

Graduate Handbook

Updated June 18, 2008

NOTES:

1. The academic program for any graduate student who entered the Rural Sociology program in Fall Semester, 2001 or later will be governed by the procedures outlined in this Handbook, since the department has done no other revisions since FS2001.

2. This departmental handbook is a companion document to the Graduate Catalog of the Graduate School, found online at

<http://gradschool.missouri.edu/policies/graduate-catalog/>

3. Graduate students are responsible for knowing, understanding, and complying with the information that pertains to their academic careers in both documents.

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RURAL SOCIOLOGY GRADUATE PROGRAM UNIVERSITY OF MISSOURI

This document describes the graduate program in Rural Sociology at the University of Missouri-Columbia (UMC or MU). It outlines the formal requirements for degrees and discusses the governance of the program. In addition, it provides important information about the details of graduate education.

SECTION 1

THE GRADUATE PROGRAM

Sec. 1-I. Graduate Degrees

The Department of Rural Sociology offers the master's and doctoral degrees.

Sec. 1-I. A. Master's degrees (M.Sc.):

The principal master's degree in Rural Sociology is the **39-hour professional master's degree**. This program is designed to prepare students for positions in the public and private sectors. It is particularly useful for positions which include in their responsibilities applied research, policy analysis, or community development. Students who wish to complete a master's degree in Rural Sociology followed by a doctoral degree in the program are also encouraged to pursue this degree.

A **traditional 30-hour master's degree requiring a thesis** is also offered. This degree is primarily intended for those who intend to pursue Ph.D. studies or for those who have a special reason for wanting a thesis degree. Even though it requires fewer credit hours, a thesis degree normally requires one semester longer to complete than the professional master's degree.

Sec. 1-I. B. Doctoral degree:

The 72-hour Ph.D. is primarily a research degree and is intended for those who plan to pursue a career in either: 1) academic institutions, 2) public- or private-sector organizations in research and/or planning departments, 3) administrative leadership positions, 4) non-profit organizations, or 5) as an independent consultant in specialized research or policy analysis. Highly qualified students may enter this program with a B.S./B.A. This is not recommended for most students, however. Most students will enter the program with a master's degree which included a research component.

Sec. 1-II. Admission

Sec. 1-II. A. General Philosophy of Admissions Committee:

The committee and the department are searching for students who have the intellectual ability and the character to be successful in graduate studies and in their professions. Because our program is quite flexible, we are looking for students who have a good idea of what they want to do with their degrees. There should be a clear fit between an applicant's educational goals and the interests and expertise of the graduate faculty.

Sec. 1-II. B. Application Process:

In the initial stages of the process, prospective students are encouraged to visit the departmental website at <http://www.ruralsociology.missouri.edu/> . There they will find all of the necessary forms, links, and detail to clarify the parts of the complete application. If there is a need for additional information, individuals should contact the department directly at:

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University of Missouri
121 Gentry Hall
Columbia, MO 65211-7040
U.S.A.
Phone: (573) 882-7451...
FAX: (573) 884-4444
Email: rural_sociology@missouri.edu

All prospective students should fill out both the Graduate School and departmental application forms and return them to the Graduate School and the department, respectively. In addition to these two forms, applicants should submit a statement of intellectual and professional interest, transcripts of previous academic work, scores on a standardized test (Graduate Record Examination or the Graduate Management Admission Test), an application fee, and three letters of reference. Those seeking financial aid or those who are non-U.S. residents will submit additional forms according to their situations. Note that the GRE is now an online exam; one can register online for the GMAT.

See <http://www.gre.org/splash.html> or <http://www.mba.com/mba/TaketheGMAT> .

Applications for fall semester are normally screened from February 1 through April 1. For winter semester applications are due from late October through mid-November. Additional admissions meetings of the Graduate Program Committee may be called when needed, but such a meeting is unlikely during the summer months. Current application deadlines are shown on the departmental website.

Sec. 1-II. C. Admissions criteria:

The first criterion for admission used by the Graduate Program Committee is whether or not the Rural Sociology graduate program meets an applicant's intellectual and professional needs. The

second assessment is whether prospective students have the maturity and the level of self-motivation needed to succeed in graduate school and as professionals. The final set of judgments concerns the intellectual and academic abilities of the applicant. Admissions criteria for the Ph.D. program are much stricter than those for the master's program. Students entering with a bachelor's degree are normally admitted into the department's master's degree program, but students with exceptional academic credentials may be admitted directly into the Ph.D. program if they so desire.

An applicant's statement of intellectual and professional interest and the three letters of reference serve as the basis for the first two evaluations made by the Graduate Program Committee. There is no reason to evaluate a person's academic potential if their interests cannot be met by the department's offerings. Success in graduate school requires the ability to evaluate one's prospects and define one's personal and professional goals. The statement of interest and the letters of reference provide insight into these abilities.

Once the fit between the graduate program and an applicant's educational goals has been established, the applicant's academic transcripts and test scores are examined. Overall GPA, GPA during the last two years of undergraduate coursework, grades in courses involving theoretical and mathematical reasoning and scores on standardized tests are examined in order to determine a person's academic abilities. Normally we are looking for students who rank academically in the top half of graduates.

Applicants without at least twelve semester hours of advanced course work in a social science (sociology, social work, economics, political science, anthropology, etc.) may be asked to successfully complete (i.e., earn a grade of B or better) some undergraduate courses as a condition of admission. Such applicants will be enrolled on a provisional status until this requirement is met.

International students who are non-U.S. residents must demonstrate English language proficiency. Each applicant is required to pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 210. Rarely there may be circumstances when English language proficiency can be certified by other qualifications. Applicants meeting the 210 TOEFL requirement with low scores on the reading and/or listening sub-tests may be conditionally admitted to the program, but will be required to enroll in English classes as part of their first semester of graduate studies **before** taking a full course load.

Sec. 1-II. D. Admissions Decisions:

Decisions concerning admission to the graduate program are the responsibility of the department's Graduate Program Committee. This committee consists of three members of the faculty, one graduate student, and the Director of Graduate Studies. All but the DGS (who serves as chair of the committee) are voting members. The faculty members are chosen by their peers. One represents the focus area of Environment and Agriculture. Another represents the Community Studies focus. The third faculty member represents those faculty who are associated with the professional master's degree program.

Sec. 1-III. Financial Aid

Sec. 1-III. A. Research and teaching assistantships:

The Department of Rural Sociology offers assistantships to incoming students whose interests and qualifications are the closest match to the department's needs for assistants. No other departmental funding is available to incoming students. These two initial assistantships are similar to other departmental assistantships that may become available in following years to graduate students in Rural Sociology. These are limited in number. Most are research assistantships, funded by grants obtained by individual faculty members. Assistantships, whether for research (RA) or teaching (TA), may be quarter-time (0.25 FTE, 10 hours of work per week) or half-time (0.50 FTE, 20 hours of work per week). Research and teaching assistants receive a stipend, a waiver of most academic fees, and health insurance. The level of the stipend depends upon the number of hours committed to work per week and upon whether one is a master's or a doctoral student.

Teaching assistantships are generally for the academic year (August-May) while most research assistantships are 12-month positions. Those who receive 12-month assistantships are entitled to a month of vacation per year. Unless they take vacation days, RA's are expected to work during summer, winter, and spring breaks. Because of the scarcity of teaching assistants, priority is given to Ph.D. students who have already completed their comprehensive examinations.

