

BAYLOR UNIVERSITY GRADUATE SCHOOL

# Sociology

GRADUATE HANDBOOK – FALL 2022



**BAYLOR**  
UNIVERSITY  
GRADUATE SCHOOL

# Graduate Student Handbook

## 2022-2023

### Table of Contents

#### A. Welcome

#### B. Academic Expectations

Generic Degree Plan .....	B-1
Requirements.....	B-2
First Year .....	B-3
Second Year.....	B-4
Third Year .....	B-6
Fourth Year .....	B-8
Fifth Year .....	B-11
Other Requirements and Notes.....	B-13
Activity Report Example.....	B-14
Preliminary Exam Scoring Rubric .....	B-16

#### C. Student Policies & Procedures

Links to specific sections .....	C-1
----------------------------------	-----

#### D. Benefits and Financial Support

Financial .....	D-1
Health and Wellness .....	D-1
Funding Opportunities .....	D-2
Financial Aid and Determining Costs .....	D-2
External Funding .....	D-2

#### Campus Resources

Health.....	D-3
Academic and Research Support .....	D-3
Graduate Writing Center .....	D-4
Transportation .....	D-6
Housing .....	D-6
Recreation.....	D-6
Dining/Food Options.....	D-7
Other Services and Support .....	D-7

#### Awards and Funding Opportunities

Funding .....	D-8
Fellowships .....	D-8
Baptist College and University Scholars.....	D-9
Awards .....	D-9

<b>E. Travel Awards</b>	
Travel to Professional Meetings .....	E-1
Travel to Support Doctoral Research.....	E-1
Professional Meeting Support .....	E-2
Doctoral Research Support.....	E-3
Departmental Requirements for Matching Funds Support.....	E-5
Travel Authorization Form (TAF) Example.....	E-6
Expense Report (ER) Example.....	E-7
<b>F. Parking and Shuttles</b>	
Parking Permits.....	F-1
Shuttle Routes.....	F-2
Green, Blue and Red Routes .....	F-3
New Baylor City Side Silver Route.....	F-4
<b>G. Stipend and Tuition</b>	
Stipend .....	G-1
Tuition .....	G-2
<b>H. Thesis/Dissertation Process</b>	
Graduate School – Completing Your Degree .....	H-1
Dissertation/Thesis Flowchart .....	H-2
Additional Department Requirements and Notes.....	H-3
<b>I. Teacher of Record</b>	
Requirements.....	I-1
Student Dress and Appearance .....	I-1
Teacher of Record Orientation .....	I-2
Teaching Capstone in Higher Education .....	I-3
<b>J. Faculty, Staff and Student Contact Information</b>	
Administrative Contacts.....	J-1
Faculty Contacts.....	J-2
Graduate Student Contacts .....	I-4
Mailing and Address Information .....	J-6
<b>K. Floor Plans and Location Information</b>	
Draper, Leuschner and Tidwell Graduate Student Locations.....	K-1
Tidwell Faculty and Staff Locations.....	K-2
Campus Map .....	K-3

# **Baylor University**

## **Sociology Graduate Handbook**

### **2022-2023**

Welcome to the Ph.D. Program in the Department of Sociology at Baylor University! Whether it is your first year or you are returning for another academic year, we are glad you are here!

This book has been compiled with you in mind. In it, you should find the answer to most of your questions about the graduate program in the Sociology Department at Baylor University.

Thanks again for joining us,

**The Sociology Department**

# Generic Degree Plan

This is an example degree plan. Courses will change depending on the rotation of the courses being offered and your specific concentration.

**This is ONLY AN EXAMPLE.**

## First Year

	1st semester (fall)	2nd semester (spring)
	SOC 5312 Social Science Data Analysis SOC 5391 Advanced Sociological Theory SOC 3 hr. course SOC 6083 Proseminar in Sociology	SOC 5398 Advanced Theory II SOC 5314 Regression Analysis Soc Sc SOC 3 hr. course SOC 6083 Proseminar in Sociology

## Second Year

Summer	3rd semester (fall)	4th semester (spring)
SOC 5390 Summer Writing Practicum	SOC 5342 Data Sources/Pub Soc SOC 5V99 Thesis (3 hrs.) SOC 3 hr. course SOC 6083 Proseminar in Sociology	SOC 5V97 Seminar in Teaching (course) SOC 5V99 Thesis (3 hrs.) SOC 3 hr. course SOC 6083 Proseminar in Sociology <b>You are expected to complete your MA by March for May Graduation</b>

## Third Year

Summer	5th semester (fall)	6th semester (spring)
SOC 5390 Summer Writing Practicum	SOC 5V97 Seminar in Teaching (teaching) SOC 3 hr. course SOC 3 hr. course SOC 6083 Proseminar in Sociology	SOC 3 hr. course SOC 3 hr. course SOC 3 hr. course SOC 6083 Proseminar in Sociology

## Fourth Year

Summer	7th semester (fall)	8th semester (spring)
SOC 6363 Directed Readings in Sociology Ph.D. Preliminary Exam - week before the fall semester begins.	SOC 3 hr. course SOC 3 hr. course SOC 3 hr. course SOC 6083 Proseminar in Sociology	SOC 6V99 Dissertation (3 hrs.) Any make up courses or additional courses SOC 6083 Proseminar in Sociology

## Fifth Year

Summer	9th semester (fall)	10th semester (spring)
SOC 6V99 Dissertation (3 hrs.)	SOC 6V99 Dissertation (3 hrs.) SOC 6083 Proseminar in Sociology	SOC 6V99 Dissertation (Final 3 hrs.) SOC 6083 Proseminar in Sociology <b>Ph.D. expected to finish in March for May Graduation</b>

**BAYLOR UNIVERSITY  
DEPARTMENT OF SOCIOLOGY  
REQUIREMENTS FOR GRADUATE STUDENTS**

**This document presents program requirements and procedures for the MA and PhD degrees in sociology at Baylor University. The Department of Sociology is required to conform to the general guidelines of the Graduate School, which are presented in the Baylor University Graduate Catalog. Students are required to follow the requirements of the Catalog under which they entered. You can find the most up-to-date catalog on the Graduate School's website.**

Baylor University offers a Doctor of Philosophy in Sociology, with three primary areas of concentrations: Community Analytics, Health and Society, and Sociology of Religion. All degree plans are the same with the exceptions of 3-5 specific concentration courses.

