



**Department of Sociology
Graduate Student Handbook**

September 2020 admission

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Graduate Sociology at the University of New Brunswick

Welcome to Graduate Sociology at UNB!

Whether you are about to begin your graduate studies as an MA student or you are continuing your graduate studies at one of the only three Sociology PhD programs in Atlantic Canada, you are joining a vibrant and exciting department where you will meet both faculty and students in a supportive and friendly environment.

This Sociology Graduate Student Handbook (“the Handbook” from here on) is both your *guide* to studying graduate sociology at UNB as well as one source for the *requirements* for studying graduate sociology at UNB. The Handbook sets out in detail the expected progress you will make in your studies as well as the various points at which you will need to make decisions about your degree. Of course, both faculty and staff in the Sociology Department¹ are always there to answer questions—we always encourage you to ask if you have them!

Please note: this Handbook is largely *in addition to* the requirements and regulations of the UNB School of Graduate Studies (SGS). The SGS sets the ‘standard’ regulations that apply to all UNB graduate programs, except where those programs develop rules in *addition to* the SGS. This Handbook is therefore a mixture of the SGS’s standard regulations *and* those where the Sociology Department has expanded upon them. The UNB SGS Graduate Calendar can be found at: <http://www.unb.ca/academics/calendar/graduate/current/> We strongly encourage you to read it and familiarise yourself with the University’s rules and expectations for graduate study.

Degree Programs and Requirements

Master of Arts (MA) Program

The MA program is set up to ensure that students acquire through their coursework and their research a thorough knowledge of sociological theory, research methodology, and the subject area that they are interested in researching. The program is expected to be completed within 24 months (two years), although for students with a strong background in sociology, the program could be completed within 20 months. (As per SGS requirements, part time MA students may slightly extend this time period but they should expect to finish close to the 24 month maximum.)

According to the SGS, an MA thesis must:

“...demonstrate the candidate's competence to undertake independent research work; it must make a contribution to knowledge in the candidate's field of study; it must show that the candidate is fully aware of the pertinent published material; and it must be written in a satisfactory literary style. As well, it should be free of typographical and other mechanical errors.” (SGS, Graduate Calendar, Section 22)

¹ Please note: at all times “Department” or “department” is synonymous with “Graduate Academic Unit” (GAU), the official graduate supervisory unit constitutionally recognized by the UNB School of Graduate Studies.

Expected MA Program Progression	Year 1			Year 2		
	Fall	Winter	Summer	Fall	Winter	Summer
Apply for SSHRC funding						
Coursework: begun & completed						
Thesis supervisory committee formed						
Annual progress reports						
Proposal: drafted and defended						
Research ethics (if required)						
Fieldwork / research study						
Drafting MA thesis						
Defence of MA thesis						

Applying for SSHRC/Tri-Council funding

All eligible students not already in receipt of SSHRC or Tri-Council funding are required to apply in the Fall semester for funding. This will require working with your thesis supervisor to draft an outline of your proposed research project in accordance with the SSHRC/Tri-Council guidelines for that particular year. Receiving funding can make a big difference to both your research and your future career!

Coursework

The MA program requires that students enrol in six courses during their first year, five of which are the required MA courses in sociological theory, social statistics, qualitative methods, and quantitative methods. The remaining course is an elective and is usually expected to be taken from the graduate Sociology courses on offer for that year, although it may be substituted for a reading course with your supervisor or, in consultation with your supervisor, another member of the Sociology faculty with a similar research area.

All MA courses must be completed within one month following the end of the semester in which the course was taken. After that time, the Office of the Registrar will change all “INC” (incomplete) to “F” (fail).

Coursework required minimums

The Sociology Department requires that all MA students both *maintain* semester by semester and *conclude* their coursework with both a *minimum* grade point average (GPA) of 3.0 (equating a B grade) *and* scoring no more than one course at or lower than a B- (a GPA of 2.7). Students' course grades will be assessed by the Director of Graduate Studies in both the Winter and Summer semesters (and whenever else this may be applicable) to ensure that students are maintaining the required standards. Failure to achieve these minimums will result in a written warning but may, if deemed serious enough, also result in the Department withdrawing the student from the MA program. Unless the Department determines mitigating circumstances are present, a second failure to meet required standards will result in the compulsory withdrawal of the student from the program.

Annual Progress Reports

A requirement of the SGS, each February every student must submit a progress report. This details the progress that the student is making through the program requirements. A form will be distributed via the Sociology Office to students. *It is the student's responsibility to ensure that their Primary*

Supervisor receives a copy of the form that is completed (as far as is relevant), dated, and signed by the student. Failure to submit a form may result in the SGS withdrawing funding.