Sec. 1-III. B. Scholarships and Fellowships:

The Graduate School does make available a number of fellowships. In general these provide a stipend in addition to a research or teaching assistantship. Prospective graduate students should visit <http://gradschool.missouri.edu/financial/>

for financial information from the Graduate School. In some cases students interested in applying must send a letter to the Department of Rural Sociology, Director of Graduate Studies, indicating the particular fellowship for they wish to apply. The DGS will then make application on behalf of the student applicant.

Sec. 1-III. C. Assistantship Awards:

Because the timing and nature of grant funding cannot always be predicted in advance, no student can be guaranteed 0.50 FTE funding for their entire graduate program. Students may also be required to work on a number of different projects during their programs.

The department is committed to ensuring that students who enter the program with an assistantship continue to receive at least a 0.25 FTE assistantship as long as funds are available to the department. This commitment applies **only** to students who are determined by the Annual Review of Graduate Students to be making satisfactory progress toward the completion of their current degree **and** who have successfully performed their duties as research and/or teaching assistants.

The Graduate Program Committee works with faculty and students to make assistantship assignments. The final decision on awards of assistantships rests with the department chair, in the case of university-funded assistantships, and with the faculty members who offer grant-supported assistantships. Students having a 0.25 FTE (or more) assistantship are eligible for fee waivers from the Graduate School.

Students are expected to complete their degrees in a timely manner, so **there are restrictions on the number of years that a student may receive assistantship support.** Master's degree students may receive an assistantship at the 0.25 FTE level or higher for up to three years; students who earn a master's from the department of Rural Sociology at MU may receive two years of additional follow-on support (for a total of 5 years while pursuing their master's and doctoral degrees). Students with a master's degree from another institution may receive four years' support. A Ph.D. student's advisory committee may, during the Annual Review of Graduate Students, request an extension of assistantship privileges. If the assembled graduate faculty determines that the student is making satisfactory progress toward degree completion, the student may be given the requested extension.

Additionally, **there are restrictions on the number of semesters that students can receive fee waivers through the Graduate School.** The total number of semesters that a student can receive such support is six for their master's work and ten for their doctoral work.

Sec. 1-IV. Annual Review of Graduate Students:

As required by the Graduate School, the Rural Sociology graduate faculty reviews academic and professional performance at the beginning of each winter semester. **By mid-January each Rural Sociology graduate student is required to provide an updated version of his/her vita for the Annual Review.**

All faculty who are members of MU's graduate faculty in Rural Sociology may attend the Annual Review. The goal of the Review is to ascertain whether a student is making satisfactory progress toward degree completion. The job performance of students with assistantships is also reviewed. A poor evaluation of academic progress at the Annual Review can result in probation or the dismissal of a student. A poor review can also influence the award of future assistantships. After the Review the Director of Graduate Studies will send to each student a brief written statement outlining the faculty's evaluation of their performance and progress. These letters become part of the permanent graduate student record. Students should arrange to meet with their respective advisors after each Annual Review for more detailed feedback.

Sec. 1-V. Probation and Dismissal from the Graduate Program

Sec. 1-V. A. Probation:

The Graduate School will be informed (after these students are themselves informed) of all students who are found by the department to be making unsatisfactory progress. If the student disagrees with the department's findings, there is a process to follow. First the student should write a letter to the department's Director of Graduate Studies outlining the reasons for his/her

disagreement. The Director of Graduate Studies will write a letter to the student outlining the reasons for the department's decision and the conditions of probation. Copies of both letters should be maintained in a departmental file and forwarded to the Graduate School. If difficulties persist and the faculty advisor and Director of Graduate Studies agree that probation is appropriate, the student should be notified in writing of the probationary period, which may be from 30 days to a full semester. The probation letter should state explicitly that the student is on departmental probation; it must also state precisely what must be accomplished and by what date in order for the student to return to good standing in the department and be removed from departmental probation.

Sec. 1-V. B. Dismissal:

If the student does not comply with the conditions of probation, a letter (signed by both the faculty advisor and the Director of Graduate Studies) should be sent to the student (copy to the Graduate School) with dismissal from the degree program. The Graduate School will then send the student an official notice of dismissal from the program.

A student may appeal a dismissal to the Graduate Faculty Senate's Committee on Graduate Student Appeals. This committee may consider issues of due process only. The student shall provide written notification to the vice provost/dean of his/her intent to appeal within 10 working days of receipt of the departmental dismissal notice. Based on the date the written notification of the intent to appeal reaches the office of the vice provost/dean, the student has 10 working days in which to submit a written appeal. The vice provost/dean will forward the written appeal to the chair of the Committee on Graduate Student Appeals. Within 90 days of the date an appeal reaches the office of the vice provost/dean, the Committee on Graduate Student Appeals will complete its review of the appeal. The decision of the committee is binding.

SECTION 2

OUTLINE OF GRADUATE PROGRAM REQUIREMENTS

(Also see worksheets at the end of the Handbook.)

Sec. 2-I. Core Curriculum Requirements

Until a student chooses an advisor the Director of Graduate Studies serves as the advisor of all entering graduate students. **A student's advisor should be recorded no later than the end of the second semester of a student's program of study.** A student is permitted to change advisors during his/her career as necessary by filing the appropriate form.

Note that every stage in the student's graduate program is to be approved and filed with an appropriate form in the departmental office. The departmental office will route the forms to the Graduate School for approval. See the following website for printable forms:

<http://gradschool.missouri.edu/policies/>

The following courses are required for Rural Sociology graduate students enrolled in the PhD. Program, The Thesis Master's degree and students in the Professional Masters degree program who may wish to pursue further graduate studies.

Sec. 2-I. A.:

An advanced statistics course (RS/Soc 7130 or equivalent). The course should treat types of data analysis used by rural sociologists. Note: A basic statistics course is a prerequisite for RS/Soc 7130. If a graduate student must take this prerequisite at MU, the course taken as a prerequisite cannot be used as part of the requirements for the graduate degree in Rural Sociology.

Sec. 2-I. B.:

A beginning graduate-level course in research methodology/design (RS 8510 or equivalent)

Sec. 2-I. C.:

A graduate survey course in Sociological Theory—Soc 8100, Soc 9187 or any theory course which begins with Marx and Durkheim and includes important early 20th century sociologists.

Sec. 2-II. Requirements for the Professional Master's Degree:

The Professional Master's degree is not designed for persons intending to do further graduate work. Professional Masters students who intend to eventually pursue a Ph.D. **must** have completed the core curriculum requirements outlined above in Section 2-1 before they will be considered for further graduate studies.

There are two options to the Professional Master's Curriculum—Community Facilitation and Analytical Processes for Communities.

Students obtaining the professional Master's degree must complete a minimum of 39 credit hours of study. The requirements are

Sec. 2-II. A

All students pursuing the Professional Masters degree must complete Rural Sociology 7325 American Community Studies and Rural Sociology 8150, Research Methodology.

In addition all students enrolled in this degree program must complete three of the following courses: RS 7120 Social Statistics RS 7310 – Sociology of Agriculture and Natural Resources, RS 7335 – Social Change and Trends, RS 7370 – Environment and Society, 8287 Seminar in Social and Economic Development, RS 7446 – Community Social Structure, RS 8435 Social Ecology, RS 8610 Economic and Sociological Perspectives and or, RS 9187 – Social Processes of Information/Knowledge Utilization.

Any student wishing to pursue a Ph.D. must also complete the 9 credits of core courses listed in Section 2-I.

Sec .2-II. B

The following courses are required courses for each of the two Professional Masters Degree Options:

Community Facilitation required courses: (2)RS 7341 – Building Communities at the Grass Roots, Public Affairs 8610 – Group Dynamics and Conflict Resolution, or Public Affairs 8630 – Organizational Change in a Community and Global Context.