Students pursuing Community Analytics take courses in survey methodology, focus groups, advanced statistical analysis, GIS, and demographic modeling, as well as core courses in sociological theory and methods. Students also complete courses in substantive areas such as community, family, and stratification. Through this coursework and the extensive experience graduate students gain from the Center for Community Research and Development (CCRD), the Community Analytics concentration prepares students for careers in applied research settings in government agencies, nonprofit organizations, private corporations, and faculty positions at research universities.

The Health and Society concentration focuses on understanding how social forces and structures are linked to human well-being. As a transdisciplinary area of study, Health and Society infuses sociological theories and principles with allied work in public health, epidemiology, and gerontology. Social mechanisms are emphasized to illuminate the roles of biology, genetics, and stress in evolving levels of mental and physical well-being across the life course. Students learn to use advanced quantitative methods to address key population health issues.

The concentration in the Sociology of Religion offers students an extensive list of advanced courses in the field, as well as appropriate courses in theory and methods. However, because success in scholarly careers is not based on attending classes or passing examinations, the focus of the program is independent research and writing. Interacting closely with students, graduate faculty help them learn to formulate good research questions, obtain appropriate data, and mentor them as they write publishable research.

The information that follows provides a year-by-year program of study, including important milestones in the process. These guidelines are meant as a general framework.

## **FIRST YEAR**

### **A. Course Work**

#### **Required for All Students – First Semester (Fall)**

- SOC 5312 Social Science Data Analysis
- SOC 5391 Advanced Sociological Theory
- Additional 3-hour course
- SOC 6083 Proseminar

#### **Required for All Students – Second Semester (Spring)**

- SOC 5314 Multivariate Data Analysis
- SOC 5398 Advanced Sociological Theory II
- Additional 3-hour course
- SOC 6083 Proseminar

### **B. M.A. Thesis chairperson**

Students need to be proactive in seeking a faculty member to chair their thesis. A chair must be chosen before the end of their first year.

### **C. Annual Evaluation**

Each spring, every graduate student will complete an “Annual Activities Report” (see pages B-12 and B-13). The graduate faculty will meet to evaluate the progress of all graduate students. A “Graduate Student Performance Report” will be sent to each student. They must sign and return this report for their department files. Students who are not progressing adequately will be notified and provided an improvement plan. A notice of inadequate progress will indicate the amount of time the student has to improve his or her performance. A student’s failure to show improvement within a specified amount of time constitutes grounds for removal from the sociology Ph.D. program.

## **SECOND YEAR**

### **A. Course Work (Summer, Fall and Spring)**

#### **Required for All Students (Summer)**

- SOC 5390 Summer Writing Practicum.

#### **Required for All Students – Third Semester (Fall)**

- SOC 5342 Data Sources and Publishing in Sociology
- SOC 5V99 Thesis Research (3 hours) (also see Section H)
  - Students must attend the formatting class offered by the graduate school at the beginning of this semester.
  - Student must also select two additional committee members: 1 departmental member and 1 outside the department member. All members must hold “Graduate Faculty Status” including your thesis chair.
  - Also refer to sections B and C below.
- SOC 6083 Proseminar
- 3 hours of an approved graduate course – a course in other departments may be taken with approval of the Graduate Program Director.

#### **Required for All Students – Fourth Semester (Spring)**

- 3 hours of SOC 5V97 Seminar in Teaching Course  
Graduate students are also required to attend “Teachers of Record” training given by the Graduate School by the end of this semester (see Section I).
- 3 hours of approved graduate courses.
- SOC 6083 Proseminar
- SOC 5V99 Thesis Research (3 hours)

### **B. Thesis Prospectus**

No later than mid or late fall during the third semester students must have defended a thesis prospectus to their MA Thesis Committee. This prospectus must contain:

- statement of the research problem
- literature review,
- elaboration of how the candidate will go about solving the problem, i.e., research design or equivalent
- discussion of sources or data to be used and, if appropriate, the methodology
- bibliography.

The thesis is normally the length of a standard journal article. A successful MA thesis will have strong potential to make a contribution to the sociological literature. The final product must conform to the [Guidelines for Preparing the Dissertation and Thesis.](#)



### C. Defense of Thesis

Students are required to make an oral defense of their thesis to the MA Thesis Committee by the Graduate School deadline. This date varies each semester, so it is important to check the [Graduate School deadlines](#). Students must submit the final version to their MA Thesis Committee at least two to three weeks prior to the defense and make their appointment for a preliminary technical review with the graduate school. At the same time **students must notify the sociology office staff of the scheduled defense at least 10 working days prior to the defense.**

The office staff will submit the “Announcement of Master’s Oral.” Once the oral defense is completed, , the office staff will submit the results to the Graduate School.

After all the corrections have been made and the thesis chair has approved the revisions and signed the “Approval of the Final Dissertation/Thesis Copy” form, the office staff will send the signed approval form to the student.

Students will then upload the following to the Graduate School portal.

- Final thesis document
- Signature pages
- Copywrite document
- Approval of your Final Dissertation/Thesis form

**IMPORTANT NOTE:** *Theses should be defended in Spring. Students who have not defended the MA thesis by the end of the summer semester of their second year will lose funding.*

### D. Annual Evaluation

Each spring, every graduate student will complete an “Annual Activities Report” (see pages B-12 and B-13). The graduate faculty will meet to evaluate the progress of all graduate students. A “Graduate Student Performance Report” will be sent to each student. They must sign and return this report for their department files. Students who are not progressing adequately will be notified and provided an improvement plan. A notice of inadequate progress will indicate the amount of time the student has to improve his or her performance. A student’s failure to show improvement within a specified amount of time constitutes grounds for removal from the sociology Ph.D. program.

## **THIRD YEAR**

In this year, students move into the Ph.D. phase of the program of study. The Ph.D. requires an additional 54 hours beyond the MA degree. Twelve (12) of these 54 hours are dissertation research hours; 3 hours are SOC 5V97 Seminar in Teaching (actual teaching) and the remaining are regular classroom instruction and Special Topic/Independent Instruction.

