



UNIVERSITY
OF MANITOBA

GRADUATE
STUDY IN
SOCIOLOGY

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A Manual for Graduate Study in Sociology

INTRODUCTION

It is with great pleasure that we present this manual on the Graduate Programs in the Department of Sociology. The Department of Sociology offers programs at the Master's and Ph.D. levels. Many students who have completed their Sociology graduate degrees at the University of Manitoba have gone on to find fulfilling careers in academia, government service and the private sector. We are very proud of our graduates, who we consider to be excellent ambassadors for our programs.

The Department of Sociology provides specialized training in the core areas of the discipline, as well as in a number of substantive areas. Our areas of specialization are clustered into: **Sociological Methods; Sociological Theory; Criminology and Social Justice; Culture and Relations; Population Health and Wellness; Power, Privilege and Resistance; Global Sociology; Social Policy and Practice.** The relatively low graduate student-to-faculty ratio creates a collegial learning environment in which students receive individual attention. Faculty members are actively involved in research, including projects that readily lend themselves as the basis for student theses.

This manual provides an overview of the graduate programs offered in the Department of Sociology and information on admission and degree requirements. For further information about Faculty of Graduate Studies guidelines, prospective applicants should consult the [Graduate Calendar and Publications](#)

All graduate programs are administered by the Department's Chair of the Graduate Committee who may be contacted at:

Chair, Graduate Committee
Department of Sociology
University of Manitoba
Winnipeg, Manitoba R3T 2N2

Telephone: (204) 474-9260
FAX: (204) 261-1216
Email: sociology@umanitoba.ca

Helpful Links:

[Department of Sociology](#)
[Graduate Programs in Sociology](#)

[Faculty of Graduate Studies](#)
[Graduate Calendar and Publications](#)
[Application for Admission](#)

GENERAL INFORMATION

[Winnipeg](#), the capital city of [Manitoba](#), with a population of approximately 675,000. A centre of government and commerce, the city also boasts a diverse population and culture.

Winnipeg hosts world-renowned festivals including: the [Winnipeg Folk Festival](#) , [Folklorama](#), [Jazz Festival](#), [Fringe Festival](#), [Festival du Voyageur](#). As well, the city is home to a world class ballet company, the [Royal Winnipeg Ballet](#), the [Winnipeg Symphony Orchestra](#), the [Manitoba Opera](#), and several theatre companies, including the [Royal Manitoba Theatre Centre](#), the [Prairie Theatre Exchange](#).

Winnipeg has several professional sports teams, including the [Winnipeg Jets](#), (hockey), [Winnipeg Blue Bombers](#), (Canadian Football League) and the [Winnipeg Goldeyes](#) (baseball). The [Manitoba Marathon](#) takes place every Father's Day in mid-June. Parks throughout the city provide opportunities for biking and skiing, as well as other outdoor activities. No matter what your interest, there is plenty to offer in Winnipeg.

Winnipeg is located near the geographic centre of North America. It is located 90 kilometres (60 miles) from the U.S. border, in the south central area of the province. Larger metropolitan centres in adjacent Canadian provinces and the United States require several hours travel by vehicle, or shorter times (1-2 hours) by air.

Winnipeg is known for its cold winters. However, the city enjoys a great deal of sunshine year-round, so that even the chilliest weather is offset by bright and clear blue skies. The summers in Winnipeg are typically warm and enjoyable.

The [University of Manitoba](#) is the oldest and largest of the four universities in Manitoba. Originally established as an agricultural college, the University now has 20 different faculties and schools, and several affiliated colleges, including Universitaire de Saint-Boniface, which offers instruction in French. The University has an enrolment of approximately 25,000 students. Students are drawn from Manitoba and across Canada, as well as from countries around the world. There are more than 1,200 full-time faculty members at the University of Manitoba.

The University of Manitoba main campus is located in the south of the city, on the banks of the Red River (the Health Sciences Campus of the University is located in Winnipeg's downtown area). The University is accessible to city services and shopping. The University has extensive facilities on-site as well, including residential housing, one of the largest bookstores in the province of Manitoba, sports and recreational facilities, restaurants, theatres, and an extensive system of [libraries](#).

The Department of Sociology is located within the [Faculty of Arts](#), one of the core faculties of the University. Sociology has been taught at the University of Manitoba since 1923-24. When the Department first achieved its independent status in 1967, there were already 21 courses offered, but the period of greatest expansion took place during the 1970s when student interest in Sociology increased dramatically, and combined undergraduate and graduate course offerings quickly grew to almost 70. Since then the curriculum has stabilized at approximately 85 courses, including almost 25 graduate courses, with an average of 6-8 offered per year.

The Master's program in Sociology was first introduced in 1964, and since then well over 280 M.A. degrees have been awarded. It is now a well-established program with between 30-40 full-time students enrolled. The Doctoral program was launched in 1983.

ADMISSION TO GRADUATE STUDY AT THE UNIVERSITY OF MANITOBA

General regulations and criteria for admission to the M.A. and Ph.D. programs in Sociology are detailed in the [Graduate Calendar and Publications](#).

Students should refer to the Calendar for admission requirements and procedures, except as outlined below. This manual specifies the regulations **specific** to graduate study in Sociology.

Normally, admission to the program is effective in September. However, applications for admission in January will also be accepted. The final deadlines for submitting applications to the graduate programs in the Department of Sociology are:

Start Date	Deadline for International Students	Deadline for Canadian/Permanent Resident Students
<i>September</i>	Feb 1	March 15
<i>January</i>	June 1	Sept 30

N.B.: Students wishing to be considered for a University of Manitoba Graduate Fellowship (UMGF) must submit a complete application for admission and all required documentation no later than **January 15**.

Application Fee = \$100.00 CDN. Applications will **not** be processed unless accompanied by the correct fee in Canadian or equivalent U.S. funds. The application fee is **non-refundable** and **not** credited against tuition. Students must apply online at: [Application for Admission](#)

Master's and Pre-Masters

1. [Admission Requirements](#)

All applications to the [Masters](#) and [Pre-Masters](#) Programs are reviewed by the Graduate Committee in the Department of Sociology, using the criteria that follow, and the standard criteria required by the Faculty of Graduate Studies. **These criteria are the minimum and do not guarantee admission.** Recommendations regarding acceptance or rejection, and any conditions of admission, are forwarded to the Faculty of Graduate Studies. Final approval rests with the Faculty of Graduate Studies.