Analytical Processes for Communities required courses: (2) Soc/RS 7130 – Advanced Multivariate Statistical Analysis; Agricultural Economics 9310 – Rural Economic Growth and Development.

Sec. 2-II-C:

The following are recommended courses for each of the Professional Master's degree options:

Community Facilitation recommended courses: RS 7342 – Empowering Communities for the Future, RS 7343 – Creating Capacity for Dynamic Communities and/or Public Affairs 8150 – Foundations of New Governance.

Analytical Processes for Communities recommended courses: RS 8430 – Program Development and Evaluation, RS 9287 – Quantitative Methods in Community Research; Agricultural Economics 9320 – Regional Theory and Methods; Public Affairs 8510 – Foundations of New Governance, and/or Public Affairs 8320 – Spatial Analysis for Public Affairs.

Sec. II-2-D

Practical Experience: Each student will have practical experience through an internship, carrying out social science analysis with business, public agencies, or non-profit organizations. The type of internship will vary according to students' needs and interests, but should be equivalent to three months of full-time employment. Students will receive six to eight credits for this experience. Previous experience may be substituted for part of this requirement.

Whenever feasible by the numbers of students, a cohort experience such as community development type programs is preferred. In addition, students should take a one credit hour professional experience to become better acquainted with a variety of professional roles.

Completion of a supervised professional practicum (internship) that has a minimum duration of three months' full-time work (or it could be a year of quarter-time work, or six months of half-time work). It is the responsibility of the student and his/her advisor to arrange this experience. The practicum should be in the area of the student's professional interests and must be approved by the student's committee. There is to be a written agreement between the advisory committee and the employer outlining duties and responsibilities of the internship. Up to eight credit hours of RS 8450 may be awarded for completion of the practicum experience. The student shall submit a paper based on his/her experience. This paper will be the basis for an oral examination conducted by the student's committee.

The student's committee is made up of three MU faculty (all can be sociologists). The chair must be a member of the Department of Rural Sociology. Previous work experience may be substituted for **part** of the practicum, based on a letter of request submitted by the student's advisory committee chair to the Director of Graduate Studies and approved by the Graduate Program Committee.

Sec.2-II. E.:

Additional courses, designated by a student and his/her advisory committee, that contribute to a student's career goals

Sec. 2-II. F. Required forms:

The **M-1** form, the Program of Study, is essentially a contract between the student and the department, specifying what courses the student must take to complete the master's degree. The Program of Study protects the student against changes in degree requirements. It can also be easily modified with approval of the Chair and Director of Graduate Studies. The **M-3** form, Report of Committee, must be completed as soon as possible at the completion of all requirements for the master's degree.

Sec. 2-III. Requirements for the Thesis Master's Degree:

The student is responsible for completing the necessary Graduate School forms (M-forms) on file in the departmental office in a timely fashion. These forms can be printed from the Graduate School website:

<http://gradschool.missouri.edu/policies/masters/> . The departmental office will make sure these reach the Graduate School and are approved.

A student must complete a minimum of 30 hours of study (of which 15 or more must be 8000-level courses) and a master's thesis. The requirements are:

Sec. 2-III. A.: The nine hours of core courses outlined in 2-I above (RS 7130, RS 8510, Soc 8100, Soc 9187).

Sec. 2-III. B.: An additional fifteen hours of course work

Sec. 2-III. C.: A master's thesis

During work on the thesis, a student will accrue six hours of credit, shown on the transcript as RS 8090/9090. The student's master's committee is responsible for evaluating the thesis. The committee shall have at least three members chosen from among the graduate faculty:

- The chair, from the Department of Rural Sociology;
- A second member, from either Rural Sociology or Sociology at MU or other institutions (it is possible for a qualified individual to be voted temporary membership on the graduate faculty); and
- A third member, ("outside member") who is on the MU faculty and the graduate faculty but is not a member of the departments of Rural Sociology or Sociology.

Sec. 2-III. D. Required forms:

The **M-1 form**, the Program of Study, is essentially a contract between the student and the department, specifying what courses the student must take to complete the master's degree. The Program of Study protects the student against changes in degree requirements. It can also be easily modified with approval of the chair and Director of Graduate Studies. The **M-2 form**, Request for Thesis Committee, is to be completed by the end of the second semester. The **M-3 form**, Report of Committee, must be completed as soon as possible at the completion of all requirements for the master's degree.

Sec. 2-IV. Requirements for Doctoral Degree

Sec. 2-IV. A. Coursework:

In addition to the core requirements outlined in I. above, (RS 7310, RS 8510, Soc 8100, & Soc 9187) Ph.D. students must complete the following:

Sec. 2-IV. A. 1.: One advanced quantitative methods course (Soc 9837 or equivalent) . An advanced quantitative one is a course that requires a course in multi-variant statistics as a pre-requisite.

Sec. 2-IV. A. 2.: One advanced qualitative methods course (Soc 9287 or equivalent)

Sec. 2-IV. A. 3.: Rural Sociology 4335/7335 or 8287

Sec. 2-IV. A. 4.: One advanced course in sociological theory (Soc 9487, Soc 9587, Soc 9687, or Soc 9887 recommended but Soc 9187 or RS 8610 may be substituted when other course are not available).

Sec. 2-IV. A. 5.: A transition theory/methods course (RS 9437 or equivalent)

Sec. 2-IV. A. 6.:

A minimum of three courses from one of the program's two areas of emphasis and a minimum of two courses in the other program area

Sec. 2-IV. A. 7.: Submission of a professional journal article or a completed master's thesis

Sec. 2-IV. A. 8.:

A program of study that includes a minimum of 72 credit hours beyond the bachelor's degree, including a minimum of 60 hours of coursework (not including readings, problems, and research hours). Coursework taken toward a master's degree in the social sciences may count toward these requirements. A student must complete thirty hours of coursework beyond the master's degree.

Sec. 2-IV. B. Areas of Emphasis

The graduate program in Rural Sociology offers two areas of emphasis:

Sociology of Environment and Agriculture: Courses in this area include: RS 1120 Political Ecology, RS 4310/7310, Sociology of Agriculture and Natural Resources; RS 4370/7370, Environment and Society; RS 8287, Sociology of Globalization; RS 8444, Agriculture, Food and Communities; and RS 7445, Seminar on Issues in the Sociology of Agriculture and Natural Resources. Students must take one of the 7000-level courses and RS 8444 or RS 8435 if this is their emphasis area.

Community Studies: Courses in this area include: RS 3301, Topics in Rural Sociology; RS 4315/7315, Social Demography; RS 4341/7341, Building Communities from the Grassroots; RS 4342/7342, Empowering Communities for the Future; RS 4343, Creating Capacity for Dynamic Communities; RS 8430, Program Development and Evaluation; RS 8425, Social Processes of Information/Knowledge Utilization; RS 7446, Community Social Structure; RS 8447, Seminar on Contemporary Issues in Rural Sociology; and RS 9480, Quantitative Applications in

Community Research. Students must take RS 7446 and either RS 8447 or RS 9480, if Community Studies is their area of emphasis.

Sec. 2-IV. C. 1. Other Requirements for the Ph.D. Program

A **Qualifying Examination** must be taken. It is to be administered by the Graduate Program Committee. Unless a waiver is given, students must take this examination within one year of enrollment in the Ph.D. program. This exam is normally offered every May. A student must designate an advisor before the exam.