Forming a Thesis Committee

In consultation between the student and the student's primary supervisor, a Thesis Committee is formed that consists of relevant members of the Sociology Department (or associated departments, where required). The Committee acts to guide the student through their research overseeing, primarily, the development of the *thesis proposal* and the *thesis* itself. A Sociology MA Thesis Committee is usually made up of the student's supervisor plus one other member of the Department. In rare cases a third member of the Department can be included on the Committee.

Drafting a Thesis Proposal, Passing Supervisory Review, and Passing Ethics Review

The student is expected to work through the late Winter semester and into the Summer semester to draft their MA thesis proposal. An MA proposal should be **no more than 25-30 double-spaced pages in length**. (Guidance on developing an MA thesis proposal can be found on the Sociology Department's website in the section for Graduate Students.)

When the final draft of the thesis proposal is complete, it is submitted to the Supervisory Committee for their assessment. The Committee either passes the proposal, require revisions and resubmission, or deems the proposal unacceptable.

For research involving human subjects, all students are bound by Canada's Tri-Council Ethics Requirements. It is up to the student, under the guidance of their supervisor to produce, submit, and secure suitable ethics clearance with the UNB Ethics Review Board.

Once the Committee finds the proposal *satisfactory and research ethics approval is granted by the University*, the student is ready to begin their research.

Fieldwork / Research study

Depending on the form of the student's thesis, their fieldwork and/or theoretical research study will be undertaken to generate, analyse, and interpret the data required for the student to complete their thesis. This will be overseen by the primary supervisor and, where necessary, with the input of the Supervisory Committee.

Drafting and Defending the MA Thesis

The student is required to produce a document that conforms to the requirements of the SGS for an MA thesis. The thesis is expected to be **no longer than 80-120 double-spaced pages**, depending on the type of research conducted.

The candidate must submit their thesis to their Supervisory Committee who assess its suitability to be put forward for defence. The Supervisory Committee can conclude that the thesis:

- a) passes and proceeds to defence;
- b) fails to meet the requirements and expectations of MA-level work, so requires revision(s) to be made;
- c) fails to meet the requirements and expectations of MA-level work *even after revision(s) have been made* and that the student be removed from the graduate program.

If judged fit to pass to oral defence, the final thesis draft is passed to the DoGS in order to ensure that it meets minimum departmental standards. In consultation with the student's supervisor, the DoGS will appoint an Examining Board that will include:

- up to two members of the original Thesis Supervisory Committee;
- an Internal Examiner from within the Sociology Department, who has had no prior supervisory input to the MA thesis;
- an Internal-External Examiner from without the Sociology Department, but from another GAU within UNB.

The Examining Board reviews the thesis and either passes it as fit for oral defence or sends it back to the student for revision(s) to be made. If deemed fit to proceed to oral defence, the student has to defend their thesis against the questions of the assembled Examining Board. The student will then either pass or fail based upon the judgement of that Board.

Additional Requirements for the MA Program: Attendance at Academic Presentations

Students are expected to pursue activities to broaden their academic experience and to promote their professional development. It is therefore *required* that MA students attend at least **FOUR** oral presentations *per semester* for at least *three semesters*. This would bring the total of attended presentations to **twelve (12)**. Oral presentations can include presentations in other departments, MA/PhD defences, research presentations, and guest lectures to the University at large.

Please note: class presentations do not count; and if attending a conference, the conference can only count as one presentation in total, no matter how many individual presentations the student attends.

A recording sheet is available from the Sociology Office. This should be filled in with the relevant information and handed in alongside the annual progress report.

Additional Requirements for the MA Program: Citations and Referencing

The Department of Sociology does not demand that any one style of referencing be used, so students are free to use American Psychological Association (APA), Chicago/Turabian, etc., but are advised to confirm with relevant faculty members (e.g. their supervisory committee, course instructors, etc.) in advance of courses and assignments what styles, if any, are required.

However, the Department of Sociology also adheres to the 'Harvard' guidelines for citation, referencing, and use of sources. Students are advised to **make themselves aware** of these guidelines and adopt them as part of their general approach to academic writing. The guidelines can be found at: <http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page357682>

In promoting best practice in academic writing, of particular importance in the Harvard guidelines is the need to **cite page numbers** not only when using direct quotations *but also when paraphrasing or summarising* parts of a text.

When you paraphrase from a source, you restate the source's ideas in your own words. Whereas a summary provides your readers with a condensed overview of a source (or part of a source)[.] [A] paraphrase of a source offers your readers the same level of detail provided in

the original source. Therefore, while a summary will be shorter than the original source material, a paraphrase will generally be about the same length as the original source material.²

It is essential that students learn to write using best practice techniques, if they do not do so already. Best practice requires the **citation of page numbers *whenever*** quotes, paraphrases, or summaries are used. The reader of your work should never have to hunt for a reference or particular pages: if you are not conveying a well referenced argument, then you are not writing at the graduate academic level.

