

THE GRADUATE STUDENT ACADEMIC HANDBOOK
DEPARTMENT OF SOCIOLOGY
UNIVERSITY OF CALIFORNIA, BERKELEY
2023-2024

(last revised February 1, 2024 with updated QE documents)

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HOW TO SPEAK BERKELEY

THE UNIVERSITY

University/UC	The 10-campus UC system – Berkeley plus the other campuses.
Campus	Berkeley. (There's only 1 Cal, and it's in Berkeley!)
Graduate Division	The UCB department that oversees all graduate students in all colleges and schools. Physical offices in 3 rd & 4 th floors of Sproul Hall. Virtual office at http://grad.berkeley.edu/students/ .
Designated Emphasis (DE)	A major that is additional to the Soc PhD. See Grad Div's DE website for detailed information and a list of DE programs.
Berkeley time	Classes are scheduled back-to-back: 8-10, 10-12, 12-2... To allow for time to move between classes, they all start 10 minutes after the hour.
Semester	A 17-week period of instruction and administration. Week 1 is devoted to administration; weeks 2-15 are devoted to instruction (class sessions); week 16 to review (RRR week; see below); week 17 to administration (exams).
Semester begins	The week before classes begin.
Instruction begins	The 1 st day classes are held.
Reading, Review, and Recitation (RRR) week	Week 16 of the semester; used for exam preparation. Instructors cannot cover any new material or require exams during this week.

KEY DEPARTMENT PERSONNEL AND COMMITTEES

Department Chair	A professor appointed by the Dean of Social Sciences in consultation with faculty members for a term of 3 years. Oversees the day-to-day operations of the department and develops its longer-term strategy in consultation with the rest of the faculty. Dave Harding is the current Chair.
Director of Graduate Studies (DGS)	A professor appointed by the department chair who supervises the graduate program. Represents the department to the Graduate Division and chairs CAP (described below). Irene Bloemraad is the current Director of Graduate Studies.
Director of Student Services (DSS)	A staff member who oversees the graduate and undergraduate student services, departmental curriculum and graduate student hiring. Anne Meyers is the current Director of Student Services.
Graduate Student Advisor (GSAO)	A staff member responsible for the Graduate Office. They are knowledgeable about the departmental and campus-wide rules and procedures on graduate education. Amie Acik is the current GSA for first-year students and Catherine Norton is the GSA for all other students.
Personal Advisor (PA)	A sociology faculty member who advises students on their academic plans. When students first enter the program they are assigned to the DGS as their

personal advisor. By the spring semester of their 1st year, students are expected to find a permanent advisor to provide them with guidance until they have identified their dissertation chair and assembled a dissertation committee. Students can change their advisor by getting their new advisor to sign a [change of advisor form](#) at any time. This is a very easy and non-controversial process, so if students need to switch advisors, they should not hesitate to do so. Students who are not yet advanced to candidacy must meet with their advisor at least once per semester. The [Graduate Study List form](#) should be presented to the advisor at the beginning of the semester for signing. The signed form should be submitted to the Graduate Office.

Academic Senate Rep.	A UC Berkeley faculty member from outside the department who represents the Academic Senate on the qualifying exam and dissertation committees. For details on who is considered a member of the Academic Senate, see Grad Div's degree policy .
Department Manager	The staff member who runs the department on a day-to-day basis. Michael Schneider is the Department Manager. For information on other department staff, see http://sociology.berkeley.edu/staff .
Committee on Academic Progress (CAP)	Monitors students' progress through the program, reviews continuing students' applications for fellowship competitions, and distributes departmental financial support to continuing students. It consists of the DGS and 2 or 3 other faculty members appointed by the department chair, in consultation with the DGS.

VENUES FOR INTELLECTUAL STIMULATION AND PROFESSIONALIZATION

Colloquium	Research talk given by Berkeley faculty or faculty invited from elsewhere. It is the department's intellectual crossroads. Students are expected to attend unless they have a class conflict because it is an excellent opportunity for professional socialization.
Workshops	Small groups of faculty and students who meet to discuss research on a particular topic; for example, gender/sexuality, methods and epistemology, immigration, and culture/organizations/politics. For a list, see http://sociology.berkeley.edu/graduate-student-workshops .
Organized Research Units (ORUs)	Centers and institutes that are organized outside departments and that are dedicated to research. Examples: Institute for Research on Labor and Employment (IRLE), Institute for the Study of Societal Issues (ISSI), Center for Chinese Studies, Institute for International Studies (IIS), Institute for Government Studies. For a list see https://vcresearch.berkeley.edu/ .

FINANCIAL MATTERS

CA Resident	A US citizen or permanent resident (green-card holder) who has lived in CA during the past year. All graduate students who are US citizens or permanent residents MUST qualify as CA residents after the 1st year. For information about qualifying for CA residency, see pp. 26-27.
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Nonresident	A US citizen or permanent resident who has <u>not</u> lived in CA during the past year or a non-citizen, regardless of his/her/their residency history.
In-state Tuition and Fees	University fees: Student Services Fee, Tuition, Berkeley Campus Fee, Class Pass Fee, and Health Insurance. Both CA residents and nonresidents pay these fees.
Non-resident Supplemental Tuition (NRST)	Extra tuition billed to nonresidents. The department provides coverage for 1st-year students who are non-California residents, and for non-U.S. citizens in years 1-4. NRST is waived for 3 years after students advance to candidacy, provided they advance by normative time See https://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/exceptions .
Teaching Assistant (TA, formerly GSI)	A half-time semester-long job (20 hours/week) that pays in-state tuition and fees (not NRST) plus a salary. TAs attend lectures and hold section meetings with small groups of students – 20 or 25, depending on the course. They also hold office hours, grade written work, and answer student questions. See p. 25.
Graduate Student Researcher (GSR)	Research appointments under the direction of a faculty member or authorized Principal Investigator. Specific tasks, dates of appointment, and number of hours per week are determined by the faculty member/PI. At 25% or higher (10+ hours/week), GSR positions pay in-state tuition and fees (not NRST). See p. 25.
Readership	Semester-long jobs that pay wages that vary with the number of students assigned. At 25% or higher (10+ hours/week), they pay in-state tuition and fees (not NRST). Readers attend lectures and grade written work. See pgs. 25-26.
Doctoral Candidacy Review (DCR)	An annual review designed to ensure that doctoral students who have advanced to candidacy are in good academic standing. Click on the Doctoral Candidacy Review link under My Dashboard.
Doctoral Completion Fellowship (DCF)	Available to advanced students through normative time + 1 year of the program, or later if granted a Grad Division extension. Normative time for the 2022 cohort is 6 years; 7 years for the 2020 cohort, and 8 years for the 2019 and older cohorts. The variance in normative time is due to Covid-19's impact on progress. Students must have a current DCR on file to qualify. The DCF pays a 2-semester stipend plus fees. See p. 23.
In Absentia	A fully registered status at a reduced fee for those who are away from campus and the Bay Area for the purposes of their research. Students must be advanced to candidacy. Students are eligible for 4 semesters of In Absentia. Fees are 15% of Tuition and the Student Services Fees plus the full cost of Student Health Insurance Program Fee (SHIP). The cost for 2023-24 is \$4,086. The application form is found under My Dashboard: Special Enrollment Petition link. Deadlines: fall deadline is July, spring deadline is December.
Filing Fee	A reduced fee ($\frac{1}{2}$ of the Student Services Fee) for students who have completed all requirements except for filing the dissertation. It may be used

only when a student was registered the semester before and expects to file. It can be used only one time. SHIP is not included. Students who do not file the semester they take Filing Fee must re-enroll and are subject to non-resident state tuition (NRST) if filing in the Fall or Spring as an out-of-state resident. Students must apply for Filing Fee status by the end of the 1st week of classes of the semester they intend to file. The application form is found under My Dashboard: Special Enrollment Petition link.

Lowenthal Fellowship

A departmental fellowship awarded to students who complete a prospectus by June 30th of their 4th year and who have TA'd at least twice in Sociology. Cohorts 2019 and 2020 have until June 30th of their 5th year to complete their prospectus due to the Covid-19 extension. The Lowenthal fellowship provides a \$11,000 stipend and fee coverage for one semester. An additional \$5,000 advancement incentive is added to the Lowenthal stipend for having advanced on time, resulting in a \$16,000 stipend. Any funds not used for fee coverage will be added to the \$16,000 stipend.

Students who advance in time but haven't TA'd twice will not receive the Lowenthal but will receive the \$5,000 advancement incentive.

