

Northwestern

WEINBERG COLLEGE OF ARTS & SCIENCES

Department of **Sociology**

The Whole Hooey 2023-2024

Guide to Sociology Graduate Program

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Who's Who in Sociology

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NOTE: Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

Requirements for a Ph.D. in Sociology

Our graduate program has both structure and openness. The Sociology Department requires students to take the following:

- two theory courses (406-1 and one other)
- two statistics courses (401-1 and 401-2)
- one field methods course (403)
- one additional methods course of the student's choosing
- one course on the Sociology of Race and Racism (410)
- the Teaching Seminar (570)
- the Second-Year Paper Seminar (490)
- the non-credit Proseminar (480)
- the non-credit RCR Training (519)
- **Please see [Appendix A \(page 29\)](#) for the temporary changes related to the COVID 19 pandemic for the cohorts admitted from 2018-2020**

In addition, we strongly encourage students without masters-level coursework in statistics or econometrics to take 400 in the fall of their first year.

Beyond these specific course requirements, students must take 8 sociology electives plus 3 courses outside the Sociology Department. Please see "[A Note on "Good Standing" and Exclusion](#)" for more information on grade requirements.

Students may petition to have requirements waived whenever they can present evidence showing that they have met the requirement in some other way. Petitions should be in writing following discussion with the student's faculty advisor and with the Director of Graduate Studies (DGS).

The Whole Hooey focuses on departmental requirements, touching lightly on those of The Graduate School (TGS). For TGS requirements, students should read "PhD Degree Requirements" <https://catalogs.northwestern.edu/tgs/academic-policies-procedures/phd-degree-requirements>. Here is a typical Sociology student's program for the first three years:

First Year (9 courses plus Proseminar and RCR Training):

- 400 (Analysis of Social Data)
- 401-1 (Regression Methods I) and 401-2 (Regression Methods II)
- 403 (Field Methods)
- One additional methods course (may be taken any year)¹
- 406-1 (Classical Sociological Theory)
- 410 (The Sociology of Race and Racism)
- 570 (College Teaching Seminar)²
- One, two, or three substantive electives. Because of the importance of substantive

¹ E.g., comparative-historical methods, methods of cultural analysis, event history analysis, an advanced statistics course, experimental methods, or a general research methods course. To see if a course will fulfill this requirement, submit the syllabus to the DGS, who will run it by the methods committee. Not all methods courses are taught every year, so plan ahead.

² This is a real course, with weekly assignments; it is ungraded (P/F) and done in conjunction with teaching a discussion section for Introduction to Sociology. Attendance at the Introduction to Sociology lectures is a required part of this course. Students may take it with two or three other courses.

courses during the early years of graduate study, no independent studies (499s) should be taken during the first year without permission from the DGS.

- 480 (non-credit departmental Proseminar in Fall quarter). The Proseminar introduces faculty and their research and focuses on professional issues such as fellowships and publication.
- 519 (non-credit departmental RCR Training in Winter quarter). Consists of three required RCR training sessions.

Second Year (9 courses):

- A second sociological theory course. Theory courses that meet the requirement must be taught by faculty in the Sociology Department and/or have a SOC number. Students may count other theory courses that do not meet these criteria as outside-the-department electives.
- One or two quarters of 490 (Second-Year Paper Seminar); the second quarter of 490 is not required. Like 570, these are real courses, with frequent assignments, but are ungraded (P/F).
- Six or seven substantive electives, outside courses, or workshops and/or 499s (Independent Studies)

Third Year (3 to 9 courses)

- Substantive electives, as desired or if needed to meet the requirement for 8 sociology electives and 3 courses outside the department.
- Up to two 499s to work on the Special Fields requirement (paper and course syllabus)
- 499s or workshops to prepare the dissertation proposal.

Electives

Please see Appendix A (page 29) for the temporary changes related to the COVID 19 pandemic for the cohorts admitted from 2018-2020

To earn the Ph.D., graduate students in sociology will take 8 Sociology elective courses in addition to the specifically required courses. Sociology electives are graduate level (400 level and above; occasionally a 300-level course may count, with permission of the DGS) substantive courses offered by the Sociology Department (with a “SOC” label). Soc 490-2 and Independent Studies (499s) do not count as electives.

Sociology electives can include courses offered by sociologists in other NU departments and schools or by sociology departments elsewhere, with permission of the DGS; in such cases, the student will bring a course description and syllabus to the DGS and petition to have it count.

In addition to the 8 sociology electives, students are required to take 3 electives outside of the department. In cases where a student takes a course outside the department that is taught by a sociologist (someone with a Sociology Ph.D.), the student may count the course *either* as a sociology elective (with DGS approval) or as an outside-the-department course, but not both. To count as an outside-the-department course, a course cannot be co-listed with the sociology department (i.e., it cannot carry both a sociology number and an outside department number,

e.g., SOC 476/POLI SCI 490) or be taught by sociology departmental faculty. Courses that have sociology numbers and/or are taught by sociology departmental faculty can be counted as sociology electives, but not as outside-the-department electives, even if the course also has another department's number.

Workshops for Credit

Students may count department workshops as one of their 8 Sociology electives under the following stipulations:

- The faculty coordinator(s) decides whether a workshop can be taken as a course with credit. Only credited workshops can be used as electives.
- The faculty coordinator(s) decides what a student needs to do to get course credit.
- The credited workshop must receive a letter grade, not pass/fail.
- Students can receive a maximum of two course credits for workshop participation, and they can receive credit only one time for any given workshop (no duplication).

Total Number of Courses

Sociology graduate students typically take 11 specifically required courses:

- 2 quarters of statistics (2)
- Field Methods and one on other methods (2)
- 2 quarters of Theory (2)
- Seminar on the Sociology of Race and Racism (410) (1)
- College Teaching seminar (570) (1)
- Proseminar (480) (1)
- 2nd year paper seminar (490) (1)
- RCR Training (519) (1)

In addition, most students take Soc 400 (Analysis of Social Data, which can count as an elective) and the second quarter of Soc 490-2.

These 11 courses plus 8 sociology electives and 3 courses outside the department come to **22 courses**, the number required for a Ph.D. in sociology. Students often end up with more than this number because they take Independent Studies or other courses. Not everyone takes 400 or the second quarter of 490; they still must take the required total of 22 courses.

The number of total courses may be reduced by up to 6 courses for students who have done graduate work elsewhere. The 6 courses that are waived can reduce either the number of required electives (to as few as 3) or the number of required courses outside the department (to zero), but the total number of reductions to these requirements can be no more than 6. All such reductions must be approved by the DGS.

Second-Year Paper

Please see Appendix A (page 29) for the temporary changes related to the COVID 19 pandemic for the cohorts admitted from 2018-2020

By or during the third quarter of the first year, a student develops a topic for the Second-Year Paper (2YP), which may also qualify as an MA thesis. The 2YP is an introduction to carrying out academic research in sociology, and it takes the form of a research report of roughly 30 or so pages that applies sociological theory and methods to a body of data. This project should demonstrate the student's mastery of a substantive area, including familiarity with the relevant literature and with appropriate research methods. The final product should approach journal-article quality, and indeed these papers often reach publication. Many 2YP projects will necessitate a submission to the Institutional Review Board (IRB).

The student develops a topic with a professor who agrees to be the primary advisor; the student also asks a second faculty member to serve as reader. Both faculty members must be members of The Graduate School's Graduate Faculty, and the chair of the committee must be a member of the Sociology Department. The student then has a year to develop the research. Both advisor and reader must approve the 2YP by the end of the second-year spring quarter. Students should turn in a completed draft of their papers by **May 1** to allow for any changes that faculty require. Previously, the student should have shown preliminary drafts to their advisor and reader throughout the year. It is highly desirable that the paper be far enough along to allow submission by the January deadline for consideration in the annual meeting of the American Sociological Association.

If the 2YP has not been completed and approved by the end of spring quarter, the student and faculty advisor must write to the DGS and the GPC indicating what has created the delay and setting a firm due date in the summer. The student and advisor must let the DGS and GPC know when the paper has been accepted. A detailed schedule will be passed out in the Second-Year Paper seminar (490) in the Fall.

Alumni Funds for Second-Year Paper Research

The Sociology Department offers modest financial support for Second-Year Paper (2YP) projects that involve research expenses. The funds will help with typical expenses such as travel, transcribing, or other research expenses. Note: The funds cannot be used for attending conferences unless the student is collecting data for their 2YP. Students may apply for these funds during the spring quarter of their first year when they start writing their 2YP proposals. The DGS will send out a notice asking for applications and budgets.

MA Degree

The Department of Sociology graduate program admits only those students whose goal is to earn a PhD. However, a student can receive an optional master's degree. For a master's degree, TGS requires at least 9 graded courses authorized for graduate credit. The Department of Sociology further requires that all departmental required courses be completed, and the Second-Year Paper be approved. More information on TGS requirements can be found at:
<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/masters-degree-requirements/>

Special Fields Paper and Admission to Candidacy

[Please see Appendix A \(page 29\)](#) for the temporary changes related to the COVID 19 pandemic for the cohorts admitted from 2018-2020

The Special Fields Paper (SFP) is a literature review (roughly 8,000 to 10,000 words in length) of one subfield of sociology, plus a syllabus for an advanced undergraduate course in that subfield. The paper is not a summary of scholarship, but rather a critical analysis of scholarship. Through this assignment, a student develops their own perspective on the subfield's core empirical and theoretical claims, the evolution of the subfield over time, areas of current debate and consensus, and ideas about future directions for research in the subfield.