1.1 Students may enter the **Master's Program** in one of two ways:

- 1) after completing a Pre-Master's year following a 3-year B.A. or 4-year Advanced B.A. in Sociology at the University of Manitoba (or equivalent from another recognized university)
- 2) after completing a 4-year Honours degree in Sociology at the University of Manitoba (or equivalent from another recognized university)

A limited number of students are admitted to the program, on a competitive basis, each year. Normally, a B.A. (Honours), or equivalent, a minimum G.P.A. of 3.0 over the last two full years of study and a minimum G.P.A. of 3.25 in Sociology courses, is required. Students must have completed six credit hours sociological theory at the 2000 or 3000 level, six credit hours of theory at the 4000 level. In addition, student must have six credit hours of sociological research methods at the 2000 level and six credit hours of research methods at the 4000 level, in order to gain admission to the M.A. program. Those students who do not have this background in theory and research methods will be required to satisfy these requirements early in the program before advancing to graduate courses in these areas. Official transcripts from all universities attended by an applicant must be submitted with the application.

1.2 Applicants must submit a "*Statement of Intent*." This statement should minimally include the applicant's reasons for seeking admission to the graduate program, an indication of the particular substantive focus that s/he wishes to pursue, and other relevant information about the applicant's academic background and interests. This information is carefully scrutinized by the Graduate Committee to determine whether the Department has the capacity to provide the applicant with the kind of graduate training s/he desires and whether the Department has faculty members who will be able to serve as a thesis advisor. **This statement is a very important part of the application and should be completed carefully.** If the Graduate Committee determines that the statement is too vague and/or that the department is unable to provide the kind of training environment an applicant is seeking, it may recommend that the student seek other graduate programs or plans. Applicants who plagiarize any part of their statement will automatically be rejected.

Guidelines for writing a statement can be found at: [Statement of Intent](#)

1.3 Prospective students must also arrange for **two** letters of recommendation from individuals who are familiar with their academic abilities and potential.

1.4 **Proficiency in the English language** is required for those whose native language is other than English. For specific requirements and further information, see [English Language Proficiency Requirement](#) The Department of Sociology uses all EAL test score minimums as stipulated by the Faculty of Graduate Studies with the following exceptions:

- **IELTS: the minimum score must be 6.5 in each of test bands**

- TOEFL: minimum thresholds must be 600 on the paper test and 100 overall on the internet-based test (with a minimum speaking/writing of 22).

These new criteria take effect, beginning Fall 2018 admission.

1.5 Individuals who completed a B.A. degree more than 10 years prior to application will also be considered on a case-by-case basis, and may be required to take additional course work prior to admission to the program.

1.6 **Admission to Pre-Masters:** Students entering Pre-Masters **must have a 3-year Bachelor's degree in Sociology** (or equivalent from another recognized university). A minimum G.P.A. of 3.0 over the last two full years of study and a minimum G.P.A. of 3.25 in Sociology courses, is required. If the Graduate Committee notes deficiencies in coursework, students may be required to take extra courses under "occasional student" status in order to make up for the deficiencies. Items "1.2 - 1.5" listed above, also required for admission to Pre-Masters.

2. **General Regulations of the Pre-Master's and Master's Programs**

2.1.1 **Pre-Master's Program:**

Students admitted to the Pre-Master's Program are required to complete **24 credit hours (8 courses)** of Sociology. Of these, students must take:

Course Number	Course Title	Credit Hours
SOC 4450	Honours Seminar	6
SOC 4460	Advanced Sociological Theory	3
SOC 4560	Advanced Sociological Theory	3
SOC 4470	Quantitative Social Analysis	3
SOC 4580	Social Research Methods	3
	6 credit hours of Sociology courses above the 1000-level ¹	6
Total Credit Hours		24

(Descriptions of all courses can be found at the end of this manual).

Students admitted to the Pre-Master's program on the condition that they complete required undergraduate courses, must do so within the **first year** of their program.

Courses at the 4000 and 7000 levels taken prior to the admission to either Pre-Master's or Master's program will not normally be given credit when the student enters either of these programs.

Students who wish to enroll in a reading course must first obtain agreement from a faculty member willing and able to undertake the course. A "Reading Course

¹Students who have **not** taken 6 credit hours of undergraduate sociological theory and 6 credit hours of undergraduate sociological research methods **must** complete these requirements within the 6 credit hours of elective Sociology courses.

Application" form (available from the Department office) must then be completed and submitted to the Chair of Graduate Studies for approval.

2.1.2 **Master's Program:**

M.A. students are required to complete 18 credit hours (6 courses)², comprised of at least 12 credit hours of Sociology at the 7000-level, 3-credit hours of which must be a methods course. No more than 3 credit hours may be comprised of directed readings courses. Courses outside the Department of Sociology must normally be at the graduate level. Courses are selected by the student in consultation with his/her Advisor (where applicable) and the Chair of the Graduate Committee.

- 2.1.3 The following grades and grade points may be given at the graduate level: A+ (4.5), A (4.0), B+ (3.5), B (3.0), C+ (2.5), C (2.0), D (1.0), and F (0.0). A grade of C+ is assigned to work that is considered marginal, and work below this level is considered unacceptable.

A grade of C+ (2.5) is required in each course, and an overall B average (3.0 or better) must be maintained for continuation in the program. **Students who fail to meet the minimum required standard will normally be required to withdraw from the program.**

- 2.1.4 The "Incomplete" (i.e., "I") grade classification can be used when some essential requirements cannot be satisfied within the confines of the registration term (usually for medical or compassionate reasons), and the student requires a time extension. If a grade of "I" is assigned, the student must complete a *"Time Extension for Completion of Term Work"* form before the last day of classes in the term of registration. This form is available from the Department office. Documentation supporting the request for an "Incomplete" must accompany this application (e.g. medical certificate; obituary). The student and instructor will agree on a specified amount of time to complete the work. Failure to meet the deadline results in the grade which the student would receive if the outstanding work was not submitted.
- 2.1.5 Transfer credit for graduate-level courses taken prior to admission to the M.A. program will be considered on an individual basis, upon admission to the program. Students should complete a [Recommendation for Advance Credit](#) form in order to have credits transferred to the M.A. degree.³

2.2 **Thesis Requirement**

In addition to their course work, M.A. students must also complete, and successfully defend, a graduate thesis. There are a number of steps involved in the development and preparation of a thesis:

² Effective September 2011.