**Note:** Although the department admits students directly into the Ph.D. program, at this transition stage, the Graduate Faculty in the Department of Sociology may recommend that a student not move forward, or that his/her funding is not extended. Such a recommendation is based on their assessment of the student's ability to perform Ph.D. level work, and on the student's annual evaluations.

### **A. Course Work (Summer, Fall and Spring)**

#### **Required for All Students (Summer)**

- SOC 5390 Summer Writing Practicum

#### **Required for All Students (Fall)**

- 3 hours of SOC 5V97 Seminar in Teaching (teacher of record teaching). See information in Section I – Teacher of Record.
- 6 hours of approved graduate level courses. [**Note:** Courses may be taken in other departments with approval of the Graduate Program Director. During Years 3 and 4, student coursework may include independent study and reading courses toward development of a dissertation research agenda with the approval of the Graduate Program Director].
- SOC 6083 Proseminar.

#### **Required for all Students (Spring)**

- 9 hours of approved graduate level courses. [**Note:** Courses may be taken in other departments with approval of the Graduate Program Director. During Years 3 and 4, student coursework may include independent study and reading courses toward development of a dissertation research agenda with the approval of the Graduate Program Director].
- SOC 6083 Proseminar.

### **C. Annual Evaluation**

Each spring, every graduate student will complete an "Annual Activities Report" (see pages B-12 and B-13). The graduate faculty will meet to evaluate the progress of all graduate students. A "Graduate Student Performance Report" will be sent to each student. They must sign and return this report for their department files. Students who

are not progressing adequately will be notified and provided an improvement plan. A notice of inadequate progress will indicate the amount of time the student has to improve his or her performance. A student's failure to show improvement within a specified amount of time constitutes grounds for removal from the sociology Ph.D. program.

## **FOURTH YEAR**

### **A. Course Work (Summer, Fall and Spring)**

#### **Required for All Students (Summer)**

- SOC 6363 Directed Readings in Sociology

#### **Required for All Student (Fall)**

- 9 hours of approved graduate level courses.  
[Note: Courses may be taken in other departments with approval of the Graduate Program Director. During Years 3 and 4, student coursework may include independent study and readings courses toward development of a dissertation research agenda.]
- SOC 6083 Proseminar in Sociology

#### **Required or All Students (Spring)**

- 3 hours of dissertation.  
[Note: Additional courses could possibly be required for the spring if so warranted.]
- SOC 6083 Proseminar in Sociology

### **B. Preliminary Exam**

The week before fall classes begin, all fourth-year students must take the written portion of the preliminary exam. All grades of 'Incomplete' must be removed before the exam. Failure to do so may subject the student to dismissal from the program. The Preliminary Exam determines entrance into doctoral studies. The examination committee will be comprised of two graduate faculty members and a student's dissertation advisor. The Graduate Program Director will administer the written exam and arrange the oral exam. The written exam will span two days. The Graduate Program Director will email questions to the students at 8:00 am each day and will have until 5:00 pm the same day to submit their responses. Oral exams will follow written exams in approximately one week. The oral exam will be, in part, a defense of the written exam questions, in addition to general questions in the field of expertise.

**Grading:** Students will receive one of three grades from the examination committee:

#### **Pass with Distinction**

- Expresses ideas in innovative ways.
- Synthesizes prior research to form a logical, compelling argument.
- Explains, with excellence, major sociological theories and methods.
- Evaluates, with excellence, merits and shortcomings of different research methodologies.

- Demonstrates excellent familiarity with dominant research in a substantive area of their choosing.

**Pass**

- Explains, at an adequate level, major theories and methods in sociology.
- Evaluates, at an adequate level, merits and shortcomings of different research methodologies.
- Demonstrates adequate familiarity with dominant research in a substantive area of their choosing.

**Fail**

- Displays insufficient or incorrect knowledge of major sociological theories and methods.
- Lacks familiarity with dominant research in a substantive area of their choosing.
- Students who receive a grade of “Fail” will have one (1) opportunity to retake the written exam before the spring semester. Students will be removed from the program if a grade of “Pass” is not achieved in all three areas.
- Students who receive a “Conditional Pass” will have to rewrite that section of the exam deemed inadequate.
- Students will be removed from the program if the second exam score is not “Pass.”

**C. Admission to Candidacy**

Students are recognized as candidates for the doctoral degree only after they have passed the preliminary examination, completed all departmental requirements (all course work) except the dissertation, and received approval from the Graduate School of their formal application for candidacy. An on-line application for candidacy is filed with the Graduate School upon successful completion of all these requirements.

**D. Dissertation Committee**

In the fourth year, students will form a dissertation committee. The committee must consist of the departmental dissertation chair, two more departmental members and one outside member of another academic department at Baylor. All 4 members must hold Graduate Faculty Status with the Graduate School.

**E. Dissertation Prospectus**

The dissertation committee supervises the development of the dissertation prospectus. The prospectus should generally include the following items:

- Approval sheet and title page
- Subject of the dissertation
- Significance
- Preliminary review of the literature

- Conceptual statement of the problem--the hypotheses to be tested or empirical relationships to be examined with conceptual model (if appropriate).
- Research procedure: a) Operationalization of concepts, b) Sampling design/description of data, c) Analytical techniques, d) Dummy tables
- Timetable, including when data are to be collected, when analysis and writing will be done, and target date for completion.
- General bibliography (ASR Style)
- It is expected that a student will orally defend a dissertation prospectus before the start of the fifth year in the PhD program.

## **H. Annual Evaluation**

Each spring, every graduate student will complete an “Annual Activities Report” (see pages B-12 and B-13). The graduate faculty will meet to evaluate the progress of all graduate students. A “Graduate Student Performance Report” will be sent to each student. They must sign and return this report for their department files. Students who are not progressing adequately will be notified and provided an improvement plan. A notice of inadequate progress will indicate the amount of time the student has to improve his or her performance. A student’s failure to show improvement within a specified amount of time constitutes grounds for removal from the sociology Ph.D. program.