At the beginning of the project, it is helpful for students to work with their advisor to identify potential models for writing the SFP. The *Annual Review of Sociology* is one source of potential models for writing an analytic and critical literature review. *Sociology Compass* is another good source of examples. Excellent books and articles sometimes also provide models for how to critically discuss literature.

The aim of this requirement is twofold. First, the SFP is intended to provide the student with broad and deep knowledge of a subfield sufficient to teach introductory and advanced undergraduate and graduate courses. Students and their advisors negotiate what exactly constitutes a "subfield." Sections of the American Sociological Association are a good guide to recognized subfields. Second, the SFP is intended to help students learn how to carry out a good analytic and critical review of literature. The skills developed in writing the SFP should be helpful in future research projects on myriad topics.

The question of whether the Special Fields Paper should be focused on an area of the dissertation, or an area other than the dissertation, is left to the student and the advisors. When designing the SFP, students and their advisors should consider issues such as the following: Was the Second-Year Paper on a topic distinct from the topic of the dissertation, or will the dissertation itself draw from two different subfields? In such cases, it may be reasonable to treat the Special Fields Paper as the literature review for the dissertation, since the student can claim to have demonstrated mastery of two fields in other ways. Conversely, is the student planning a dissertation in a more peripheral, novel, or less marketable area? In such cases, it may be appropriate for the student to use the Special Fields Paper as an opportunity to develop expertise in a more central, recognized, or more marketable subfield. In some cases, students may wish to explore the intersection of two subfields in order to ask what light one sheds on the other.

Because students' individual situations are so varied, these questions are best discussed with the advisors on a case-by-case basis. We recommend that students send an email to their advisor after meeting with the advisor, summarizing what was discussed and what approach the student will take to the SFP. Students are also encouraged to bring the text from this section with them when they meet their advisors to discuss the timeline of their paper. Likewise, students are encouraged to bring examples of literature reviews that might serve as a model for their SFP. The SFP is not a yearlong endeavor but rather is a more delimited project completed by the end of winter quarter. The schedule and department deadlines for completing the SFP are as follows:

- By June 1 of second year: Students are required to submit to the DGS (and cc the GPC) a short description (e.g., 1-2 paragraphs) of the topic of the SFP and the name of the chair of the SFP. By this date, the chair must have approved the topic of the SFP and agreed to serve as the primary advisor.
- By Oct 1 of third year: Students are required to submit to the DGS (and cc the GPC) the name of the second reader, a bibliography of works to be included in the SFP, and a brief description (1-2 paragraphs) of their SFP. Both the chair of the committee and the second reader must be members of the Graduate School's Graduate Faculty, and the chair must be a member of the Sociology Department. Students should meet jointly with the committee chair and the second reader to ensure there is a common understanding of the scope and focus of the project.
- By Jan 15 of third year: Students are required to submit an initial draft of the SFP and syllabus to the chair and second reader. The chair of the committee is required to give feedback within two weeks.
- By Feb. 1 of the third year: Students are required to let the DGS know (and cc the GPC) that they have received feedback from the chair.
- By March 1 of the third year: Students are required to submit a complete draft of the SFP and syllabus to the chair and second reader. Normally, this version will be the final version that is approved by the chair and second reader. If they do seek further revisions, the chair and the second reader are required to give any final comments by March 15.
- By no later than April 1 of the third year: Students are required to complete the SFP and syllabus. The chair of the Special Fields Paper should email the GPC, cc the DGS, and second reader. The chair should confirm that the paper and syllabus have been approved.

Students who do not meet the April 1 deadline will need to petition the DGS with a firm deadline for completion. Until the SFP is completed, the student will lose good standing within the department (see below on "A Note on 'Good Standing' and Exclusion").

When possible, we offer a fall quarter seminar for students writing their SFP. Roughly analogous to the Second-Year Paper seminar, this course is an effective way for third-year students to move through this requirement together. The seminar is not required, but it has a course number (Sociology 476), and it can be counted as a sociology elective (as long as a student takes it for a grade and not pass/fail).

Completing the Special Fields Paper and syllabus meets TGS's requirement for passing the qualifying exam.

Dissertation Proposals, Dissertations, and Dissertation Defenses

Students must write a dissertation proposal, in consultation with their dissertation chair, and defend the proposal before a dissertation committee consisting of at least three members, including the chair. Two of the members of the dissertation committee must be members of The Graduate School's Graduate Faculty. Two members of the committee must also be members of the Sociology Department, including the chair of the committee. While TGS requires students to defend their dissertation proposals no later than by the end of their fourth year, both TGS and the Department *strongly* encourage students to meet this requirement earlier. Doing so allows

students to compete for internal and external fellowships in the fall. Note also that many dissertation projects will necessitate Institutional Review Board (IRB) approval.

Once the proposal has been approved by the dissertation committee, the student is “ABD” (“all but dissertation,” not an official status but a common phrase in academia). During the writing stage, students should be in close contact with their chair and other committee members, updating them regularly on the progress of the dissertation, sending draft chapters, and consulting them about any changes in direction and about methodological, substantive, and ethical issues.

As the dissertation nears completion, the student should consult his or her chair about reconvening the dissertation committee for the final defense of the dissertation. Students are discouraged from bringing refreshments (food and drink) for the dissertation committee to the defense of the dissertation proposal and the final dissertation. The student will want to ask his or her chair how to assess when the dissertation is ready to defend, how much time to allow for faculty reading and response to the draft, how much time might be needed after the defense for revisions before the final dissertation can be submitted to TGS, and so forth. Information about submission requirements is available on TGS’s website.

TGS aspires for students to complete their PhD in 5 years. Because Sociology can take longer, the department regularly funds students through the sixth year, but students should aim to finish in six years. In recent years, students who are well-prepared and settle on their dissertation topics early have been able to finish in five. TGS’s official statement is that “Only rarely under extenuating circumstances will students be granted permission to continue beyond 9 years.”

Milestone Approval Processes

Second Year Paper – Milestone advisor emails the DGS and GPC with confirmation of the committee’s approval. The student emails the GPC a copy of the approved paper. The GPC will record the milestone success in GSTS.

Special Field Paper – Milestone advisor emails the DGS and GPC with confirmation of the committee’s approval. The student emails the GPC a copy of the approved paper. The GPC will record the milestone success by completing a PhD Qualifying Exam form in GSTS.

Prospectus Defense – Dissertation Chair emails the DGS and GPC with confirmation of the committee’s approval. The student emails the GPC a copy of the approved prospectus. The GPC will record the milestone success by completing a PhD Prospectus form in GSTS.

Dissertation Defense / Final Exam – Defending student will complete the ‘Application for Degree’ and ‘PhD Final Exam’ forms in [GSTS](#) in advance of their defense date. Following the defense, the Dissertation Chair emails the DGS and GPC with confirmation of the successful defense. At 5PM on the day of the defense, GSTS will automatically email the committee asking them to approve or deny the PhD Final Exam form by clicking a link included in the email.

Non-Curricular Requirements: Teaching & Responsible Conduct of Research

In addition to taking courses and meeting the key milestones of the Second-Year Paper, Special Fields Paper, and dissertation, graduate students also must meet two additional requirements: the teaching requirement and certification that they have been trained in responsible conduct of research (RCR).

Teaching Requirement

The teaching requirement is a TGS requirement. (This requirement applies to students entering in 2010 or after). The Sociology Department meets TGS's teaching requirement with a two-part requirement. The first part, which has long been in place in our department, is a seminar on teaching that all first-year students are required to take (Sociology 570). The seminar involves formal instruction in such matters as syllabus construction; lecturing, discussion, and other methods of transmitting information; evaluation, grading, and strategies for making feedback useful to students; and methods for teaching students to write and revise written work. Alongside this formal instruction, first-year graduate students engage in closely supervised teaching and grading (in the context of Sociology 110: Introduction to Sociology).

Graduate students meet the second part of our teaching requirement by TAing (or teaching) for a quarter. TA assignments may include running discussion sections, grading and evaluation, preparing and delivering one lecture during the course, suggesting additional readings to supplement the syllabus, preparing test materials and assignments, meeting with students during office hours, etc. Almost all our graduate students regard learning to teach as a key part of their graduate career. If students apply for teaching positions, they typically prepare a teaching portfolio, which is reviewed by their dissertation advisor and by the placement officer.

Institutional Review Board (IRB) and Responsible Conduct of Research (RCR)

Students need to be familiar with, and trained in, two separate-but-overlapping ways of ensuring ethical research. The first and older of the two is the Institutional Review Board, which focuses on making certain that research does not threaten the well-being of human subjects. Many types of sociological research – e.g., research employing ethnographic, interview, or experimental methods – require IRB approval, and every student needs to learn how the IRB process works. The second is the Responsible Conduct of Research (RCR), a requirement that comes from the National Science Foundation (NSF); universities and departments that have any NSF funding must see that their students are RCR-certified.