The establishment of the student's **advisory committee** and the result of the qualifying examination are communicated to the Graduate School by the D-1 form (available on the Graduate School website, <http://gradschool.missouri.edu/policies/doctoral/>). This form must be on file in the department and the Graduate School by the end of the first calendar year of Ph.D. studies. The doctoral program committee must be recommended by the student's adviser and approved by the departmental director of graduate studies and the Graduate School before one year has elapsed following the student's first registration as a doctoral student.

The doctoral program committee shall consist of five faculty: at least three from the doctoral program, sociologists or rural sociologists, in which the student is pursuing a degree, and an outside member who is a member of the graduate faculty member from a department other than Sociology or Rural Sociology. The outside member of a doctoral committee cannot be from outside MU. Persons with specialized expertise may serve on doctoral committees as a fifth or sixth member, with special permission of the vice provost/dean.

Students completing a master's degree in Rural Sociology should take the Qualifying Examination at the first possible opportunity after completing the master's degree. Students who go directly into the Ph.D. program after completing a bachelor's degree should take the examination before they have completed 27 hours of coursework. The beginning date for a Ph.D. program is the semester a student registers for courses after being admitted to the Ph.D. program.

Sec. 2-IV. C. 2.:

The **Plan of Study** can be designed once the Qualifying Examination has been satisfactorily completed. When completed and approved the Plan of Study is attached to the signed D-2 form and filed with the departmental office and the Graduate School. This plan is essentially a contract between the student and the department, specifying what courses the student must take to complete the Ph.D. The Plan of Study protects the student against changes in degree requirements. It can also be easily modified with approval of the chair and Director of Graduate Studies.

Sec. 2-IV. C. 3.:

A **research article for a professional journal** is required for students who have been admitted directly into the Ph.D. program without completing a master's degree and for those students who did not complete a thesis as part of their master's degree program. The paper may be done with a

faculty member or with other graduate students, but the graduate student must be the principal author of the paper. The manuscript should be submitted to a journal by the end of a student's second year in the program (or after the completion of 36 hours, for part-time students). The reviews of the manuscript by journal editors must be presented to a student's advisory committee **before** the student is permitted to take his/her Comprehensive Examinations.

Sec. 2-IV. C. 4.:

Successful **completion of a Comprehensive Examination** must occur within **five** years of beginning the doctoral program.

Sec. 2-IV. C. 4. a):

A student is ready to take the Comprehensive Examination when he/she has 1) completed all of the courses listed in his/her Plan of Study with satisfactory grades and 2) he/she has submitted and received approval from their advisory committee for their research proposal. **An approved copy of the dissertation proposal will be kept in the student's departmental file until the dissertation is actually completed.**

Sec. 2-IV. C. 4. b):

The Comprehensive Examination consists of both a written and an oral examination. These are designed and administered by the advisory committee of the Ph.D. student. The Comprehensive Examination is designed to evaluate a student's preparedness to proceed with the dissertation. Students are normally given two opportunities to pass this examination. A copy of the completed comprehensive examination will be filed with the Director of Graduate Studies and kept in the departmental student record.

Sec. 2-IV. C. 4. c):

The written portion of the examination will evaluate competency in theory and methods in the student's specialty area, as well as their readiness to conduct their dissertation research. After the advisory committee indicates that a student has passed the written portion of the Comprehensive Examination, the oral examination will be given.

Sec. 2-IV. C. 4. d):

The oral portion of the examination will address issues raised on the written examination and in the student's dissertation plans. This exam is open to faculty and students; **the location and time must be publicly announced a minimum of two weeks before the examination takes place.** The public part of the examination will be limited to the presentation of the student's research proposal followed by questions about the proposal. Following the public oral examination the student's advisory committee will complete the examination in private.

Sec. 2-IV. C. 5.:

Successful **completion of a dissertation or a research monograph**, according to the regulations of the Graduate School. The dissertation must be completed within **five** years of the completion of the comprehensive examination. The student's committee is to conduct an oral final examination ("defense") of the dissertation/monograph. This examination cannot be scheduled until the advisory committee members have received a completed draft copy of the dissertation. **This examination is to be open to faculty and students and must be publicly announced at least two weeks before the exam.** At least four committee members must vote to pass a dissertation in order for the degree to be completed.

Sec. 2-V. Revisions of the Rural Sociology Graduate Program:

The graduate faculty and graduate students in Rural Sociology will periodically review the department's areas of emphasis to ascertain whether they properly reflect faculty expertise and student needs. At these times the faculty may delete areas from the program, create new areas of emphasis, or change degree requirements. If degree requirements are changed, this will not alter the course requirements for students who have completed their Program of Study for the master's degree (M1 form) or their Program of Study for the doctoral degree (D2 form).

SECTION 3

SELECTED GRADUATE SCHOOL DEGREE REQUIREMENTS

In order to receive a graduate degree, students must meet the requirements established by the Graduate School in addition to those required by the Department of Rural Sociology. Each step in the degree process must be documented, filed, and approved by the Graduate School in a prescribed way. Failure to meet Graduate School requirements can result in increased academic fees, delays in receiving a degree, or in extreme cases the non-granting of a degree. It is the responsibility of each student to meet the criteria of the Graduate School. All of the required forms plus essential information are found at the Graduate School's website. :

<http://gradschool.missouri.edu/policies/>,

Students should print, fill, and obtain signatures on these forms, turning them in to the Graduate Secretary. The Graduate Secretary will obtain approval from the Director of Graduate Studies, forward the forms to the Graduate School for approval, and receive and file the final copy in the departmental student file.

Sec. 3-I. The Master's Program

The student selects a consenting **advisor** from faculty members of the department. Together with the advisor a **committee** will be determined. The student's master's committee is responsible for evaluating all examinations, papers, theses, or internship experiences assigned to fill the degree requirements. The committee shall have at least three members chosen from among the graduate faculty:

- The advisor and chair, from the Department of Rural Sociology;
- A second member, from the Department of Rural Sociology or Sociology at MU; and
- A third member who is a member of the graduate faculty of another MU graduate program, but who is not a sociologist.

Note that for the purpose of the student's committee, it is possible for a qualified individual to be voted temporary membership on the graduate faculty. Note also that it is possible for a sociologist who is not a member of MU's graduate faculty to be appointed as the second member.

Sec. 3-I. A. Transfer credit:

A maximum of twenty percent of the number of credit hours required for a student's degree may be transferred from another university, including another campus of the University of Missouri system, upon the recommendation of the advisor, the approval of the Director of Graduate Studies, and the Graduate School. (Note that this is a change effective for graduate students beginning their programs during the fall semester 2001. Those who began their master's programs prior to the fall semester 2001 have the option of using the above regulation or the regulation in place at the time they began their degree program.)

Sec. 3-I. B. Independent study credit other than correspondence:

Credit for research, problems, special investigations and special readings is limited to a maximum of 40 percent of the credit required for a master's degree.

Sec. 3-I. C. Residency requirement:

There is no residency requirement for the master's degree.

Sec. 3-I. D. Time limits:

The program for the master's degree must be completed within a period of eight years beginning with the first semester of enrollment in which the student is accepted to the degree program.

Sec. 3-I. E. Documentation:

There are two forms required of non-thesis students and three for thesis students. All forms must be signed by a student's advisor and the DGS, who will forward them to the Graduate School. Do not submit them directly to the Graduate School, as this will result in delays.

M-1 Program of Study form: Provides the student, the department, and the Graduate School with a plan for all course work, transfer credit, and research hours that will comprise a student's program of study. Submit to the Graduate School by the end of the second semester.

M-2 Request for Thesis Committee form: (only for thesis option programs) Reports the membership of the student's thesis committee. Due by the end of the second semester.