³ In some instances, students may be required to take additional courses to improve their grade point average, prior to admission to the graduate program. **In no circumstances will these courses be accepted for advance credit in the M.A. program.**

- 2.2.1 As early as possible in their course of studies, students should select (in consultation with the Chair of the Graduate Committee) a Thesis Advisor from the academic staff members of the Department who are also members of the Faculty of Graduate Studies. This includes most of the full-time academic staff of the Department. Adjunct Professors of the Department may also serve as thesis advisors. The selection of a Thesis Advisor must be reported to, and approved by, the Chair of the Graduate Committee. A Selection of Thesis Advisor form is available from the Department office.

Together with the Advisor, the student will formulate a suitable thesis topic. The student and the Advisor are responsible for forming a **Thesis Committee**. This committee includes the Advisor and at least two additional faculty members, one of whom must be from the Department of Sociology and the other (External Member) from a department other than Sociology. The External Member of the Thesis Committee must normally also be a member of the Faculty of Graduate Studies. Students and their advisors should consult with the Chair of the Graduate Committee regarding the composition of the advisory committee. Any special requests for the appointment of individuals to thesis committees must be put in writing to the Graduate Committee, and should include a justification for the appointment.

- 2.2.2 Once members of the Thesis Committee have approved the student's choice of a topic, s/he will be required to prepare a formal thesis proposal, outlining in some detail the problem s/he intends to investigate, as well as the theory and methodology that are to be utilized. The proposal will be formulated in consultation with the student's Advisor as well as the other members of the Thesis Committee, and must meet their approval.

Students should normally present their thesis proposals within 6 months of completing their course work.

Theses may employ quite different methodologies (e.g., qualitative or quantitative), and hence the style and format of proposals will vary accordingly. Students should therefore consult their Advisors as to the most appropriate format for their specific thesis problem. In general terms, a proposal might be structured as follows:

- a. **Central Idea of the Thesis** (this should be a brief, general statement introducing the proposed research);
- b. **Preliminary Review of the Literature** (a tentative review of the relevant literature consulted by the student to this point);
- c. **Theoretical Framework** (a statement that situates the proposed study within existing sociological theory);
- d. **Methodology** (a statement of the general methodological approach, qualitative or quantitative, of the study, as well as a more detailed specification of the kinds of data to be used, and how the data will be obtained and analyzed);
- e. **Anticipated Contribution** (indicate the contribution that the results of the proposed research are expected to make to existing knowledge); and
- f. **Timetable** (an approximate schedule for completion of the proposed research should be included).

Students conducting original research involving the use of human subjects must also secure ethical approval of their study. The guidelines for ethics approval are available at: [Research Ethics Board Guidelines and Forms](#)

- 2.2.3 All course work must be completed before a student presents his/her proposal. A copy of the approved proposal must be made available to the Department. The student will formally present the proposal in a forum open to all faculty members and graduate students of the Department. Notices of presentations must be posted **at least 7 days in advance of the event.**

The purpose of this presentation is, first, to inform members of the Department of the kind of thesis work students are undertaking and, second, to provide the student an opportunity to receive comments and suggestions on his/her proposed research. **The presentation is not, and should not, be perceived as an examination.**

- 2.2.4 Once the proposal has been successfully defended, the student is ready to proceed to the stage of research and thesis writing: [Graduate Thesis/Practicum Guidelines & Info](#)
- 2.2.5 When the thesis has been developed to the point where the student, the Advisor, and members of the Thesis Committee are satisfied that it is ready to be examined (i.e., is defensible), a copy will be made available to the Department and the student will proceed to defend it orally before the Committee in a forum open to the University community.

Notices of the thesis defense must be posted at least 7 days in advance of the event.

- 2.2.6 All members of the examining committee must be present at the examination. Questions put to the student at the thesis defense will normally focus on the subject matter of the thesis. Passing the defense constitutes the final requirement of the M.A. program. Each examiner must indicate his/her opinion by his/her signature. **If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.** Before granting its approval, the Thesis Committee may require a student to make revisions to the thesis, and the Advisor shall see that all such revisions are completed before final approval is submitted to the Faculty of Graduate Studies.

A student who fails the thesis defense is entitled to a second, and final, attempt.

- 2.2.7 Students completing the M.A. program must submit one digital copy to the Faculty of Graduate Studies. Information on submitting the digital copy may be found at: [Thesis Information](#)

In order to meet the deadlines for graduation/convocation, students should note that the relevant forms and the completed, approved thesis must be submitted to the Faculty of Graduate Studies, by the following deadlines:

May convocation	~ March 31
October convocation	~ August 27
February graduation	~ January 1

These are approximate dates; please refer to the Faculty of Graduate Studies website at: [Information for Graduands](#)

3. Timetable

The normal length of time required to complete the M.A. program is two years. The Faculty of Graduate Studies specifies that the **minimum** time required for full-time students is one year at the Master's level. The Faculty has also established a maximum time limit of **4 years**, to complete a Master's degree.

Students may request an extension beyond the maximum time limit. In order to make such a request, the student must complete the http://umanitoba.ca/faculties/graduate_studies/media/time_extension_requestDec_2015.pdf and submit it to the Chair of the Graduate Committee at least four months prior to the deadline date for completion of program requirements. The Graduate Committee will then assess the request and recommend approval or rejection to the Faculty of Graduate Studies. The Faculty normally permits only one such extension, for one term. The Faculty (on the advice of the Department) may also require that students who are granted an extension enroll full-time during the period of the extension and/or recommend contingencies or remedial work to be associated with the extension.

All students' progress is evaluated on an annual basis. These progress reports (which are completed and signed by the student and his/her advisor) will be used in assessing whether a time extension is to be permitted.

Normally, it is expected that a Master's degree will be completed within two years:

1st year:	18 credit hours of coursework Selection of Thesis Advisor and Committee preparation and presentation of thesis proposal begin work on thesis
2nd year:	completion of thesis and thesis defense

Ph.D. Program

1. Admission Requirements

All applications to the [Ph.D. Program](#) are reviewed by the Graduate Committee in the Department of Sociology, using the criteria that follow, in addition to the standard criteria required by the Faculty of Graduate Studies. **These criteria are the minimum and do not guarantee admission to the program.** Recommendations regarding acceptance or rejection, and any conditions of admission, are forwarded to the Faculty of Graduate Studies. Final approval rests with the Faculty of Graduate Studies.

