense of a dissertation proposal. The dissertation proposal may be prepared and defended before or after the qualifying exams but not on the same day. It should be approved by the supervisory committee by the midterm of the sixth semester but may be defended as early in the program as approved by the supervisory committee. The proposal shall be of the length and organization as determined by the supervisory committee and should be sufficient to communicate satisfactorily an understanding of the literature and background of the theoretical and empirical issues and present a feasible and appropriate methodology for the project. A final copy of the dissertation proposal must be e-mailed to the Academic Assistant 10 business days in advance of the proposal defense to be posted on Canvas in Public Departmental Files for public inspection. The supervisory committee chair must electronically announce to faculty, students, and staff in the department the date, time, place, and modality (face to face or online via Zoom) of the proposal defense at least 10 working days prior to the date of the hearing. The electronic

notice must identify the student, the title of the project, and an abstract of the proposed dissertation and include the Zoom link if the proposal defense will take place via Zoom. After the electronic announcement, the modality of the proposal defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the sociology graduate committee and electronically announced to the department. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes. Proposal defenses are not ordinarily scheduled during the summer. [ file: [phd-proposal-approval-soc](#) ]

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

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

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

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

the list of references. The dissertation should have only 1 abstract and 1 reference list.

- **The Final Examination.** The final examination is an oral defense of the dissertation; general matters pertaining to the student's specializations may also be covered. The final examination should occur by midterm of the eighth semester but may be defended as early in the program as approved by the committee. Final examinations are ordinarily not scheduled during the summer. The oral defense may not be scheduled before a completed draft of the dissertation has been distributed to the supervisory committee and the committee chair has read it and determined that it is ready for oral defense. A final copy of the dissertation must be e-mailed to the Academic Assistant 10 business days in advance of the oral defense to be posted on Canvas in Public Departmental Files for public inspection. The supervisory committee chair must electronically announce to faculty, students, and staff in the department the date, time, place, and modality (face to face or online via Zoom) of the oral defense at least 10 working days prior to the date of the hearing. The electronic notice must identify the student, the title of the project, and an abstract of the dissertation and include the Zoom link if the dissertation defense will take place via Zoom. After the electronic announcement, the modality of the dissertation defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the sociology graduate committee and electronically announced to the department. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes.

### **3. Academic Progress**

#### **Standards for Judging Satisfactory Progress**

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

Graduate School rules require a B in all work that is part of the graduate program (i.e., graduate courses and approved undergraduate courses taken outside the department). The department additionally requires a B in all graduate courses, and the department will accept no grade below B in a required course. If a student receives less than a B in a required course while maintaining an overall B average, the required course must be repeated. Should a graduate student fall below the required average, either in graduate courses or overall graduate record, the student must overcome the deficiency during the next term to continue in the program. Note that grades of "I" (incomplete) count as failing grades after one semester. Hence incomplete courses carried over beyond the next term may lead to termination if they lower the student's average below B. Grades earned under the S/U option do not carry grade point values and are not computed in the University of Florida grade point average.

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

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

For the M.A.:

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

For the Ph.D.:

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

### **Graduate Student Annual Report**

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

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

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

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

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

Master's students at the University of Florida take a sequence of 6 required courses, plus elective courses to complete the required 36 hours for the degree. Students may select either a Thesis or Non-thesis option. In both options, the graduate student must meet the Graduate Council requirement that M.A. candidates have a broader interdisciplinary understanding of criminology, law and society. The hours taken to complete the M.A. will count toward the total of 90 hours required for the Ph.D., if admitted to that program. A detailed description of this program is available.

**The Supervisory Committee.** During the first or second semester, the student asks a member of the department faculty to serve as chair of the supervisory committee. This faculty member will become the student's primary academic advisor. In consultation with the supervisory committee chair, the student selects at least one other faculty member from the department to serve on the committee. After obtaining the consent of all members, the student proposes the committee to the Graduate Coordinator for approval. Students should ask the Academic Assistant to prepare a DocuSign document to collect the signatures of all committee members and the Graduate Coordinator for approval of the supervisory committee. The chair will sign first, followed by the committee members and the Graduate Coordinator. After all signatures have been collected, the Academic Assistant will submit the MA Committee Approval Form to the Graduate School for final approval. The chair must hold Graduate Faculty status in the department. After consultation with the supervisory committee, the student must decide whether to complete a thesis or non-thesis paper for the terminal M.A. project. [file: [ma-committee-approval-crim.pdf](#)]

**Thesis.** A master's thesis candidate must prepare and present a thesis that shows independent investigation. It must be acceptable, in form and content, to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, guided by the Graduate School's format requirements. The academic unit is responsible for quality and scholarship. A thesis proposal is prepared and presented before research is actively undertaken. The scope and length of the thesis proposal is determined by the supervisory committee. A final copy of the thesis proposal must be e-mailed to the Academic Assistant 10 business days in advance of the proposal defense to be posted on Canvas in Public Departmental Files for public inspection. The supervisory committee chair must announce to faculty, students, and staff in the department, via email, the date, time, place, and modality (face to face or online via Zoom) of the proposal defense at least 10 working days prior to the date of the hearing. The email must identify the student, the title of the project, and an abstract of the proposed research and include the Zoom link if the proposal defense will take place via Zoom. After the email announcement, the modality of the proposal defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the criminology graduate committee and announced to the department via email. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room. [file: [ma-proposal-approval-crim.pdf](#)]

A thesis typically has the following characteristics:

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

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

A non-thesis typically has the following characteristics:

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

**Final Examination.** Each master's candidate must defend the thesis or non-thesis paper before all members of the supervisory committee. A final copy of the thesis or non-thesis paper must be e-mailed to the Academic Assistant 10 business days in advance of the defense to be posted on Canvas in Public Departmental Files for public inspection. The supervisory committee chair must announce to faculty, students, and staff in the department, via email, the date, time, place, and modality (face to face or online via Zoom) of the defense at least 10 working days prior to the date of the hearing. The email must identify the student, the title of the project, and an abstract of the thesis or non-thesis paper and include the Zoom link if the defense will take place via Zoom. After the email announcement, the modality of the defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the criminology graduate committee and announced to the department via email. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room. All members of the supervisory committee must participate in the examination. For thesis degree applicants, the final examination is an oral defense of the thesis. For non-thesis candidates, the form of the exam is determined by the supervisory committee and may include a written component. Final examinations are not ordinarily held during the summer. All faculty are invited to attend and participate, but only supervisory committee members may vote. All supervisory committee members must attend. The Graduate Council also requires that candidates be examined on their broader interdisciplinary understanding of criminology and law and society by following this procedure:

Prior to the time of final examination, a faculty member with graduate status is chosen to serve as a thesis, non-thesis, or dissertation 'reader'. The faculty reader represents the area of specialization not chosen by the student. If there is no representation of the other



area on the supervisory committee, then a fourth person is selected. The supervisory committee chair in consultation with the graduate student and CLS director makes the selection of the faculty reader. The reader examines the student's knowledge of the area during the final examination and, in consultation with the supervisory committee, makes the determination as to whether or not the student meets the graduate council requirement. If both areas of specialty are represented within the supervisory committee membership, no additional person is required.

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

**Credit Hour Requirements.** The M.A. requires a minimum of 36 credit hours of courses, with additional guidelines noted below. The Department guidelines are designed to ensure that graduate students are exposed to the core ideas in methods, statistics, and theory while receiving substantive training in crime and justice or law and society. Students will benefit from participating in dynamic exchanges found in seminars as well as doing independent or collaborative research with faculty and other graduate students. So long as the basic guidelines are followed, students can craft their program in various ways to incorporate individual studies hours (3 credits maximum), thesis research (6 credits maximum), elective courses inside or outside the Department (12 credits), and transfer credits (9 credits maximum).

- 18 hours of required courses in methods, theory, professional development, and either Criminal Justice Process OR Law and Social Science (see below)
- Ordinarily no more than a total of 3 credit hours in individual work (courses numbered 6905 or 6910) may be counted toward the M.A.
- Students completing the Masters Thesis option for the M.A. should enroll in Research for Masters Thesis (6971). No more than 6 credit hours of this course can be applied to the M.A.
- Students completing the non-thesis paper option for the M.A. should enroll in Applied CJ Research Project (6916). No more than 6 credit hours of this course can be applied to the M.A. and the Ph.D.
- With approval of the Graduate Committee, similar graduate courses taken at other universities may be substituted for up to 6 semester credit hours of required courses.
- Students completing the joint JD/MA program are permitted to count 12 hours from law toward the MA.
- Work in Criminology must be in courses numbered 5000 and above. For those selecting the thesis option, at least three hours of courses numbered 5000 or above may be taken outside CLS provided they are part of an approved plan of study (or are approved in writing by the Graduate Coordinator and supervisory committee chair). For those selection the non-thesis option, nine hours must be taken outside of CLS.
- Ordinarily, no more than six semester hours of graduate sections of primarily undergraduate courses (commonly called "piggy-back" courses) may apply toward the M.A. degree.

- Only courses with a grade of B or higher can be applied toward the M.A.

**Required Courses.** Students are required to take the 6 courses listed below (18 total hours).

- CCJ 6936: Proseminar in Crime, Law and Justice
- CCJ 6920: Seminar in Criminological Theory
- CCJ 5934: Introduction to Quantitative Methods
- CCJ 6705: Research Methods in Crime, Law and Justice I
- CCJ 6039: Law and Society
- CCJ 6285: Criminal Justice Process OR CJL6090 Law and Social Science

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

**Courses in Other Departments.** Work in Criminology must be in courses numbered 5000 and above. Up to 12 credits can be taken in elective courses outside CLS provided they are part of an approved plan of study.

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

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

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

The doctoral program consists of 90 semester hours of credit beyond the B.A. degree. Students with a Criminology, or closely related M.A. received within the last seven years from an accredited U.S. university may request up to 21 hours credit from their M.A. work toward this total. Those with an M.A. from this department may apply 36 hours. The department requires Ph.D. students to complete at least 66 hours of course work, including the M.A. hours. Qualifying exams in crime and justice, law and society, and methods take place at the end of a student's course work. The 24 hours remaining to complete the required 90 hours usually consist of individual pre-doctoral and doctoral dissertation research. In addition to the MA requirements, the Graduate Program in Criminology and Law (CLS) requires additional criminology courses, nine elective courses and dissertation credits. Each Ph.D. student must indicate an area of specialization: either crime and justice or law and society.

**The Supervisory Committee.** Before the completion of 12 credits or the second semester, students are required by the Graduate School to form the supervisory committee. The committee chair must have Graduate Faculty status in the department and have expertise in the student's primary area of specialization. The committee must have two additional faculty members who have Graduate Faculty status in the department. Affiliate department members may be a committee co-chair or member. The final committee member should have Graduate Faculty status in another department. If the student has an out-of-department minor, the outside member must come from the minor department. Lecturers do not have Graduate Faculty status. Faculty in professional colleges (e.g., law, medicine) ordinarily do not have Graduate Faculty status.

The student first obtains the consent of the proposed supervisory committee chair and, in consultation with the proposed chair, determines the required department faculty members, and the required external member.