MILESTONES IN THE PhD PROGRAM

Normative Time

The time it is supposed to take to (a) advance to candidacy and (b) complete the PhD program. Each PhD program has its own normative time, set through negotiation between the department and Graduate Division. For sociology, time to advance is normally 4 years and time to degree is 6 years. With the Covid-19 related extension the Grad Division granted, there are now three tiers of normative time and time to degree. Cohorts 2019+ have 5 years to advance and 8 years in time to degree (two-year extension). Cohort 2020 has 5 years advance and 7 years in time to degree (one-year extension). Cohorts 2022 and 2023 follow the normal timeline of 4 years to advance, and 6 years for time to degree (no extension).

Students remain in candidacy through normative time + two years if their dissertation chair is satisfied with their progress being made on the PhD. This means the 2022 cohort's candidacy becomes lapsed starting year 9; the 2020 cohort becomes lapsed starting year 10, and the older cohorts are lapsed starting at year 11.

Master's (MA) Paper

An empirical research paper. The goal is to produce something that could, with revision, be submitted to a scholarly journal. It is evaluated by 2 or 3 sociology faculty members. See pgs. 10-12.

MA Paper Advising Meeting

A 1-hour meeting where the readers of the MA paper, who have already agreed to approve the MA paper, meet with the student to discuss how to prepare the MA paper for submission to a journal and plan the remainder of the student's graduate school career. Students must bring a Title Page for the MA paper and the [MA Conference Report Form](#) to the conference.

Qualifying Exam (QE)	A 2- to 3-hour oral exam during which 4 faculty members (3 from Sociology, 1 from another UCB department) test the student's comprehension of key research findings, methods, theories, and/or concepts in at least 3 subject areas (theoretical, substantive, or methodological) and determine whether the student has the ability to think incisively and critically about these areas. At least 3 weeks prior to the QE date, students must submit the departmental QE Application Form to the Graduate Student Advisor and complete the online QE Application Form under My Dashboard: Higher Degree Committees Form. The default QE exam in Sociology is done in-person, with all committee members present. In unusual cases, such as if a faculty member is away on sabbatical, an exam may be done hybrid, but only if the student consents and the chair of the QE committee is present, in-person, with the student. See pgs. 12-14.
Orals	One way to approach the QE, which requires that 1 of 3 subfields be theory; the other 2 can be substantive, or 1 can be substantive and the other methodological. Preparation usually involves reading in each field and often involves writing memos or essays that faculty approve before the QE.
Tutorials	The other (less common) approach to the QE, which requires exams in 3 substantive or methodological subfields, with theory woven throughout. Papers should include a review of the literature that includes both theoretical and empirical materials. Such papers are usually longer than the written memos some faculty require for orals exam preparation. Students interested in pursuing the tutorials need to talk with the DGS first.
Dissertation	An original piece of research, usually but not always empirical. It can take the form of a single long piece of work (book form) or a series of 3 related papers (article form). See pgs. 17-18.
Dissertation Committee	3 or more faculty, 1 of whom must be an Academic Senate member from outside the Department of Sociology at UC Berkeley, who advise students on their dissertation research, read the finished dissertation, and electronically sign the Final Signature Submission form so that the student can file the dissertation with Graduate Division.
Dissertation Prospectus	A plan of dissertation research describing the problem you have chosen to study and why it is important, as well as the specific questions you will pose and the method you will use to answer them. Must be approved by the dissertation chair, but most students also seek feedback from other members of their dissertation committee. See pps.15-16.
Advancement to Candidacy	Official University milestone. Students advance to candidacy when they have completed all requirements but the dissertation – all coursework, MA paper, qualifying exams, and their dissertation chair has signed off on their prospectus. Also known as becoming ABD – all but dissertation. See pgs. 16-17.

TIMELINE FOR YEARS 1 TO 4

One of the keys to successfully managing a graduate sociology program is long-range planning. It is important that students have a clear idea of exactly what needs to be done and by when to progress to degree completion in a timely fashion. The following timeline gives a good idea of what a typical graduate student career should look like from year 1 to year 4, when the dissertation prospectus is approved and students advance to candidacy (become “ABD” – all but dissertation). As an exception due to Covid-19, cohorts 2018-2020 have an extra year to finish coursework.

Semester	1	2	Summer 1	3	4	Summer 2	5	6	Summer 3	7	8
Theory (201A&B)	201A	201B									
Methods* (271 & 273)	271A 271B	<i>or</i> 271A 271C <i>or</i> 273		273	271C <i>or</i> 273						
Substantive (280, 290)	1	1		1 or 2	1		1				
Suggested Writing and Professional Development Courses**				275**	<i>or</i> 275**		285** <i>or</i> 286**			275**	<i>or</i> 275**
Proseminar (200)	X										
Colloquium	X	X		X	X		X	X		X	X
Milestones		MA Paper Planning Meeting			MA Paper Planning Meeting		MA paper approved	Start QE prep	Continue QE Prep/ Brainstorm prospectus	QE Dissertation Advising Meeting	Dissertation prospectus approved Advance to Candidacy***

Notes: * Soc. 271A is sometimes offered in the fall semester and sometimes in the spring semester. Students can defer 271C until spring of 2nd year to take a qualitative methods course (ethnography, interviewing, or historical methods). ** Writing and professional development courses do not count toward the 11-course Ph.D. requirement. *** Those in the 2022 and 2023 cohorts who advance to candidacy by June 30th of their 4th year are eligible for the Lowenthal Fellowship. Cohorts 2019-2020 have through June 30th of their 5th year.

COURSEWORK

All coursework must be completed before taking the QE.

Proseminar

Students are required to attend the weekly graduate proseminar (Sociology 200) in the fall of their 1st year. Occasionally, the proseminar is held every 2 weeks throughout the fall and spring. It offers an introduction to the faculty, as well as advice about getting through the program.

Colloquium

Students are expected to attend the sociology colloquium. The colloquium is generally a “who’s who” of contemporary sociology. Attending is an efficient and lively way of getting an overview of the discipline.

Courses

A minimum of 11 courses are required, plus the proseminar (200).

- Theory sequence: 201A-B
- Methods sequence: 271A-B-C plus 1 advanced methods (273) or, subject to the approval of the DGS, 1 advanced methods course outside the department
 - Students can petition to waive out of 271B and/or 271C as follows:
 - With the approval of the DGS, students can replace 271B and/or 271C with quantitative methods courses outside the department.
 - With the approval of the DGS and a faculty member who examines a student on methods, a student may fulfill all or part of the methods sequence through a combination of exams, exercises, and written work. If a student waiving this way does not have a previous MA, he/she/they must take an additional course in place of any waived methods course(s).
 - Students with a previous MA should see “Students Entering with an MA” below.
- Substantive courses: Two 280s, which are introductions to subfields (e.g., gender, immigration, economy and society, law, development)
- 3 other courses: any combination of 202 (advanced theory), 273, 280, 290 (special topics), or up to two 299s (substantive, 3- or 4-unit, letter-graded independent study)

Note: Before the MA can be approved, students must have taken at least 201A-B, 271A-B-C, 2 280s, and one other course (8 courses total). Before advancing to candidacy, students must have taken at least 11 courses, as described above.

Note: Writing and professional development courses (275, 285, and 286) do not count toward the 11-course minimum, although they are strongly recommended. Language courses do not count either.

Courses outside the Department

- With the approval of the student’s advisor, 2 courses outside the department can be counted as substitutes for elective courses. Cross-listed courses, which have a Soc course number and a course number for another department or school, are considered to be inside the department

Course descriptions for the current and past semesters are available at http://sociology.berkeley.edu/index.php?page=graduate_courses. All graduate courses (including those not offered in the current semester) are listed in the [Berkeley Academic Guide](#).

Students Entering with an MA

Students who enter the program with an MA must meet with the DGS during their 1st semester to work out an acceptable program of coursework. This will depend on the MA field and what students learned during their MA.

- Normally, students who enter with an MA take the standard 8 pre-MA required courses: 201A-B, 271A-B-C, 2 280's, plus 1 other course.
- Students can petition to waive up to 5 of the 8 pre-MA required courses and replace them with courses taken during their MA studies. If waived out of any required course, students must take a minimum of 3 courses pre-MA.

Strongly Recommended: Writing and Professional Development Courses

We encourage students to take Research Design (275) in their 2nd year to guide them as they finish their master's paper. Students can also sign up for a [faculty-sponsored workshop](#) (292) to develop their MA paper and other research, and to prepare research papers for submission to a journal. We also encourage students to enroll in Professional Writing (286) or Doctoral Dissertation and MA Paper Research (285) for the same purposes.

Grades

Students need to pass all graduate-level courses with a grade of B or better. Failure to do so will delay their progress in the program and might lead to their termination from the program.