The Department handles both via the required RCR Training course (519) taken during the Winter quarter of the first year of graduate study. There are four components:

1. Students take and pass online CITI modules called CITI RCR Training (NOT the CITI Human Subject Test). Once the RCR online modules are complete, students should submit a copy of their completion report to the GPC. (Students do these on their own, and they should be completed at the same time as components 2-4).
2. In SOC 519, students participate in a discussion of the IRB process led by a

- representative from the IRB and tailored to sociological research.
3. In SOC 519, students participate in a discussion of ethics in *quantitative* research led by a Sociology professor.
 4. In SOC 519, students participate in a discussion of ethics in *qualitative* research led by a Sociology professor.

Ethical issues are also covered in research-oriented courses, such as Field Methods, and individual students should discuss issues specific to their own research with their advisors.

Joint Programs:

Management and Organizations and Sociology

The [Department of Management and Organizations in the Kellogg Graduate School of Management](#) and the Department of Sociology are strongly tied. Organizations play a key role in stratification, social change, and collective behavior, and are themselves shaped by larger sociological and historical processes. The joint program is designed for students who want to gain a disciplinary base in sociology while focusing their doctoral research on organizations and their environments. Specific areas of research include building and testing theory about organizations, their members, and their management; organizational processes; institutions; and the embeddedness of economic action in social structure.

The MORS-Sociology Joint Degree requirements can be found [here](#).

JD/PhD Program

The [JD/PhD Joint Degree Program](#) is open to a small number of students who intend to pursue an academic or research career and whose teaching and research will be enriched by both the JD and Ph.D. degrees. Applicants who wish to participate in the program must complete the Graduate School application, submit supplemental application items to the Law School, and meet the admission requirements for both Northwestern's School of Law and The Graduate School.

The JD/PhD Joint Degree overview requirements can be found [here](#).

For students admitted directly into the JD/PhD Joint Degree program, the Sociology Department requires that they complete [all sociology coursework](#) and the Second-Year Paper, prior to beginning Law School in the third year. JD/PhD students should discuss their coursework plan with the DGS at the beginning of their first and second years. JD/PhD students who do not meet these requirements will not be able to start Law School in their third year and will remain with the Sociology Department. With permission from the Law School and the Sociology Department, a JD/PhD Student unable to begin Law School in the third year may be allowed to begin Law School in the fourth year. If approved, the student must complete all requirements mentioned above **AND** the Special Fields Paper before beginning Law School in the fourth year. JD/PhD students can have up to three out-of-department electives waived, provided these do not exceed the maximum of 6 waived courses.

Current PhD students may also apply to transfer into the JD/PhD program. Such students will be required to meet all the usual Sociology PhD program standards for the year preceding Law School entry. Students who are considering applying for admission to the JD/PhD program should talk to the Sociology DGS about what requirements would need to be completed before beginning Law School.

JD/PhD students currently receive 6 years of guaranteed support and may receive only certain forms of support beyond 6 years. Given the number of course requirements in sociology and requirements for a Second Year Paper and a Special Fields Paper, JD/PhD students must carefully plan their schedules. Students should consult with the DGS and their advisor to plan their schedules, but it is recommended that in the first two years of graduate study students should take a full complement of 17 courses for credit (9 required sociology courses and 8 sociology electives) and the non-credit Proseminar. As noted above, the Second Year Paper must be completed in a timely fashion to permit students to enroll in the Law School in year 3. While students must complete the Special Fields Paper by the end of their fifth year, the Department recommends they write it during the two years spent in Law School. By doing so, they will be able to enter candidacy during the 5th year of the program.

Dual PhD Degree Program in Sociology between Northwestern University and Sciences Po

The dual degree program allows Northwestern and Sciences Po students to spend some years at the partner institution, during which students will take courses, conduct research, write a dissertation under the direction of a joint Northwestern-Sciences Po dissertation committee, and become eligible for the PhD degrees of both institutions.

Students interested in the dual degree program should contact Professor Lincoln Quillian (l-quillian@northwestern.edu) for additional information. Students who have been admitted to the dual degree program should consult their admission letter for requirements.

The MS Program in Statistics:

The statistics department offers a program to receive an MS in statistics for students receiving a Ph.D. in other departments, including sociology. The requirements for the MS in statistics are discussed here: <https://catalogs.northwestern.edu/tgs/statistics/statistics-ms/>

The sociology department allows students who are also receiving the MS in statistics to waive some coursework. MS students are allowed to waive up to four course requirements in light of the large number of courses they will be taking as part of the MS program. Note students cannot exceed the 6 total course waiver restriction (for example, if 4 waivers have been approved for prior graduate level coursework, a student in the MS program will receive 2 waivers instead of 4). Note also that The Graduate School does not allow double counting of courses toward multiple degrees. Specifically, sociology students getting the MS in statistics are allowed to waive the following sociology Ph.D. course requirements:

- Two courses from outside of sociology
- One sociology elective
- One additional course that, at the student's choice, could be a sociology elective, an

outside-the-department course, or the department's required "additional methods course"

Students are expected to complete all coursework by the end of year 3 and should be aware that there is no extension to complete the Sociology PhD coursework by the end of their 3rd year. Students may complete the MS Program coursework in their 4th year with approval from their advisor and the Sociology DGS.

A Note on "Good Standing" and Exclusion

The Graduate School (TGS) has minimum standards for satisfactory academic progress. There are three sets of criteria that TGS takes into account in determining whether or not students are making satisfactory academic progress:

- Program length. Doctoral students must complete all requirements for the PhD within [nine years of initial registration](#) in TGS. Students who do not complete degree requirements by the established deadlines will not be considered in good academic standing and will be placed on probation.
- Grades and cumulative GPA. A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete (Y or X) grades is not making satisfactory academic progress and will be placed on probation by TGS.
- Internal milestone deadlines. Doctoral students who have not been admitted to candidacy (i.e., written the Special Fields Paper) by the end of their third year, or who have not completed the dissertation prospectus by the end of the fourth year, are not making satisfactory academic progress and will be placed on academic probation by TGS.

More information on TGS's requirements and consequences can be found at:

<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/satisfactory-progress/>

In addition to TGS's standards, the Sociology Department has its own criteria to be in good standing:

1. Complete all required courses, with a grade of B or better, by the end of the third year.
2. Complete eight sociology elective courses, with a grade of B or better, by the end of the third year.
3. Complete three elective courses outside sociology, with a grade of B or better, by the end of the third year.
4. Complete all departmental writing requirements by the dates indicated.
 - a. Second-Year Paper – end of spring quarter, second year
 - b. Special Fields Paper – end of spring quarter, third year
 - c. Dissertation Proposal – end of spring quarter, fourth year
 - d. Dissertation Defense – end of ninth year.

Students who do not meet the first requirement (e.g., the student gets a B- in 406-1) will need to retake the class or do some equivalent work—possibly set up as a 499—to be determined by the DGS and faculty.

Students who do not meet the second or third requirement (e.g., the student gets a B- in a Sociology class that is not a departmental requirement or a course outside Sociology) will be

able to have the course count toward the courses required by TGS, but not as a sociology elective or as an outside sociology elective.

TGS and Sociology each have the power to put a student on probation; the Sociology Department will place students on probation if they fail to complete the four departmental requirements by the deadlines listed above or at the end of an extension period that has been approved in writing by the DGS.

Graduate study takes a great deal of energy, time, and commitment, and it sometimes happens that a student does not make a good fit with the demands of the program. When a student is out of good standing or seems to be struggling, the DGS and/or the student's faculty advisor will counsel them on the necessary steps to improve. The Sociology Department, following a vote of the faculty, can exclude from the program students who are placed on probation by TGS or the Department. Should the Department vote to exclude a student, that student can appeal the decision. Appeals are handled by TGS.

As noted in the section on the second-year paper (2YP), students are expected to complete this milestone by the end of Spring quarter of their second year. Students who are unable to complete their 2YP on time can write the DGS to request an extension (cc'ing the GPC and their advisor), explaining the situation that has led to this delay. If the DGS approves the extension, the new deadline for the 2YP will be August 31st. If the 2YP is still not completed by August 31st, the department will place the student on probation for the Fall quarter, and the new deadline for the 2YP will be November 1st. If the project is still not complete by November 1st, the faculty will discuss the student's case during a faculty meeting and vote on whether to extend the probation period one final time or exclude the student from the program by the end of the Fall quarter.

Leaves of Absence

Whether it is due to personal, medical, family, or professional reasons, students may ask for a temporary leave of absence from the University. Due to the rigidity of the various deadlines, Sociology encourages students to take formal leave when needed. It is the best way to ensure that deadlines can be extended. With approval from the appropriate University offices and programs, a student can go on leave for a minimum of one quarter to a maximum of one year. All leaves of absence must be approved by the appropriate University offices and programs. The procedure for requesting a leave of absence — and the specific approvals required — depend on the type of leave. Review the [Leave of Absence policy](#) for more information and processes on applying for one.