The role of the external member is to:

3. Monitor that all UF and Graduate School policies are being adhered to throughout the thesis/dissertation process.
4. Mediate in instances where there is conflict between the student and the supervisory committee or among the supervisory committee members, which is why the external always has no ties to the student's department, as that freedom allows him or her to serve as a disinterested, impartial third party if conflict arises.

After obtaining the consent of all members, the student proposes the committee to the Graduate Coordinator for approval. Students should ask the Academic Assistant to prepare a DocuSign document to collect the signatures of all committee members and the Graduate Coordinator for approval of the supervisory committee. The chair will sign first, followed by the committee members and the Graduate Coordinator. After all signatures have been collected, the Academic Assistant will submit the PhD Committee Approval Form to the Graduate School for final approval.

The committee consists of at least four members, all of whom must have graduate faculty status. Three members must be graduate faculty in the department and the fourth

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

The role of the external member is to:

1. Monitor that all UF and Graduate School policies are being adhered to throughout the thesis/dissertation process.
2. Mediate in instances where there is conflict between the student and the supervisory committee or among the supervisory committee members, which is why the external always has no ties to the student's department, as that freedom allows him or her to serve as a disinterested, impartial third party if conflict arises.

After obtaining the consent of all members, the student proposes the committee to the Graduate Coordinator for approval. Students should ask the Academic Assistant to prepare a DocuSign document to collect the signatures of all committee members and the Graduate Coordinator for approval of the supervisory committee. The chair will sign first, followed by the committee members and the Graduate Coordinator. After all signatures have been collected, the Academic Assistant will submit the PhD Committee Approval Form to the Graduate School for final approval. [file: [phd-committee-approval-crim.pdf](#)].

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

**Credit Hour Requirements.** The Ph.D. requires a minimum of 90 credit hours of courses, with additional guidelines noted below. The department guidelines are designed to ensure that graduate students at the Ph.D. level are exposed to the core ideas in methods, statistics, and theory. In addition, students are expected to develop expertise in at least one primary and one secondary area. Students will benefit from participating in dynamic exchanges found in seminars as well as doing independent or collaborative research with faculty and other graduate students. So long as the basic guidelines are followed, students can craft their program in various ways to incorporate individual studies hours (9 credits maximum), dissertation research (24 credits maximum), courses outside the department, and transfer credits (21 credits maximum).

- 27 hours of required courses.
- 9 elective graduate seminars from the department or from other departments; must be pertinent to student's interests. (Individual work and individual research courses are not considered seminars).

- Ordinarily, no more than a total of 3 credit hours in individual work (courses numbered 6905 or 6910) may be counted toward the Ph.D. Students with an M.A. from UF may take 3 credit hours in the M.A. program and 3 additional credit hours in the Ph.D. program. The Graduate School further limits CCJ 6910 to 5 credits hours totaled across the M.A. and Ph.D. programs.
- No more than a combined total of 24 hours of Advanced Research (CCJ 7979) and Research for Doctoral Dissertations (CCJ 7980) may be counted toward the 90 total hours.
- Students transferring to the University of Florida with a Master's degree in Criminology may petition to be credited with a maximum of 21 semester hours taken in an M.A. or M.S. program. Students with a CLS M.A. from the University of Florida may count 36 hours from the M.A. program.
- Students entering the Ph.D. program with a Master's degree in another field may be required to complete an M.A. in CLS or to complete additional graduate or undergraduate courses. The Graduate Coordinator and Graduate Committee have responsibility for determining these requirements.
- No more than nine semester hours of graduate sections of primarily undergraduate courses (commonly called "piggy-back" courses), including hours taken in a Master's program, may apply toward the Ph.D. degree.

**Required Courses.** Students are required to take the following courses (27 total hours).

- CCJ 6936: Proseminar in Crime, Law and Justice
- CCJ 6920: Seminar in Criminological Theory
- CCJ 5934: Introduction to Quantitative Methods
- CCJ 6705: Research Methods in Crime, Law and Justice I
- CCJ 7742: Research Methods in Crime, Law and Justice II
- CCJ 6039: Law and Society
- CCJ 6285: Criminal Justice Process OR CJL 6090 Law and Social Science
- CCJ 7921: Professional Development
- Methods or statistics seminar (see Appendix G for a general list of approved out-of-department methods or statistics courses)

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

**Course Substitution:** Students who were admitted with an MA or MS from another institution might be allowed to substitute another course for CCJ 5934: Introduction to Quantitative Methods if they can demonstrate that they have achieved a minimum level of competency with the material covered in the class. To opt out, students need to provide their transcript, showing that they have taken a similar graduate-level course (e.g., research methods, statistics, or data analysis) and passed that course with a B or higher (or equivalent). The instructor of Introduction to Quantitative Methods will decide whether students can opt out after being given the syllabus or syllabi of the previously taken course(s).

By opting out, students agree that they either (1) have sufficient experience with Stata and R to proceed to the second QM course or (2) are willing to achieve sufficient mastery of these languages on their own. Before beginning the second course, students should be able to perform the following tasks in both Stata and R:

- Basic variable construction and data management
- Create basic data displays (histograms, pie graphs, bar graphs, scatter plots)
- Produce summary statistics for univariate distributions (central tendency, variability, shape)
- Estimate commonly used tests of bivariate association (chi-square, *t*-tests, Pearson correlation, Spearman correlation, ANOVA)
- Estimate linear regression models

**Courses in Other Departments.** Work in CLS must be in courses numbered 5000 and above. Up to 27 hours of courses numbered 5000 or above may be taken outside CLS provided they are part of an approved plan of study by the supervisory committee chair.

