

**NCS –SOCIOLOGY & ANTHROPOLOGY
PROGRAM PRACTICES**

Questions 1A, 1B - Communication with Potential Doctoral Students

Questions 2A, 2B – Admission

Questions 3A, 3B, 3C, 3D – Orientation and Advisement

Questions 4A, 4B – Social Interactions

Questions		Answers
1A	When potential graduate students contact your department for information, who handles the inquiries? (Please provide the title rather than names)	Graduate Administrative Staff Assistant and/or Director of Graduate Programs. Students who express a very special interest (e.g., sociology of religion) will also be referred to the particular faculty member in that area
1B	What type of information is usually sent in response to such inquiries?	Letter from Graduate Director that describes graduate program and refers them to both the Graduate School web site and the Departmental Graduate Programs web site.
2A	Who in your department makes the decision about which applicants to admit (or to recommend for admission)? (Please provide the title rather than names).	Graduate Recruitment and Admissions Committee: faculty committee of five faculty members and Director of Graduate Programs plus a graduate student representative (non-voting) reviews all applications and ranks all applicants
2B	What criteria are used in making this decision?	Each faculty member on Recruitment and Admissions Committee reviews applicant's portfolio (letters of recommendation, GPA, GRE, personal statement, writing sample) and gives 1-10 points to each applicant. Then in committee, each case is discussed and each committee members gives his/her ratings and an average is calculated. Committee, based on anticipated amount of funding for new students and calculation of the number of new students that we can accommodate, established cut-off point in rankings for admission and funding
3A	How does your department orient new students to graduate study?	The university has a general orientation for new graduate students at the start of the semester. The department also has an orientation for new students at the beginning of the semester. Informal seminars on teaching, research, and professional socialization are scheduled

		throughout the semester. New graduate students take a special pro seminar that emphasizes professional socialization and writing and research skills in addition to introducing the faculty in the department
3B	Who handles initial course advisement for new doctoral students, and how is that person selected?	Director of Graduate Programs is the first formal advisor when student first arrives (August). Each student is then assigned a formal faculty advisor, an informal faculty mentor and a senior graduate student mentor based on the new student's interests.
3C	Describe the process by which a student selects or is assigned a dissertation chair.	Students choose their dissertation chair based on the match between the student and faculty theoretical, methodological, and substantive interests.
3D	Can students in your department change dissertation chairs? If so, how is that change accomplished?	The Graduate School requires students to file a Plan of Work with a chair. Students may change their chair by filing a written notice with the department that includes a written confirmation of the change from the old and the new chairs.
4A	Other than formal coursework, does your department offer, sponsor, or support activities designed to foster social support and/or collaborative learning among doctoral students? (E.g., study groups, student organizations, student-student mentoring programs) If so, please describe.	Department has a Preparing Future Faculty (PFF) program that emphasizes both teaching and research, including student-faculty research groups. PFF program also sponsors a series of seminars on teaching and research topics. In Fall 05, we are piloting a new faculty-student teaching collaboration for graduate students teaching introductory sociology. Teaching Assistants who teach their own courses and students who are preparing to teach as independent instructors choose a faculty-teaching mentor who evaluates TA and works with students on teaching pedagogy.
4B	Does your department hold regular social activities in which students can interact informally with faculty members and other students? If so, please describe	In March, we sponsor a new recruitment weekend that includes a variety of interactions between faculty, existing graduate students, and new students accepted into the program. Informal activities (receptions, picnics) at start of school year. Departmental receptions at major professional meetings. The Graduate Student Association sponsors social activities; informal receptions occur after Departmental Seminars at faculty homes or

		in a restaurant across the street from our offices. Groups of faculty (inequality; criminology) organize informal seminars with students are key intellectual issues.
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