M-3 Report of Committee form: Reports the results of the thesis defense, master's comprehensive exam, or project presentation. Due as soon as possible after completion of requirements, no later than two weeks prior to graduation. Thesis students must submit the title page of their thesis (with the signed approval of their committee) and an unbound thesis in a suitable box.

Sec. 3-I. F. Other requirements:

Students must have a GPA of 3.0 or better and must have completed at least 15 hours of coursework numbered 400 or above.

Sec. 3-II. The Doctoral. Program

Sec. 3-II. A. Selection of an advisor:

The student selects a consenting advisor from doctoral faculty members who are dissertation supervisors in the Department of Rural Sociology.

Sec. 3-II. B. Selection of the doctoral program committee:

The doctoral program committee must be recommended by the student's advisor and approved by the DGS and the Graduate School before one year after the student's first registration as a doctoral student. The committee shall consist of four faculty: at least three from Rural Sociology, one "outside" member who is on the graduate faculty of another department at MU. The outside member cannot be from outside MU.

Sec. 3-II. C. Degree program forms:

D-1 Qualifying Exam/Committee: Verifies the qualifying process and confirms the student's advisor and doctoral committee. Complete no later than the second semester of enrollment.

D-2 Plan of Study: Presents the course work to be included in the student's program of study. Complete no later than the end of the second semester of study. The program must include a minimum of 15 hours of 400-level course work exclusive of problems, readings, and research.

D-3 Comprehensive Exam: Records the official results of the doctoral comprehensive examination and should be filed with the Graduate School as early as possible, within one month of exam completion.

Doctoral Degree Candidate Application for Continuous Enrollment & Deferment Status: This is a new form (April, 2003) to be filled out and turned in with the D-3 form by any student who passes their comprehensives on or after June 9, 2003, and who wishes to be automatically enrolled each term for the required hours of 8090/9090 Research and/or who wishes to qualify for doctoral loan deferment.

D-4 Dissertation Defense: Reports the official results of the dissertation defense and must be filed with the Graduate School as soon as possible after the defense. **Notice of oral defense must be posted by email and by poster at least two weeks prior to the date of the defense; a copy of the email and of the poster must be in the student's departmental file.**

Sec. 3-II. D. Transfer of credit:

The doctoral program committee may recommend that a specific number of hours in a master's or educational specialist degree be transferred toward the total hours required for the doctoral degree, and that additional hours be transferred for continued graduate work done either at MU or elsewhere. **These additional hours past the master's or educational specialist degree are limited to a maximum of six hours. Note: This represents a change in policy and becomes effective for graduate students beginning their doctoral programs during the fall semester 2001. For students who began their doctoral programs prior to the fall semester 2001, consult the appropriate catalog or the Graduate School.**

Sec. 3-II. E. Residency requirement:

Each Ph.D. student must spend either two consecutive nine-hour semesters or three consecutive six-hour semesters at MU.

Sec. 3-II. F. Time limits/Reasonable rate of progress:

Current (effective fall semester 2000): A student must successfully complete their course work and comprehensive examination within a period of five years beginning with the first semester of enrollment as a Ph.D. student. In addition, the program for the doctoral degree must be completed within five years of passing the comprehensive examination.

Doctoral students who passed their comprehensive exams before summer session 2000 should consult the Graduate Catalogue for specifics pertaining to their time limits.

Sec. 3-II. G. Continuous enrollment:

Status as a continuously enrolled doctoral student begins the term **after the term** in which the comprehensive exam was successfully completed. Candidacy is maintained by enrolling in 8090/9090. Research for two semester hours each fall and winter semester and for one semester hour each summer session, up to and including the term in which the dissertation is defended.

SECTION 4

GOVERNANCE OF THE GRADUATE PROGRAM

Sec. 4-I. Governance by Faculty:

Governance of the graduate program is the responsibility of the Rural Sociology graduate faculty. The faculty are responsible for the administration of the graduate program, for the evaluation of students, and for the design of the graduate curriculum. The faculty may delegate responsibilities to the Director of Graduate Studies or to standing or ad hoc committees. Currently many of the faculty's responsibilities have been delegated to the Graduate Program Committee.

Graduate students may attend all meetings of the Rural Sociology faculty except the Annual Review of Graduate Students. The students may elect up to two voting members to attend and participate in other faculty and/or committee meetings.

Only the graduate faculty may grant exemptions to degree requirements or approve substitution of degree requirements; a student's advisory committee must petition the faculty on behalf of a student to request an exemption or waiver. The graduate faculty has delegated some of these responsibilities to the Graduate Program Committee.

Membership in the Rural Sociology Graduate Faculty. All faculty members who have regular or adjunct professor appointments in the department, and who are members of the graduate faculty of the University of Missouri are voting members of the Rural Sociology graduate faculty. In addition, the Rural Sociology graduate faculty may vote to extend membership to persons outside the department who are members of the University graduate faculty.

Sec. 4-II. The Graduate Program Committee (GPC)

Sec. 4-II. A. Membership:

The GPC is composed of the following members:

- 1) Director of Graduate Studies (chair, non-voting ex officio member)
- 2) Doctoral faculty member representing the Community Studies area
- 3) Doctoral faculty member representing the Environment and Agriculture area
- 4) Graduate faculty member representing the professional master's program
- 5) Graduate student representative elected by Graduate Student Organization

Positions 2-5 are filled by elected members. All graduate faculty members shall vote for position 4 while each doctoral faculty member will self-identify membership with an "area" and be chosen from that area's members for position 2 or 3. All graduate students are eligible for selection for position 5.

Sec. 4-II. B. Responsibilities: The primary responsibilities of the GPC are as follows:

- Decisions on admissions
- Decisions on awards and assistantships
- Review and provide recommendations on graduate curriculum to the graduate faculty
- Review and provide recommendations on graduate programs to the graduate faculty
- Decisions on appeals for variances in graduate student Plan of Study
- Review and provide recommendations on operating procedures (including retirement) and policy to the graduate faculty
- Departmental decisions as to eligibility for fee waivers (note that the Graduate School retains final authority)
- Other duties as designated by the faculty

Sec. 4-II. C. Modification/waiver of degree requirements:

In some cases a student and his/her advisory committee may wish to substitute a course or experience for one of the requirements for a graduate degree in Rural Sociology. In writing, the student's advisor should inform the Director of Graduate Studies of the committee's recommendation. The Graduate Program Committee will hear the appeal. If a student is not satisfied with a Graduate Program Committee decision, he/she can appeal it to the entire graduate faculty.

Sec. 4-II. D. GPC meetings:

To carry out its duties, the GPC shall normally meet approximately one time per month. Recommendations for changes in the graduate program shall be made to the graduate faculty, who shall convene at least one time per semester.

Sec. 4-III. Chair, Department of Rural Sociology:

The Department chair is the convener and coordinator of all Rural Sociology activities. With respect to the graduate program in Rural Sociology, the chair appoints the Director of Graduate Studies after consultation with the graduate faculty. The chair is also responsible for the appointment of research assistants and the allocation of office space.

Sec. 4-IV. Director of Graduate Studies:

The Director of Graduate Studies (DGS) is appointed by the chair of Rural Sociology. This is subject to approval by the Rural Sociology graduate faculty and the Graduate School. The DGS is the administrative officer of the graduate program. The DGS will perform those duties designated by the Graduate School and the Rural Sociology faculty. These duties include acting as liaison between the graduate program and the Graduate School, monitoring student progress, organizing Annual Student Review and convening the Graduate Program Committee meetings. While the DGS administers the graduate program, the Rural Sociology department is responsible for formulating and evaluating program policies.