Regardless of the type of leave approved, leaves of absence are considered private matters between the Department and the student. Students should be directed to the TGS webpage on leaves of absence for information and they may talk to the Associate Chair, Director of Graduate Studies, or Graduate Program Coordinator if they have any questions about leaves of absence. Students may also talk to the [Dean of Students Office](#) if they have any questions about a medical leave of absence. Regardless of the type of leave approved, the general policies for leaves of absence remain the same and can be found [here](#). Before students apply for leave, it is important that they understand how their leave of absence will affect their funding and [health insurance](#).

With the exception of medical leaves of absence, leaves are approved by the Director of Graduate Studies. Students should submit a leave request form in GSTS and then schedule a meeting with the DGS to discuss their plans and timelines. Please note that students requesting a medical leave of absence work directly with the Dean of Student's Office and do NOT need to discuss their leave with the DGS or their advisor if they do not wish to.

Once a leave of absence is approved, either by the Program or the Dean of Students Office, an email will be sent to notify the following individuals that a student is on an approved leave: The Sociology Department's Chair, Associate Chair, Director of Graduate Studies, advisor, and staff. In addition, the following groups will also be included as applicable to ensure they are aware the student is on approved leave: their current instructors, any faculty they have an incomplete with or are the TA/RA for.

Notifications regarding parental accommodations will only be made in the event that the accommodation is granted with less than the required 60 days' notice. Otherwise, students should include that they have notified the relevant parties prior to going on a parental accommodation.

Subject: Notification of Approved LOA – [Student Name (ID#)]

Dear Faculty and Staff,

*We're writing to notify you that [student name] is taking an approved leave of absence, which will be effective **[effective date]** and is expected to last **[X]** quarters.*

*Please note that a leave of absence can be extended for a variety of reasons, and the department will reach out when the student returns. As a reminder, during an approved leave of absence [the following policies](#) apply, and we would like to highlight that students on leave are **not permitted to fulfill any degree requirements**. Students on an approved leave receive an automatic extension for any work/milestones for the duration of the leave. Upon a student's return, new deadlines will be set for any incomplete work and/or remaining milestones.*

The Sociology Graduate Program Coordinator will inform this group again when a student returns. At that time, the Director of Graduate Studies will send a letter to the student and their advisor going over their new milestone deadlines and, if applicable, any probationary deadlines/extensions. Returning students will also be instructed to follow up with instructors that they have any outstanding work with to put a completion plan together.

A reminder that all approved leaves of absence are considered confidential matters between the student and administrators, and we ask that you respect a student's privacy. If necessary, you may direct questions to the Sociology Director of Graduate Studies, [DGS name].

Subject: Notification of Return from LOA – [Student Name (ID#)]

Dear Faculty and Staff,

Please be aware that [student name] will be returning from their leave of absence effective [date].

As a reminder, students on an approved leave of absence receive automatic extensions for any incomplete work and/or remaining milestones. The Sociology Director of Graduate Studies will send a return email to the student detailing the new milestone deadlines and instructing the student to begin reaching out to faculty over the next month to discuss plans for completing any incomplete work from prior to their leave. Please remember that returning students will often have many things to work out, we ask for patience on their behalf. If necessary, you may direct questions to the Sociology Director of Graduate Studies, [DGS name].

Withdrawal from Program

Students who wish to withdraw entirely from the Sociology PhD Program must complete the Program Withdrawal Request form via TGS Forms in [GSTS](#). Once completed, the Director of Graduate Studies (DGS) will be notified by the Graduate Program Coordinator (GPC) and, if not already done, set up a meeting with the student to discuss the request and ensure that a withdrawal is in the student's best interest. At the conclusion of the meeting, the DGS will email the GPC the decision for the withdrawal form and the GPC will enter the decision in GSTS for TGS review and approval.

Students should be clear on the [TGS withdrawal policy](#) and the financial implications that may occur depending on the timing and year in the program.

Once TGS has approved the withdrawal request, the Department will be notified with the following email. This email will be sent to all core faculty members and staff.

Subject: Notification of Program Withdrawal – [Student Name (ID#)]

Dear Faculty and Staff,

We write to notify you that [student name] has officially withdrawn from the Sociology PhD [or MORS-Sociology PhD] program effective [effective date]. This decision has been made in consultation with the Director of Graduate Studies and has been approved by the department and TGS. This email is sent to ensure that faculty and staff are aware of this student's status; it is not a call to action to contact the student to change their mind. At this point the decision is final, and we ask that everyone update their records accordingly and respect the decision of the student.

We wish [student first name] all the best in their future endeavors. If you have any additional questions, please let the Director of Graduate Studies or Graduate Program Coordinator know.

Advising

Every student in the Sociology Department has a faculty advisor. That advisor may change

several times over the course of a student's graduate career, but there will always be one professor who is the current advisor and is up to date on the student's progress. Students may change advisors at any time if they find a professor more suited to their intellectual interests. Students should report such changes to the Graduate Program Coordinator and in GSTS for the departmental records. Advisors for each student are listed on the graduate student's profile at <http://www.sociology.northwestern.edu/people/graduate-students/>. Students should ensure that the webpage is up to date with the name of their current advisor.

All entering students are assigned an initial faculty advisor for the first year. This person usually remains the advisor until the student has selected an advisor for the Second-Year Paper. The Second-Year Paper advisor becomes the primary advisor until the student chooses an advisor for the Special Fields Paper. The Special Fields advisor serves as the main advisor until the student has a dissertation chair. Thus, the student might have as many as four advisors or as few as one. Regardless of who the official advisor is, all faculty members are happy to give intellectual advice, and graduate students should seek them out.

Students should meet with their advisors often, especially at the beginning of each quarter, to plan their courses and research and to discuss their progress. Students are expected to communicate regularly with advisors, including responding promptly to emails from advisors, the DGS, and the Associate Chair.

During the spring quarter of each year, the entire Sociology faculty meets to evaluate all graduate students. It is imperative that a student's faculty advisor be completely up to date on the student's progress at this time, especially if there have been any circumstances that have resulted in incompletes in courses or delays in meeting some requirement. The Director of Graduate Studies and Graduate Program Coordinator will send an email asking students for updates in preparation for the faculty meeting to review students. After this meeting, students will receive a letter informing them of the faculty evaluation of their progress and of any concerns.

Serving on Departmental Committees

By custom, graduate student representatives serve alongside faculty on most departmental committees. Only students in good standing (meeting their milestones and with no incompletes) will be allowed to serve on these committees.

Departmental Colloquia

Northwestern's Sociology Department is famous for its longstanding colloquium series. Colloquia are held every Thursday at 12:30 pm CT. Each week prominent sociologists (or other social scientists) from around the world present their research. The discussions that follow are lively and critical, with the entire department—students and faculty—engaged in intellectual debate that is both good-humored and intense. The Department expects graduate students to attend the colloquia, and indeed the Thursday colloquium is a key component of the scholarly and professional education we offer. We also encourage students to ask questions at the colloquia and to arrange to meet with visiting scholars whose work is of particular interest. (A meeting schedule is circulated in advance of each colloquium).

Workshops

Workshops are intellectual communities of students and faculty that are organized around various sub-fields and methods. Workshops provide graduate students with opportunities to present their work in progress, as a means of honing their presentation skills, and gaining feedback on their research. The workshops also help students learn to critique others' work and to become active participants in scholarly discourse. Workshop participants often come from other departments and programs, thus offering opportunities for interdisciplinary collaboration. Sociology workshops are key contributors to the rich and challenging academic environment that our department cultivates.

A list of all the workshops can be found [here](#).

Graduate Student Funding in Sociology

20-Quarter Funding Package

The funding package currently offered to entering graduate students by The Graduate School [TGS] includes 20 quarters of funding (for cohorts from 2012 to present) for the first 5 years of graduate education. The funding package is made up of **University Fellowship (UF)** quarters, **Teaching Assistantship (TA)** quarters, and **Graduate Assistantship (GA)**³ quarters. While individual funding arrangements often vary, the typical 20 quarter funding set up, using only the funding package, is as follows:

- Year 1** – 4 quarters (fall – summer) University Fellowship
- Year 2** – 3 quarters Teaching Assistantship; 1 quarter University Fellowship for summer research
- Year 3** – 3 quarters Teaching Assistantship; 1 quarter University Fellowship for summer research
- Year 4** – 3 quarters Teaching Assistantship (**1 quarter may take the form of a University Fellowship for prospectus research if departmental TA needs are met**); 1 quarter University Fellowship for summer research
- Year 5** – 3 quarters University Fellowship for dissertation research; 1 quarter University Fellowship for summer research

To be eligible for such funding students must be making good progress (in good standing) toward their Ph.D. and follow the [Regulations Governing Recipients of University Assistance](#). The type of funding a student receives each quarter, whether it be a University Fellowship or a Graduate Assistantship, is at the **discretion of the Sociology Department and subject to Department needs**.