- 1.1 To be eligible for admission to the Ph.D. Program, students must normally have completed a Masters degree in Sociology from a recognized university. Students may be required to complete extra courses if the committee considers the student to be deficient in course work. A limited number of students are admitted to the program on a competitive basis. Normally, a minimum GPA of 3.5 (or the equivalent) based on the

last 60 credit hours (or two full years or equivalent) of university study, is required. Grades of students from universities that employ different measures of academic standing will be appropriately translated. **Official transcripts** from all universities attended by an applicant must be submitted with the application.

- 1.2 Applicants must submit a [Statement of Intent](#). This statement should minimally include the applicant's reasons for seeking admission to the Ph.D. program, an indication of the particular substantive focus that s/he wishes to pursue, and other relevant information about the applicant's academic background and interests. It is advisable to discuss the continuities between training at the Master's level, and plans for the doctoral program. **This statement is a very important part of the application, and should be completed carefully.**

The Statement of Intent is carefully scrutinized by the Graduate Committee to determine whether the Department has the capacity to provide the applicant with the kind of doctoral level graduate training s/he desires and whether the Department has faculty members who will be able to serve as a thesis advisor and thesis committee members. In addition, this statement will be reviewed by faculty members who are most knowledgeable in the applicant's intended areas of specialization for an assessment of the degree of compatibility with Department's strengths. These assessments will in turn be reviewed by the Graduate Committee to determine whether the application should proceed. If the Area assessment committee⁴ finds that the Department is unable to provide a suitable learning environment for an applicant, then the Graduate Committee **will not proceed** further with the application, even if other admission requirements (e.g., grade point average) are satisfied.

- 1.3 Academic awards and honours, publications, and relevant research/work experience may be reviewed by the Graduate Committee. Applicants may wish to append a curriculum vitae or dossier.
- 1.4 Prospective students must also arrange for **three letters of recommendation** from individuals who are familiar with their academic abilities and potential.
- 1.5 **Proficiency in the English language** is required for those whose native language is other than English. For specific requirements and further information, see [English Language Proficiency Requirement](#)
- 1.6 International students, or those with a M.A. in a discipline other than Sociology, will be assessed on an individual basis by the Graduate Committee and the Faculty of Graduate Studies. Such students may be required to undertake additional course work as an "Occasional Student" (OS), in order to remedy deficiencies in their graduate Sociology training. Similarly, those individuals who completed a M.A. degree more than 10 years prior to application, but are eligible on the basis of other criteria, will be also be considered on a case-by-case basis. Applicants will be considered on an individual basis, and may be required to take additional course work as an "Occasional Student" (OS), prior to admission to the program.

⁴ Each Area assessment committee consists of all those faculty members in the Department who have declared a particular comprehensive area as their field of specialization, and who are also members of the Graduate Faculty. The names of Area assessment committee members may be obtained from the Graduate Chair.

2. General Regulations of the Ph.D. Program

The Ph.D. program in Sociology consists of:

- 18 credit hours of course work
- candidacy examination (i.e., 2 comprehensive examinations)
- thesis proposal
- complete thesis

Once a student has been admitted, s/he should contact the Graduate Chair in Sociology for advice on the selection of courses and other matters related to graduate study.

2.1 Courses and Grades

- 2.1.1 Students who have completed a University of Manitoba M.A. in Sociology (or equivalent) must complete a **minimum of 18 credit hours (6 courses) in 7000 level Sociology**. As part of these 18 credit hours, one 3-credit hour graduate course outside the department, may be taken with permission from the Chair of the Graduate Committee. Students who are admitted with acceptable qualifications other than an M.A. in Sociology from the University of Manitoba, may be required (on the recommendation of the Graduate Committee) to complete additional course work.

All students must complete at least 3 credit hours in theory (SOC 7190, SOC 7320, SOC 7430, SOC 7440 or SOC 7480), and 6 credit hours in research methods (two of SOC 7400, SOC 7390 or SOC 7420). Students must obtain a minimum grade of 'B' in each of the two research methods courses.

- 2.1.2 The following grades and grade points may be given at the graduate level: A+ (4.5), A (4.0), B+ (3.5), B (3.0), C+ (2.5), C (2.0), D (1.0), and F (0.0). A grade of C+ is assigned to work that is considered marginal, and work below this level is considered unacceptable.

A grade of at least C+ (2.5) is required for each course that is to be included in the student's Ph.D. program. The student is also required to maintain a minimum overall grade point average of at least 3.0 (B). Students who fail to meet the minimum required standard will be required to withdraw from the program.

- 2.1.3 The "Incomplete" (i.e., "I") grade classification can be used when some essential requirements cannot be satisfied within the confines of the registration term (usually for medical or compassionate reasons), and the student requires a time extension. If a grade of "I" is assigned, the student must complete a "*Time Extension for Completion of Term Work*" form before the last day of classes in the term of registration. This form is available from the Department office. Documentation supporting the request for an "Incomplete" must accompany this application (e.g. medical certificate; obituary). The student and instructor will agree on a specified amount of time to complete the work. Failure to meet the deadline results in the grade which the student would receive if the outstanding work was not submitted.

2.1.4 Transfer credit for graduate-level courses taken prior to admission to the Ph.D. program will be considered on an individual basis, upon admission to the program. Students should complete a [Recommendation for Advance Credit](#) form in order to have credits transferred to the Ph.D. degree.

2.2 Candidacy Examination

All Ph.D. students must successfully complete two comprehensive examinations after the prescribed course work has been completed and before beginning work on a thesis proposal. **These examinations constitute the student's "candidacy examination."** After the student passes both of these exams, he/she will begin work on a thesis proposal.

2.2.1 Student must complete examinations in two different areas chosen from the following:

- Sociological Theory
- Sociological Methods
- Criminology and Social Justice
- Culture and Social Relations
- Population Health and Wellness
- Power, Privilege and Resistance
- Global Sociology
- Social Policy and Practice

2.2.2 Each examination will be set, administered and graded by three qualified faculty members of the specified Area Assessment Committee.⁵ These three members will constitute the **Examining Committee**. Students may wish to specify which members of the Area Assessment Committee they prefer to have on their Examining Committee. Provided the specified members are agreeable, this preference will be honoured.