² Harvard Guide to Sources, 'Summarising, Paraphrasing, and Quoting'
<http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page350378>

PhD Program Progression

The PhD is primarily a research degree although we also place considerable emphasis on developing one's teaching competence. The thesis must be an original contribution to knowledge, reflected through scholarship and research ability, and have high literary standards. The program is expected to be completed within 48 months (four years), although for students with a strong background in sociology, the program could be completed sooner. The maximum time to completion is seven years. The SGS requires that part-time PhD students still complete within this seven year maximum.

According to the SGS, a PhD dissertation must:

“...demonstrate the candidate's competence to undertake independent research work. It must contribute significantly to knowledge in the candidate's field of study and must be of sufficient merit to suggest publication in an appropriate scholarly journal or other form. The dissertation must show that the candidate is fully aware of the pertinent published material, must be written in a satisfactory literary style, and must be free of typographical and other mechanical errors.” (SGS, Graduate Calendar, Section 21)

Expected PhD Program Progression	Year 1			Year 2			Year 3			Year 4		
	Fall	Winter	Summer	F	W	S	F	W	S	F	W	S
Apply for SSHRC funding	■			■			■					
Coursework: begun & completed	■	■										
Annual progress report		■			■			■			■	
Dissertation supervisory committee formed		■	■	■								
Comprehensive exam: social theory			■	■								
Comprehensive exam: elective				■	■							
Teaching apprenticeship: mentoring				■	■		■					
Proposal: drafted and defended					■	■	■					
Research ethics: drafted and passed					■	■	■					
Teaching apprenticeship: practical					■		■	■				
Fieldwork / research study							■	■	■			
Drafting PhD dissertation									■	■	■	
Defence of PhD dissertation											■	■

Applying for SSHRC/Tri-Council funding

All eligible students not already in receipt of SSHRC or Tri-Council funding are required to apply in the Fall semester for funding. This will require working with your dissertation supervisor to draft an outline of your proposed research project in accordance with the SSHRC/Tri-Council guidelines for that particular year. Receiving funding can make a big difference to both your research and your future career!

Coursework

The PhD program requires that students enrol in six courses during their first year. Five courses are the required PhD courses in sociological theory, social statistics, qualitative methods, and quantitative methods. The remaining course is an elective and is usually expected to be taken from the graduate Sociology courses on offer for that year, although one may be substituted for a reading course with your supervisor or, in consultation with your supervisor, another member of the Sociology faculty with a similar research area.

All PhD courses must be completed within one month following the end of the semester in which the course was taken. After that time, the Office of the Registrar will change all “INC” (incomplete) to “F” (fail).

Coursework required minimums

The Sociology Department requires that all PhD students both *maintain* semester by semester and *conclude* their coursework with both a *minimum* grade point average (GPA) of 3.0 (equating a B grade) *and* scoring no more than one course at or lower than a B- (a GPA of 2.7). Students' course grades will be assessed by the Director of Graduate Studies in both the Winter and Summer semesters (and whenever else this may be applicable) to ensure that students are maintaining the required standards. Failure to achieve these minimums will result in a written warning but may, if deemed serious enough, also result in the Department withdrawing the student from the PhD program. Unless the Department determines mitigating circumstances are present, a second failure to meet required standards will result in the compulsory withdrawal of the student from the program.

Annual Progress Reports

A requirement of the SGS, each February every student must submit a progress report. This details the progress that the student is making through the program requirements. A form will be distributed via the Sociology Office to students. *It is the student's responsibility to ensure that their Primary Supervisor receives a copy of the form that is completed (as far as is relevant), dated, and signed by the student.* Failure to submit a form may result in the SGS withdrawing funding.

Forming a Dissertation Supervisory Committee

In consultation between the student and the student's Supervisor, a supervisory committee will be formed and the Director of Graduate Studies notified of the Committee's members. Typically, the Committee will consist of three individuals, at least two of which are members of the Sociology Department. One member of the Committee must serve as Primary Supervisor.

The Supervisory Committee and the student will then meet to discuss the individual academic record of the student and Program objectives. The Committee acts to guide the student through their research overseeing, primarily, the development of the *dissertation proposal* and the *dissertation* itself.

The Department understands that students, sometimes after entering the PhD Program with a specific research proposal, change their interests. Thus, the composition of the Supervisory Committee may change from the original Committee. The Director of Graduate Studies must be notified to any and all changes to the composition of the Supervisory Committee.

Comprehensive exams: social theory and elective areas

The purpose of the comprehensive exams are to establish the student with 'comprehensive' knowledge of a particular subject area. The Department of Sociology requires that students complete their comprehensive exams in social theory and in one of the 'elective' areas.