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

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

## **Comprehensive Examinations and Admission to Candidacy**

**Overview.** The comprehensive examination process is designed to integrate coursework and learning with sequential progress through the Ph.D. program and the dissertation. All students will be required to pass examinations in both tool areas (theory and methods) as well as in one of the two substantive areas (Crime & Justice or Law & Society/Psych-Law). Foundation take-home essay exams for both tool areas will ordinarily be taken in the semester after the respective required tool courses are completed. The area examination process will also consist of take-home essays. The theory, methods, and area exams are open book/open note.

Department-appointed examination committees will be responsible for evaluating the tool foundation exams and the take-home essays in the substantive areas. While preparing for the substantive area exam formats, the student may enroll in one of the research sections, CCJ 6910 or CCJ 7979.

After the comprehensive examinations are passed by the respective examination committees, students will need to pass an oral hearing conducted by their respective

supervisory committees and have a dissertation topic approved in order to be admitted into candidacy by the Graduate School.

**The Tool Foundation Take-home Essays.** Students will take Tool Take-home Essays at two different times, at one time testing theory and at another time testing methods. The exams are comprehensive in that students are expected to read and learn beyond course material. Students should consult with faculty when developing their reading lists and choosing material to study.

For the tool exam, separate readers will grade for the method questions and the theory questions (although some readers may be assigned to both). The respective tool essays should be taken in the term following completion of the required coursework for the tool area. For theory, most students will be expected to take the Foundation Take-home Essays for the first time as early as April of their first year but no later than the fall of their second year. For methods, students will be expected to complete the Foundation Take-home Essays for the first time in the term following the completion of the last course in the methods sequence, as early as April of their second year but no later than fall of their third year.

For both the theory and methods Foundation Take-home Essays, the student will have to answer two questions over three days. The student will have the exam beginning Thursday at 8:00 am and should turn it in Saturday at 11:59 pm. The days will be announced in advance. The maximum length for each answer will be 12 double-spaced typed pages, excluding references, using 12-point font (Times New Roman, Calibri) and 1-inch margins.

**The Area Take-home Essays.** For the Area Take-home Essays, the students will have to answer two questions over three days. The student will have the exam beginning Thursday at 8:00 am and should turn it in by Saturday at 11:59 pm. The days will be announced in advance. The maximum length for each answer will be 12 double-spaced typed pages, excluding references, using 12-point font (Times New Roman, Calibri) and 1-inch margins.

**Oral Hearing for Admission to Candidacy.** The graduate school requires a satisfactory defense at an oral hearing and the approval of a dissertation topic by a student's supervisory committee for admission to candidacy. Admission to candidacy is established through a successful oral defense of the dissertation proposal.

**The Timing for Taking Comprehensive Exams and Oral Exam for Admission to Candidacy.** Doctoral students are encouraged to take comprehensive examinations as soon as they can, but no sooner than the third semester in the doctoral program. Doctoral students are expected to work with their supervisory chair to specify the timing of their exams as part of their plan of study. The timing should take into consideration timely progress toward the Ph.D., the time that is likely to be required to complete the dissertation, and their prospects for funding until the dissertation is finished.

- Tool Exams. Ordinarily, incoming doctoral students should pass the written theory exam in the spring term after their fall admission into the program. Doctoral

students should target to pass the written stat/methods tool exam in the term (usually the spring semester of their second year) following completion of the required methods sequence.

- **Area Exams.** The target for completing the written area exams should be before the midpoint (January) of the third year after admission into the doctoral program so they have time to do their dissertations. At a minimum, the area exams should be scheduled so they have at least one year to prepare and defend their dissertation after they pass the exams.
- **Admission to Candidacy.** Students are expected to hold an oral defense of their dissertation proposal for admission to candidacy. Ordinarily this would occur by the spring of their third year.

## Other Procedural Matters

- **Appointed Examination Committees:** The respective tool and area grading/examination committees will consist of three CLS graduate faculty members: an exam chair, an exam reader and a 3<sup>rd</sup> reader to be used when the exam chair and exam reader disagree on the outcome. The members are appointed for a two-year term by the department chair.

### Comprehensive Exams Committees for AY 2022-2023

- Theory Exam: Fagan (chair) and Hanson (reader); Krohn (3<sup>rd</sup> reader)
  - Methods Exam: Gibson (chair) and Krohn (reader); Fagan (3<sup>rd</sup> reader)
  - Criminal Justice Exam: Lane (chair) and Ernst (reader); Kahler (3<sup>rd</sup> reader)
  - Law & Society Exam: Levett (chair) and Li (reader); Lanza-Kaduce (3<sup>rd</sup> reader)
- **Take-home Exam Offerings:** The Take-home Essays will be provided three times a year—at the beginning of the fall and spring terms and at the end of the spring term. The essay questions will be posted in Canvas and answers will need to be submitted in Canvas.
  - **Grading and Oral Hearing on Take-home Essay Exams:** The student will be notified of the outcome within three weeks of turning in the respective exam by the grading/examination committee chair. Each appointed committee member submits a written grade for each exam question along with reasons to the committee chair who compiles the inputs. In addition, each grader submits an indication of whether or not an oral exam or remediation should be required to address concerns about the student's answers on that particular exam. The chair of the grading/examination committee, in consultation with the members, will provide the outcome and comments to the student and the student's supervisory committee chair. The four possible grades for the written take-home exams are listed below:
    - **Pass with Distinction:** The student passes all questions and the grading/examination committee considers the answers to be outstanding. The student earns a passing grade on the exam and can continue to study for the next exam (or, if they are completed, may defend her/his qualifying dissertation paper).