After the fifth-year summer (the 20th quarter), the 20-quarter funding package **no longer applies**. Students can be supported by:

- (1) Student Banked Quarters they have accrued (see [below](#) for more information).
- (2) An external funding source, such as external fellowships, full (not hourly) RA-ships and teaching in the School of Professional Studies (SPS); or teaching at a local college.
- (3) WCAS gives the Department a few Advanced Student Quarters (ASQs) to fund 6th years (and in rare instances, 7th years) who are serving as a TA or instructor in the Department. These ASQs are provided at the Department's discretion.

External funding often substitutes for, rather than adds to, the 20-quarter funding package. Students should continually review the [Financial Aid](#) section of the TGS website.

First Year

Students not receiving funding from an external source will receive a 12-month (4 quarter)

³ Teaching Assistantships involve instructional responsibilities; they require students to serve in a teaching role as a teaching assistant. Graduate Assistantships involve administrative responsibilities such as serving as a grader for an undergraduate course in Sociology, organizing a conference, or administering a project or program.

University Fellowship subject to the policies and procedures outlined on the TGS website and explained in admission offer letters. The fellowship offers a stipend, full tuition scholarship, and a Northwestern University Student Health Insurance Plan (NUSHIP) premium subsidy (subsidy is available only for the NUSHIP). The stipend amount is determined each year by TGS and Weinberg College of Arts and Sciences.

Second Year

Second-year students who do not receive funding from another source will receive one of the following each quarter:

Teaching Assistantships (TAship) during the academic year. Students will be required to serve as a [teaching assistant](#) as part of the TAship. TAships come with a stipend, full tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

Graduate Assistantships (GAship) during the academic year. Students will be required to serve in some administrative role as part of the GAship, most typically as a grader for an undergraduate course in Sociology. GAships come with a stipend, full tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

University Fellowships for summer research will be given for all summers where a student isn't funded from an external source (external fellowships or full, not hourly, RA-ships). The fellowship offers a stipend, full tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

Third, Fourth, and Fifth Year

Third-, fourth- and fifth-year students who do not receive funding from another source may receive one of the following each quarter:

Teaching Assistantships (TAship) during the academic year. Students will be required to serve as a [teaching assistant](#) as part of the TAship. TAships come with a stipend, full tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

Graduate Assistantships (GAship) during the academic year. Students will be required to serve in some administrative role as part of the GAship, most typically as a grader for an undergraduate course in Sociology. GAships come with a stipend, full tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

University Fellowships for summer research will be given for all summers where a student isn't funded from an external source (external fellowships or full, not hourly, RA-ships). The fellowship offers a stipend, an advanced rate tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

1 Quarter University Fellowship for Prospectus Research are **potentially available** to third- or fourth-year students who have completed their Special Fields Papers and are working toward their prospectus defense. The Department will offer this as often as it can, however, there is no guarantee that it will be available to all students each year. Students must request this fellowship

quarter via email to the Associate Chair and GPC at least 2 months prior to the start of the quarter. NOTE: these University Fellowships are for students in good academic standing and working toward their prospectus defense **only**. Once a student has successfully passed their prospectus, they no longer qualify for this University Fellowship funding. The fellowship offers a stipend, an advanced rate tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

3 Quarter University Fellowship for Dissertation Research (a.k.a. fifth-year fellowship) are available to fourth- or fifth-year students and provides a student with 3 quarters (excluding summer) of University Fellowship support. Students must successfully pass their prospectus defense at least 2 months prior to the start of the 3 Quarter University Fellowship for Dissertation Research. NOTE: this funding is only available during a student's fourth or fifth year. Students who do not use the fellowship during this time are NOT eligible for a University Fellowship funding in their sixth year. Additionally, students who take the University Fellowship in their fourth year are still required to complete at least 2 TAships in their fifth year to receive funding from the Department. The fellowship offers a stipend, an advanced rate tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

Externally Funded Students (Years 1-6)

Students on the 20 Quarter Funding Package who receive external funding (either outside NU fellowships, or qualifying Research Assistantships, Teaching Assistantships or Graduate Assistantships with other NU departments) during their first five years of study will receive the following support from TGS (outlined in the [TGS External Award Policy](#)):

1. A 1:1 match up to an additional four quarters of support (Student Banked Quarters) to be used through the summer of the sixth year of support for graduate students who are awarded and accept an external competitive award within their **first five years of study**; and
2. A stipend supplement of \$500 per month for the duration of the external award to students **through their fifth year**.
3. A stipend top-up to the TGS base stipend (if the external award stipend is lower) to students **through their sixth year**.

While most external fellowships will qualify for this additional support, students should be aware that many RAships, GAships and TAships with other NU departments do NOT qualify as external funding. Students receiving external fellowships can follow up with the GPC and Associate Chair to see if their fellowship counts as external funding. Students receiving a RAship, TAship or GAship with another department should check with the PI or the other department to see if the funds count as external or not.

Students who accept more than 4 quarters of external funding should be aware that they will not accrue more than four (4) Student Banked Quarters for use in year six. Regardless of how long a student receives external funding, they will still receive the \$500 per month stipend supplement through their fifth year and stipend top up (to the base stipend) through their sixth year.

Post 20-Quarter Funding Package

After a student's fifth year, the 20 Quarter Funding Package does not govern their funding. Funding after this point is based on accrued Student Banked Quarters, limited Advanced Student Quarters, and other funding (including, but not limited to, external fellowships, RAships on grants, and SPS lecturer positions).

Sixth Year

Sixth-year funding is NOT guaranteed for students. The only way to guarantee sixth-year funding is to receive Student Banked Quarters during the first five years of study. Sixth-year students are encouraged to continue applying for external fellowships as their primary plan for funding in the sixth year and beyond. Sixth-year students are strongly encouraged to be funded in the fall quarter, to receive their NUSHIP subsidy, which provides insurance coverage for the entire year (regardless of funding in the winter, spring, or summer quarters).

Student Banked Quarters

Student Banked Quarters are awarded when students receive external funding (either outside NU fellowships, or qualifying Research Assistantships, Teaching Assistantships, or Graduate Assistantships with other NU departments). **These quarters of funding can be used Fall through Summer of the sixth year only.** Whether a Student Banked Quarter of funding will be a University Fellowship, or a Graduate Assistantship is **ultimately determined by the Department.** Usually, one or two quarters will be funded as a Teaching Assistantship and the rest will be University Fellowships. NOTE: If a student accepts external funding in their sixth year, any unused Student Banked Quarters are **forfeited** at the end of their sixth year. These quarters of funding offer a stipend, an advanced rate tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

Advanced Student Quarters

Advanced Student Quarters **are limited** and are Teaching Assistantships in the form of a teaching assistantship or lectureship position. Sixth-year students who wish to receive Department funding must complete the annual graduate funding form at the end of their fifth year and indicate their interest. They must also talk with their advisor and submit a detailed timeline to the Associate Chair and GPC for completing their dissertation in their sixth year. These quarters of funding offer a stipend, cover advanced rate tuition, and a Northwestern University Student Health Insurance Plan (NUSHIP) premium subsidy (subsidy is available only for the NUSHIP).

Seventh Year

Seventh-year funding is NOT guaranteed and typically not provided for students. Seventh-year students are strongly encouraged to continue applying for external fellowships as their primary plan for funding in the seventh year and beyond. Seventh-year students are strongly encouraged to be funded in the fall quarter, to receive their NUSHIP subsidy, which provides insurance coverage for the entire year (regardless of funding in the winter, spring, or summer quarters).

Advanced Student Quarters

Priority is given to sixth-year students without funding, but it is **possible, although unlikely**, for Advanced Student Quarters to be given to seventh-year students. If given, they will always be Teaching Assistantships in the form of a [teaching assistantship](#) or lectureship position (if such an opportunity is available). Seventh-year students who hope to receive funding from the Department must complete the annual graduate funding form at the end of their sixth year and indicate their interest. They must also talk with their advisor and submit a detailed timeline to the Associate Chair and GPA for completing their dissertation in their seventh year. NOTE: Students who received Advanced Student Quarters in their sixth year will have lower priority for these quarters in their seventh year. These quarters of funding offer a stipend, an advanced rate tuition scholarship, and a NUSHIP premium subsidy (subsidy is available only for the NUSHIP).

As a reminder, Student Banked Quarters can NOT roll over into the seventh year. Unused Student Banked Quarters are **forfeited after the summer of the sixth year**.

Eighth Year and Beyond

Eighth-year funding is not available from the Department. The Department occasionally facilitates lectureship positions with the School of Professional Studies (see below for more information). NOTE: Teaching at SPS is considered employment and not student funding. Therefore, it does not come with a tuition scholarship or health insurance. Students will need to pay for the NUSHIP Premium out of pocket if they wish to remain on the plan, or find an [approved alternative insurance policy](#).

Further Funding Information (any year):

Graduate Student Funding Survey: Each year in Spring, the Department asks each student to complete a Graduate Student Funding Survey. At the time of the data collection, you **must** tell the Department how you expect to be funded in the coming year, **even if you do not need funding**, in order to allow us to fund other students.