## **FIFTH YEAR**

### **A. Couse Work** (Summer marks the beginning of your fifth year.)

**Summer - 3 hours of SOC 6V99**

**Fall – 3 hours of SOC 6V99**

**Spring – 3 hours of SOC 6V99**

### **B. Filing for Graduation**

You must file for graduation by the first week of the semester in which you expect to graduate. This link can be found on the [Requirements for Graduation](#) webpage.

### **C. Dissertation**

The fifth year is the dissertation year. Students are expected to complete and defend their dissertation in the spring of their fifth (5<sup>th</sup>) year (mid-March). According to the Baylor University Graduate Catalogue, “The dissertation must give evidence that the candidate has pursued a program of research, the results of which reveal scholarly competence and a significant contribution to knowledge.” Candidates should acquire the *Guidelines for Preparing the Dissertation and Thesis* at the beginning of the fall semester in which graduation is expected. The *Guidelines* contain the directions for the procedure to complete the dissertation, an explanation of forms necessary, the semester calendar, and an explanation of fees associated with the process. Refer to the [Graduate School Student Recourses](#) webpage.

### **D. Dissertation Defense/Final Examination**

The final exam is an oral defense of the dissertation. The candidate is examined by the Dissertation Committee. The defense is open to all graduate faculty.

Students must defend their dissertation by the “last day” published on the [Graduate Academic Calendar](#) (usually mid-March).

The office staff will submit the student’s Announcement of Dissertation Oral after the student has completed the [Sociology Defense Form](#). Once the dissertation has been defended, the office staff will submit the Results of your Dissertation Oral Examination to the Graduate School.

After the student has made all the corrections and the dissertation chair has approved the revisions and signed the Approval of the Final Dissertation/Thesis Copy, the office staff will scan the signed approval form to the student.

Students will then upload the following to the portal that the student is supplied by the graduate school.

Final dissertation document

Signature pages

Copywrite and availability document  
Doctoral Investment form  
Approval of the Final Dissertation/Thesis form



# Other Requirements and Notes for Graduate Students

## Time Limit

The maximum time limit for the doctoral degree is eight years from the time the student first matriculates into the Sociology Program (first attends class). This means students must have the doctorate degree conferred before the eighth-year time period expires.

## Enrollment

Should a student leave the program after achieving candidacy, but before the degree is conferred, the student must enroll for at least one semester hour in the semester that the degree will be conferred.

## Tuition Waivers

Fully funded students are eligible for 5 years of tuition waivers. After 5 years, students will be eligible for tuition waivers on a case-by-case basis.

## Significant Progress

Students are required to maintain significant progress toward graduation. This includes maintaining a GPA above 3.0, satisfactory performance in course work, minimal incompletes, incompletes rectified in a timely fashion, and acceptable ratings on annual evaluations.

## Publications

With R-1 Status, the department needs to publish all aspects of student publications. Every student needs to notify the office staff when:

1. They submit a paper for publication
2. They have a paper is accepted for publication
3. The paper is published online
4. The publication comes out in print.

Please use the link provide to access the publication form:

<https://www.baylor.edu/sociology/index.php?id=981857>

**Note:** Because the fifth year is mainly focused on the dissertation, students will rarely get to teach during this fifth and final year.

## EXAMPLE of ACTIVITY REPORT

### Annual Activities of Graduate Students 2021-2022

The purpose of this brief questionnaire is to obtain information on your academic activities during the past academic year, spanning June 1, 2021 to May 31, 2022. Please complete and upload to [Graduate Evaluations 2022](#) on Box.com by May 1.

**Name:**

**Year in graduate program:** 1      2      3      4      5+

**Thesis/Dissertation Advisor:**

**TA/RA Assignment (faculty member's name):**

**List responsibilities and duties:**

**List any leadership responsibilities at the Center for Community Research and Development, if applicable**

**For Thesis, Preliminary Exam, or Dissertation (whichever comes next for you):**

**Progress to date:**

**Expected date of completion:**

**Research activities for the 2021-2022 academic year (include topics and supervisor/collaborators):**

**Papers presented at academic conferences in the 2021-2022 academic year (authors [in order], title, conference, location, and date):**

**Papers submitted for publication in the 2021-2022 academic year (authors [in order], title, journal or other outlet, and date of submission):**

**Papers invited to revise and resubmit for publication in the 2021-2022 academic year (authors [in order], title, journal or other outlet):**

**Papers accepted for publication in the 2021-2022 academic year (authors [in order], title, journal or other outlet, and doi number if available):**

**Papers published in the 2021-2022 academic year (authors [in order], year, title, journal or other outlet, volume, and pages); *papers that have a doi number but no volume, issue, or page numbers should be listed as accepted not published:***

**Book reviews published in the 2021-2022 academic year (title, journal, and year of publication):**

**Other papers or reports/projects completed in the in the 2021-2022 academic year academic year:**

**Teaching assignments as Official Teacher of Record (course and semester):**

**Other professional activities:**

**Other accomplishments:**

**Use a separate sheet to provide any additional information that might be helpful concerning your progress in addressing any potential concerns, such as incompletes, slow progress on major requirements, or courses not taken on schedule.**

### **Graduate Student Evaluation Rating Scale**

**Excellent:** This rating is reserved for truly outstanding achievements. This ranking is typically for students who have refereed publications in print that academic year, or have received a research grant from an external source (such as an NSF dissertation grant).

**Good:** This is a high rating. Students have papers under review at journals, forthcoming publications, professional presentations, are meeting departmental targets for thesis/dissertations/exams, and are in good standing with their courses (i.e. no incompletes) and graduate assistant assignments. Recognition for outstanding teaching or exemplary service will also earn a rating of Good, provided all other requirements for Meets Expectations are met.

**Meets Expectations:** Students are successfully completing courses (i.e. no incompletes), presenting papers at conferences, meeting departmental targets for finishing thesis/exams, and performing well in graduate assistantship and teaching assignments. Lack of noticeable on-going research activity (papers under review, papers accepted for publication, etc.) will prevent students from receiving a ranking higher than Meets Expectations. A ranking of Meets Expectations, or higher, is necessary to receive continued funding.

**Does Not Meet Expectations:** Students are not meeting the expected standards of the program (failure to successfully complete coursework, inadequate performance in graduate assistant and teaching duties, failure to meet departmental targets for thesis/exams/dissertation). Receiving this ranking is grounds for losing funding or possible dismissal from the program.