The exam in social theory requires the student to demonstrate broad competence and historical understanding of theoretical perspectives within the discipline of Sociology. The social theory comprehensive exam contains a 'core' reading list and a number of 'sub-areas' of which the student must choose one. The student is examined on the texts from these two reading lists. The student, in

consultation with their supervisor, is allowed to substitute up to 20% of the set reading list in order to better focus the readings toward their area of study.

Similarly, the purpose of the elective exam is to demonstrate a broad understanding of the literature and debates within that particular area. The same 'core' and 'sub-area' lists format is present in elective exams, and students are allowed to substitute up to 20% of the reading list, as per the social theory exam. At present the elective area comprehensive exams include the areas of: Media and Communication; Family and Domestic Violence; Health, Healthcare, Health Policy; and Population Studies.

Each comprehensive exam requires the student to answer two questions, one focusing on the core list, the other on the sub-area. The exam is an open-book take-home exam that takes place over seven days. Students should expect to write each answer at a length of 10-15 double-spaced pages per question (with 15 pages being the *maximum* allowed per question).

Complete comprehensive exam regulations are posted on the Graduate Program page of the Department of Sociology website.

Teaching Apprenticeship

The teaching apprenticeship component to the PhD Program is based on the principle that graduate education at the PhD level should require students to acquire skills in teaching. The demonstration of such a skill enhances both the knowledge of the student as well as their employability after graduation.

There are five principle objectives to the Teaching Apprenticeship: the development of teaching skills; the broadening of the candidate's knowledge through the practical application of classroom teaching; the increase of confidence in the candidate's own professional identity; the increase of career qualifications in the marketplace; and an opportunity to organize new found knowledge in sociology and in the student's special area of expertise.

After completion of at least one of their comprehensive exams, the PhD student (in conjunction with their Supervisory Committee) selects a Teaching Mentor for the Teaching Apprenticeship. The student and the Teaching Mentor select the undergraduate course to be taught by the student. Normally, the course will be in the student's area of research specialization. The Teaching Mentor will be selected from those with expertise in the selected area.

When teaching occurs

The student ordinarily teaches the course in the Winter semester (January until April), having shadowed the mentor during the previous Fall semester. In this phase of the Apprenticeship, the role of the Mentor focuses on the evaluation of the student.

So that the course can be included in the appropriate year's undergraduate timetable, the student and their supervisor **must notify the Department no later than December 1st if the Apprenticeship is to take place in the following academic year** (this is due to UNB timetabling constraints). Normally, enrolment in the Teaching Apprenticeship class is limited to 20 students.

Drafting a Dissertation Proposal, Passing Supervisory Review, and Passing Ethics Review

The student is expected to work through the Winter and Summer semesters of their second year to

draft and then defend their dissertation proposal (to be completed no later than the Fall semester of the third year). A PhD proposal should be **no more than 30-35 double-spaced pages in length**. (Guidance on developing an MA thesis proposal can be found on the Sociology Department's website in the section for Graduate Students.)

The dissertation proposal should address the research question and outline how the research will be undertaken (e.g., *what* information will be collected, *how* it will be collected, *what* knowledge is expected to be generated, etc.). When the final draft of the dissertation proposal is complete, it is submitted to the Supervisory Committee for their assessment. Students should expect that the Committee will require them to formally present the proposal to the Committee members and/or answer the Committee's questions. The Committee either passes the proposal, require revisions and resubmission, or deems the proposal unacceptable.

For research involving human subjects, all students are bound by Canada's Tri-Council Ethics Requirements. It is up to the student, under the guidance of their supervisor to produce, submit, and secure suitable ethics clearance with the UNB Ethics Review Board.

Once the proposal has been approved by the Director of Graduate Studies *and research ethics approval is granted by the University*, the student may begin their research.

Upon successful completion of **both** the dissertation proposal **and** of the comprehensive exams, the "PhD student" moves to the status of "All But Dissertation" (ABD) and becomes a "PhD candidate."

Fieldwork / Research study

Depending on the form of the student's dissertation, their fieldwork and/or theoretical research study will be undertaken to generate, analyse, and interpret the data required for the candidate to complete their dissertation. This will be undertaken with the oversight of the primary supervisor with the ongoing input of the Supervisory Committee.

Drafting and Defending the PhD dissertation

The candidate is required to produce a document that conforms to the requirements of the SGS for a PhD dissertation. The thesis is expected to be **no longer than 280-330 double-spaced pages**, depending on the type of research conducted.

The candidate must submit their dissertation to their Supervisory Committee who assess its suitability to be put forward for defence. The Supervisory Committee can conclude that the dissertation:

- a) passes and proceeds to defence;
- b) fails to meet the requirements and expectations of PhD-level work, so requires revision(s) to be made;
- c) fails to meet the requirements and expectations of PhD-level work *even after revision(s) have been made* and the student be removed from the graduate program.