Sec. 4-V. Graduate Secretary:

The Graduate Secretary maintains student records, schedules and helps organize materials for the Annual Student Review, and provides information about the program to the public and to prospective students. The secretary receives all documentation to be kept on file, including the master's and doctoral forms initiated by the students. The secretary serves students and faculty as the principal source of information for students and faculty on Graduate School regulations. The secretary prepares all forms to hire graduate students, and to obtain their fee waivers and Bookstore discounts.

Sec. 4-VI. Participation of Graduate Students:

Graduate students have a **Graduate Student Organization (GSO)**. The officers of the GSO act as liaison between the graduate student body and the department. Graduate students are encouraged to participate in all aspects of departmental life and can attend all faculty meetings (except the Annual Graduate Student Review). Graduate students will have two votes at faculty meetings, including those convened to decide revisions to the graduate program. Graduate students have one representative on the Graduate Program Committee, where that representative is a full voting member. It is the responsibility of the Graduate Student Organization to choose representatives to attend faculty meetings.

Sec. 4-VII. Student Advisement:

The primary responsibility for the design of the student's graduate education lies with the student and his/her advisory committee. Students and their respective committees must have the responsibility for designing an appropriate educational experience within the structure of the program and the Graduate School requirements.

Sec. 4-VII. A. Faculty advisor:

The single supporting person most important to the success of a student's graduate program is the faculty advisor, who acts as the chair of the student's advisory committee. This person must be a member of the Rural Sociology graduate faculty. Advisors to Ph.D. students must also be members of the doctoral faculty. For example, the advisor is the link among the student, the Graduate School, and/or the Rural Sociology graduate faculty. On certain occasions a student and his/her advisor may see a need for more flexibility for planning a program than is permitted by the requirements of a Rural Sociology degree. The faculty advisor may submit to the DGS and the Department's graduate faculty a letter requesting a waiver of requirements or a substitution for required courses.

Sec. 4-VII. B. Advisory committee:

Every master's degree student shall have an advisory committee of at least three members; every doctoral student shall have an advisory committee of at least five members. Each committee must have one member who is not a member of the Rural Sociology or Sociology faculty, however, this member must be on the MU faculty. The committee is chaired by the student's

advisor and is responsible for the administration of examinations, the supervision of internships and research, and the preparation of theses and dissertations. As a student's graduate program becomes more focused, the composition of his/her committee may change. In this event, the student should file a Change of Committee form with the Graduate School.

Sec. 4-VIII. Evaluation of Student Performance:

Students are evaluated by professors, by the faculty as a whole, and by their advisory committee.

Sec. 4-VIII. A. Evaluation by individual faculty:

Each faculty member is responsible for evaluating students taking their classes through the assignment of grades and through feedback about performance. Faculty also evaluate the performance of students in their duties as research and teaching assistants. Assisting in teaching and research is considered to be an important part of graduate education. Faculty evaluate the performance of assistantship tasks closely. Failure to adequately perform the duties of a research or teaching assistant can adversely affect a person's financial support as surely can academic failure.

Sec. 4-VIII. B. Evaluation by the faculty as a whole:

Annually the faculty of Rural Sociology meets to discuss the professional development and academic progress of Rural Sociology graduate students. The Review is held at the beginning of the winter semester. The performance of each student is reviewed overall. By the first week of winter semester students are required to provide an updated version of their vitae for the Annual Review. Students who have exhibited poor performance or who have not been making sufficient progress toward the completion of their degrees may receive lower priority for future assistantships or financial aid, based upon the vote of the faculty.

Sec. 4-VIII. C. A student's advisory committee:

This committee is responsible for organizing and evaluating the final examinations and research of master's and doctoral students. The advisory committee also writes and evaluates the comprehensive examinations of Ph.D. students.

APPENDIX 1

Guidelines for Good Practice in Graduate Education (Provided by the Graduate School)

A PARTNERSHIP BETWEEN FACULTY AND STUDENTS: A primary goal of graduate education at the University of Missouri-Columbia is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. It is the joint responsibility of faculty and students to work together to foster these ends through partnerships which encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect.

In general, graduate student progress toward educational goals at MU is directed by an adviser in consultation with the student's graduate committee. The adviser and the individuals on the committee provide intellectual guidance in support of the scholarly/creative activities of graduate students. The adviser and committee members also are charged with the responsibility of evaluating a graduate student's performance in scholarly/creative activities. The graduate student, the adviser and committee members comprise the basic unit of graduate education at an institution. It is the quality, breadth, and depth of interaction within this unit that largely determines the outcome of the graduate experience.

High quality graduate education depends upon the professional and ethical conduct of the participants. Departmental directors of graduate studies, faculty members, and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of a high quality graduate program. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

Graduate students must be viewed as early-stage professionals, not as students whose interest is guided by the desire to complete the degree. Graduate students have made a career choice and must be viewed and treated as the next generation of professionals.

TO ACCOMPLISH THIS, IT IS ESSENTIAL THAT GRADUATE STUDENTS:

- Conduct themselves in a mature, professional, ethical, and civil manner in all interactions with faculty and staff in accordance with the accepted standards of the discipline and MU policies governing discrimination and harassment.
- Recognize that the faculty adviser provides the intellectual and instructional environment in which the student plans a program of study, may be involved with research, and that he or she may, through access to teaching and research funds, also provide the student with financial support.
- Expect that their research results, with appropriate recognition, may be incorporated into progress reports, summary documents, applications for continuation for funding, and similar documents authored by the faculty adviser, to the extent that the student's research is related to the faculty adviser's research program and the grants which support that research.
- Recognize that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.

- Recognize that the faculty adviser is responsible for monitoring the accuracy, creativity, validity, and integrity of the student's research. Careful, well-conceived research reflects favorably on the student, the faculty adviser, the degree program, and MU.
- Exercise the highest integrity in taking examinations, completing master's and doctoral projects, and/or collecting, analyzing and presenting research data in theses, dissertations, and presentations.
- As applicable to the student's degree program, acknowledge the contributions of the faculty adviser and other members of the research team to the student's work in all publications and conference presentations; acknowledgment may mean co-authorship when that is appropriate.
- Recognize that in some disciplines, the faculty adviser will determine when a body of work is ready for publication, exhibition or performance, and will determine an acceptable venue, since the faculty adviser bears responsibility for overseeing the performance of the students and ensuring the validity of any applicable research.
- Maintain the confidentiality of the faculty adviser's professional activities and research prior to presentations or publication, in accordance with existing practices and policies of the discipline.
- Take primary responsibility to inform themselves of regulations and policies governing their graduate studies at MU.
- Recognize that faculty and staff have many professional responsibilities in addition to graduate education.

CORRESPONDINGLY, IT IS IMPERATIVE THAT FACULTY:

- Interact with students in a professional and civil manner in accordance with the accepted standards of the discipline and the University of Missouri-Columbia's policies governing discrimination and harassment.
- Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- Serve on graduate student committees without regard to the religion, race, gender, sexual orientation, or nationality of the graduate student.
- Prevent personal rivalries with colleagues from interfering with their duties as graduate advisers, committee members, directors of graduate studies, or colleagues.
- Excuse themselves from serving as advisers on graduate committees or supervising assistantship work when there is a familial or other relationship between the faculty member and the student that could result in a conflict of interest.
- Acknowledge any student contributions to research and/or creative activity presented at conferences, in professional publications, or in applications for copyrights and patents.
- Not impede a graduate student's progress and completion of his/her degree in order to benefit from the student's proficiency as a teaching or research assistant.
- Create in the classroom, lab, or studio, supervisory relations with students that stimulate and encourage students to learn creatively and independently.
- Have a clear understanding with graduate students about their specific academic, creative activity, and/or research responsibilities, including time lines for completion of comprehensive examinations, research, and the thesis or dissertation, as applicable.
- Provide oral and written comments and evaluations of each student's work in a timely manner.
- Assist the departmental director of graduate studies in an annual review of graduate students' progress.