Study Lists

First and second-year students in the coursework phase need to meet with their personal advisor near the beginning of fall and spring semesters and together complete Sociology's study list form. First-year students submit the completed form to Amie Acik and second-year students submit it to Catherine Norton. The forms are found on the Sociology website under [Academic Handbook and Forms](#).

THE MA PAPER

Students must write a Master's paper that is approved by an MA committee composed of 2-3 faculty members (see "MA Committee" below). Sometimes these papers begin as coursework, but the finished product is significantly more developed than a typical term paper and always requires MA Committee input and guidance throughout the process.

MA Committee

By the fall of their 2nd year, students should select 2 faculty members for their MA committee. Typically, the student's Personal Advisor is the chair (a.k.a. 1st reader). Students are expected to work closely with the 1st reader to design, conduct, and write up the research. The 2nd faculty member, or 2nd reader, will contribute to the design phase and read at least the penultimate draft of the MA paper. (Note that the faculty members on this committee may change, depending on the direction the student's research takes.)

MA Paper Planning Meeting

By the end of May of their first year, students should schedule a meeting (up to 1 hour) with their personal advisor to discuss a potential MA project and MA committee. One week before the meeting, the student should give their personal advisor a 1,500-word proposal (plus reference list) covering the following points:

- Their research question – why is it important, substantively and/or theoretically?
- The connection between their research question and 1-2 sociological literatures – what new could the proposed research add to the literature?
- The source of data – what field site(s), existing data (survey, text, etc.), or source of historical data would be appropriate to answer the research question?

One week before the meeting, they should give their MA committee a 1,500-word proposal (plus references list) covering the points outlined above. In this proposal, students could also discuss issues facing them; for example, the literature(s) they might need to read but haven't read yet, the problems they face getting access to field sites, and uncertainties they have about what existing data or archives would be appropriate. This meeting is required for all first-year students.

Students should also convene a follow-up meeting with two faculty members early in the fall of their 2nd year, to report on their successes, failures, and surprises, and to plan for continuing their work on their master's paper during the second year.

MA Paper Approval & Advising Meeting

The MA paper must be approved by fall of the 3rd year in the program (by the end of the 5th semester), although cohorts 2020 and 2019 may take until fall of the 4th year if impacted by the Covid-19 pandemic. After readers agree to approve the MA paper, the student convenes a MA Advising Meeting. At this meeting, the readers discuss how to prepare the MA paper for submission to a journal. They also help students plan the remainder of their graduate school careers.

Students must provide the title page for the MA paper and the [MA Meeting Report Form](#) at the conference. The title page should include the student's name, the paper title, the conference date, and committee members' names and space for their signatures.

At the conclusion of the meeting, the 1st reader fills in the MA Meeting Report Form, summarizing the meeting, and turns it in to the Graduate Office. This Form is kept on record in the student's file. The student emails a .pdf copy of the approved MA paper to the Graduate Student Adviser, with the signed Title Page at the front.

In rare cases, the committee may recommend that students be granted a terminal MA rather than continuing in the program. Such recommendations must be reviewed by CAP and Graduate Division.

Note: Students must be registered during the term, fall or spring, in which the MA Advising Meeting is held.

Students Entering with an MA

Students who enter the program with an MA are also required to produce a research paper equivalent in scope and content to a Berkeley MA paper. They may write this paper while enrolled at Berkeley or they may submit a paper they wrote prior to coming to Berkeley.

During their 1st semester at Berkeley, students entering the program with an MA should inform the DGS how they plan to satisfy this requirement. If they plan to do the research while enrolled at Berkeley, they should follow the procedures listed above. If they already have a paper they would like to have evaluated, they should submit it to the DGS who will, after consulting with the student, appoint a committee of 2 faculty readers. In most cases, the DGS will recommend further work on the prior MA paper (e.g., more data collection and analysis, further reading and theorization) to meet Berkeley requirements. After both readers have agreed to approve the MA paper (it may need to be revised before approval is granted), the student should arrange an MA Advising Conference, as described above.

THE QUALIFYING EXAM (QE)

The purpose of the Qualifying Exam is to ascertain the student's comprehension of key research findings, methods, theories, and/or concepts in at least 3 subject areas that apply to at least 3 subfields of sociology. It also determines whether the student has the ability to think incisively and critically about the theoretical and the practical aspects of these subfields.

The QE should be completed no later than the fall semester of the 4th year in the program (7th semester) with the exception of the 2020-2018 cohorts who have through the fall semester of their 5th year because of Covid-19-related delays. For students who enter the program with an MA and have their previous MA paper approved, completion should be no later than the fall of their 3rd year in the program (5th semester).

Eligibility

To be eligible to take the QE, students must have met the following requirements:

- All required coursework must be completed before the QE and the student must be registered the term in which the exam is taken. Early in the QE process, consult with the Graduate Student Advisor to be sure that all required courses have been completed.
 - If a student is taking any required class during the same semester as the QE, the exam must be taken during RRR or Finals Week.
- Students may take their QE during summer and winter breaks, as long as they were registered in the previous term or are registered for the upcoming semester.
- Students must earn at least a B average in all coursework taken while in graduate standing.
- At least 3 weeks prior to the QE date, students must submit the Graduate Division QE application in [CalCentral](#) and email the [departmental QE Application Form](#) to the Graduate Student Advisor.

Preparing for the QE

There are two approaches to fulfilling the QE requirement: orals and tutorials.

Orals. Most students choose the orals approach, which requires specializing in theory plus 2 substantive subfields. During the oral exam, each member of the committee gets 20 minutes to ask

questions that test students' knowledge in their chosen fields. "Outside" members may ask questions, but they are not obligated to do so. Without aids, students are expected to address questions to the best of their ability.

Tutorials. The Tutorials QE requires students to write papers for 3 different substantive or methodological subfields, with theory woven throughout. (Theory is not a separate field as it is in the Orals.) Papers should include a review of the literature that includes both theoretical and empirical materials. Such papers are usually longer than the written memos some faculty require for orals exam preparation. Students interested in pursuing the tutorials need to talk with the DGS first. *Subfields.* These typically correspond to the courses in the Department's 280 series. Recently, students have been examined in area studies (the Middle East, Asia, Russia, Africa); crime and deviance; culture; development, globalization, and modernization; economic sociology; education; family; gender; immigration; law; organizations; political sociology; race and ethnicity; religion; research methods; social movements; stratification; urban sociology; and work/labor. Both the personal advisor and the DGS must approve the selection of fields. In unusual circumstances, the DGS can authorize fields other than those on the list.

Preparation for QEs typically takes between 1 and 2 semesters. See "[QE Preparation Process](#)."

Choosing Faculty

Once students' fields have been chosen and approved, they should determine which faculty members they would like to supervise their preparations. Faculty members' approaches to QE preparation vary considerably, so students should identify faculty members whose approaches best match their own style of learning. Some faculty have provided a brief overview of their QE preparation process (See "[QE Fields & Faculty](#)".) Other faculty prefer to be consulted directly. An archive of field reading lists is available on the [sociology graduate student wiki](#).

Students prepare for the theory component of their QE in 3 ways:

- by preparing with their Sociology 201A or 201B instructor,
- by TAing for 101 and 102, or
- by preparing with another professor.

For preparation in substantive subfields, most students choose to be supervised by faculty members with whom they have taken 280 courses introducing those fields; indeed, most faculty members will not supervise QE preparation if students have not taken their 280 course. Students should contact faculty members to learn more about their approaches to, and availability for, QE preparation.

To schedule the QE, the following must happen:

- Students must choose 3 Sociology faculty for their QE committee.
 - From among these 3, students must designate 1 to chair the QE committee. The QE chair cannot also chair the dissertation committee, unless they become a co-chair, which then requires 4 dissertation committee members instead of the just 3. (Dissertation committees normally only require 3 members but two-chairs count as one person.)
- Student must recruit an outside member (a.k.a. the 4th member) of the QE committee, who serves as the Graduate Division's representative in the meeting. Typically the outside member is from such departments and schools as business, demography, education, ethnic studies, gender and women's studies, geography, history, law, political science, public health, and public policy.

They may not hold a dual appointment in Sociology. The outside member should be contacted early in the process. Students should make every effort to keep this person well informed during the QE preparation process.