2.2.3 **Format:** The examinations may be designated as a time-limited (three to six hours), written format, or they may take the form of a written, time-limited, (72 hours) "take home" exam. The decision as to the format of each examination is at the discretion of the specified Area assessment committee.

An oral examination conducted by the Examining Committee may be required (within ten days following the written examination). The intent of this oral examination is to clarify issues emerging out of the written component.

2.2.4 All examinations will be graded on a pass/fail basis by a unanimous vote of members of the Examining Committee. The Examining Committee's decision will normally be reported to the Chair of the Graduate Committee within two weeks of the date of

⁵ Each Area Assessment Committee consists of all those faculty members in the Department who have declared a particular comprehensive area as their field of specialization, and who are also members of the Graduate Faculty. The names of Area assessment committee members may be obtained from the Graduate Chair.

examination. The Chair, in turn, will communicate (in writing) the results to the student at the earliest possible date.

A student may attempt the first examination a maximum of two times. If a student fails the first writing of an examination, he/she may remain in the Ph.D. program and write the examination a second time. A second failure of an examination will disqualify a student from remaining in the program.

***Students must pass both of their examinations before proceeding to the thesis proposal stage of the program.**

- 2.2.5 **Preparation:** Students are expected to select courses which will best prepare them for the examinations. In addition, students should develop (in consultation with their Advisor and members of the appropriate Area assessment committees) reading lists which will guide their self-directed studies in preparing for the examinations. This is essential, since satisfactory performance in course work alone is unlikely to be sufficient preparation for the comprehensive examinations. Examining Committees may also provide students with additional preparatory materials (e.g., sample questions), if deemed appropriate.

2.3 Thesis Proposal and Defense

- 2.3.1 Once the student has successfully completed the course requirements (normally during the first year in the program) he/she is expected to select a thesis advisor. If needed, the Graduate Chair's assistance may be sought. The Ph.D. thesis Advisory Committee will be composed of the Advisor, two faculty members from the Department of Sociology and one faculty member from a department outside of Sociology. **(The selection of a Thesis Advisor must be reported to, and approved by, the Chair of the Graduate Committee. A "Selection of Thesis Advisor" form is available from the Department office.)**

The members of the Advisory Committee must be members of the Graduate Faculty, and will be determined by the Chair of the Graduate Committee in consultation with the student and his/her Advisor. Any special requests for the appointment of individuals to advisory committees must be put in writing to the Graduate Committee, and should include a justification for the appointment.

The Advisory Committee is responsible for guiding and supervising the student's work toward a thesis.

- 2.3.2 The first stage in this process is the submission by the student of an acceptable thesis **proposal**, outlining in some detail the problem that s/he intends to investigate as well as the theory and methodology to be employed in this endeavour.

Theses may, of course, employ quite different methodologies (qualitative or quantitative), and hence the style and format of proposals will vary accordingly. Students should therefore consult their Advisors as to the most appropriate format for their specific thesis problem. In general terms, a proposal might be structured as follows:

- a. **Central Idea of the Thesis** (this should be a brief, general statement introducing the proposed research);
- b. **Preliminary Review of the Literature** (a tentative review of the relevant literature consulted by the student to this point);
- c. **Theoretical Framework** (a statement that situates the proposed study within existing sociological theory);
- d. **Methodology** (a statement of the general methodological approach, qualitative or quantitative, of the study, as well as a more detailed specification of the kinds of data to be used, and how the data will be obtained and analyzed);
- e. **Anticipated Contribution** (indicate the contribution that the results of the proposed research are expected to make to existing knowledge); and
- f. **Timetable** (an approximate schedule for completion of the proposed research should be included).

Students conducting original research involving the use of human subjects must also secure **ethical approval** of their study. The guidelines for ethics approval are available at :

- 2.3.3 A copy of the proposal will be made available to the Department and the student will formally present it in a forum open to all faculty members and graduate students of the Department. **Notices of presentations must be posted at least 7 days in advance of the event.**

Students should normally present their thesis proposals within 1 year of completing their comprehensive examinations. **The Faculty of Graduate Studies regulations require that the proposal presentation take place no later than one year prior to expected graduation.** Unsuccessful students will be allowed a second attempt.

- 2.3.4 Once the proposal has been successfully defended, the student is ready to proceed to the stage of research and thesis writing: [Graduate Thesis/Practicum Guidelines & Info](#)

The student's Advisor is the person primarily responsible for guiding and supervising the student's progress through this stage of the program, but the other members of the Advisory Committee should also be kept fully informed and regularly consulted. When the thesis has been developed to the point where the student and the Advisor are satisfied that it is ready to be examined, the Advisor will submit a written statement to this effect to the Faculty of Graduate Studies.

Through a formal distribution from the Faculty of Graduate Studies Office, a copy of the thesis will then be made available to members of the Advisory Committee plus an external examiner from outside the University of Manitoba. Each examiner will submit to the Dean of Graduate Studies a written evaluation of the thesis, suggesting revisions if necessary, and containing a definite statement as to whether or not the student may proceed to the oral defense.

The Dean of Graduate Studies will then submit the individual evaluations to the Advisory Committee. If the decision is positive, a time and place for the oral examination will be arranged and publicized by the Faculty of Graduate Studies, **and the student will immediately also make a copy of the thesis available for perusal by all members of the Department.**

Members of the Advisory Committee, the external examiner, and the Dean of Graduate Studies (or designate) as Chair, will constitute the **Final Oral Examination Committee**. The external examiner should be encouraged to attend the examination, but is not required to do so.

The examination will be conducted in a forum open to the University community and address itself to the subject matter of the thesis and matters relating thereto. The judgment of the examiners will be reported to the Dean of Graduate Studies in the terms "approved" or "not approved," and each examiner must indicate by his/her signature, concurrence with the decision. **If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.** In such an event the student is entitled to a second, final, attempt.