If judged fit to pass by the Supervisory Committee, the dissertation is then passed to the Director of Graduate Studies in order to ensure that it meets minimum departmental standards. In consultation with the student's supervisor, the DoGS will select an Examining Board that will consist of five members:

- **one** will be the Primary Supervisor;

- **three** will be from within UNB GAUs. Of the three:
 - at least one will be from the Sociology GAU (this person may be an existing member of the Supervisory Committee)
 - at least one will be an Internal-External from a GAU other than Sociology
- **one** will be the External Examiner who must:
 - be from a university other than UNB or UNB affiliate;
 - have had no prior supervisory contact with the student or their research.

The Examining Board initially reviews the PhD candidate's work and submits their reports. Based on these reports, the Chair of the Examining Committee, having been empowered by the SGS, then either moves the Committee to meet and discuss required revisions, or moves the dissertation to proceed to oral defence.

When deemed fit to proceed to oral defence, the candidate has to defend their dissertation against the questions of the assembled Examining Board. The dissertation will then either pass, be sent back for post-defence revisions, or fail based upon the judgement of that Board.

Additional Requirements for the PhD Program: Attendance at Academic Presentations

Students are expected to pursue activities to broaden their academic experience and to promote their professional development. It is therefore *required* that PhD students attend at least **FOUR** oral presentations *per semester* for at least *three semesters*. This would bring the total of attended presentations to **twelve (12)**. "Oral presentations" can include, but are not restricted to, presentations in other departments, PhD defences (MA defences do not count), research showcases/presentations, and guest lectures to the University at large.

Please note: class presentations do not count; and if attending a conference, the conference can only count as one presentation in total, no matter how many individual presentations the student attends.

A recording sheet is available from the Sociology Office. This should be filled in with the relevant information and handed in alongside the annual progress report.

Additional Requirements for the PhD Program: Citations and Referencing

The Department of Sociology does not demand that any one style of referencing be used, so students are free to use American Psychological Association (APA), Chicago/Turabian, etc., but are advised to confirm with relevant faculty members (e.g. their supervisory committee, course instructors, etc.) in advance of courses and assignments what styles, if any, are required.

However, the Department of Sociology also adheres to the 'Harvard' guidelines for citation, referencing, and use of sources. Students are advised to **make themselves aware** of these guidelines and adopt them as part of their general approach to academic writing. The guidelines can be found at: <http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page357682>

In promoting best practice in academic writing, of particular importance in the Harvard guidelines is the need to **cite page numbers** not only when using direct quotations *but also when paraphrasing or summarising* parts of a text.

When you paraphrase from a source, you restate the source's ideas in your own words.

Whereas a summary provides your readers with a condensed overview of a source (or part of a source)[.] [A] paraphrase of a source offers your readers the same level of detail provided in the original source. Therefore, while a summary will be shorter than the original source material, a paraphrase will generally be about the same length as the original source material.³

It is essential that students learn to write using best practice techniques, if they do not do so already. Best practice requires the **citation of page numbers *whenever*** quotes, paraphrases, or summaries are used. The reader of your work should never have to hunt for a reference or particular pages: if you are not conveying a well referenced argument, then you are not writing at the graduate academic level.

³ Harvard Guide to Sources, 'Summarising, Paraphrasing, and Quoting'
<http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page350378>

Graduate Courses in Sociology

Core Courses

Soci 6003 (MA) / 6004 (PhD): Social Scientific Inquiry 1

Provides an examination of key issues in social scientific research strategies, methodological design, and research techniques utilised in qualitative and quantitative social scientific research.

Soci 6013 (MA) / 6014 (PhD): Social Scientific Inquiry 2

Develops advanced knowledge of issues pertinent to social scientific epistemology and associated methodologies.

Soci 6103 (MA) / 6104 (PhD): Sociological Theory

Provides an overview of the shape and texture of contemporary theory, paying particular attention to its new as well as its unresolved problems. The analysis and interpretation of certain conditions of modern life and the role of social theory in such investigations may be examined.

Soci 6303 (MA) / 6304 (PhD): Multivariate Social Statistics

Examines statistical techniques, such as multiple regression and path analysis and their relation to the general linear model. Emphasis is on the application and interpretation of techniques frequently used in sociology.

Soci 6323 (MA) / 6324 (PhD): Qualitative Methods in Sociological Research

Advanced study of such topics as participant observation, naturalistic observation, interviewing, document analysis, and research ethics; as well as issues such as those pertaining to validity, reliability, and generalizability of qualitative research.