Note: First year students will typically receive a Meets Expectations or Does Not Meet Expectations rating.

# Baylor University Department of Sociology

## Preliminary Exam Scoring Rubric

Approved December 3, 2015

The preliminary exam is taken at the beginning of the fourth year. It measures a student's comprehension of sociological theory, research methods, and a field of expertise. The exam has two parts: written and oral. An examination committee composed of two department members and a student's dissertation advisor will conduct the exam.

To be eligible for continued study in the PhD program, a student must pass the preliminary exam. Evaluation criteria for the three (3) possible outcomes are listed below. Pass with Distinction is reserved for students whose written and oral responses exhibit exemplary merit. It is common for students to be asked to rewrite a question based on the written and oral results of their exam. The examination committee will consider the rewritten question in making a final decision of Pass or Fail. Students asked to rewrite a question will not be eligible to Pass with Distinction. Candidates who fail this examination may be permitted a second (2<sup>nd</sup>) defense after a period of four (4) months has passed. Students may not register for any dissertation hours until they have passed their oral/final exam. Failing the exam a second time will result in dismissal from the program.

### **Pass with Distinction**

- Expresses ideas in innovative ways.
- Synthesizes prior research to form a logical, compelling argument.
- Explains, with excellence, major sociological theories, and methods.
- Evaluates, with excellence, merits, and shortcomings of different research methodologies.
- Demonstrates excellent familiarity with dominant research in a substantive area of their choosing.

### **Pass**

- Explains, at an adequate level, major theories, and methods in sociology.
- Evaluates, at an adequate level, merits, and shortcomings of different research methodologies.
- Demonstrates adequate familiarity with dominant research in a substantive area of their choosing.

### **Fail**

- Displays insufficient or incorrect knowledge of major sociological theories and methods.
- Lacks familiarity with dominant research in a substantive area of their choosing.

# Student Policies & Procedures

This section of the Sociology Handbook contains links to the various Student Policies and Procedures. This is for general information only, and it is not intended to, nor does it contain all regulations that relate to students. Baylor University reserves the right to change the policies, procedures, rules, regulations, and information at any time. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled.”

“Baylor University rules, regulations, and policies applicable to students are listed in the Student Policies and Procedures and other student-related publications as published exclusively by the University and available both online through the Baylor website and in print at designated campus locations. It is the student's responsibility to familiarize him or herself with these rules, regulations, procedures, and policies. Since the Student Policies and Procedures and other student-related publications may be revised semester to semester, it is also the responsibility of the student to view revisions online or to obtain official revisions from the Judicial Affairs office.”

For current Student Policies and Procedures, follow this link:

[https://www.baylor.edu/student\\_policies/index.php?id=953888](https://www.baylor.edu/student_policies/index.php?id=953888)

Below are the listed sections and links associated with the Student Policies and Procedures.

[Academic Appeals Policy and Procedure](#)

[Alcohol and Other Drugs, Policy Statement](#)

[Baylor ID Cards](#)

[Campus Facilities Use and Campus Solicitation Policy](#)

[Campus Speakers](#)

[Civil Rights Policy and Procedures](#)

[Class Attendance](#)

[Classroom Conduct](#)

[Commitment to Diversity and Inclusion](#)

[Dress and Appearance](#)

[Financial Information](#)

[Fire Safety Policies and Emergency Preparedness](#)

[Hazing](#)

[Honor Code](#)

[Statement on Human Sexuality](#)

[Information Technology Services](#)

[Intellectual Property Policy](#)

[Missing Persons Reporting Requirements](#)

[Parking Regulations](#)

[Pets on Campus](#)

[Publications](#)

[Statement on Public Health](#)

[Records - FERPA](#)

[Student Services](#)

[Sexual Conduct](#)

[Sexual and Interpersonal Misconduct Policy](#)

[Smoking](#)

[Student Conduct Code](#)

[Student Organization Policies & Procedures](#)

[Student Organization Conduct Expectations and Procedures](#)

[Threats or Harm to Self or Others](#)

# Benefits for Graduate Students

Baylor > Graduate School > Benefits & Financial Support

## Benefits & Financial Support



The Graduate School offers a variety of benefits to support students during their time at Baylor.

### Tuition Remission & Stipends

Nearly all incoming Ph.D. students receive full tuition remission, a multi-year research or teaching assistantship, and an 80% subsidy for student health insurance. Stipend levels are highly competitive, and with Waco's low cost of living, roughly two-thirds of Ph.D. graduates accrue no student loan debt during their doctoral program.

Masters programs offer varying levels of support, ranging from a partial tuition waiver to full tuition remission with a stipend. Please contact your program of interest for details. Professional programs typically do not provide funding support.

### Health & Wellness

#### Health Insurance

Beginning July 2020, all domestic graduate students under the auspices of the Baylor Graduate School (including DPT and Online students) taking 3 credit hours or more or at least 1 hour of a full-time equivalency course must demonstrate proof of active insurance. Students will demonstrate their proof of insurance or enroll in Baylor's student insurance through the AHP (Academic HealthPlans) portal each semester during the open enrollment period. Most students who are fully-funded will be eligible to receive an 80% insurance subsidy for the individual student premium. [Learn more](#)

#### Free Access to Basic Health Care

We are very pleased to share the news of BU's partnership with Telehealth Services. This [portal](#) is available to all students, from any location, 24/7/365. Telehealth provides quick, accessible, and free services for basic physical health, mental health, and nutritional concerns. Students can meet online or set up in-person appointments for counseling, urgent care, therapy, psychiatry and nutrition counseling services at no cost. [Learn more](#)

#### Childbirth/Adoption Accommodations

In recognition of the challenges of balancing the demands of graduate study and parenting a new child, this policy aims to improve the environment for student-parents by addressing the conflicts and issues that may arise as the two goals of advanced education and parenthood intersect. [Learn more](#)

#### Short-Term Leave Accommodation

Graduate students suffering from a serious medical condition may apply for short-term medical leave from their academic and assistantship responsibilities. [Learn more](#)

## **Baylor Funding Opportunities**

In addition to the benefits above, Baylor has a number of funding opportunities aimed at supporting the research and professional development of graduate students. [Learn more](#)

## **Financial Aid & Determining Cost**

For the most up-to-date information on cost, see [Tuition & Fees](#) on the Baylor University Student Financial Services page. The [Cost of Attendance](#) link will give you estimates that include housing, dining plans, and other personal expenses.