- **Pass:** The student passes all questions and the grading/examination committee considers the answers to be adequate. The student earns a passing grade on the exam and can continue to study for the next comprehensive exam (or, if they are completed, may defend her/his qualifying dissertation paper).
- **Remediation, Written and/or Oral:** Based on the reading of the exam, the grading/examination committee determines the student needs to remediate the exam. A committee may determine that an oral hearing may be sufficient to clear up problems or may require written remediation.
 

If an oral hearing is required, the grading committee may require an oral examination on the comprehensive exam answers to allow the student to elaborate on the answers given on the written exam. An oral hearing may be conducted either with or without a written remediation. To pass the exam, the student will need to successfully complete the oral hearing conducted by the exam grading committee. If the oral hearing is not successful, the student will fail the exam and will have only one other opportunity to take the exam. The hearing will be scheduled within 30 days from the date that the exam results are delivered to the student. The grading committee and the student's supervisory committee chair will conduct the exam, although other faculty members are welcome to attend.

A written remediation will consist of writing a seminar-style paper that addresses areas of weakness identified from the exam; the paper's topic will be assigned by the comprehensive exam committee. The paper will be due no later than four weeks from the date that the remediation assignment is delivered to the student and will be graded by the grading/examination committee members within three weeks of its receipt. If the student fails this remediation, the student will fail the overall exam and will have only one other opportunity to retake the overall exam. If the student passes the remediation, and the committee has not indicated that an oral exam is necessary, then the student passes the exam.
- **Fail:** If the student fails both questions, the student fails the exam and must retake it. To allow for additional preparation, re-testing (see below) should occur the next time that the exam is officially offered by the department (see above).
- **Re-testing.** Only one re-examination is permitted for each written exam (theory, methods, and area) during the process. Each student should be notified of the results through email. The supervisory committee chair, graduate coordinator, and graduate program assistant must also be notified. In addition, a record of the results of each comprehensive exam should be placed in the student's file by the comprehensive exam committee chair.
- **DRC Accommodations.** Students needing accommodations for any step in the comprehensive examination process are required to obtain DRC documentation before starting that step of the process. For information, go to: <https://www.dso.ufl.edu/drc>.

**Dissertation Proposal.** The dissertation proposal shall be of the length and organization as determined by the supervisory committee and should be sufficient to communicate satisfactorily an understanding of the literature and background of the theoretical and empirical issues and present a feasible and appropriate methodology for the project. A final copy of the proposal must be e-mailed to the Academic Assistant 10 business days in advance of the proposal defense to be posted on Canvas in Public Departmental Files for public inspection. The supervisory committee chair must electronically announce to faculty, students, and staff in the department the date, time, place, and modality (face to face or online via Zoom) of the proposal defense at least 10 working days prior to the date of the hearing. The electronic notice must identify the student, the title of the project, and an abstract of the proposed dissertation and include the Zoom link if the proposal defense will take place via Zoom. After the electronic announcement, the modality of the proposal defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the criminology graduate committee and electronically announced to the department. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes. Proposal defenses are not ordinarily scheduled during the summer. [file: [phd-proposal-approval-crim.pdf](#)]

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

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

- A dissertation must be completed within five years of qualifying exam completion. Students taking longer must be readmitted and may be required to repeat the qualifying exams.
- When writing the dissertation, pay special attention to Graduate School formatting rules.
- It is entirely ethical for a student to engage a paid editor to advise on matters of grammar, punctuation, and spelling. This can be helpful, particularly for students for whom English is not the first language.
- During the student's planned final semester, it is essential to obtain and study closely the Graduate School leaflet showing deadline dates. These are provided in the current Graduate Catalog <http://graduateschool.ufl.edu/academics/graduate-catalog> and at the Graduate School's website <http://graduateschool.ufl.edu/graduate-life/graduation/>.
- Incompletes or other defects should be cured before the start of the final semester.
  - **Format.** The dissertation must be in a form suitable for publication, using the Graduate School's format requirements. The Graduate School Editorial

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

- **The Final Examination.** The final examination is an oral defense of the dissertation; general matters pertaining to the student's specializations may also be covered. The final examination should occur by midterm of the eighth semester but may be defended as early in the program as approved by the committee. Final examinations are ordinarily not scheduled during the summer. The oral defense may not be scheduled before a completed draft of the dissertation has been distributed to the supervisory committee and the committee chair has read it and determined that it is ready for oral defense. A final copy of the dissertation must be e-mailed to the Academic Assistant 10 business days in advance of the oral defense to be posted on Canvas in Public Departmental Files for public inspection. The supervisory committee chair must electronically announce to faculty, students, and staff in the department the date, time, place, and modality (face to face or online via Zoom) of the oral defense at least 10 working days prior to the date of the hearing. The electronic notice must identify the student, the title of the project, and an abstract of the dissertation and include the Zoom link if the dissertation defense will take place via Zoom. After the electronic announcement, the modality of the dissertation defense cannot be changed under normal circumstances. If a change of the modality is warranted, it needs to be approved by the criminology graduate committee and electronically announced to the department. Face-to-face meetings are preferable with at least the candidate and the student's supervisory committee chair being together in the same room. All faculty, students and others are invited to attend, but only the supervisory committee may evaluate whether the student passes.

### **3. Academic Progress**

#### **Standards for Judging Satisfactory Progress**

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

Graduate School rules require a B in all work that is part of the graduate program (i.e., graduate courses and approved undergraduate courses taken outside the department). The department additionally requires a B in all graduate courses, and the department will accept no grade below B in a required course. If a student receives less than a B in a required course while maintaining an overall B average, the required course must be repeated. Should a graduate student fall below the required average, either in graduate courses or overall graduate record, the student must overcome the deficiency during the next term to continue in the program. Note that grades of "I" (incomplete) count as failing grades after one semester. Hence incomplete courses carried over beyond the next term may lead to termination if they lower the student's average below B. Grades earned under the S/U option do not carry grade point values and are not computed in the University of Florida grade point average.