- 2.3.5 Students completing the Ph.D. program must submit one digital copy to the Faculty of Graduate Studies. Forms that must accompany the thesis and information on submitting the digital copy may be found in PDF at: [Thesis Information](#)

In order to meet the deadlines for graduation/convocation, students should note that the relevant forms and the completed, approved thesis must be submitted to the Faculty of Graduate Studies, by the following deadlines:

May convocation	~ March 31
October convocation	~ August 27
February graduation	~ January 1

These are approximate dates; please refer to the Faculty of Graduate Studies website at: [Information for Graduands](#)

2.4 Residence Requirement

One full academic year at the University of Manitoba devoted to full-time postgraduate study subsequent to admission into the Ph.D. program is required of all students. The student shall be geographically available to visit the campus regularly.

Note: Students may not retain the status of full-time while employed full-time without prior permission of the Dean of the Faculty of Graduate Studies and recommendation from the major department.

3. Timetable

The length of time required to complete the Ph.D. program will vary, but is normally four years. The student is required to spend **a minimum of one academic year in full-time study**. The Faculty of Graduate Studies has also established **a maximum time limit of 6 years** following registration in the Ph.D. program.

Students may request an extension beyond the maximum time limit. In order to make such a request, the student must complete the [Request for Extension of Time form](#) and submit it to the Chair of the Graduate Committee at least four months prior to the deadline date for completion of program requirements. The Graduate Committee will then assess the request and recommend approval or rejection to the Faculty of Graduate Studies. The Faculty permits only one such extension for a period not exceeding two years. The Faculty (on the advice of the Department) may also require that students who are granted an extension enroll full-time during the period of the extension and/or recommend contingencies or remedial work to be associated with the extension.

The Department expects that full-time Ph.D. students will normally have successfully completed comprehensive examinations within 2 years following admission to the program. If not completed within 3 years following admission, the Graduate Committee will review the matter and may require the student to withdraw from the program.

Assuming the student is prepared to devote the summer months to full-time study, a suggested schedule for completing the Ph.D. program might be as follows:

- 1st Year:** complete 18 hours of course work
 Select an advisor
 begin preparations for comprehensive examinations

- 2nd Year:** prepare for, and write 2 comprehensive exams (candidacy examination)

- 3rd Year:** complete and defend thesis proposal
 prepare and defend thesis

4. **Evaluation of Students' Progress**

The Faculty of Graduate Studies requires an annual review of progress for each Ph.D. student. In the early stages of the student's program this review is undertaken by the Graduate Committee. Subsequently it becomes the responsibility of the student's Advisor and the Advisory Committee. If this review demonstrates evidence of unsatisfactory progress, the student may be required to withdraw from the program.

Faculty of Graduate Studies regulations specify that the student must normally be present during this annual review, must have the opportunity to read the Committee's report, comment on its contents, and then sign the report, testifying that these rights were duly extended.

OTHER IMPORTANT INFORMATION ABOUT GRADUATE STUDY

For information on appeals, leave of absence, voluntary withdrawal and fees, please consult the Faculty of Graduate Studies homepage at [Faculty of Graduate Studies \(FGS\)](#)

VOLUNTARY WITHDRAWAL

Students are expected to familiarize themselves with the Voluntary Withdrawal deadlines as outlined in the *Graduate Calendar*.

FEES

Students are referred to the *Graduate Calendar* (the section on “Registration and Fees”) for a detailed listing of the costs of the graduate programs.

FINANCIAL ASSISTANCE

Fellowships and Scholarships: The Faculty of Graduate Studies maintains an up-to-date listing of all fellowships and scholarships available to graduate students in Sociology. The most noteworthy of these are the University of Manitoba Graduate Fellowships (UMGF), Social Sciences and Humanities Research Council of Canada (SSHRC) Fellowships, and Manitoba Health Research Council Studentships. Students are strongly urged to pursue these opportunities. Such awards usually provide the most generous remuneration and at the same time allow students to devote all of their time to their studies. It should also be noted that the holding of a fellowship/scholarship does not preclude the student from obtaining other forms of assistance (e.g., teaching assistantships).

Sociology Graduate Student Entrance Scholarship: The Sociology Graduate Entrance Scholarship valued at \$2,000 shall be awarded to the student who:

(1) has applied by the January 15 deadline and has been admitted to the first year of study in either the Master’s or the PhD graduate program in the Department of Sociology;

(2) has achieved the highest grade point average as calculated for admission purposes (minimum grade point average of 3.5)

Grant-Supported Research Assistantships: Faculty members with research grants frequently require research assistants. The number of such opportunities varies from year to year.

Canada Student Loans and Manitoba Government Bursaries: Students who can demonstrate need may be eligible for loans and/or bursaries. Contact the University's [Financial Aid and Awards Office](#) for details.

Teaching Assistantships (TA) and Sessional Lectureships: This is the major form of assistance for graduate students. Funds for these positions are made available to the Department by the University and are then allocated and administered in accordance with the Collective Agreement between the Canadian Union of Public Employees (CUPE) and the University of Manitoba. Students must apply for Teaching Assistantships by responding to a position vacancy posting found on the Human Resources web page on the University of Manitoba website: https://umanitoba.hua.hrsmart.com/ats/job_search.php

These vacancies are usually posted in early to mid-June for T.A-ships beginning in September, and in March for T.A.-ships in spring/summer session. An email will be sent to all registered Sociology graduate students informing them of these postings. Students should consult the Collective Agreement for terms and conditions governing these appointments both during the regular academic session and summer session. New applicants who are interested in obtaining such employment should contact the Chair of the Graduate Program as early as possible.

Conference Travel Support: Graduate students in the Department of Sociology can apply to the department for financial support to attend a conference at which they will present a paper or play a role of similar import. The maximum allocation per student is \$100, and no student will normally be funded more than once a year. Applications are available from the department and are submitted to the Department Head. After the application is approved at the department level, students may apply from other sources: [How to apply for Travel Funding](#)

For complete information on awards see the Awards webpage at: [Graduate Funding FAQ](#)

STUDY SPACE

The Department has a large but limited, number of offices/carrels at its disposal for use by graduate students. In allocating this space, Ph.D. students are given priority over M.A. students, and students appointed as Teaching Assistants are given priority over those without such appointments. All Sociology Graduate students and fourth year honors students, however, are entitled to request space and may do so.

PUBLICATION OF THESES

University Regulations: Students should be aware that as a condition of being awarded a graduate degree at the University of Manitoba, they will be required to grant a licence of partial copyright to the University and to the National Library of Canada for any thesis submitted as part of their degree program. This makes the thesis available for further research purposes only. Publication for commercial purposes remains the sole right of the author.