Many graduate students also receive other resources for funding their education at Baylor University. Examples of such sources include work study programs, Stafford loans, private scholarships and private loans. For information on such sources, please contact the [Office of Academic Scholarships and Financial Aid](#)

To sign up for a Financial Aid Informational Webinar, or to schedule an individual meeting with a financial aid officer, please [click here](#).

To learn more about funding opportunities available in your department, contact your graduate program director.

## **External Funding**

Organizations outside of the Baylor University community offer scholarships and fellowships. Your program may be able to point you to such opportunities. Click [here](#) for scholarship information sent to The Graduate School.

## Campus Resources

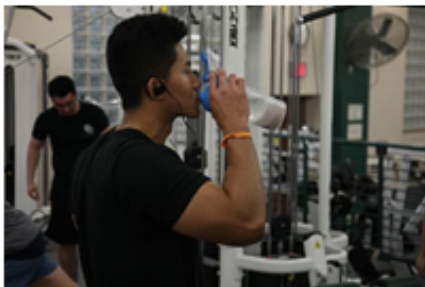


The following campus resources may be very helpful in your life as a Baylor University graduate student.

Be sure to use your free **Graduate Student Association** membership for support and resources tailored to graduate student life.

### Health

**Counseling Center** - support for mental and emotional health, including a walk-in clinic, support groups, nutrition services, crisis intervention, and therapy services



**Fitness Center** - supports physical health by providing Cardio, Machine Weight, and Free Weight equipment to suit your fitness goals and needs.

**Health Center** - supports basic medical well-being, including acute illness/injury treatment, prescription refills, immunization, routine physicals, ordering lab tests, and referrals. Appointments can be scheduled online.

**Bobo Spiritual Life Center** - grow your spiritual life by connecting to pastoral care, ways to serve, and resources for

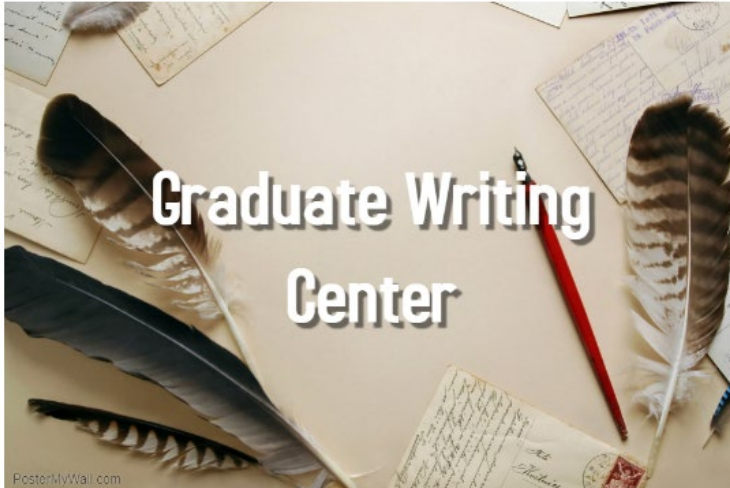
your journey.

### Academic and Research Support

**English for Academic Purposes (EAP) Course** - The Baylor Graduate School offers the English for Academic Purposes (EAP) Course to international graduate students and scholars, with the focus on improving their English oral proficiency and communication skills to achieve academic success in the context of U. S. culture.

**Foster Success Center** - Are you a veteran? Want help crafting a resume or preparing to interview? Do you need learning accommodations? Curious about academic excellence opportunities? The Paul L. Foster Success Center includes many services to coach, prepare, inform and assist you on your way.





**GRC (Graduate Research Center)** - Located on the second floor of the W. R. Poage Legislative Library, the GRC features the Pattie Orr Graduate Research Commons, five collaboration rooms, a conference room, lounge and break room.

**Graduate Writing Center** - a partnership between the English Department and the Graduate School that provides help with writing projects at every stage from brainstorming to polishing and of every size from personal statements to theses.

**TechPoint** - The TechPoint service desk in the Study Commons is available to answer your academic technology questions and help reserve and use our equipment and spaces for recording, editing, 3D printing, and more.



**Libraries** - Moody Memorial Library and Jesse H. Jones Library together house approximately 5 million physical resources and provide access to half a million electronic resources.



Baylor also hosts several Collections, including:

- **Armstrong Browning Library** - a 19th-Century research center, housed in a museum-like setting, with significant holdings regarding literature and culture in Britain and America from 1800 to 1900.
- **Crouch Fine Arts Library** - recognized as one of the most distinguished music libraries in the Southwest, housing music and visual arts collections, as well as audio and video recordings for other disciplines.
- **The Keston Center for Religion, Politics and Society** - the Keston Center for Religion, Politics and Society works with the Keston Institute in Oxford, United Kingdom to promote research and encourage the study of religion in communist, post-communist, and other totalitarian societies.
- **The Texas Collection** - collects, preserves, and provides access to materials on the history, heritage and culture of Texas.
- **W.R. Poage Legislative Library** - a repository for congressional and personal papers related to the political history of Texas and the nation.
- **School of Education Learning Resources Center (LRC)** - an education-specific library serving faculty, students and teachers with educational resources, including journals, teaching resources, state testing files, and hands-on learning materials.

# Graduate Writing Center



*The Graduate Writing Center is a resource for graduate student writers who desire to improve their writing skills. Consultants help with writing projects at all stages of the composition process - generating ideas, organizing, and revising - whether students are working on academic papers, reports, personal statements and applications, papers intended for publication, theses and dissertations, or grant proposals. The Graduate Writing Center is a partnership between the English Department and the Graduate School.*

The Center is staffed by senior doctoral candidates who have extensive experience editing, teaching, publishing their own work, and working with peers.

## How It Works

Consultants can help you with any part of the writing process, whether you are generating ideas for a seminar paper, preparing an article for publication, or drafting a dissertation chapter. They do not, however, provide proof-reading services.