- In rare cases, a Berkeley faculty member from outside the department advises the student through QE preparation and so is, in essence, an “inside” member of the committee. In such cases, a faculty member in Sociology acts as the “outside” member.
- Each faculty member on the QE committee must agree that the student is adequately prepared to take the exam in his/her/their respective field.
- Students identify a 3-hour block of time that works for all 4 committee members and normally reserve a room for the exam with the Department Scheduler, Rebecca Chavez (rebeccaisme@berkeley.edu). An in-person or hybrid testing format is also possible. See the end of this QE section for more information.
- At least 3 weeks prior to the exam date, students must give the [QE Application Form](#) to the Graduate Student Advisor and complete the Graduate Division QE application in [CalCentral](#) under My Dashboard/Highest Degrees Committee Form.

In most cases, the QE is completed within 2 hours. Only on rare occasions does the exam time extend to 3 hours. If students desire feedback on their dissertation prospectuses, they may provide draft copies to committee members well in advance of the QE meeting and initiate a post-exam discussion. In such cases, the exam time may extend to 2 ½ hours.

At the end of the exam, committee members assess students as having “passed,” “partially passed,” or “failed.” To pass, each faculty member has to assess the student’s performance as “pass.” In the rare case of a non-passing vote, students are allowed to take the exam again the next semester.

Note: The faculty on the QE committee often, but not always, serve on the dissertation committee. This is not required, as the dissertation may involve different subfields from those examined in the QE. The QE chair cannot serve as the dissertation chair unless they serve as co-chair with another Sociology faculty member. Dissertation co-chairs count as one person, so in this scenario a student would need at least 4 dissertation committee members total when normally they only need three. Please speak to the Graduate Student Advisor (Catherine Norton) if you are considering appointing your QE chair as a dissertation co-chair.

In -person Participation by Committee Members or Hybrid Format

The default QE exam in Sociology is done in-person, with all committee members present. In unusual cases, such as if a faculty member is away on sabbatical, an exam may be done hybrid, but only if the student consents and the chair of the QE committee is present, in-person, with the student. All students and examiners are urged to review [“Best Practices for Zoom Qualifying Exams”](#) prior to the exam to ensure that there are no technical issues or other impediments to the conduct of the exam.

If the exam is hybrid and the student is physically present, then the chair or a co-chair of the committee also needs to be physically present. The exam must be held with the entire committee present for the length of the exam. A student may not be examined separately by committee members. If any committee member cannot attend either in-person or remotely, the exam should be rescheduled or the committee reconstituted.

THE DISSERTATION PROSPECTUS

The prospectus is a description of the proposed dissertation research. It articulates the topic and research question(s) that motivate the dissertation research; explains why these questions are of importance to the fields of study; and describes the research design thoroughly.

The dissertation prospectus is the last requirement that graduate students must meet before advancing to candidacy. It should be completed by the end of the 4th year in the program (the 8th semester), or the end of the 5th year if in cohorts 2019-2020. We encourage all students, and particularly international students, to advance a semester before the deadline. Students who complete a prospectus by their deadline and who have TA'd at least twice receive the Lowenthal Fellowship. The Lowenthal fellowship provides a \$11,000 stipend and fee coverage for one semester. An additional \$5,000 advancement incentive is added to the Lowenthal stipend for having advanced on time, resulting in a \$16,000 stipend. Any funds not used for fee coverage will be added to the \$16,000 stipend.

Students who advance in time but haven't TA'd twice will not receive the Lowenthal but will receive the \$5,000 advancement incentive.

The format of the dissertation prospectus depends on the topic, research questions, and research methods. That being said, good prospectuses generally contain the following elements:

- A statement about the central question(s) that the dissertation will answer.
- A review of the current state of the literature, specifically as it relates to the research question(s).
 - Why should we care? What value, theoretically or empirically, will the proposed work contribute to the literature(s)?
 - How have others sought to answer the question(s) posed, if at all?
 - What are the strengths of previous approaches, and, more importantly, what are the major weaknesses of the theoretical and/or empirical interventions offered?
 - How does the proposed approach or perspective differ from those represented in the current literature? In what ways will it remedy the shortcomings of the current literature?
- A description of the proposed research plan, including, when appropriate, a summary of the evidence that will answer the question(s) posed and a discussion of the methodological problems that are likely to arise in doing the research. Students should discuss research plan expectations with their advisor, who might request some pilot archival work, a draft interview questionnaire, identification of key variables to be used from existing statistical datasets, etc.
- An outline of potential chapters.
- A timeline for completion.

Dissertation prospectuses vary significantly in length. A well-written prospectus can be as short as 4,000 words and as long as 12,000. Students can access electronic examples of past prospectuses by contacting the Graduate Student Advisor.

While developing the prospectus, we strongly encourage students to communicate regularly with dissertation committee members. Note that committee membership may evolve in concert with the evolution of the dissertation idea.

NEW REQUIREMENT FOR 2022+ COHORTS, approved 3/6/19

Dissertation committee meeting to advise on the dissertation proposal.

Students must meet with their dissertation committee by the 1st week in April of their 4th year, or up to a year later if in cohorts 2019-2020. For a 3-person dissertation committee, at least 2 faculty members must be present. For a 4-person dissertation committee, at least 3 faculty members must be present. Starting with the 2022 cohort, disbursement of funding for the summer of their 4th year is contingent on having this meeting.

Two weeks before this meeting, students should give their committee members a draft of their dissertation proposal. This meeting is intended to help students think through the extant literature and their own their arguments, and will provide (more) coherent guidance about how to proceed with data gathering.

After the meeting, students should incorporate committee suggestions in a revised dissertation proposal, have the dissertation chair read the revised proposal, and sign off before the normative time deadline of June 30th. Once the chair of the dissertation committee is satisfied that the prospectus is adequate, they will approve it and email the Graduate Student Advisor. Upon the dissertation chair's approval, the student should send a .pdf copy of the prospectus for the Graduate Student Advisor to add to the list of available approved prospectuses. The .pdf copy must include a title page with the student's name, dissertation title, committee members, date and signature of the dissertation chair.

ADVANCEMENT TO CANDIDACY

Normative time for advancement to candidacy is the end of the 8th semester in the program, although cohorts 2019-2020 may advance by the end of the 10th semester. We encourage all students, and particularly international students, to advance a semester before the deadline. Students are eligible for advancement to candidacy after meeting these requirements:

- at least 11 letter-graded courses or the DGS-approved equivalent,
- a minimum 3.0 grade-point average in all upper-division and graduate work taken while in graduate standing,
- no more than 1/3 of units undertaken for the PhD graded on an S/U basis,
- an approved MA paper,
- QE passed,
- dissertation prospectus approved by dissertation chair(s), and
- an appropriately configured dissertation committee.

To advance to candidacy, students must submit the Grad Division's "Advancement to Candidacy" form under My Dashboard in [CalCentral](#) (click on the Higher Degree Committees Form link). The Registrar will assess a **\$90 advancement fee** online once the form is submitted. Although no faculty signatures are required and only the Graduate Student Advisor gives official approval, students must confirm roles with each committee member before submitting the form.

Students must also indicate on the form whether human subjects will be involved in the dissertation research. If so, a human subjects protocol must be procured from [the Committee for the Protection of Human Subjects](#) before students conduct their research. Any graduate student listed as Lead

Investigator or Key Personnel on an application to CPHS must complete training in human subjects research by taking and passing the [online CITI Program](#).

Students should plan to advance to candidacy the semester or two following the one in which they passed the QE. Students need not be registered to file this form. The sociology department deadline to meet normative time is normally June 30th of the 4th year but cohorts 2019-2020 have through June 30th of their 5th year.

The normative time calculation allows for exceptions in the case of formal Medical Leave, Parental Leave, and Parental Accommodation for up to two semesters. These exceptions must be petitioned and granted through the Graduate Division. For details concerning these exceptions or activating and receiving these accommodations, contact the Graduate Student Advisor.

Note to international students: Doctoral candidates automatically receive a nonresident supplemental tuition (NRST) waiver for 3 years after advancement to candidacy. Beyond that period, NRST is owed. When necessary, the department will provide NRST coverage for international students in **year 4 of their advancement years**. Beyond that, students would need to secure NRST coverage from their advisor, request an additional semester of support from the department, or avoid NRST by going on Filing Fee the semester they plan to file.

THE DISSERTATION

Each dissertation is unique. Students and the dissertation committee define the specific contents. All dissertations are housed and [available in the Berkeley campus library](#).

Dissertation Committee

As soon as possible after the QE, the student should assemble a provisional dissertation committee. The committee generally consists of 2 Sociology faculty members (1 of whom is designated “chair”) and 1 regular faculty member from another department or school at Berkeley. The chair of the dissertation committee must be a regular Sociology faculty member and must not be the person who chaired the QE. When 2 Sociology faculty members co-chair the dissertation committee, the committee must include, in addition to the external member, a 3rd Sociology faculty member, for a total of 4 faculty.