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

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

For the M.A.:

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

For the Ph.D.:

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

### **Graduate Student Annual Report**

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

## VI. Graduate Student Resources

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

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

**Teaching Assistants Handbook:**

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

**The Graduate School's Handbook for Graduate Students:**

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

**Graduate Catalog:**

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

**Graduate School Academic Calendar:**

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

**Professional Associations for Sociologists:**

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

**Professional Associations for Criminologists:**

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

## VII. Appendices

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

Date of meeting: \_\_\_/\_\_\_/\_\_\_

Content of the meeting (topics covered):

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

Mentee comments:

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Mentor comments:

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\_\_\_\_\_  
(Mentee name and signature)

\_\_\_\_\_  
(Mentor name and signature)

## Appendix B:

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

	Fall	Spring
<b>Year 1</b>	<ul style="list-style-type: none"> <li>• SYA 7933 Proseminar</li> <li>• SYA 6315 Introduction to Qualitative Methods</li> <li>• SYA 7933 Introduction to Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Department seminar 1</li> <li>• SYA 7933 Research Design</li> <li>• SYA 6407 Quantitative Methods</li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>• SYA 6018 Classical Theory</li> <li>• Department seminar 2</li> <li>• MA Project (SYA 6942 or SYA 6971)</li> </ul> <p><b><i>Defend MA project proposal</i></b></p>	<ul style="list-style-type: none"> <li>• SYA 6126 Contemporary Theory</li> <li>• SYA 6905 Individual Work</li> <li>• MA Project (SYA 6942 or SYA 6971)</li> </ul>
	<b>Complete MA</b>	
<b>Year 3</b>	<ul style="list-style-type: none"> <li>• Department seminar 3</li> <li>• Department seminar 4</li> <li>• SYA 7933 Advanced Quantitative Methods or Elective seminar</li> </ul>	<ul style="list-style-type: none"> <li>• Department seminar 5</li> <li>• Elective seminar</li> <li>• SYA 7933 Advanced Qualitative Methods or Elective seminar</li> </ul>
	<b>Pass qualifying exams AND defend dissertation proposal</b>	
<b>Year 4</b>	<ul style="list-style-type: none"> <li>• Elective seminar</li> <li>• SYA 7979 Advanced Research (6 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Elective seminar</li> <li>• SYA 6905 Individual Work (6 credits)</li> </ul>
<b>Year 5</b>	<ul style="list-style-type: none"> <li>• SYA 7980 Doctoral Research (9 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• SYA 7980 Doctoral Research (9 credits)</li> </ul>
	<b>Complete dissertation</b>	



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

	Fall	Spring
<b>Year 1</b>	<ul style="list-style-type: none"> <li>• CCJ 6936 Seminar in Crime, Law &amp; Justice</li> <li>• CCJ 6920 Criminological Theory</li> <li>• CCJ 5934 Introduction to Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• CCJ 6039 Law and Society*</li> <li>• CCJ 6285 Criminal Justice Process OR CJL 6090 Law and Social Science*</li> <li>• CCJ 6705 Research Methods in Crime, Law &amp; Justice I</li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>• CCJ 7742 Research Methods in Crime, Law &amp; Justice II</li> <li>• Elective seminar 1</li> <li>• MA Project (CCJ 6942 or CCJ 6971)</li> </ul> <p><b><i>Defend MA project proposal</i></b></p>	<ul style="list-style-type: none"> <li>• Elective seminar 2</li> <li>• CCJ 6905 Individual Work</li> <li>• MA Project (CCJ 6942 or CCJ 6971)</li> </ul>
<b>Complete MA</b>		
<b>Year 3</b>	<ul style="list-style-type: none"> <li>• Methods Elective</li> <li>• Elective seminar 3</li> <li>• Elective seminar 4</li> </ul> <p><b><i>Take Methods Tool Foundation Take-home Essays</i></b></p>	<ul style="list-style-type: none"> <li>• Elective seminar 5</li> <li>• Elective seminar 6</li> <li>• CCJ 7921 Professional Development</li> </ul> <p><b><i>Take Theory Tool Foundation Take-home Essays</i></b></p>
<b>Year 4</b>	<ul style="list-style-type: none"> <li>• Elective seminar 7</li> <li>• Elective seminar 8</li> <li>• CCJ 7979 Advanced Research</li> </ul> <p><b><i>Take Area Take-home Essays</i></b></p>	<ul style="list-style-type: none"> <li>• Elective seminar 9</li> <li>• CCJ 6905 Individual Work</li> <li>• CCJ 7979 Advanced Research</li> </ul> <p><b><i>Defend dissertation proposal</i></b></p>
<b>Year 5</b>	<ul style="list-style-type: none"> <li>• CCJ 7980 Doctoral Research (9 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• CCJ 7980 Doctoral Research (9 credits)</li> </ul>
<b>Complete dissertation</b>		

\*These seminars are offered every other year.