Internal Fellowships: The Graduate School offers a prestigious fellowship called the Presidential Fellowship. The Sociology Department also offers several Sociology Fieldwork Research Fellowships, which cover one quarter's worth of out-of-residence fieldwork.

Permission to Work Forms (PTW): Graduate students are expected to be full-time students conducting their studies and research. Often, other funding and employment opportunities arise. When that situation occurs, permission to receive remuneration must be requested.

A [Graduate Student Permission to Work \(PTW\) Request Form](#) is required when students are receiving additional pay if ANY of the following conditions are met:

1. The graduate student's service exceeds 10 hours/week.
2. The graduate student's period of service exceeds one month.
3. The requested compensation is greater than or equal to \$600.

If any of the above conditions are met, an electronic PTW form must be completed. The PTW

form must be submitted before the work begins. The work must be approved by the student's Advisor (first), the Associate Chair (second), and TGS (final). The approved permission to work will be sent to the student and the GPC after TGS's approval has been given. It is the student's responsibility to follow up with their advisor and the Associate Chair to ensure that the proper approvals have been given on the electronic form. If the PTW is for work being paid for outside the Sociology department, it is also the student's responsibility to forward the final approved PTW to the department in which the work will be completed.

Research Assistantships (RAships): RAships that are full time (meaning they are paying the full TGS rate stipend and commit a student to an average of 15-20 hours of work per week) generally count as external funding. First through fifth year students should always check with the PI, or the GPC, to see if an RAship will provide Student Banked Quarter funding for the sixth year.

School of Professional Studies: Students can be hired to teach a course as a lecturer with the Northwestern University School of Professional Studies (SPS). Please note that SPS is separate from WCAS, and teaching for SPS is considered employment and not student funding. Students should talk to the Associate Chair and GPC about SPS positions and *be sure to read their contracts carefully before signing*. SPS lecturer positions do not offer tuition scholarships, nor health insurance. NOTE: If an SPS course does not meet enrollment minimums (currently 5 students), it will be cancelled and the lecturer will not be paid.

Teaching Appointments: If a student is considering a teaching appointment either through WCAS or SPS, it is the student's responsibility to know whether that appointment covers tuition and health insurance and at what level. Although a teaching appointment may be facilitated by the Department, the student is contracting directly with the other entity (WCAS or SPS), and the contract the student signs should specify the amount the student is to be paid and the tuition to be paid, if any. **Students should read all contracts before signing.** Also, be aware that WCAS may change its policies for stipend amounts and tuition payments at its discretion.

Teaching Assistantships (Departmental Guidelines, supplementary to The Graduate School's [TA Requirements](#))

Teaching (in some form) is a common expectation for most professional sociologists, and teaching experience has long been an integral part of graduate education in the Department of Sociology at Northwestern. Students typically begin getting teaching experience in the spring of their first year, in the required College Teaching Seminar (570), and most students receive their funding in the form of TAs in their 2nd, 3rd, and 4th years.

TAs are expected to attend all lectures. If a serious issue necessitates missing a lecture, TAs must receive approval well in advance from the Associate Chair. Absences for other than last-minute emergencies are to be for academic reasons only and must be cleared by the Associate Chair. In the case of last-minute emergencies (e.g., illness, death in the family) that cannot be anticipated, the TA must contact the course instructor as soon as is feasible to alert them to the situation.

Departmental Policy on Teaching Assistant Assignments

Sociology graduate students **cannot** accept TAships in other departments or programs until the TA needs in the Sociology Department are met. Sociology Ph.D. students should not take TA jobs in other departments or programs until they have cleared this with the Associate Chair, otherwise funding may be blocked. The Associate Chair is responsible for making teaching assistant assignments, which will be made before the beginning of each quarter.

Seminar in College Teaching (SOC 570)

The Seminar in College Teaching course combines a seminar on teaching with hands-on experience. All students enrolled in 570 will provide teaching assistance to Sociology 110 (Introduction to Sociology), regardless of the type of stipend or employment they have, as part of their training. The duties of the TA-in-training will usually include grading student assignments or exams, holding office hours, and leading or co-leading one discussion section that meets once a week and consists of no more than 35 students.

SOC 570 is a required first-year course offered once a year. First-year students with extensive teaching experience may appeal to the DGS to have the requirement waived.

Securing a Teaching Assistantship (TA) – Second Year and Beyond

With 570 completed, in order to secure a paid TA position in the second year and beyond:

- A student must be in good academic standing, which includes meeting milestone deadlines and keeping one's record clear of incomplete grades. The Department may deny funding to students who are not in good standing or whose incompletes have extended over one year.
- International students must have a score of 65 or higher on the Versant English test. These tests should be taken early enough to have the score by May of the year preceding the TAship.
- Students must reply to the annual Graduate Student Funding Survey distributed by the Department (usually in early spring).

If the first two of these requirements are not met, TGS will not approve a TAship.

Students who will be funded as TAs will be asked to submit their availability and preferences for teaching assistant assignments. The Associate Chair will strive to assign graduate students to one of their preferred courses, though this is not always possible. Those failing to respond to the requests for availability and preferences by the deadline will be assigned wherever needed.

Structure, Hours, and Duties

The normal TA assignment is one teaching unit per quarter, with a unit typically consisting of grading papers and exams for up to 60 students in a single course, and, in larger 100- and 200-level lecture courses with discussion sections, running two discussion sections of approximately 25-30 students each. Leading such discussion sections provides experience and evidence of teaching ability, which is used by the Department for selecting students as lecturers and may be useful for students who apply for teaching jobs.

TAs are also expected to hold office hours for two hours per week. They may also assist in constructing examinations or give one (and only one) class lecture as a learning experience. The average workload is 15 hours per week, though there is considerable variation across courses.

Grading

TAs are required to adhere to the grading policy of the instructor, and the instructor must make that grading policy clear. Without express approval of the instructor, TAs are not to give grades directly to students, including grades for papers, exams, and discussion section participation.

Evaluation

CTEC (Course and Teacher Evaluation Council) evaluations are available for TAs who serve as leaders of their discussion sections. In addition, departmental TA evaluation forms are filled out for all TAs by their course instructors at the end of each quarter. It is expected that informal evaluation and feedback will occur throughout the quarter.

TA and Lecturer Pay Schedules

The pay schedules are different for those working as teaching assistants and those working as lecturers. For instance, if you TA in the fall quarter and work as a lecturer in winter quarter, you will not receive a check in December. Additionally, if you TA winter quarter and work as a lecturer in the spring, you will not receive a check in March. All checks are sent on the last business day of the month.

TA Pay Schedule

Fall Quarter

September
October
November

Winter Quarter

December
January
February

Spring Quarter

March
April
May

Lecturer Pay Schedule

Fall Quarter

September
October
November
December

Winter Quarter

January
February
March

Spring Quarter

April
May
June

Health Insurance

All Northwestern graduate students are required to have health insurance, whether through NU or a comparable policy that meets criteria laid out by NU. Health insurance coverage is provided through the 5th year for those who have a TAsip, GAsip, or are funded by a University Fellowship. The NUSHIP health insurance subsidy is also paid for students with external funding (as qualified by TGS) and advanced students with GA-ships. Other advanced students (e.g., those registering for TGS 512) can enroll in the NU health insurance plan but must pay for it themselves. Students considering a leave of absence or funding themselves must have health insurance. Students considering a medical leave of absence (MLOA) should consult with the Dean of Students office on if they qualify for a funded MLOA.

Conference and Research Grants

The Graduate School (TGS) Conference Travel Grants

The TGS Conference Travel Grant (CTG) provides funds to assist Ph.D. and MFA students traveling to conferences and/or seminars to make presentations on behalf of the University. The grant is not intended to support attending courses at other schools, research, or general educational travel. More information on the TGS Conference Travel Grant can be found at: <https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships-grants/conference-travel-grant.html>

Sociology Conference Travel Grants

Departmental travel grants provide funds to assist graduate students who are attending conferences to make a presentation or participate on a panel. These funds are for conference travel only and are not to be used for research travel or for attending educational workshops or training programs. Conferences held in Chicago are the only conferences for which the department will reimburse the conference fee without requiring that the student make a presentation or participate on a panel. Students are required to notify the department that they plan to use the funds once they know they are presenting or participating on a panel. This can be done via the department's [Conference Travel Notification](#) form. Reimbursements will not be processed until the notification form has been completed.

Eligibility:

- The student must be registered and in good academic standing.
- Year-in-program does not affect eligibility.
- Students who are working full-time at a university, foundation, etc. are not eligible.
- Students are eligible to receive **\$550** per fiscal year (Sept 1st to Aug. 31st).
- Students who are presenting at an international conference are eligible to receive an additional **\$250**.
- Students must be presenting, or be a participant on a panel, at the conference and must provide a copy of the invitation.
- Funds will be provided after travel has been completed and the appropriate receipts and proof of invitation have been submitted (no later than **30 days after the conference dates**).

Expenses MUST be submitted before September 1st to be counted in that fiscal year.

Expenses submitted after 9/1 will be considered part of the new year's allocation. Please be aware that the American Sociological Association's annual meeting is typically held in August, which means you will often only have 2 weeks to receive reimbursement and have it count on the current year.