Mandatory Dissertation Committee Meetings

Once advanced to candidacy, the student should meet with the full dissertation committee at least once every 12 months and ideally every semester to seek guidance on their research and provide committee members with updates.

The Graduate Division requires that the student meet with the dissertation committee every year and complete the annual progress report known as the Doctoral Candidacy Review (DCR) under My Dashboard/Doctoral Candidacy Review. The purpose of the meeting is to discuss the student’s progress to-date and future plans, including but not exclusively, progress on the dissertation. The student submits their comments and then informs their Chair to complete their part. Once both the student and Chair submit the DCR, the student can qualify for the DCF during their eligibility period.

Most dissertations go through several drafts. Once the dissertation committee members have accepted a draft, they provide their signature in the “Final Signature Submission” eForm that students initiate via CalCentral’s “Tasks” the term they are filing. We do not require a public dissertation defense.

Filing the Dissertation

To file, the student must submit an electronic copy of the dissertation (as a .pdf) to Graduate Division. There are [strict rules](#) concerning the format of the dissertation, the contents of the cover page, the abstract, and the signatures of the dissertation committee members.

You must have already submitted your Committee for Protection of Human Subjects (CPHS protocol).

Lapsed Candidacy

According to the Graduate Division, the normative time for sociology is 6 years but because of Covid-19, the 2020 cohort has a one-year extension and the older cohorts have a two-year extension. Students should complete all requirements for the PhD within normative time. However, if a dissertation chair is satisfied that progress is being made toward the PhD, the student may receive a 2-year grace period beyond normative time to remain in good standing. Beyond that point, if progress toward degree completion is not in evidence, CAP may act to remove a student from the program.

THE JOB MARKET

Overview

Berkeley sociology students have been quite successful in obtaining positions in research-oriented universities; recent graduates have found faculty positions at Arizona, Boston U, Chicago, Colorado-Denver, Columbia, Cornell, Georgetown, Harvard, Illinois Urbana-Champaign, Johns Hopkins, Michigan, Northwestern, Oregon, Penn, Princeton, Stanford, SUNY Albany, Syracuse, Tufts, UC Davis, UC Irvine, UCLA, UC Merced, UCSC, UC San Diego, UCSF, UMass Amherst, USC, Washington, and William and Mary. Students have also taken jobs at more teaching-oriented schools, such as Barnard, Boston College, Cal State campuses, Oberlin, Sarah Lawrence, Wellesley, and Wesleyan. Outside the US, students have taken jobs at the London School of Economics and Political Science, McGill (Montreal), Toronto, Tsinghua (Beijing), Universidad Carlos III (Madrid), University College (Dublin), and University of Edinburgh (Scotland). Others have chosen careers in research institutes, business, government, and non-profits.

To succeed in today’s academic job market, students must have publication records and teaching experience. Students also benefit from presenting their research at academic conferences.

Job Market Workshops

These are held throughout the academic year. All students who are considering entering the job market should attend the spring workshop (introduction to the job market), which shows them how to find job openings, prepare application materials, and request letters of recommendation. Many students who are two years away from going on the job market will also find the spring workshop informative, and are encouraged to attend. All students who are on the job market should attend the fall workshops. Topics may include the job talk, the campus visit, negotiating the job offer, applying

for post-docs, and non-academic careers. Together, the workshops reveal how the job market process works post-application.

How the Job Market Unfolds

The job market begins in the summer, when schools start to list openings. The [American Sociological Association](#) (ASA) and the [Chronicle of Higher Education](#) are the most common sources of jobs for sociology students, but a significant minority find jobs posted on other academic association web sites, in business, education, political science, public policy, and public health. Postings change often and new postings appear as late as April.

Before the mid-August ASA meetings, students should tell all faculty members who know anything about their research and teaching that they are on the job market. Faculty are often asked which Berkeley students are on the market. So don't be shy!

This is also the time to update your information and to set up your website. Make sure to link it to your listing on the Department of Sociology's website. Upload a photograph (smile!); a *curriculum vitae*; a dissertation summary; teaching and research statements; all published or accepted books, articles, and chapters. Keep this updated – especially the *curriculum vitae* – throughout the year. Students can select to be listed on the Department's [PhDs on the Job Market](#) section of the website by indicating this in their [Drupal account](#).

During the ASA meetings (and other academic associations meetings), some schools (usually small colleges and 2nd-tier universities) conduct formal job interviews. These tend to be brief (a half-hour with 1 or 2 faculty members); they are used by faculty to explain their school, department, and job opening, and by applicants to describe their research and teaching, and explain their fit with the job. Since many schools do not conduct formal interviews at the meetings, students should ask their chair and other faculty advisors to introduce them, during the meetings, to faculty members at schools where they would like to work. These brief encounters (usually less than 10 minutes) are excellent opportunities for students to sell themselves and to acquire information about what various schools are seeking. Some schools will email students before the ASA meetings to set up informal interviews; these contacts usually result from conversations between faculty advisors and faculty in other schools.

After the ASA meetings, students should make a list of schools to which they will apply. This list will evolve as new job postings appear. Consult with faculty for advice on which schools are appropriate targets, given the nature of the dissertation (topic, theory, and methods), strength of the publication record, and personal preferences and constraints (e.g., being at a small liberal-arts school versus a big university; a spouse or partner's job). Submit the packet of materials (described below) and contact Amie Acik (amieacik@berkeley.edu) regarding letters of recommendation.

Submitting applications and managing letters: The industry standard for submitting applications and managing letters is Interfolio (www.interfolio.com/dossier/). The department will provide each student on the job market a maximum of three years of subscriptions with Interfolio Dossier. Faculty will now be able to upload one or more confidential generic job market letters to Interfolio for each student, who can then instruct interfolio to submit them to positions to which they are applying. For example, a faculty member could provide a student with one letter for assistant professor positions and one letter for postdoc positions, or one letter for sociology assistant professor positions and one for business school assistant professor positions.

Students will set up their Interfolio Dossier accounts and use this tool for their applications. This will be communicated to each student who goes on the job market and instructions on navigating Interfolio will be included.

Applicants usually need 3 letters of recommendation. The members of the dissertation committee are likely targets, but students should also consider requesting letters from faculty not on their dissertation committee with whom they have done research or with whom they had done extensive teaching and/or mentorship, especially for teaching-oriented colleges. Give faculty at least 1 months' notice to write a letter; 6 weeks is more reasonable, especially if the faculty member is writing his/her/their 1st recommendation for you.

All confidential letters are stored in Interfolio. Job applicants can choose 3 different ways to send their letters: 1) Via Interfolio 2) Email and 3) Mailing

For institutions that do not use Interfolio but accept email or mail, students can send the materials directly from their Interfolio account. For more information, see [Send Dossier Materials Via Email](#) and [Send Dossier Materials Via Mail](#)

Job listing resources: For the academic market, grad students predominantly will rely on the [ASA Job Bank](#). Applicants can furthermore search for job postings on Higher Ed, HigherEd Jobs, and HERC through Interfolio and can use the Dossier delivery service. [See Search for Employment and Fellowship Opportunities in Dossier](#).

Interviews are usually conducted at the target school, but some schools, especially small ones, will conduct telephone or videoconference ([Skype](#) or [Zoom](#)) interviews to save money and time. Most interviews occur October to December, but some schools interview in the spring, especially if they have multiple positions or have posted openings late.

For on-campus interviews, candidates will fly or drive to the school, meet faculty 1-on-1 or 2-on-1 for 30- or 45-minute sessions, give a research talk (usually 90 minutes – introduction, 40-45 minutes for a formal presentation followed by 45 minutes for questions and answers), maybe give a teaching presentation (usually guest-teach an undergraduate class), meet with the department chair, meet with a group of doctoral students, and eat breakfast, lunch, and dinner with faculty. Most interviews last a full day; some 1½ days, depending on the number of faculty in the department. A typical schedule has the candidate arrive the night before, dine with faculty if he/she/they arrives in time, eat breakfast with faculty, meet faculty throughout the day, give the talk(s), and maybe dine with faculty (again) before leaving.

Long-distance interviews can be one-on-one conversations with the department chair or chair of the hiring committee, or one-on-many audio-and-video calls with the hiring committee by telephone or videoconference. The topics discussed in these interviews are similar to those discussed in on-campus interviews.