Graduate students who would like to meet with a Graduate Writing Consultant should email [gwc@baylor.edu](mailto:gwc@baylor.edu). Please attach the paper or chapter you would like the consultant to review and indicate any specific issues you want to discuss (i.e., organizational problems, transitions, clarity, etc.). Once you have emailed your paper, a consultant will contact you about setting up an appointment. Consultants require at least 24 hours to read the paper carefully and prepare for the appointment.

## Hours and Location

The Graduate Writing Consultants set up individual appointments with students. They meet with students in the Graduate Research Center in Poage Library, or at other convenient locations on campus.

Email: [gwc@baylor.edu](mailto:gwc@baylor.edu)

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**Meet the Consultants**

**Just Write Workshops**

## Transportation

**Parking** - Students can purchase various types of parking permits to suit your specific needs, including free parking at the Ferrell Center with shuttle service to campus.

**University Shuttle** - free bus transport in areas on and near campus

**Weekly Food Store Shuttle** for international students - During the school year, Baylor operates a free shuttle that goes to HEB weekly as an aid to international students who may have limited transportation.

**Zipcar** - Baylor has partnered with Zipcar to bring self-service, on-demand car sharing to the area.

**Bikes** - Baylor requires a **free bike registration** for campus security. You can also take advantage of the **Outdoor Adventure Bike Shop** if you need repairs or lessons on how to repair your bicycle.



## Housing

**Graduate Student Housing Community** - considered on-campus housing but with graduate student privileges, two residential areas devoted to graduate students and their families.

**Off campus housing** - helpful information from Baylor University's Student Health & Welfare Department.

## Recreation



**Baylor Athletics** - Get tickets to cheer for Acrobatics & Tumbling, baseball, basketball, cross country, equestrian events, football, golf, soccer, softball, tennis, and track & field.

**Baylor Gameroom** - located on the lower level of the Bill Daniel Student Center, the Gameroom boasts 5 state-of-the-art bowling lanes, billiard tables, foosball tables, ping pong, shuffleboard, classic board games, and a TV lounge with Nintendo Wii capability.

**Baylor School of Music** - concerts and programs featuring a variety of instruments, voices, and music styles.

**Baylor Student Activities** - a great resource for finding out what's happening all over campus. Don't miss Baylor traditions such as **Diadeloso**, **Homecoming** - with one of the nation's oldest Homecoming parades, and **Christmas on 5th**.

**Baylor Theatre** - see productions by Baylor's Department of Theatre Arts, recently rated one of the top 25 undergraduate theatre programs in the U.S.



**Hippodrome Baylor Movie Mondays** - in collaboration with the Department of Student Activities, the historic Waco Hippodrome Theater shows documentary or independent films that address important topics and issues within our world. Admission is FREE, but tickets for entrance are REQUIRED.

**Mayborn Museum** - a complex including discovery hands-on rooms for children, a natural science museum, and a historic 1890's central Texas village.



**McLane Student Life Center** - recreation center for students, faculty, and staff, including a fitness center, a climbing ROCK, leisure pool, outdoor basketball & sand volleyball courts, 4-court gymnasium, conference rooms, racquetball/squash courts, indoor jogging track, aerobics studio and student lounge.

**Pullin Family Marina** - located on the banks of the Brazos River across from the main campus, Baylor students, faculty,

staff and their approved guests can visit the Marina and use kayaks, canoes, stand-up paddleboards, sunfish sailboats, life vests, and various sports equipment.

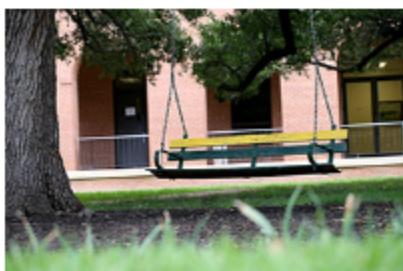
## Dining/Food Options

**Baylor University Dining Services** - find meal plans, nutritional information, and a list of dining venues on campus.

**Food Assistance** - check out resources such as **The Store**, a student food pantry, and free food events to help address food insecurity issues.



## Other Services & Support



**Mail Center** - offers shipping via United States Postal Service, UPS and FedEx, as well as stamps, shipping materials, faxing and notary services.

**Copy Center** - office copies, binding, faxing, laminating, and other print-related services.

**Rooms for Nursing Mothers** - [Click here](#) for a map of nursing rooms open to faculty, staff, students, and visitors to campus.

# Awards and Funding Opportunities



Baylor offers a number of funding opportunities aimed at supporting the research and professional development of graduate students.

## Funding

### *Open Assistantships*

Graduate students looking for additional funding can apply for a variety of assistantship positions around campus as they are available.

[Learn more](#)

### *SIC'EM Grants*

The SIC'EM grant is an opportunity for graduate students to secure funding for student-initiated events that promote academic and intellectual community outside of the classroom. SIC'EM-funded projects help create a vibrant intellectual community at Baylor and provide a means for informal discussion and presentation of academic work.

[Learn more](#)

## Fellowships

### *Dissertation Fellowship*

Doctoral students in the dissertation phase can apply for this competitive fellowship. Winners receive funding support for summer months with no work requirement.

[Learn more](#)

### *Doctoral Administrative Fellows*

Doctoral Administrative Fellows are a select group of doctoral students who play an integral role in the Graduate School. The fellowships allow students to gain administrative experience and a distinct perspective on the university's operations while serving the Graduate School and their peers.

[Learn more](#)

## ***Baptist College and University Scholars***

This program seeks to strengthen ties among IABCU member schools by identifying Baptist College and University Scholars for Ph.D. or MFA programs. To be eligible for the BCU Scholars Program, students must have graduated from a school that is a member of the IABCU.

[Learn more](#)

## **Awards**

### ***Outstanding Dissertation Award***

The highest research award available among the Baylor graduate community. Graduate Program Directors both nominate dissertations and score the nominations. Three are awarded each year.

[Learn more.](#)

### ***Outstanding Graduate Student Instructor Award***

Competitive graduate student award that recognizes excellence in teaching for our TORs (teachers-of-record). Six are awarded each year.

[Learn more.](#)

### ***Outstanding Graduate Research Award***

The Outstanding Research award is awarded six times annually with the goal of promoting the research productivity of graduate students within STEM, Social Sciences, and Humanities.