Reimbursement information can be found in the [Graduate Student SharePoint folder](#).

Alumni Funds for Second-Year Paper Research - See [Alumni Funds for Second-Year Paper Research](#) under the Second-Year Paper requirements section.

Small Research Grants

Departmental small research grants provide funds to assist students with the purchase of items related to their research work.

Eligibility:

- The student must be registered and in good academic standing.
- Year-in-program does not affect eligibility.
- Students who are working full-time at a university, foundation, etc. are not eligible.
- Students can receive up to **\$300** per fiscal year (Sept 1st to Aug 31st).
- Funds will be reimbursed to the student upon submission of an expense report with the appropriate receipts/proofs of payment. Please note that sales taxes are not reimbursable. Students can present a one-time-use [tax-exempt letter](#) in advance of a purchase if they wish to avoid paying sales tax out of pocket.

Usage:

The following are examples of reimbursable expenses:

- Books, Journals, Journal Subscriptions, Database Subscriptions, Corporate Transcription Services, Computer Software, Small Electronic Equipment, Professional Memberships.
- Conference Registration fees are a reimbursable expense for any student invited to participate in a conference who has already used their allotted Sociology Conference Travel Grant funds (see above).
- Students may use SRG funds to cover expenses related to seminar research projects, such as those undertaken for SOC 403 Field Methods, with approval of the DGS. The same general usage guidelines apply.

The following are examples of expenses that would not be reimbursable using these funds:

- Travel Expenses, Computer Hardware, Work-from-Home Equipment (desks, chairs, printers), Human Research Subject Fees, RA Hires, Independent Contractor Hires.

Questions about whether an expense is reimbursable should be directed to the Graduate Program Coordinator, or the department's Program Assistant.

Reimbursement requests should be submitted within 30 days of purchase, and no later than 90 days of purchase. Reimbursement requests for purchases made over 90 days ago will be denied.

All reimbursement requests must be submitted no later than July 31st of each year, with the exception of the ASA Conference Registration fee, which can be reimbursed following the conclusion of the ASA Conference. In this case, the reimbursement should be submitted at the earliest opportunity and no later than August 31st.

Reimbursement information can be found in the [Graduate Student SharePoint folder](#).

Alumni Funds for Second-Year Paper Research - See [Alumni Funds for Second-Year Paper Research](#) under the Second-Year Paper requirements section.

Graduate Student Council

The Sociology Department Graduate Student Council (GSC) is the organization that represents graduate student interests and needs within the Department. Graduate students serve on departmental committees with faculty to solve problems that arise, make graduate students'

needs and perspectives known, recruit new faculty members and new graduate students, and plan social activities.

Nondiscrimination Statement:

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Civil Rights and Title IX Compliance, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, OCR@northwestern.edu.

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Civil Rights and Title IX Compliance, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, TitleIXCoordinator@northwestern.edu.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting <https://ocrcas.ed.gov/contact-ocr> or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.

The Graduate School Policies and Procedures

The full TGS Academic Policies and Procedures can be found at:
<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/>

Select Key Policies and Procedures from TGS

General Registration Policies

<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/general-registration/>

Transfer Credit

<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/phd-degree-requirements/>

Summer Registration

<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/general-registration/#summer-registration>

Advanced Year Registration

<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/general-registration/#tgs>

Leaves of Absence

<https://www.tgs.northwestern.edu/academic-policies-procedures/leaves-withdrawal-readmission.html> If you are going on a non-medical leave of absence, please email the Director of Graduate Studies with a copy to the Graduate Program Coordinator. Any medical leave of absence can be discussed with the [Dean of Student's Office](#) directly.

Withdrawal from Program

<https://www.tgs.northwestern.edu/academic-policies-procedures/policies/withdrawal.html>

TGS Financial Aid Policies

<http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html>

The Graduate School Additional Fees

<http://www.northwestern.edu/sfs/tuition/graduate/the-graduate-school.html>

TGS Academic Student Services Team

Kate Veraldi

Senior Director, Student Services

k-veraldi@northwestern.edu

847.467.4108

Kate is the representative for students with **last names V through Z**. Contact her with questions regarding Professional Development Programming and TGS Grants and Fellowships.

Kristine Emrich

Assistant Director, Student Services

kristine.emrich@northwestern.edu

847.491.8469

Kristine is the representative for students with **last names A through F**. Contact her with questions regarding the CIC Traveling Scholar and Chicago Metropolitan Exchange, graduate certificates, and academic probation.

Bianca West

Student Services Assistant, Student Services

bianca.west@northwestern.edu

847.491.7332

Bianca is the Student Services representative for last names **G through U**.

Office of the Ombudsperson

Sarah Klaper

University Ombudsperson

www.northwestern.edu/ombuds

Email: ombuds@northwestern.edu

“Northwestern's ombudsperson can play a key role in resolving concerns and working through issues. She provides confidential and informal assistance for resolving university-related concerns, is independent of the university's formal administrative structure, and considers all sides of an issue in an impartial manner.”

Appendix A: Temporary Modifications to Ph.D. in Sociology due to the COVID 19 Pandemic

In light of the historic circumstances of the COVID 19 pandemic, and the havoc that it has caused to the normal operations of the Sociology department, the faculty and staff have decided to make the following modifications to the Sociology PhD program for the specific cohorts outlined in each modification. We're hopeful that these changes will help to alleviate stress felt by our doctoral students, as well as provide a helpful path forward with your academic program.

- Students who entered the program in 2019 and 2020 may modify the ordering and contents of the 2nd year paper and the Special Fields Paper with an approved modification plan agreed upon by the student, the readers, and the DGS). They may have done more of a literature review this year and then SFP can include data collection. (Faculty agreed to this 1/26/2021 unanimously.)
 - [Communication to the Students in the 2020 Cohort](#)
 - [Communication to the Students in the 2019 Cohort](#)
- Students who entered the program in 2018, 2019, or 2020 may apply up to TWO 499s as Sociology electives. Students may work on an independent study with a faculty person outside of the department as long as the person is on the committee and affiliated with the sociology department. (Faculty agreed to this 1/26/2021 unanimously, and TGS approved on 2/1/2021.)
 - [Approved request to TGS](#)
 - [Communication to the Students in the 2020 Cohort](#)
 - [Communication to the Students in the 2019 Cohort](#)
 - [Communication to the Students in the 2018 Cohort](#)
- Field methods (a required course) was not offered in spring 2020 or 2021 because it was difficult to be in the field. Spring 2021 offered Interview methods not as a replacement, but it does count as the “other required methods” elective. We anticipate offering field methods twice in AY 21-22.

Appendix B: Supporting Documents for Temporary Modifications to Ph.D. in Sociology

Communication to 2020 Cohort Sent January 27, 2021

Dear First-Year Graduate Students,

As we all know, the current environment poses major obstacles for students who seek to complete field work (e.g., ethnography, interviews) or archival research for their second-year paper (2YP). In response to this reality, the department will show flexibility and creativity in the kind of projects that students may pursue for their 2YP.

The Department will approve creative ideas for the 2YP as long as the advisor, second reader, and student all agree on the project and plan. Students whose data collection efforts are delayed by the pandemic may blend together aspects of the 2YP and the SFP. For example, for the 2YP, a student may wish to complete the literature review that will constitute the bulk of the SFP.

Likewise, during the second year, a student may wish to complete the SFP requirement of a well-developed course syllabus. Then, during the third year, the student might focus more on data collection and write up a paper that includes an analysis of this data. This paper could then become the basis for an article that is presented or submitted to a journal for publication.

Students who need flexibility because of stymied data collection should write out a Modified 2YP Plan. This Modified 2YP plan should be a short (e.g., one page) document that summarizes the goals for the 2YP and, if appropriate, for the Special Fields Paper. This Modified 2YP Plan should be approved by the full committee and then sent to Michelle and the DGS (Jim) by the end of June 2021.

(Please note that not all students need to complete a Modified 2YP plan. Many students will still be able to access the data necessary to complete their 2YP following the regular schedule. For these students, no change is needed, and they should complete the 2YP per the normal plan as listed in the Whole Hooey.)

Again, it is essential that the advisor, second reader, and student have a clear plan to which all agree. In addition, we want to stress that students whose data collection is not greatly affected by the pandemic need not change their plans.

These modifications were discussed by the faculty at a recent faculty meeting, and faculty have agreed to these temporary modifications. The modifications are applicable only to students who arrived in (or between) fall 2019 and fall 2020. We hope that this arrangement is helpful to students who are not able to pursue field research this summer.

Best Wishes,
Laura Beth, Christine, and Jim

Communication to 2019 Cohort Sent on January 27, 2021

Dear Second-Year Graduate Students,

As we all know, the current environment poses major obstacles for students who seek to complete field work (e.g., ethnography, interviews) or archival research for their second-year paper (2YP). We know that for some students the 2YP project is shaping up to be heavy on the literature review and light on the data collection and analysis. These students may wish that they could partially swap the 2YP requirements with the Special Fields Paper (SFP) requirements. This email is directed at second-year students in this situation.