Job offers are typically made between November and March, although some come as early as October and others as late as April or May. Candidates will usually receive informal offers via telephone or email before they receive formal written offers. The offer letter, plus any subsequent correspondence that revises what is stated in the letter, constitutes the job contract. Job offers

typically discuss the following: job title (usually assistant professor), salary (yippee!!), summer pay (if any), funds to support research and teaching (start-up fund or annual budget), number and nature of courses, moving expenses, length of contract (number of years before the up-or-out decision), terms of reappointment (usually to untenured associate professor or to tenured associate professor; rarely to full professor), information about returning (with spouse or partner) to search for housing, a deadline for accepting or declining. Sometimes letters will discuss other issues, such as offering a place in university-owned housing, detailing mortgage or rental assistance programs, access to university childcare, explaining what they can do to help deal with immigration (for foreign students taking jobs in US schools and US students taking jobs in foreign schools), and offering benefits packages (e.g., health care, dental, vision, tuition waivers for dependents, parental leave) and job-search help for a spouse or partner.

Note: Most academic positions are paid on a 9-month schedule (thus the term “9-month salary”) but payments are spread out over a full 12 months. (Yes, it’s weird – it’s an institution!) Most summer pay is based on this 9-month salary, and is usually given in increments of 1/9th (1 extra month) or 1/12th.

Note: Many schools rank job candidates and designate back-up candidates. Those schools will typically offer short deadlines – in some cases, as little as 3 weeks.

Post-Doctoral Fellowships

There are 2 basic sources of post-docs: universities (e.g., Michigan, Harvard, various UC campuses, Ohio State, Penn, Duke, the Max Planck Institutes) and foundations or government agencies (e.g., the International Research Center on Women, the National Institutes of Health, the European Union). Postdocs vary in length (usually 1 or 2 years, rarely 3 years), pay level (usually less than entry-level faculty positions), and in the work required (research, alone or with collaborators at the sponsoring school, sometimes also teaching a course). Applications for post-docs are similar to those for faculty positions, and post-docs are listed on the same web sites as faculty positions.

The Application Package: What to Send

1. Application letter: This should be brief (2 pages), declaring interest in the job, providing contact information, summarizing qualifications (research and teaching), briefly describing the dissertation research (theory and method plus any preliminary results), and listing the materials sent and the names of the letter writers (and affiliations, if from outside our department).
2. Curriculum vitae (aka *c.v.* or *vita*): A public record of your academic life. Examples are available on the faculty and graduate student web sites. Consult with your faculty advisors for help on this critical document.
3. Research, Teaching and DEI statements: Each 1-2 pages, single-spaced. Universities and colleges vary in whether they require all three of these statements, but prepare each, just in case.
4. Summary of the dissertation: A 2-page, single-spaced document.
5. Published books, articles, and/or book chapters: Send reprints if available and working paper versions if not yet in print. If not yet in print, note on the title page that the paper is forthcoming in ____ journal or edited book.
6. Excerpts from your dissertation: If you do not have a publication from your dissertation research, include a draft chapter(s), if they’ve been approved by the chair (and, hopefully, other committee members).

Note: Some schools will ask for, in the initial application, just a letter, a *c.v.*, and a single writing sample. They will request more materials after they've winnowed down the list of applicants. Talk with faculty advisors about which writing sample to send initially.

Note: This packet of information represents you, so triple-check to make sure there are no embarrassing errors (such as mixing up the name of schools or nature of the position in your letter), typos in any document, or documents listed as being included in the packet but not sent.

Timeline

Assume the job search takes place this year – in the academic year 2023-24. Below is a chronological list of important activities and events.

Date	Event/Activity
Spring 2023	Spring job-market workshop. Consult with your dissertation committee to determine if you're ready go on the job market.
July – early Aug 2023	Request letters from recommenders, create/update webpage
July 2023– March 2024	Job postings appear
mid Aug 2023	ASA meetings
Sept-Dec 2023	Fall job-market workshop
Sept – Nov 2023*	Most faculty position application deadlines are during this period
Oct 2023 – Jan 2024**	Most interviews occur during this period
Nov 2023 – Apr 2024	Most faculty position job offers are made during this period
Jan 2024 – Apr 2024	Post-doc deadlines and decisions / Non-academic jobs / Late-stage academic jobs
1 July 2024	Most academic appointments begin

* Application deadlines can be as late as April. ** Interviews can occur as late as May.

GRADUATION

The Department holds a formal graduation ceremony each May. Students who have completed and filed paperwork for their MA paper by May 1st that academic year may participate in the ceremony. The dress code for MA graduates is dressy attire. Seating is in advance of the ceremony.

Students who have filed their dissertation that academic year who will do so in the summer may participate in the ceremony. PhD graduates process into the auditorium wearing academic regalia and are “hooded” by their dissertation chair on stage at graduation. Regalia can be rented or bought at [CapGown](#) or [Phinished Gown](#).

FUNDING

Our doctoral students are supported in a variety of ways: through fellowships, grants, research assistantships, and teaching positions. Most students are offered a 6-year funding package upon admission.

Stipend cap: The Grad Division no longer imposes a single campus-wide funding cap. Some Graduate Division fellowships like the DCF are subject to a restriction on the combination of

multiple full fellowships. The Grad Division will allow a student to take both their DCF and their UC Dissertation fellowship concurrently, for example, but only up to a combined stipend total of \$45,000 for the academic year. It is fine to take the DCF and a Sociology or non-Grad Division fellowship concurrently if the fellowship's terms allow for stacking. Sociology allows for stipend stacking.

Additional Fellowships and Grants

The department has created a UCB Sociology Graduate Funding Database. There are hundreds of entries of fellowship opportunities for graduate students in sociology. You can search by phase of graduate study, research topic or geographic area, and citizenship status. To gain access to this resource, sign on to the [sociology graduate student wiki](#). For more general funding possibilities, you can search the [Graduate Division's web site](#) or granting agencies' web sites.

Departmental Leo Lowenthal Fellowships. The department provides a Lowenthal Fellowship to all students who advance to candidacy on time (by the end of the 8th semester) and who have taught in the department for at least 2 semesters. This fellowship provides a \$11,000 stipend and fee coverage for one semester. An additional \$5,000 advancement incentive is added to the Lowenthal stipend for having advanced on time, resulting in a \$16,000 stipend. Any funds not used for fee coverage will be added to the \$16,000 stipend.

Students who advance in time but haven't TA'd twice will not receive the Lowenthal but will receive the \$5,000 advancement incentive.

Doctoral Completion Fellowship (DCF). The DCF is granted by the Grad Division and is available through normative time + 1 year of the program. It provides a \$30,000 stipend (\$15,000 per semester) and full in-state tuition and fees. Students must show proof of having applied to one external fellowship or grant once advanced to candidacy, in order to be eligible, and must have a current Doctoral Candidacy Review (DCR) on file. Sociology provides a \$2,000 DCF stipend top-up per semester.

Foreign Language and Area Studies Fellowships. This competitive 1-year award is for students who need to acquire a high level of competency in a foreign language for their research. Students must show potential for high achievement and plan to enroll in a language and an area studies course. Students apply to the Graduate Division in late February or early March.

Mentored Research Award. This competitive 1-year award is designed to give promising graduate students an opportunity to conduct pre-doctoral research while developing and strengthening relationships with faculty advisers. The fellowship aims to help students who have been educationally or economically disadvantaged. The purpose of this program is to assist doctoral students in acquiring sophisticated research skills by working under faculty mentorship on their own pre-dissertation research. The Graduate Division requests 2 nominations from departments early in the spring semester; student applications are due to the Department around the end of January. The award provides a \$34,000 stipend and pays for in-state fees.

UC Dissertation-Year Fellowship. This competitive 1-year award is designed for doctoral students who have been educationally or economically disadvantaged; it is intended to help them complete the dissertation and enhance their qualifications as candidates for academic jobs. This fellowship is

open to graduate students who show evidence that their dissertation can be filed by the end of the program year and who plan a career in university teaching and research. Since this is a final year fellowship, recipients will not be allowed to accept any University awards or graduate student jobs after the fellowship year; however, exceptions to this rule can be requested. Graduate Division requests 1 nomination from departments early in the spring semester; student applications are due to the Department around the end of January. The award provides a \$34,000 stipend, payment of fees and tuition, and travel/research allowances; an additional \$3,000 stipend will be paid to fellows who file their dissertations by the end of the spring semester.

External Fellowships and Grants. Several foundations and government agencies have fellowship or grant competitions that accept applications from sociology students, including the National Science Foundation (doctoral fellowships and dissertation improvement grants), the American Sociological Association, the Ford Foundation, the Soros Foundation, the Institute of International Education (Fulbright), the Social Science Research Council, the American Association of University Women, and the Kauffman Foundation.