MA “for credit only” courses

Soci 6997: MA Thesis

PhD “for credit only” courses

Soci 6599: Teaching Apprenticeship

Soci 6611: Comprehensive Examination 1

Soci 6622: Comprehensive Examination 2

Soci 6998: PhD Thesis

Graduate Elective Courses (combined MA and PhD)

A graduate student may normally select such courses in consultation with the Director of Graduate Studies and the approval of the Supervisory Committee. Course descriptions are available upon request. *(Please note that not all elective courses listed below are offered every academic year.)*

Soci 6113 Sociology of Law

Soci 6162 Resilience & Sustainability in Complex Adaptive Systems

Soci 6185 Interdisciplinary Seminar in Family Violence

Soci 6403 Socio-Economic Change

Soci 6513 Canadian Society

Soci 6523 Criminology

Soci 6603 Feminist Theory/Sociology of Women

Soci 6613	Sociology of the Family
Soci 6623	Sociology of Religion
Soci 6633	Alternative Health Care
Soci 6643	Selected Topics in the Sociology of Health & Health Care
Soci 6653	Environmental Sociology
Soci 6713	Society and Population
Soci 6723	Selected Topics in Cultural Sociology
Soci 6803	MA Special Reading Course
Soci 6804	PhD Special Reading Course

Awards and Fellowships

The Sociology Department is particularly pleased to have at its disposal a number of awards, assistantships, fellowships, and field-research grants. Some are awarded on a competitive basis while others are granted as a matter of course. There are two sources of internal funding: University Graduate Assistantships and Awards, and the Peter McGahan Graduate Scholarship in Sociology.

Faculty of Arts Graduate Assistantships

The Faculty of Arts (of which the Sociology Department is a member) can award *Graduate Assistantships* to resident graduate students. (Part-time students, students who do not meet residency requirements, and students admitted to a qualifying year are ineligible for assistantships.) There are a number of criteria (e.g. GPA scores) used by the Faculty of Arts when judging which students receive awards, with the first round of selections occurring in February. If finances allow, those who did not initially qualify may receive funding in a second round in May. Awards are usually distributed across all three semesters (Fall, Winter, and Summer).

Awards at the MA Level

Tuition and the Graduate Students' Association fee must be paid by the holders of these assistantships. The School of Graduate Studies require the holders of these assistantships to perform certain duties such as marking essays, conducting tutorials, or assisting professors with their research. Duties will involve the student in approximately six and a half hours of work per week for the duration of the Fall and Winter semesters. We expect holders of assistantships to work full time on their research during the summer months.

Awards at the PhD Level

In addition to holding assistantships, outstanding doctoral students are eligible for a *Magee Fellowship in the Humanities and Social Sciences*. As with the MA, all holders of these assistantships are expected to pay tuition and fees and undertake work duties as outlined above.

Teaching Assistantship Role and Duties

The Teaching Assistant (TA) position is an employer-employee relationship. TA's play an important role in teaching undergraduate students in Sociology by possibly: marking students' work, participating in classroom activities, running tutorials/labs, and providing feedback. As a TA, you work under the supervision of the faculty member in whose course you are assigned and it is that faculty member who assigns you your duties and the methods/means by which you undertake them.

Different faculty members structure their courses differently, so TA duties will vary between courses and between faculty members. It is up to you, the student, to be clear with the faculty member to whom you are assigned, as to what the duties and expectations of you will be for that course.

TA'ing is an important part a student's wider professional development and academic education. It teaches not only interaction and 'people skills', it also promotes good judgement, quality assessment, and knowledge translation. Where you have interaction with undergraduates, be mindful that you will become both a partial role model for them as well as an ambassador for the Sociology Graduate program; both are positions that the Sociology Department takes very seriously.

Time and hours worked

Depending upon your funding package, your total hours will usually be distributed across the semester as being between 6-10 hours of work per week. For a standard 13 week semester, this equals between 78-130 hours of work in total. Please note, it *is* acceptable that for short periods of time faculty members ask that you to work over the allotted 10 hour per week (for example, 30 hours of work—split into two blocks of 15 hours—over a two week period when essays are to be marked). However, this time *must* be paid and accounted for out of the total number of hours for the semester.

The faculty member associated with a course determines the estimated time to adequately complete tasks. For example, the faculty member may estimate that it will take 30 minutes to read, make comments, and mark a short essay paper; therefore 20 papers would equate 10 hours of work. If you are unsure of the time to take per assignment, or you are unable to meet the time requirements, you should contact the faculty member to clarify and/or receive guidance on how to perform your duties.

TAs are paid to undertake a “reasonable workload”, which may include (but is not limited to):

- Attending relevant lectures, classes, tutorials, labs, etc.
- Attending work-related briefing/instruction meetings over 30 minutes long
- Time spent reading relevant course materials
- Marking papers/essays, quizzes, exams, assignments, etc.