If the advisor, second reader, and student all agree on the project and plan for the SFP, the Department will approve the use of the SFP as a more data driven project than we usually permit. In particular, students whose data collection efforts were delayed by the pandemic may blend together aspects of the 2YP and the SFP. For example, the literature review of your 2YP may be more extensive than normal, whereas the SFP may involve the gathering and analysis of data in a way that is not normally pursued. (Please note that the SFP requirement of a well-developed course syllabus remains unchanged.)

Students who need flexibility because of stymied data collection this last year should write out a Modified SFP Plan. This Modified SFP plan should be a short (e.g., one page) document that summarizes the goals for the 2YP and for the Special Fields Paper. This Modified Plan should be approved by the full committee and then sent to Michelle and the DGS (Jim) by March 1st.

(Please note that not all students need to complete a Modified SFP plan. Many students have been able to access the data necessary to complete their 2YP following the regular schedule. For these students, no change is needed, and they should complete the 2YP and SFP per the normal plan as listed in the Whole Hooey.)

Again, it is essential that the advisor, second reader, and student have a clear plan to which all agree. In addition, we want to stress that students whose data collection is not greatly affected by the pandemic need not change their plans.

These modifications were discussed by the faculty at a recent faculty meeting, and faculty have agreed to these temporary changes. The modifications are applicable only to students who arrived in (or between) fall 2019 and fall 2020. We hope that this arrangement is helpful to students who were not able to pursue field research this past summer.

Best Wishes,
Laura Beth, Christine, and Jim

Northwestern | THE GRADUATE SCHOOL

Temporary Modification of Degree Requirements

The following template should be used to outline temporary modifications to program-level degree requirements due to the COVID-19 (Coronavirus) pandemic. These proposals will be useful for TGS, partner schools, and programs to document adjustments being made at the program level during the pandemic so that we can work with students accurately, now and at the time of their degree completion.

This form is designed for program-level modifications, not for individual student situations. Please contact [TGS Student Services](#) for inquiries about adjustments for individual students. Degree modifications that are not temporary and not specifically related to the COVID-19 pandemic should proceed through the normal [curriculum review process](#).

Temporary degree modifications cannot modify [TGS policies](#). Proposals will be vetted by The Graduate School staff, then transferred to the partner school associate dean for review and approval. The Graduate School will notify the program of approval status, at which time these temporary degree modifications may be communicated to current and incoming students and faculty.

*Proposals should be submitted to TGS Academic Affairs
tgsacademicaffairs@northwestern.edu.*

Name and email address of sponsor for proposal:

Laura Beth Nielsen, Chair
l-nielsen@law.northwestern.edu

Program name and degree type:

Sociology PhD

Current description of the portion of the degree requirements that will be temporarily modified:

Completion of a PhD in sociology requires 8 Sociology electives in addition to the required coursework and 499 courses (independent study) do NOT count toward the 9.

Please describe how degree requirements will be temporarily altered. Be sure to note which cohort(s) of students the change will affect and, to the extent possible, indicate timeframes relevant to the change.

For students who matriculated in fall 2018, 2019, and 2020, up to TWO 499 (independent study

courses) will be allowed to count toward the 8 required electives.

Please select one or more of the following as rationale(s) for this temporary degree modification (if “other” is selected, please briefly explain)

- ☐ Courses unavailable
- X Research/scholarship materials inaccessible
- X Off-campus research, scholarship, or internship disrupted
- X Student stress and well-being concerns
- ☐ Other:

Please provide a brief accounting of your program’s approval process and discussion of this modification.

The sociology graduate students presented the faculty with a “climate survey” which indicated high levels of stress and anxiety, especially for those students TAing Zoom courses. In addition, our renowned ethnography subfield relies on students being able to do ethnography which has been basically impossible since March 2020.

Students are and have been working with advisors to alter topics and data sources but this amounts to redoing lots of work. We have to give them the time, space, and advising to do this work. We have begun grouping students into smaller “working groups” which will be supervised by faculty members as part of this changed 499 process.

We are making some other small, internal modifications to the ordering of requirements to help with these challenges, but this is the only formal change that will require approval.

The faculty unanimously approved this Covid change after some discussion.

Communication to 2020 Cohort Sent February 3, 2021

Dear First-year Sociology Students,

We hope you are well, and we are counting down the days until we can gather in-person together.

Believe it or not, it's already time to start planning for Spring quarter! We are writing to alert you to a few changes and to answer questions that we have been receiving.

- We will not offer **403: Field Methods** in Spring 2021. The pandemic conditions are just too dangerous for most types of field work. We will be offering two sections of 403 next academic year, and first-year students should plan to take this course then, in their second year at NU.
- We have added **Interview Methods** (listed as a Sociology 476 course) to the spring course offerings as an additional option. If you take this course, it will satisfy the requirement of the "additional methods course."
- With the consensus of the Sociology faculty and the approval of The Graduate School, we have made a temporary modification to the degree requirements for the Sociology PhD in light of COVID and the challenges of remote learning. For students who matriculated in fall 2018, 2019, and 2020, up to TWO 499 (**independent study courses**) will be allowed to count toward the 8 required electives. We encourage you to take one of these independent study courses if you would benefit from one less course via Zoom in the Spring. Soon there will be an addendum to the Whole Hooey that reflects this change.
- We will still offer the **570: Seminar on College Teaching** course in Spring 2021. We have scheduled this for Friday mornings from 9:30am-11:30am (CST). We know this time presents a hardship for some students, but it is the only time that is even remotely feasible for our students who are not currently residing in the U.S. As first-year students, you should register for this course and serve as a TA-in-training for Sociology 110: *Introduction to Sociology*.

*If at all possible, students enrolled in 570 should plan to attend synchronously the course meetings for 110 (MW 12:30-1:50pm CST). We understand that it may not be possible for our students residing outside of the US to attend the course meetings of 110 synchronously, and Professor David Schieber (instructor for 110 and 570) will make arrangements for you to access recordings of the course meetings. For this year, grad students enrolled in 570 will not be leading discussion sections for 110 because the logistical hurdles with remote teaching are too great. We will strive to give you other opportunities to lead discussion sections later in your graduate student career. Please note that 570 is a program requirement. [Per the Whole Hooey](#) page 3, "*Students may petition to have requirements waived whenever they can present evidence showing that they have met the requirement in some other way. Petitions should be in writing following discussion with the student's faculty advisor and with the Director of Graduate Studies (DGS).*" Students must take 570 in the spring of their first year if they have the standard 20 quarter funding package so that they are eligible to TA in the fall of their second year. (Students with external funding or who already have secured a full-year RAship for AY 2021-22 may take 570 in their second-year if they prefer.)

We encourage you to meet with your first-year advisor to discuss your courses for spring as well as initial ideas that you may have for research over the summer and your second-year paper (2YP). Please don't hesitate to contact us with questions or concerns.

Best,

Laura Beth, Jim, and Christine

Communication to 2019 Cohort Sent February 3, 2021

Dear Second-year Sociology Students,

We hope you are well, and we are counting down the days until we can gather in-person together.

Believe it or not, it's already time to start planning for Spring quarter! We are writing to alert you to a few changes and to answer questions that we have been receiving.

- We have added ***Interview Methods*** (listed as a Sociology 476 course) to the spring course offerings as an additional option. If you take this course, it will satisfy the requirement of the "additional methods course."
- With the consensus of the Sociology faculty and the approval of The Graduate School, we have made a temporary modification to the degree requirements for the Sociology PhD in light of COVID and the challenges of remote learning. For students who matriculated in fall 2018, 2019, and 2020, up to TWO 499 (**independent study courses**) will be allowed to count toward the 8 required electives. We encourage you to take one of these independent study courses if you would benefit from one less course via Zoom in the Spring. Soon there will be an addendum to the Whole Hooey that reflects this change.

We encourage you to meet with your advisor to discuss your courses for spring and progress on your 2YP as well as your preliminary plans for your Special Fields Paper (SFP). Please don't hesitate to contact us with questions or concerns.

Best,

Laura Beth, Jim, and Christine

Communication to 2018 Cohort Sent February 3, 2021

Dear Third-year Sociology Students,

We hope you are well, and we are counting down the days until we can gather in-person together.

Believe it or not, it's already time to start planning for Spring quarter! We are writing to alert you to a few changes.

- We have added ***Interview Methods*** (listed as a Sociology 476 course) to the spring course offerings as an additional option. If you take this course, it will satisfy the requirement of the “additional methods course.”
- With the consensus of the Sociology faculty and the approval of The Graduate School, we have made a temporary modification to the degree requirements for the Sociology PhD in light of COVID and the challenges of remote learning. For students who matriculated in fall 2018, 2019, and 2020, up to TWO 499 (**independent study courses**) will be allowed to count toward the 8 required electives. We encourage you to take independent study courses if you would benefit from fewer courses via Zoom in the Spring. Soon there will be an addendum to the Whole Hooey that reflects this change.

We encourage you to meet with your advisor to discuss your courses for spring (if you are still completing coursework) and progress on your Special Fields Paper (SFP). Please don't hesitate to contact us with questions or concerns.

Best,
Laura Beth, Jim, and Christine