Ph.D. students must also provide a copy of their thesis abstract to **Dissertation Abstracts International** and authorize publication of the abstract in that publication. Publication of the abstract in this manner does not preclude further publication of the

thesis or any part of it in a journal or book, though acknowledgment should be made that the work was originally a thesis at the University of Manitoba.

The forms and conditions pertaining to these licence agreements are available from the Faculty of Graduate Studies.

Departmental Guidelines: Graduate students are encouraged to pursue publication of their thesis (or part thereof) in article or book form. Since most theses emerge out of a close working relationship between the student and his/her Advisor (and perhaps other faculty members as well), such publication may well raise questions of proper acknowledgment, order of authorship, etc. In this respect the Department suggests the following guidelines: first, conventions of common courtesy dictate that any assistance freely given should be acknowledged; second, the laws prohibiting plagiarism require that the use of others' ideas, data, or work be duly acknowledged; third, the completed thesis, however, is the property of the student author, and s/he holds sole publication rights to it; and fourth, the student may, but need not, include his/her Advisor (or other faculty members) as co-author(s) on any publications that do result.

Sometimes theses are based on data-sets that rightfully belong to a faculty member. Alternatively, the student may generate a data-set that the faculty member may wish to use subsequently. In such cases the question of authorship on subsequent publications may become more problematic, and in order to avoid misunderstandings the Department has developed a "Data-Set Use and Order of Authorship Form" (available from the Department office) which students and faculty members are encouraged to use whenever appropriate.

Quick Reference: APPLICATION PROCEDURES AND DEADLINES

M.A. applicants are required to submit the following:

- ❑ a completed *Application for Admission* form and all relevant additional documentation (e.g., application fee, official transcripts, birth certificate, Test of English scores etc.); **these documents must be enclosed with the application;**
- ❑ a 1 - 2 page "Statement of Intent";
- ❑ two letters of reference (the referees should be individuals familiar with the applicant's academic ability and potential);
- ❑ the appropriate **non-refundable** application fee (cheque made payable to "The University of Manitoba").

Ph.D. applicants are required to submit the same materials outlined above for M.A. applicants **plus** the following:

- ❑ A third letter of reference.

Completed applications, along with all necessary supporting documentation, should be submitted as early as possible. The deadline for students who wish to be considered for the University of Manitoba Graduate Fellowship (UMGF) competition is **January 15**.

The Department's Graduate Committee assesses the applications received and makes recommendations on admission. The applicant is then notified by email, sent by the Faculty of Graduate Studies whether s/he has been admitted, and under what conditions, if any. Students who have been granted admission will also be informed by the Faculty of Graduate Studies about registration procedures, dates, etc.

2. International Applicants: The application procedures outlined above for Canadian students are applicable also to international students, with the following exceptions:

- The last date for receipt of completed application forms (including English proficiency test scores) submitted by international applicants (both M.A. and Ph.D.) is **January 15**.
- International students are also subject to certain health insurance and financial requirements. Details are available from the Faculty of Graduate Studies.

The University of Manitoba maintains an International Centre for Students (ICS). This Centre provides a wide range of information, advice and assistance to students from outside Canada. Information can be found online at: [International Centre for Students](#)

Faculty Members in the Department of Sociology

Albas, Daniel C.

(Ph.D., Colorado, Professor) Social Psychology, Non-verbal Communication.

Axelrod, Charles D.

(Ph.D., York, Associate Professor) Sociology of Knowledge, Social Theory.

Bookman, Sonia

(Ph.D., Manchester, Associate Professor) Cultural Economy, Brands, Media, Globalization.

Comack, Elizabeth

(Ph.D., Alberta, Professor) Sociology of Law, Gender and Crime, Feminism and Sociological Theory.

Desmarais, Annette

(Ph.D., Calgary, Associate Professor) Social movements, Agrarian Change, Food Sovereignty, Human Rights, Gender and Development, and International Development.

Edgerton, Jason

(Ph.D. Manitoba, Associate Professor) Sociology of Education, Social Inequality, Political Sociology, Research Methods.

Fridell, Mara

(Ph.D., Oregon, Assistant Professor) Globalization, Sociological Theory, Comparative Political Sociology, Policy & Social Movements, Gender & Feminist Political Economy, Comparative Immigration & Citizenship, Environment & Community Economic Development

Fries, Christopher

(Ph.D., Calgary, Assistant Professor) Sociology of Health and Illness, Complementary/Alternative Medicine, Ethnic Studies, Sociology of Knowledge, Public Policy, Political Sociology.

Funk, Laura

(Ph.D., Victoria, Associate Professor) Sociology of Health, Sociology of Aging, Sociology of Family. Social determinants of health. Responsibilization.

Hudson, Mark

(Ph.D., Oregon, Associate Professor) Environmental Sociology, Political Economy, Globalization, Political Sociology.

Linden, Eric (Rick)

(Ph.D., Washington, Professor) Criminology, Research Methods.

Olsen, Gregg M.

(Ph.D., Toronto, Professor) Social Organization, Political Sociology.

Peter, Tracey

(Ph.D., Manitoba, Professor) Quantitative Research Methods, Feminist Criminology, Sociology of Law, Violence against Women.

Prentice, Susan

(Ph.D., York, Professor) Family/Gender Relations, Political and Feminist Theory.

Roberts, Lance W.

(Ph.D., Alberta, Professor) Social Psychology, Sociology of Education, Research Methods.

Smandych, Russell

(Ph.D., Toronto, Professor) Criminology, Sociology of Law, Historical Sociology

Ursel, E. Jane

(Ph.D., McMaster, Professor) Social Organization, Social Policy, Women's Studies.

Wilkinson, Lori

(Ph.D., University of Alberta, Professor) Race and Ethnic Studies, Survey and Research Methods, Immigration and Refugee Status.

Woolford, Andrew

(Ph.D., British Columbia, Professor) Sociology of Law, Conflict Resolution, Criminology, Social Movements, Political Sociology, First Nations People, Social Justice, Social Theory.

Graduate Course Listing

The following is a list of all courses offered in the Department of Sociology. All courses (except SOC 4450) are three credit hours and are offered either during the Fall (September to December) or Winter (January to April) term. Not all courses are offered every year. Additional information on the courses being offered in any academic year can be obtained through the Chair of the Graduate Committee.