Dispute resolution

If:

- a) a student is unable to meet the faculty member’s expectations (despite having met with the faculty member to ask for clarification); or
- b) the faculty member finds the student unable to meet the faculty member’s reasonable expectations; then

either person can contact the Director of Graduate Studies and request that the DoGS assess the situation. The DoGS has the authority to reassign student(s) to other courses in order to maintain their TA status or to remove a student from TA duties altogether. If the DoGS removes a student from TA duties, *this may result in the student losing their TA position and TA funding for that semester.* Students and/or faculty members can appeal this decision to the Sociology Graduate Studies Committee.

TAs are represented by the Union of Graduate Student Workers, PSAC Local 60550. The UGSW can also provide information and advice regarding duties, expectations, and dispute resolution. For more information please visit: <http://www.ugsw.ca>

Nels Anderson Graduate Student Fund

Prof. Nels Anderson was trained at the University of Chicago in the early 1920s and went on to produce some of the most well known texts in Sociology. He became a professor in the Sociology Department at UNB in 1965 and stayed until his retirement in 1977. He established a large fund from which Sociology MA and PhD students can access funds for both *conference travel* and for *field research*. You may inquire with the Graduate Administrator to see what funds are available to you. In the 2018-19 academic year, there was \$2,000 available for MA and \$4,000 available for PhD field research, and up to \$1,000 for students presenting research at conferences.

Magee Third Century Postgraduate Merit Award

The University may also nominate first-time recipients of Graduate Assistantships, in either the MA or PhD program, for *Magee Third Century Postgraduate Merit Awards*.

SSHRC – Social Science and Humanities Research Council

SSHRC (www.sshrc.ca) operates the *Canada Scholarship Program* which provides an alternative source of funding for Canadian citizens and permanent residents applying for either the MA or PhD programs.

Applicants from outside of Canada are encouraged to investigate scholarships available to them (http://www.scholarships-bourses-ca.org/pages/wrld_can-en.html). These scholarships provide a higher level of funding than our Graduate Assistantships, and there is no associated marking or tutorial duties.

The Peter McGahan Graduate Scholarship in Sociology

This scholarship is awarded to one student whose thesis/dissertation research pertains to studies of Atlantic Canada, urban sociology, or historical sociology. The scholarship is awarded annually and is renewable once at the doctoral level only.

Student Resources

Library Facilities

The library collection, located in the Harriet Irving Library (Fredericton) and the Ward Chipman Library (Saint John), contains approximately 1.1 million bound volume items and continues to grow at a steady rate. There are 2.2 million microforms. The reference section is particularly strong and contains the major abstracts, bibliographies and indexes, including Current Contents and the Social Sciences Citation Index. Major microfilm holdings include the (digitalized) Human Relations Area Files. The library is a depository for Canadian Government, New Brunswick Government, United Nations, and UNESCO and RAND Corporation publications; and acquires most United States Government publications on microprint. In all, there are nearly 200,000 such documents. Faculty members and graduate students have access to additional national and international library resources through an efficient document delivery service.

Mailboxes & Email

We provide each student with a mailbox located in the graduate lab in Carleton Hall, room 119. Students are required to check their mail regularly. In addition, all UNB students are provided with an email account.

Graduate Workspace

The graduate office for Sociology students is also located in Carleton Hall, room 119, where there are shared computers for student use. Additional space for individual study is located in the Harriet Irving Library (HIL). Procedures for applying for a lockable study carrel can be obtained from the HIL.

Graduate Student Association

The Graduate Student Association is an association of graduate students with the purpose of representing the graduate student body within the University community and of promoting educational, cultural and social activities among its members. Delegates regularly attend conferences of the Canadian Union of Graduate Students. The Sociology Department also has its own Student Chapter whose executive members serve to represent the needs of Sociology graduate students to the GSA. The GSA annually hosts a local conference for graduate students at UNB to present their research in preparation for juried competition.

The Muriel McQueen Fergusson Centre for Family Violence Research

The Muriel McQueen Fergusson Centre for Family Violence Research, located at 676 Windsor Street, investigates both causes and solutions to the problem of family violence and violence against women in Canada, and is committed to contributing to the elimination of family violence in all its forms. Teams have been developed (government, community and academic partners) to create projects which will address these serious societal issues.

The National Research Council

The department also has strong ties to the National Research Council in Fredericton. Its offices are located on the UNB campus. The NRC-IIT conducts research, develops technology, creates knowledge and supports innovation, often in partnership in the area of information technology.

Assistance with Problems

The Director of Graduate Studies is available to assist students in their graduate work. If students have any questions, or wish to change their status as a graduate student from full-time to part-time, take a leave of absence for maternity leave, or receive a formal extension for graduate work, they should contact the Director of Graduate Studies within the Department. In addition, the Graduate Assistant and the Administrative Assistant in the main Sociology department office (Tilley 20) can answer many of your queries.