The Graduate Admissions and Curriculum Advisor, Amie Acik, sends an updated list of external fellowships and grants called The Wordpress each Fall and Spring and posts it on the [Wordpress website](#). For more information about these many sources of funding, please contact Amie.

Parent Grants. Registered graduate student parents who live with dependent children and demonstrate financial need are eligible for a grant that may be applied toward housing/living expenses, dependent health insurance, child care, and/or tuition.

- To review the complete eligibility requirements and required application components, please visit the [Parent Grant application page on Slate](#).
- The 2023-24 Student Parent Grant application will open after 7/1/2023 and will close on 12/01/2024. Award notifications will begin early August and continue on a rolling basis as applications are received. and continue throughout August. Parents of children born after the deadline may still submit applications, with prorated grants awarded as funding permits.
- Questions can be directed to the Graduate Division Fellowships Unit at gradfell@berkeley.edu.

International students may apply for a need-based parent grant administered by the Berkeley International Office; see link from this page: <http://internationaloffice.berkeley.edu/bio-aid>

Summer Funding. In addition to resources provided by the department of sociology for summer research and professional development, students are strongly encouraged to investigate additional support from the Graduate Division, Organized Research Units and other campus centers. Many offer competitive grants and summer fellowships.

Graduate Division Travel Grant. PhD students are eligible for 2 grants over their career for conferences where they are presenting work: \$600 for a conference in CA, \$900 for a conference elsewhere in North America, and \$1,500 for conferences outside North America. See <http://grad.berkeley.edu/resource/conference-travel-grants/>. For the application and more information, see the Grad Division's [Conference Travel webpage](#).

Departmental Research/Conference Travel Grants. Every entering student is guaranteed a \$1,500 research/conference travel grant to be disbursed at the end of their 2nd and 4th years. Grants require a research statement and budget.

Departmental Job Market Travel Grants. Students who are going on the market can request an additional \$1000 stipend directly from the Chair to attend the ASA or an equivalent research conference that supports their job search and showcases what they learned at UCB.

Additional Travel Grants. There are more travel grants listed on the UCB Sociology Graduate Funding Database.

Teaching and Research Jobs on Campus

There are several categories of jobs. During the academic year, most pay in-state fees.

Graduate Student Researcher (GSR). A GSR performs research under the direction of a faculty member. During regular semesters (Fall/Spring), GSR positions are generally 25% or 50% time (10 or 20 hours per week) but can be hired at other percentages with exceptional approval. When practicable, they shall be year-long appointments. GSR positions at 25% or more for a regular semester are eligible for fee remission. GSR positions can be up to 100% during the summer. Note that there is no fee remission during the summer. GSR salary is paid monthly and is step-based. The step/rate is commensurate with experience. Currently, the GSR step 1 full-time rate is \$5,090/month, which is equivalent to \$2,545/month @ 50% and \$1,272.50/month @ 25%. GSR positions are made available by individual faculty members who hire the GSRs directly.

Teaching Assistants (TAs). These half-time semester-long jobs (20 hours/week for 17 weeks) pay all in-state fees and tuition (not NRST) plus a salary. TA rates are found on the [Employee and Labor Relations webpage](#).

TAs attend lectures and hold section meetings with small groups of students (2 sections per course with 20-25 per section, depending on the course), hold office hours to answer student questions, and grade written work (memos, essays, tests, and quizzes). The Graduate Student Advisor announces online applications; applications are generally due April 15 (fall appointments) and Nov. 1 (spring appointments). TA positions are awarded only to students in good standing – i.e., those making timely progress and having GPAs of 3.0 or higher and no more than 2 outstanding Incompletes. Generally, 1st-time TAs teach either Soc 1(Introduction to Sociology) or Soc 5 (Evaluation of Evidence). Experienced TAs can rank their preferences for other courses. Faculty also rank their preferences for TAs. Students cannot TA more than 12 times.

TAs Teaching 190s and Summer Session Courses. Each year a few advanced graduate students are selected to teach (with sole responsibility) undergraduate seminars (Sociology 190s) and summer session classes. Applications are available in the fall and are due in September for summer session and in February for 190s. Students must have 4 semesters of prior TA experience and must be advanced to candidacy. Selection of TAs for these positions is based on the proposed topic's appeal to undergraduates, faculty and student evaluations, and the student's progress through the program.

Readers. These semester-long jobs cover full fees (not NRST) plus wages that vary with the number of students assigned to you. Currently, the hourly rate is \$18.53/hour and will increase to \$19.53 starting 10/01/2023. A **typical** readership appointment is 42% appointment (approx.16

hours/week), reads for 65 students and pays \$5,281.00 for the semester. Readers attend lectures and grade students' written work – usually tests, but also short essays and quizzes. Readers are also required to hold office hours after an assignment is graded. Students can contact the readership coordinator, Rebecca Chavez, to inquire about readerships. Usually the readership call is sent several months before the semester begins.

ESTABLISHING CALIFORNIA RESIDENCY TO QUALIFY FOR IN-STATE TUITION

This is critically important for first-year graduate students who are planning to petition for residency for Fall 2024.

Deadlines

You may begin petitioning for CA residency by submitting an SLR through Cal Central starting **March 1st, 2023**. The last day to petition is **July 15th**. If you submit your SLR by the **July 15th** deadline, you will be notified through Cal Central if the Residence Affairs Unit requires documentation to complete your residency application. You are required to submit all requested documentation by **August 1st** in order for an evaluation to be made.

Note: File your CA residency petition as close to March 1st as possible so that you have the opportunity to apply for residency before all the new incoming undergraduate students.

SRL Submission Process

Starting March 1, 2024, you can access the SLR in [CalCentral](#) under "My Academics" in the Status and Holds section under the California Residency status. To activate the SLR, click Non-Resident, then select "Access Statement of Legal Residence." Upon selecting the link, the **Start Fall 2024 SLR** button will appear. Select this button to begin the application. If the Start SLR button does not appear on your CalCentral Status and Holds card, please contact office: sishelp@berkeley.edu.

Establishing CA Residency

The Registrar's website lists 4 basic residency requirements [here](#) and explains how to satisfy each of them. The requirements are:

- 1) Immigration status - You must have the legal ability to establish a permanent domicile in the United States, meaning that you must be a citizen or permanent resident of the United States or hold a valid, qualifying nonimmigrant visa
- 2) Intent to Remain in California - You must establish your intent to make California your home one year prior to the residence determination date of the term for which you request resident status.
- 3) Physical presence - You must be continuously physically present in California for more than one year (366 days) immediately prior to the residence determination date of the term for which you request resident status
- 4) Financial independence - Graduate students are presumed to be financially independent unless they were claimed as a dependent on their parents' federal tax return for the most recent tax year.

Here is a list of documents that you will be required to provide in support of your residency petition.

(1) Proof of your arrival in California

You must prove that you arrived in California by **8/23/23**. Acceptable documents include plane tickets, flight confirmations, receipts, or bank/credit card statements. Make sure your name and the date are on the documents. Joint accounts are not permissible.

(2) Proof of your summer whereabouts

You must provide proof of your summer **2024** whereabouts. Acceptable documents include a signed California employment offer, letter from your department verifying academic activity/research for the summer, letter from your supervisor verifying your employment for the summer, pay stubs, bank account/credit card statements showing clear and consistent transactions made in California.

(3) Establish all legal ties to California

By the end of the **Fall 2023** semester, you must have obtained a California driver's license or State Identification card (if you held one in your previous state of residence), a California vehicle registration (if vehicle is owned and used in California), and a California voter registration (if you were registered in your previous state of residence). If you earned income in/out of the state, you must also provide copies of all your W-2 forms, all your state tax returns, and your federal tax return filed for **2023**. You should file as either a resident or part-year resident of California, and as either a nonresident or part-year resident of your previous state if you earned income outside of California.

Read the Registrar's website very carefully and be sure to contact the Residency Office directly if you have any questions. Only authorized residency deputies are allowed to inform students of their residency case; graduate student administrators cannot.

Office of the Registrar

Residence Affairs Unit

120 Sproul Hall (510) 642-7209 orres@berkeley.edu

Office hours: Tues & Fri 10am-noon; Wed & Thurs 2-4pm; closed Monday

DEPARTMENT PAPER PRIZES FOR PHD STUDENTS

The department gives two awards of \$500 each for outstanding research papers written by PhD students. The Herbert Blumer Award is given every year for the best student paper in the area of social psychology, symbolic interactionism, and collective behavior. The Leo Lowenthal Prize is given to a graduate student whose paper is in the sociology of literature and popular culture or critical theory. This award alternates between the Departments of Sociology and History. Sociology will make the next award in spring 2024.