## Appendix D: Annual Activities Report – Department of Sociology and Criminology & Law Graduate Students

March 1, 2022 to February 28, 2023

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

**10. Courses you have taught during year:**

Semester	Course Number and Title	Number Students Enrolled
Spring 2022		
Summer 2022		
Fall 2022		
Spring 2023		

**11. Courses you have assisted faculty with during year:**

Semester	Course Number, Title and Faculty Name	Number Students Enrolled Graded	Your Responsibilities
Spring 2022			
Summer 2022			
Fall 2022			
Spring 2023			

- 12.-29. **Academic and Professional Activity:** On a separate sheet or sheets please give the details of your activities, using the numbered headings in the order given below (omit inapplicable items):
12. Degree progress (e.g., courses completed, milestones achieved, etc.) Include courses in which you have an “incomplete” and projected date of completing the course.
  13. Publications between **3/1/22 and 2/28/23**--give precise bibliographical listing. List only items published and creative works produced during the reporting period.
    - a) Refereed items
    - b) Non-refereed publications
    - c) Creative works or activities
  14. Papers in press or submitted for publication
  15. Work in progress (list title of the manuscript and the progress that you have made on it)
  16. Contributed papers given at meetings (title, place, date)
  17. Grants, contracts, and other funding (title, agency, amount, dates, P.I., co-investigator):
    - a) Proposals submitted
    - b) Funding received during reporting period
    - c) Funding still in progress from previous year(s)
  18. Fellowships and other recognition of scholarship (CLAS Dissertation Fellowship, honors, awards, etc.) received during the reporting period
  19. Other research experience or research assistantships (for each project, indicate the faculty with whom you worked, describe your role, and provide a brief description of the project)
  20. Course development or other significant activities to improve teaching
  21. Recognition of teaching achievements during the past year
  22. Service for the Department and/or Program
  23. Service for the College and University
  24. Service for the Profession, including service to schools
  25. Editorships and service on editorial boards of regional, national, or international publications
  26. Other research or scholarly accomplishments or professional development activities you wish to report
  27. Describe your goals for AY 2022-2023
  28. If you assisted a faculty member with her or his class, provide the faculty member's evaluation of your performance
  29. If you taught your own class, provide the **Teaching evaluations** for the **2022** calendar year (**Spring 22, Summer 22, Fall 22**) by students (see <https://ufl.bluera.com/ufl/>), and one teaching evaluation completed by a faculty member.

Steps for generating the evaluation report:

1. Go to <https://ufl.bluera.com/ufl/> and logon with your GatorLink credentials.
2. On the home page, go to “Reports”
3. Click on the “Individual Instructor Aggregate Report report”
4. Locate the desired evaluation and download the respective pdf-report.

## **Appendix E:**

# **Guidelines for Assigning Graduate Teaching Assistants and Graduate Assistants**

### **Graduate Teaching Assistants**

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

### **Graduate Assistants**

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

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

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

### **Course Scheduling: Procedures, Constraints and Recommendations**

Assignments of GAs and GTAs for teaching duties occurs through the course scheduling process. Departmental course scheduling is a long process with multiple steps, each with multiple inputs, which together impose various constraints on decisions about assignments. The scheduling process begins roughly one year in advance. We start early because we are a large unit, because the UF Office of the Registrar has their own deadlines, and because of an array of unexpected circumstances that may arise.

### Demand for Undergraduate Courses

The Department begins the scheduling process by reviewing past schedules and especially previous enrollment in our many course offerings. This provides the basis for estimating demand for undergraduate courses by undergraduate students. Student demand is a major determinant of what courses the Department prioritizes for course offerings. The Department must also address demand for courses from sources outside the Department, such as UF Online (UFO), Advising, Preview (for some summer courses) and others. This is because many of our courses are popular or options for General Education requirements among non-majors. The Department then lists the courses that will need to be offered at the undergraduate level.

The Department then reviews the faculty and graduate student body to evaluate labor supply. We must identify faculty on sabbaticals and faculty and graduate students possibly on leave.

### Demand for Graduate Seminars

The Department then reviews graduate student cohorts to assess demand for required graduate seminars. We also review past graduate seminar offerings to assess likely faculty who can offer seminars in the next academic year. The Department consults with faculty regarding seminars they would like to offer, first for required seminars, then for electives. Faculty reply by issuing proposals of seminars along with preferred days and periods.

The Department then consults graduate students regarding elective seminars they would like to take. Graduate student interest determines demand, which in turn determines if a seminar can be offered. The university sets requirements for minimum enrollment for seminars to be offered. Required seminars, faculty proposals for electives, and graduate student demand set up the seminar schedule.

### Faculty Proposals with Preferences about Courses and Seminars

The Department consults faculty about undergraduate courses they would prefer to offer. Faculty reply with proposals for courses and preferences about days and periods. For undergraduate courses with labs or discussion sessions, faculty may also express preferences about GAs. The Department then compares estimated undergraduate demand to faculty proposals.

Where there are gaps in faculty proposals and thus unmet demand, the Department identifies priorities for GTA appointments. Note that faculty who propose lower-division courses offer large-section classes (usually capped at 150 seats) supported by GAs, along with smaller upper division courses (typically capped at 40 seats). GTAs who offer courses get smaller sections (usually capped at 35 seats).

### Graduate Student Proposals with Preferences about Courses

The Department then consults with graduate students who have at least 30 SCHs and the MA about courses they would like to offer as GTAs. At the same time, the

Department consults with graduate students with fewer SCHs and no MA about courses for which they would like to serve as GA. Note that international students whose first language is not English must pass the SPEAK test before they can teach a course as GTAs. Note also that graduate students with 30+ SCHs and the MA who propose GA assignments may not get those, because the Department needs to assign graduate students without those criteria to GA positions.

To summarize: there are many inputs in the scheduling process, the most important of which concerns student demand for specific seminars and courses. Because they cross multiple periods, seminars are scheduled before undergraduate courses. Required courses are scheduled before electives. Because faculty teach more courses and have many other responsibilities, faculty proposals are scheduled before GTA proposals.

### Scheduling Days and Periods for Seminars and Courses

When the Department issues calls for proposals about courses, it requests proposals that come with preferences about days and times for scheduling. The Department actively encourages proponents to be flexible in their preferences about days/periods. This is because the days and periods for scheduling of seminars and undergraduate classes face certain constraints. The Department is a large unit with many instructors, and we collectively face a high level of demand for our many course offerings. The Department must therefore spread course offerings across the days of the week and hours of the day. If many courses are offered at the same time, it causes schedule conflicts in the registration process, which results in reduced enrollment and may slow student progress toward graduation.