- Discuss laboratory, departmental and authorship policy with graduate students in advance of entering into collaborative projects.
- Ensure an absence of coercion with regard to the participation of graduate students as human research subjects in their faculty advisers' research.
- Refrain from requesting students to do personal work (mowing lawns, babysitting, typing papers, etc.) with or without appropriate compensation.
- Familiarize themselves with policies that affect their graduate students.

Graduate education is structured around the generation and transmission of knowledge at the highest level. In many cases, graduate students depend on faculty advisers to assist them in identifying and gaining access to financial and/or intellectual resources which support their graduate programs. In addition, faculty advisers and department administrators must apprise students of the job market so that students can develop realistic expectations for the outcomes of their studies.

In some academic units the student's specific adviser may change during the course of the student's program, either because of faculty or student wishes. The role of advising may also change and become a mentoring relationship.

The reward of finding a faculty adviser implies that the student has achieved a level of excellence and sophistication in the field, or exhibits sufficient promise to merit the more intensive interest, instruction, and counsel of faculty.

TO THIS END, IT IS IMPORTANT THAT GRADUATE STUDENTS:

- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative to ask questions that promote understanding of the academic subjects and advances in the field.
- Communicate regularly with faculty advisers, especially in matters related to research and progress within the graduate program and with any teaching responsibilities.

CORRESPONDINGLY, FACULTY ADVISERS SHOULD:

- Provide clear maps of all requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, teaching/laboratory assistantships, and delineating the amount of time expected to complete each step.
- Evaluate student progress and performance in regular and informative ways consistent with the practice in the field.
- Help students develop interpretive, writing, oral, and quantitative skills, in accordance with the expectations of the discipline and the specific degree program.
- Assist graduate students in the development of grant writing skills, where appropriate.
- Take reasonable measures to ensure that graduate students who initiate thesis or dissertation research/creative activity do so in a timely fashion, regardless of the overall demands of assistantships in the laboratory, studio, or classroom.
- When appropriate, encourage graduate students to participate in professional meetings or display their work in public forums and exhibitions.
- Stimulate in each graduate student an appreciation of professional skills they will be required to master in their respective disciplines, i.e., teaching, administration, research, writing, and creativity.
- Create an ethos of collegiality so that learning takes place within a community of scholars.

- Prepare students to be competitive for employment, which includes portraying a realistic view of the field and the job market and making use of professional contacts and associations for the benefit of their students, as appropriate.

- Create an environment of the highest ethical standards and insist that students behave ethically in all their professional activities.

In academic units, faculty advisers support the academic promise of graduate students in their programs. In some cases, academic advisers are assigned to entering graduate students to assist them in academic advising and other matters. In other cases, students select faculty advisers in accordance with the disciplinary interest or research expertise of faculty. Advising is variant in its scope and breadth and may be accomplished in many ways.

A student's academic performance and a faculty member's scholarly interest may coincide during the course of instruction and research/creative activity/performance. As the faculty-graduate student relationship matures and intensifies, direct collaborations may involve the sharing of authorship or right to intellectual property developed in research or other creative activity. Such collaborations are encouraged and are a desired outcome of the mentoring process. It is understood that the standards of mentoring may differ by department, depending on the degrees students are pursuing and the availability of time working professionals in communities outside Columbia have to consult with their advisers. Nevertheless, it is recommended that advisement, consultation and mentoring be nurtured via electronic means if they cannot be nurtured in person.

It is further understood that departments will establish appropriate policies and practices to assist students whose major adviser is no longer able to serve in that capacity, as well as students who need additions or deletions to their committees. At the same time, departments whose funding of graduate students is generated primarily from research grants need to work with faculty advisers and their graduate students to ensure that the students will understand the importance of completing their research commitments.

This document was approved for distribution on January 23, 2001 by the University of Missouri-Columbia Graduate Faculty Senate. It was adopted from documents shared among the following: the Graduate School at North Carolina State University; the Office of Graduate Studies at the University of Southern California; the Graduate School at the University of California-Davis; The Graduate College and the Graduate Council at the University of Arizona ("Mentoring: The Faculty-Graduate Student Relationship," Cusanovich and Gilliland, 1991); the University of Nebraska Medical Center; the University of Nebraska-Lincoln; the Graduate Council at the University of Oregon.

APPENDIX 2

**RURAL SOCIOLOGY DEPARTMENT DEGREE REQUIREMENTS:
PROFESSIONAL MASTERS / COMMUNITY FACILITATION OPTION**

2004-2005

Student Name: _____

Date: _____

Course Requirements: Professional Masters	Course	Credit Hours	Grade	Date	University
Core Courses (6 Hours of Course Credit)					
RS/Soc 7325 American Communitive Studies					
RS 8510: Research Methodology					
RS 7341 Building Communities at the Grass Roots					
Public Affairs 8610 Group Dynamics and Conflict or Public Affairs 8630-Organizational change in a Community and Global Context					
Course Requirements: Professional Masters	Course	Credit Hours	Grade	Date	University
Additional Core Requirements (15 Hours of Course Credit) Three additional Rural Sociology courses from core, not including readings or					

problems courses (see list below) ** Two additional courses from community Facilitation Core (see Below) ***					
Professional Practicum (6-8 Hours Course Credit) ****	Describe:				
RS 8450: Research (Graded S/U only)					

* **Research Methodology Courses:** highly dependent on student's interests and needs; any methods course at MU may be taken to fulfill these requirements with committee approval

*** **Options for Additional Core Courses for Professional Masters**

RS 4120/7120 Social Statistics
RS 4315/7315: Social Demography
RS 4310/7310: Sociology of Agriculture and Natural Resources
RS 4335/7335: Social Change & Trends
RS 4341/7341: Building Communities from the Grassroots
RS 4342/7342: Empowering Communities for the Future
RS 4370/7370: Environment and Society
RS 7445: Seminar on Issues in the Sociology of Agriculture & Natural Resources
RS 7446: Community Social Structure
RS 8287: Seminar in Social and Economic Development
RS 8425: Communication and Diffusion of Information
RS 84435 Social Ecology
RS 8444 Agricultural Food and Community
RS 8447: Seminar on Contemporary Issues in Rural Sociology
RS 8610 Economic and Sociological Approached to Collective Action

**** **Supervised Professional Practicum:** Graded S/U only. Equivalent of three months of full time work; includes submission of a paper based upon this experience; paper will serve as the basis for the student's oral examination. Previous work experience may be substituted for *part* of the practicum, based on a letter of request submitted by the student's advisory committee chair to the Director of Graduate Studies (DGS) and approved by the faculty of Rural Sociology. The student is expected, however, to engage in a *new* practicum experience while completing their degree.

ADDITIONAL INFORMATION FOR PROFESSIONAL MASTERS:

Transfer Credit:

Requirements:

Committee:

Up to 6 graduate credit hours may be transferred from another institution and applied towards the degree with committee approval.

A student must complete 39 credit hours of study. Up to 6 graduate credit hours may be transferred from another institution and applied towards the degree with committee approval.