Applying to the Program

Admission Requirements

Graduate studies in Sociology at UNB endeavour to acquaint students with the theoretical traditions and methodological skills of the discipline within an academic unit small enough to give attention to individual students and large enough to offer a wide range of academic opportunities. While students are invited to pursue special areas of interest, the Department expects students to become familiar with the general development of sociological theory and research. The program was designed so that students can complete the MA degree in two years, and the PhD in four years. The PhD is primarily a research degree geared to the production of a dissertation and normally takes four years of academic study, research, and writing.

Language requirements

UNB is an English language only university. All instruction is done in English and all assignments and work are to be written in English. Graduate study in Sociology involves a heavy amount of reading, writing, and speaking in English; this means students must have a high level of proficiency in the English language. If you cannot demonstrate that English is your **primary language**, then an IELTS proficiency score of at least 7.5 (or its equivalent) is required.

MA Program

An undergraduate Honours degree in Sociology (or its equivalent), with a minimum GPA of 3.5 (a B+), is normally a prerequisite for entry to the MA Program. Students without the equivalent of an Honours degree in Sociology or who have been out of university for two or more years may be considered for admission following the completion of additional 'qualifying' courses, equivalent to an Honours degree. Such students must achieve a GPA of at least 3.7 (an A-) in their qualifying year and have a cumulative GPA of 3.5 to then be considered for admission.

PhD Program

We expect applicants to the PhD Program to have demonstrated a high level of academic achievement; to have completed the course requirements for the MA in Sociology as well as an MA thesis or its equivalent. Prospective students with a graduate degree not in Sociology should expect to undertake a qualifying year as per the MA requirements shown above.

How to Apply

The on-line application and the graduate calendar are available on the School of Graduate Studies website: <http://www.unb.ca/gradstudies/admissions/index.html>. There is a non-refundable application fee for all Graduate programs. For further information check: <https://www.unb.ca/gradstudies/current/financial/index.html>.

Submit your completed application online to the School of Graduate Studies by December 15th for the following September start. Applications received after December 15th are welcome but may not be included in the internal funding competition. Any supporting documents that cannot be submitted with your on-line application (such as official transcripts or language test scores) should be mailed directly to the School of Graduate Studies to meet the December 15th deadline: School of Graduate Studies, University of New Brunswick, P.O. Box 4400, Fredericton, New Brunswick, Canada, E3B 5A3.

For more specific information concerning Graduate Studies in Sociology, e-mail: soci.grad@unb.ca. The Sociology website is located at: <http://www.unb.ca/fredericton/arts/departments/sociology/index.html>.

In addition to these requirements, the Sociology Department requires additional information about your proposed research, namely, a statement of interest approximately **500 - 600 words in length** (see "Letter of Intent," below).

Letter of Intent for Entry into the MA Program

This letter should provide information on your undergraduate academic experience. It should also outline your areas of interest and any observations which might help the Graduate Committee in its assessment of the application. The letter should describe your career interests and show briefly how an MA in Sociology will assist you in developing those interests. Lastly, you should briefly describe research questions that you would like to pursue at the MA level and show how these might be addressed through the University of New Brunswick MA Program.

We believe it important that there be one or more faculty with the time, interest and expertise to supervise your MA thesis research. If you have already been in touch with a faculty member and he/she has agreed to supervise your work, you should indicate this in your letter. If you do not already have a possible supervisor, the Graduate Committee will circulate your application to see if there is anyone interested and able to take on supervision of your thesis research. It may sometimes be the case that there is no one in the Department with the expertise to supervise your proposed research. In that case, in consultation with the Director of Graduate Studies, you will need to decide whether the UNB Program is the most appropriate for you, or if you are willing to consider another area for your thesis research. Students are, of course, free to change supervisors or to add members to their thesis committee after they have been in the program and have had opportunity to become better acquainted with the members of the Department and their work.

Letter of Intent for Entry into the PhD Program

Your letter should provide information about your undergraduate and graduate academic experiences. You should give particular attention to your work at the MA level and your MA thesis research. Additional information might include your career and future research plans with some indication of how a PhD would assist in the development or actualization of those plans.

At the PhD level, we believe it not only important but crucial that there be faculty with the time, interest and expertise to supervise your thesis research. Thus, for acceptance into the PhD Program, there must be at least **two** members of the Department who are in this situation. If you have already been in touch with faculty members and they have agreed to supervise your work, you should so indicate. If you do not already have a possible supervisor and at least one committee member, the Graduate Committee will circulate your application to see if there are any faculty members interested and able to take on supervision of your thesis research. It may sometimes be the case that there is no one in the Department with the expertise to supervise your proposed research. In that case, in consultation with the Director of Graduate Studies, you will need to decide whether the UNB Program is the most appropriate for you or if you are willing to consider another area for your thesis research. Students are, of course, free to change supervisors or to add members to their thesis committee after they have been in the program and have had opportunity to become better acquainted with the members of the Department and their work.