When faculty and graduate students provide their proposals to the Department, the Department replies about courses and days/periods. While the Department strives to accommodate proposals in terms of top preferences about courses and days/periods, it is often necessary to propose second choices or other alternatives. Proponents can confirm or negotiate, although the Department is constrained in its options.

Unfortunately, because of the complexities of scheduling, the Department is often unable to fulfill the preferences of all faculty and graduate students. However, the Department works very hard to seek equity in assignments to suffice the preferences of as many proponents as possible and to accomplish the Department's teaching mission.

### Recommendations about Preferences for Courses and Days/Periods

To improve one's chances of getting Departmental proposals that suffice one's course preferences:

- Propose high demand courses such as lower-division classes (e.g., SYG 2000, CCJ 3024).

GTAs who have offered lower-division courses can also propose an upper-division course in their specialty (often as SYA 4930 or CCJ 4934) in subsequent semesters.

To improve one's chances of getting Departmental replies that accommodate one's preferences about days:

- Propose MWF courses.

Tuesday-Thursday (TR) courses cover two class periods, such as 2-3, 4-5, 5-6, 7-8, and 8-9, while Monday-Wednesday-Friday (MWF) courses cover only one class period. Hence across the same number of periods of the day, UF offers more MWF courses than TR courses.

To improve one's chances of getting Departmental replies that accommodate one's preferences about periods:

1. Propose a broad range of times, across several class periods. This gives the Department greater flexibility in finding a time within the proposed range of periods.
2. Propose periods at less busy times. The periods in the middle of the day tend to have more courses being offered, which increases the likelihood of schedule conflicts. Proposing courses in the earlier periods (1-3) or later periods (8-10) thus improves the odds of Departmental approval.

### Delivery Modality

Another consideration in course scheduling involves delivery modality. UF Online (UFO) has expanded the options for asynchronous online delivery. COVID-19 led UF to shift face-to-face courses to synchronous online delivery. UF has since provided revised guidance moving most instruction back to face-to-face delivery. That led some GTAs to propose online courses, notably via UFO with asynchronous delivery.

However, UFO operates very differently than face-to-face classes with regard to course proposals, development, and scheduling. UFO is managed outside of the Department. It is UFO that identifies course priorities and negotiates those with the Department. The Department then identifies faculty who might offer UFO courses and negotiates with those faculty. Faculty who agree must develop UFO courses in accordance with UFO requirements, and the content of those courses become property of UF. Faculty then offer UFO courses.

In relatively rare cases, when faculty cannot offer a UFO course due to other teaching obligations, the Department may extend the offer of a UFO course to a GTA. The number of UFO courses the Department can offer is based on UFO student demand, which is directly tied to UFO funding to offer those courses. This presents an additional consideration that can constrain UFO course offerings.

### Recommendations about Preferences for Teaching Modality

To improve one's chances of offering an online course:

- Propose an upper division course in your specialty and indicate a preference for online.

If the Department has a UFO course in that specialty and the faculty responsible for that UFO course cannot offer it, the Department may extend the offer to the GTA in that specialty.

### Scheduling and Rooms

The process as described thus far takes a few months, but is only the first phase of scheduling. In the second phase, Departmental staff work with the UF Office of the Registrar to find rooms for the courses in the draft schedule. This imposes another potential constraint on faculty and graduate student preferences about days/periods of courses. If rooms are not available, the Department tries to wait and see if cancellations free up rooms at the desired days/periods. In the worst-case scenarios, the Department circles back with the proponent and proposes alternative days/periods. When the Department confirms rooms, we circle back to faculty and graduate students to reconfirm teaching assignments.

### Recommendations for Course Proposals and Rooms

- Propose courses on MWF and/or during early (1-3) or later (8-10) periods that are less busy.

This is because rooms are less likely to be available on TR and during periods around the middle of the day.

### Appointment Letters

Once the Department has room confirmations, the Department will send out reminders to instructors about their courses, days/periods and modality. At that point, the Department staff compose and issue appointment letters.

### Other Considerations that Affect Course Scheduling

Even after room confirmations, changes in the course schedule can still transpire. Occasionally, a proponent receives funding for another activity than offering a class or goes on leave. Such events are hard to predict and introduce a significant element of uncertainty into the scheduling process. A carefully balanced schedule thus becomes unbalanced, which requires adjustments. This is especially the case when required courses are no longer covered, particularly when registration is near or already underway. In those circumstances, the Department is forced to find creative solutions and make decisions to suffice student demand for our courses.

### Summer Scheduling

In summer semesters, the scheduling process faces an additional constraint: the College budget. The Department follows the process outlined above in requesting course proposals from faculty and graduate students. The Department then compiles proposals and submits the proposed summer course schedule to the College for financial review.



The College may or may not approve a proposed course in summer, based on budgetary constraints. The Department regularly seeks College input about priorities for summer courses, which are driven by many sources outside the Department, such as Preview. Funding priorities have shifted notably over time, which makes recommendations for summer courses hard to specify. Proponents can improve their chances of approval by proposing high-demand lower- or upper-division courses.

## **Appendix F: Guidelines for Maintaining Respectful and Tactful Professional Behavior**

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

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

## **Appendix G:**

### **Approved Graduate Methods Courses, Criminology, Law, and Society, February 22, 2017**

#### **Other Departments**

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

#### **Within the Department**

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

## Appendix H: Housing Recommendations by Current Graduate Students

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