The student is required to form a committee consisting of **3** members:

- 1) The Chair of the committee must be a faculty member from the Rural Sociology Department.
- 2) The second committee member may be a faculty member from either the Rural Sociology or Sociology Departments at MU.
- 3) The third committee member may be a faculty member from any department on the MU campus, including Rural Sociology and Sociology.

APPENDIX 3

RURAL SOCIOLOGY DEPARTMENT DEGREE REQUIREMENTS:

MASTERS WITH THESIS OPTION (MSc)

2004-2005

Student Name: _____

Date: _____

Course Requirements: Masters with Thesis Option	Course	Credit Hours	Grade	Date	University
Core Courses (9 Hours of Course Credit)					
RS/Soc 4130/7130: Advanced Social Statistics (a basic statistics course is a pre-requisite for this course)					
RS 8510: Research Methodology					
Soc 8100: Theories of Society, <i>or</i> Soc. 9187: Sem. in Soc. Thought <i>or</i> survey course in Sociology including Marx, Durkheim, 20th C sociologists					
Additional Course Requirements (15 Hours of Course Credit) *					

Masters thesis (6 Hours of Course Credit)	Describe:	Credit Hours			
RS 8090/9090: Research (Graded S/U only)					

* **Options for Additional Courses for Masters with Thesis:** Dependent on student interests and needs. Any course at MU may be taken to fulfill these requirements with committee approval.

ADDITIONAL INFORMATION FOR MASTERS WITH THESIS OPTION:

Transfer Credit:

Requirements:

Committee:

Up to 6 graduate credit hours may be transferred from another institution and applied towards the degree with committee approval.

A student must complete a minimum of 30 credit hours of study and a Masters thesis. At least 15 hours of coursework must be above the 400 level.

The student is required to form a committee consisting of **3** members:

- 1) The Chair of the committee must be a faculty member from the Rural Sociology Department.
- 2) The second committee member may be a faculty member from either the Rural Sociology or Sociology Departments. (Note: Rural Sociology or Sociology faculty members from other institutions may be considered for committee membership as second committee members on approval of the Chair and the graduate school).
- 3) The third (“outside”) committee member must be a faculty member from MU who **is not** from Rural Sociology or Sociology departments.

APPENDIX 4

RURAL SOCIOLOGY DEPARTMENT DEGREE REQUIREMENTS:

DOCTOR OF PHILOSOPHY (Ph.D.)

2000-2001

Student Name: _____

Date: _____

Course Requirements: Doctor of Philosophy (Ph.D.)	Course	Credit Hours	Grade	Date	University
Entry requirements (see Additional Information below)					
Msc. or MA degree completed (copy of thesis should be submitted to RS department)					
Core Courses					
RS 4335/7335: Social Change and Trends, <i>or</i> RS 8287: Sociology of Globalization					
RS/Soc 4130/7130: Advanced Social Statistics (a basic statistics course is a pre-requisite for this course)					
RS 8510: Research Methodology					
Soc 8100: Theories of Society, <i>or</i> Soc. 9187: Sem. in Soc. Thought <i>or</i> survey course in Sociology including Marx, Durkheim, 20th C sociologists					
Soc 9837: Seminar in Multivariate Techniques <i>or</i> equivalent					

Course Requirements: Doctor of Philosophy (Ph.D.)	Course	Credit Hours	Grade	Date	University
Soc 9287: Seminar in Qualitative Methods in Sociology <i>or</i> equivalent					
RS 9437: Synthesis of Theory and Method in Sociology					
One advanced course in Sociological Theory (see below) *					
Primary Area of Emphasis (9 Hours of Course Credit--see options below)					
Secondary Area of Emphasis (6 Hours of Course Credit--see options below)					
Qualifying Examination					
Comprehensive Examination					
Written					
Oral					

ADDITIONAL INFORMATION FOR DOCTOR OF PHILOSOPHY:

Entry Requirements:

Transfer Credit:

Course Requirements:

Comprehensive Exam:

Although it is desirable that entering students have a strong background in sociology, students of high merit who do not have such a background are encouraged to apply. Such applicants may be required to take such graduate-level work as is necessary to remedy deficiencies in their background.

Students who have completed an MSc/MA degree must submit a

copy of their thesis to the department. Under special circumstances, students with a BS/BA degree may pursue the Ph.D. program without obtaining a master's degree. In those cases, the student must prepare and submit a research article to a professional journal, or prepare a thesis, in lieu of the MSc/MA degree. See the Graduate Student Handbook for additional information. Students with an Msc/MA without thesis must also do this. This requirement must be fulfilled **before** the qualifying exam is taken.

A Qualifying Examination must be taken by all Ph.D. Candidates. The See Graduate Student Handbook for additional information regarding this exam.

Graduate credit hours may be transferred from another institution and applied towards the degree with committee and Graduate School approval.

A student must complete a minimum of 72 credit hours beyond the Bachelor's degree, including 30 credit hours of coursework beyond the masters. Furthermore, a minimum of 60 of these hours of coursework be completed *exclusive of* hours completed in readings, problems and research courses. Coursework taken towards a Master's degree in the social sciences may count towards these requirements. [Is there any requirement for number of hours above 400?]

Both written and oral comprehensive exams are required for completion of the degree. See Graduate Student Handbook for additional information.

ADDITIONAL INFORMATION FOR DOCTOR OF PHILOSOPHY (cont.):

Committee: The student is required to form a committee consisting of at least **3** members:

- 1) The Chair of the committee must be a faculty member from the Rural Sociology Department.
 - 2) The second, third and fourth committee members must be Rural Sociology or Sociology faculty members. (Note: Rural Sociology or Sociology faculty members from other institutions may be considered for committee membership as second, third or fourth committee members on approval of the Chair and the graduate school).
 - 3) The fifth (“outside”) committee member must be an MU faculty member who **is not** a rural sociologist or sociologist.
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*** Options for Advanced Sociological Theory Course:**

Soc 9487: Seminar in Sociological Theory II

Soc 9587: Topical Seminar in Contemporary Sociology Theory

Soc 9587: Topical Seminar in Historical Sociology

Soc 9787: Seminars in Social Theory Construction

(If neither of these courses are available in a timely way within the student’s overall program, RS8610 Economic and Sociological approaches to Collective Action, Soc 9187: Seminar in Sociological Theory I, may be substituted with committee approval.)

Community As Primary Area of Emphasis:

1) RS 7446: Community Social Structure

2) RS 8447: Seminar on Contemporary Issues in Rural Sociology

or

RS 9480: Quantitative Applications in Community Research

3) One additional course from the following:

RS 4341/7341: Building Communities from the Grassroots

RS 8425: Communication and the Diffusion of Information

RS 8447: Seminar on Contemporary Issues in Rural Sociology

RS 9480: Quantitative Applications in Community Research

Community As Secondary Area of Emphasis: Any two courses listed for the Community as Primary Area of Emphasis.

Sociology of Agriculture & Natural Resources Emphasis as Primary Area of Emphasis:

1) RS 4310/7310: Sociology of Agriculture and Natural Resources

or

RS 4370/7370: Environment and Society

2) RS 8444: Agriculture, Food and Communities

3) One additional course from the following:

RS 4310/7310: Sociology of Agriculture and Natural Resources

RS 4370/7370: Environment and Society

RS 8287: Sociology of Globalization

RS 8444: Seminar on the Organization of Agriculture

RS 7445: Seminar on Issues in the Sociology of Agriculture & Natural Resources

Sociology of Agriculture & Natural Resources As Secondary Area of Emphasis:

Any two courses listed for the Sociology of Agriculture & Natural Resources as Primary Area of Emphasis.