The department also awards the Berkeley Alumni Prize for Public Sociology. The prize is awarded for a submission which conveys the results of sociological research and addresses publics beyond academia. The award is in the amount of \$4,000.

The call for these papers goes out in spring semester and the award winners are recognized at our graduation ceremony.

PHD PROGRAM RULES

The Graduate Division has set a *normative time to completion* for the PhD in Sociology of 6 years although with Covid-19, the 2020 cohort has a one-year extension and the older cohorts have two additional years. We have designed the program so that students can make timely progress through the program.

Coursework

Any student who is at risk of not finishing 201A-B, 271A-C, 2 280s, and 1 elective (8 courses total) within 4 semesters will receive a warning letter from the Committee on Academic Progress (CAP). If the rate of progress does not improve by CAP's deadline, the student could be put on academic probation.

Incompletes

You may request an incomplete grade from a faculty member, but the faculty member has total discretion about granting this request. Incompletes are not automatic; they are granted only in extenuating circumstances, such as severe illness. You may carry only 2 incompletes during any academic year. You must clear up all incompletes within 1 year.

The MA Paper

Any student who is at risk of not finishing the MA paper within normative time (by the end of the 5th semester) will receive a warning letter from the Committee on Academic Progress (CAP). If rate of progress does not improve by CAP's deadline, the student could be put on academic probation.

Qualifying Exams

If one or more faculty members at the QE judge that a student failed, the student must re-take the exam by the end of the following semester.

Advancement to Candidacy

Normative time for advancement to candidacy is the end of the 8th semester in the program. Students in cohorts 2019-2020 have a one-year extension due to Covid-19. We encourage international students to advance by the end of their 7th or 8th semester.

Research on Human Subjects

Any living person from or about whom information is collected for a scholarly study is deemed a "research subject." The term is not limited to laboratory or clinical studies. University regulations and federal rules require advance review and approval of most human subject research. Students contemplating a research project involving humans as subjects, whether or not the work is externally funded, and regardless of the academic discipline, are obliged to find out whether the project requires review by the Committee on the Protection of Human Subjects. Most sociological research will require review. For more information, visit [the Committee's web site](#).

Plagiarism

Plagiarism involves representing the work of others as your own. Plagiarism takes many forms; most commonly, copying other researchers' work or using material from paper or internet sources

without citing those sources properly to give them credit for their ideas. Instructors have the right to assign a final grade of F for any course if you plagiarized a paper for a portion of the course, even if you have successfully and, presumably, honestly passed the remaining portion of the course. Any student who knowingly aids in plagiarism or other cheating (*e.g.*, allowing another student to copy a paper or examination question) is as guilty as the cheating student. The Committee on Academic Progress may impose other sanctions. It is similarly unacceptable to use AI tools such as ChatGPT, Bing AI, Bard AI, Jasper, etc. to write an entire seminar paper. Graduate studies is about learning to read, understand, synthesize and write academic text as well as do original research and thinking.

Policy Governing Joint Authorship between faculty and students

Sociologists typically take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have made a substantial contribution.

- (a) In collaborative work, both within Sociology and across disciplines, research teams vary with regard to decisions about who should be included as an author and the order of authorship. Although there are alternate approaches (which may be explained in a footnote or acknowledgement), the default order of authorship in Sociology is based on the relative scientific or professional contributions of the authors. Research teams should discuss order of authorship at the start. For teams composed of faculty and graduate students, faculty should initiate the discussion. Conversations about authorship should be reviewed over the course of the project. There should be another review of authorship order before conference and journal submission.
- (b) When collaborative work substantially derives from a student's dissertation or thesis, the student is usually listed as first author.

MILESTONE FORUMS

Several times throughout the year, the department holds forums for students at various stages. The forums hosted by the Director of Graduate Studies cover topics such as coursework, the MA Paper, the QE process and preparation, and the dissertation prospectus. The Graduate Student Placement chair hosts workshops on the job market.

PARENTAL LEAVE AND PARENTAL ACCOMODATION

Parental Leave

Parental leave is a form of non-enrollment that temporarily stops the normative time clock toward the Doctoral Completion Fellowship (DCF) eligibility period as well as time in candidacy. Total additional time granted by parental leave (and parental accommodation) cannot exceed two years, no matter how many children are involved. Because a student is not enrolled on parental leave, they cannot be employed by campus and do not receive SHIP. Students can pay for SHIP out of pocket just one semester if enrolled the previous term.

Parental leave is approved for pregnancy, childbirth, and/or to care for and bond with a newborn child, and for a child placed with the student for adoption or foster care. Leave is for up to one academic year (two semesters) per event. This leave must be taken no later than twelve months after the child's birth or adoption/placement. If there is a medical reason for a longer absence, an extension of leave may be granted for a total of up to two academic years (four semesters).

An international student wanting to take parenting leave must first consult with the Berkeley International Office (BIO) regarding implications for visa requirements.

Students wishing to take parental leave must inform the Graduate Student Advisor (Catherine Norton) so that the needed online form can be provided. Do not enroll in the semester you wish to take leave.

Parental Accommodation

When a student parent needs SHIP, campus employment, and access to a fellowship, parental accommodation may be taken in order to extend normative time toward the Doctoral Completion Fellowship (DCF) eligibility period and time in candidacy while remaining enrolled in the program. Total additional normative time granted by parental accommodation (and parental leave) cannot exceed two years, no matter how many children are involved. Notify the Graduate Student Advisor (Catherine Norton) **in advance** of taking parental accommodation and again when needing an extension of time for the DCF.

MEDICAL LEAVE

A student can receive up to two semesters of unpaid medical leave in order to respond to a physical or mental medical condition. Medical leave is a form of withdrawal and comes with SHIP restrictions and doesn't allow for campus employment or fellowships. Medical leave temporarily stops the normative time clock toward the Doctoral Completion Fellowship (DCF) eligibility period and time in candidacy. Be sure to review the university's informational [Medical Withdrawal Sheet](#) when considering taking a leave.

If you purchased SHIP (meaning, you enrolled and had this fee offset) and have withdrawn from the university on the first day of instruction or thereafter, your SHIP remains active through the semester in which you withdrew. All students are eligible to purchase one additional semester of SHIP directly following the semester in which they withdrew. If you are withdrawn beyond the semester you withdrew and the consecutive semester, you will need to obtain insurance other than SHIP or pay out of pocket for medical care.

If you take an early semester withdrawal, you are eligible to purchase SHIP for the upcoming semester as long as you were already on SHIP the prior semester. Please see [Academic Adjustments and Medical Withdrawals](#) for more information.

Medical leave may affect an international student's Visa/immigration status. If you are an international student (on a F-1 or J-1 visa), you need to talk to an advisor at the [Berkeley International Office \(BIO\): Drop-In Virtual Advising](#) or schedule an In-person BIO advising appointment.

Students wishing to take medical leave must inform the Graduate Student Advisor (Catherine Norton) so that the needed online form can be provided and so that you can be reminded of policy.

DISABLED STUDENTS PROGRAM (DSP)

Students can submit a ‘certification of disability’ and request an accommodation for a variety of disabilities, including learning, physical, and mental. Among other things, it may be possible to request an extension of normative time. This is determined through the DSP review process. For more information, see the [DSP website](#).

MISCELLANEOUS ITEMS

Biking and Walking Maps

Berkeley: <https://berkeleyca.gov/city-services/getting-around/walking-and-biking>

Oakland: <https://www.oaklandca.gov/resources/bicycle-related-maps-and-data>

UCB Basic Needs Center

<https://basicneeds.berkeley.edu/home>

Financial Support Resources

<https://financialaid.berkeley.edu/financial-literacy-and-resources/>

Support for Undocumented Students

<https://undocu.berkeley.edu/usp-services-covid-19/>

Support for Student Parents & Caregivers

<https://grad.berkeley.edu/financial/options-for-financial-support/families/>

Student Services for International Students

<https://internationaloffice.berkeley.edu/students/student-services>

Counseling & Psychological Services

<https://uhs.berkeley.edu/counseling/satellite>

Equity & Inclusion

<https://diversity.berkeley.edu/covid-19-ei-here-serve-you>

Gender Equity Resource Center

<https://cejce.berkeley.edu/geneq>

Berkeley Library Sociology Guide

<https://guides.lib.berkeley.edu/soc>

Student Life Office Hours

If you would like assistance navigating the above resources, sign up for a 15-minute virtual appointment with Graduate Student Life Director Larissa Charnsangavej: <https://calendly.com/larissa-charn/graduate-life>

Comic Relief

When all else fails... <http://www.phdcomics.com> and <https://xkcd.com/>.