Pre-Masters and Fourth Year Honours Courses:

- SOC 4450 **HONOURS SEMINAR** (6) An intensive discussion of selected sociological problems, culminating in a major Honours thesis.
- SOC 4460 **ADVANCED SOCIOLOGICAL THEORY** (3) A critical examination and analysis of selected sociological theories. Course content may vary from year to year depending upon the instructor's interest.
- SOC 4490 **ADVANCED SEMINAR IN CRIMINOLOGY** (3) A critical examination of the field of criminology and the work of criminologists in shaping modern sensibilities about crime, law, and social justice. Topics include the origins of modern criminology, the development of competing knowledge frameworks in criminology (including the impact of feminist, post-modern, and post-colonial criminologies), and trajectories of 21st century criminology (including scientific, global, and public criminology). Prerequisite: written consent of department head.
- SOC 4530 **READINGS IN SOCIOLOGY** (3) A reading course for undergraduate and pre-master's in sociology.
- SOC 4560 **ADVANCED SOCIOLOGICAL THEORY** (3) A critical examination and analysis of selected sociological theories. Course content may vary from year to year depending upon the instructor's interest.
- SOC 4570 **QUANTITATIVE SOCIAL ANALYSIS** (3) The application of quantitative data analysis in the social sciences, including the following procedures: multiple regression, dummy variable regression, simple analysis of variance and covariance, and an introduction to path analysis. Students may not hold credit for both SOC 4570 and the former SOC 4480 (077.448). Prerequisite: written consent of department head.
- SOC 4580 **SOCIAL RESEARCH METHODS** (3) An introduction to the philosophy of science and logic of scientific method, as well as a survey of research methods and issues. Students are expected to gain a working knowledge of the research process. Students may not hold credit for both SOC 4580 and the former SOC 4470 (077.447). Prerequisite: written of department head.

Graduate Courses:

- SOC 7110 **SEMINAR IN SOCIOLOGY OF RELIGION** A comparative and analytic study of religion with particular reference to such areas as integration, change, ideology, value orientation, normative structures, social class, intergroup relations, personality system.
- SOC 7120 **SEMINAR IN SOCIOLOGY OF EDUCATION** An analytical treatment of the influence of education, as a basic social institution on society - its functions in socialization, change, control, social mobility, social progress, etc. - and the influence of society on the organization, content, and goals of education.
- SOC 7160 **SELECTED TOPICS** An intensive study of the contemporary research and theory in a selected field of sociology.
- SOC 7190 **SEMINAR IN SELECTED TOPICS IN SOCIOLOGICAL THEORY** The content of this course may vary from year to year, depending on interest and need.
- SOC 7240 **SEMINAR IN SELECTED TOPICS IN RESEARCH AND METHODS** The content of this course may vary from year to year, depending on interest and need.
- SOC 7280 **SEMINAR IN THEORETICAL SOCIOLOGY** An advanced course dealing with theory and research in the field of criminology with emphasis placed on an evaluation of existing theories of crime, law, and social justice.
- SOC 7300 **SEMINAR IN THE SOCIOLOGY OF LAW AND SOCIAL CONTROL** A detailed examination of the criminal justice system, with special emphasis on the Canadian situation.
- SOC 7310 **SEMINAR IN INTERGROUP RELATIONS** This seminar will provide an opportunity for detailed study of intergroup (religious, racial, and ethnic) relations in contemporary Canadian society.
- SOC 7320 **SEMINAR IN POLITICAL SOCIOLOGY** A seminar devoted to analytical examination of the social content of political life.
- SOC 7340 **SEMINAR IN THE SOCIOLOGY OF THE FAMILY** This seminar investigates various conceptual frameworks which are developing in the study of the family today, including research problems and procedures unique to such study. Various approaches will be examined.
- SOC 7350 **ADVANCED READING AND RESEARCH** Directed study of selected area within the general field of sociology.
- SOC 7370 **ISSUES IN HEALTH CARE SEMINAR** An advanced seminar designed to examine current issues in health care. The content of this course may vary from year to year depending on interest and need.

- SOC 7390 **SURVEY RESEARCH METHODS** Through the vehicle of the Winnipeg Area Study, students learn all aspects of survey research. Topics covered include: sampling, question and questionnaire construction, index construction and scaling methods, techniques for establishing validity and reliability, order effects, conducting interviews, coding, data analysis, and budgeting. Course includes interviewing experience.
- SOC 7400 **ADVANCED QUANTITATIVE RESEARCH METHODS** This course emphasizes the understanding and application of advanced quantitative data analysis techniques to sociological research problems. Issues in regression, decomposition, path analysis, log-linear analysis, discriminant function analysis, principal components and factor analysis, as well as non-parametric statistical tests are covered as they relate to sociological research concerns. Statistical packages are used to illustrate sociological examples.
- SOC 7420 **QUALITATIVE RESEARCH METHODS** This course provides an overview of the methods of qualitative research. Discussion focuses on the philosophical foundations of qualitative methods, the variety of techniques available within interpretive and conflict paradigms, issues of sampling, analysis, validity, and report writing.
- SOC 7430 **SEMINAR IN CLASSICAL SOCIOLOGICAL THEORY** A critical examination of certain central aspects of the sociological tradition. The content of this course may vary from year to year depending on interest and need.
- SOC 7440 **SEMINAR IN CONTEMPORARY SOCIOLOGICAL THEORY** An examination of current trends in sociological theory. The content of this course may vary from year to year depending on interest and need.
- SOC 7450 **SELECTED TOPICS IN CRIMINOLOGY** An advanced seminar in a selected area of criminology.
- SOC 7470 **EVALUATING SOCIAL PROGRAMS** Designed as a course in applied sociology, students will review the models and methodologies used for evaluating social programs. The course will introduce the necessary conceptual and analytic tools to design and carry out program evaluations.
- SOC 7480 **SOCIAL INEQUALITY** A critical examination of classical and contemporary theories and current empirical research concerned with various dimensions and indicators of social inequality and social stratification from a comparative perspective.
- SOC 7490 **GLOBALIZATION** An examination of trade, production, and finance, including the creation of multilateral trading blocs (e.g., APEC, EU, NAFTA) and international organizations (e.g. WTO, IMF, the World Bank) and their impact on social inequality, the welfare state, and the environment in developed and developing nations.