[Learn more.](#)

### ***Travel Awards***

The Graduate School is eager to support students and their original research through two kinds of travel support: Travel to Professional Meetings and Travel to Support Doctoral Research. [Learn more](#)

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For information on tuition, stipends, and essential benefits, please visit our [Benefits and Financial Support page](#)

# Travel Awards



The Graduate School is eager to support students and their original research through two kinds of travel support: Travel to Professional Meetings and Travel to Support Doctoral Research.

*Because of COVID-19, many professional meetings have become virtual. A graduate student who is presenting (as described below) may still apply for a Travel Award to pay for the online registration for professional meetings (in line with the guidelines described on this page).*

## Travel to Professional Meetings

- **Eligibility:** The applicant must be formally registered for at least one credit hour at Baylor University during the semester when the presentation is made. Summer requests can be based on fall registration. This program is designed to support presentation of findings of graduate-student research, artistic performance, etc. The program is not intended to support recruitment activities, attendance at meetings without presentation of scholarship, costs of publication, or costs of conducting research.
- **Award:** Two awards of up to \$400 each are available each year (June 1-May 31 of the following calendar year). Any one award may not exceed \$400. However, students may request less than \$400, thereby possibly allowing support for more than two meetings in a year. The award is deposited directly into the student's bank account.

[Apply for professional meeting support](#)

## Travel to Support Doctoral Research

- **Eligibility:** The applicant must be formally registered for at least one credit hour at Baylor University during the semester of travel. Summer requests can be based on fall registration. The student's dissertation proposal must be formally approved by the program at the time of application.
- **Award:** The Graduate School will match funds with the student's department, up to \$400. A doctoral student is eligible for one such award during her/his doctoral studies at Baylor University.

[Apply for doctoral research support](#)

# Apply for Professional Meeting Support



Beginning June 1, 2016, students who would like to apply to receive Baylor funding to attend and present at professional meetings should follow the process outlined below.

## Eligibility

*In order to be eligible for support from the Graduate School, students must meet the following criteria:*

1. The student must be formally registered for at least one credit hour at Baylor University during the semester in which the presentation is made. Summer requests can be based on registration for the following fall semester.
2. The student must be presenting his or her own research and be identified with Baylor University at the conference.
3. The student must provide proof of acceptance. This may be in the form of an acceptance letter or e-mail, or a copy of the page of the conference program which lists the student's presentation.

## Instructions for Students

*To Apply:*

1. Complete the [Travel Award Application](#) at least four weeks prior to travel.
2. The application will ask you to provide proof of acceptance in the form of an acceptance letter or e-mail, or a copy of the page of the conference program which lists the student's presentation.
3. The application will ask you to provide the email for your major professor. They will be sent a message to return a brief statement of support and return it as directed.
4. When the application is approved, the Graduate School will initiate a request for payment for the approved amount, paid by direct deposit to the student's bank account. Payment will not be issued to the student any earlier than two weeks from the departure date.

*During Travel:*

1. Keep all *original receipts* for expenses incurred.
2. Include *itemized receipts* for single meals over \$55.
3. Keep meal expense at or below the *\$55 per day limit*.

*Upon Return:*

*Within 15 days following the conference date, submit a brief report, with copies of all receipts to the Graduate School in order to account for and substantiate your travel expenses in accordance with the Baylor University Travel and Entertainment Policies and Procedures. Submit the report to [GSTA@baylor.edu](mailto:GSTA@baylor.edu).*



# Apply for Doctoral Research Support



## Eligibility

The applicant must be

1. A doctoral candidate (proposal and/or prospectus must be formally approved by the department);
2. Registered for at least one credit hour at Baylor University during the semester of travel.

Summer requests can be based on fall registration.

The Graduate School will match funds with the student's department, up to \$400. A doctoral student is eligible for one such award during her/his doctoral studies at Baylor University.

Note: Travel must be directly related to the completion of the dissertation.

## Instructions for Students

*To Apply*

1. Email a letter to [GSTA@baylor.edu](mailto:GSTA@baylor.edu), that contains:
  - a. Student personal contact information, as well as departmental/program affiliation
  - b. The need for travel described and justified
  - c. An estimate of expenses to be incurred in the proposed travel
  - d. An attached copy of the approved dissertation proposal
2. Provide a brief statement of support from your major professor. This should be emailed to [GSTA@baylor.edu](mailto:GSTA@baylor.edu).
3. Provide confirmation (an email is sufficient) from the departmental Graduate Program Director (GPD) confirming matching funds.

Note: The student should submit his/her request four weeks prior to travel, if possible. If the request is submitted nearer to the meeting date, funding may not reach the student until after the meeting. Funds will be direct deposited into the student's bank account.

*During Travel:*

1. Keep all *original receipts* for expenses incurred.
2. Include *itemized receipts* for single meals over \$55.
3. Keep meal expense at or below the *\$55 per day limit*.

*Upon Return:*

1. Prepare a brief report of the meeting, include scanned receipts of expenses incurred, and email the report to [GSTA@baylor.edu](mailto:GSTA@baylor.edu), or mail the report to Mrs. Harman via the address below. Please give a brief overview of your research and describe the impact and benefit to your dissertation research.
2. If your professional expenses were less than the amount of the award, include a check (payable to Baylor University) for the difference.

Sandra B. Harman  
Baylor University Graduate School  
One Bear Place #97264  
Waco, TX 76798-7264  
Telephone: 254-710-3582

*Baylor's Tax & Compliance Office has determined that travel grants which are provided to students in order to further their educational research endeavors are classified as fellowships. Such a fellowship is reportable by the students as taxable income.*

# Departmental Requirements for Matching Funds

Baylor > Department of Sociology > Graduate > Current Graduate Students > *Current Student Information*

## Current Graduate Student Information

- 2021-2022 Graduate Catalog (This will download as a pdf)
- 2021 Fall Graduate Deadlines (This will download as a pdf)
- Early Summer/Fall 2022 Registration Information
- 2021-2022 Sociology Graduate Hand Book
- 2021-2022 GSA Handbook & Constitution (This will download as a pdf)
- Completing your degree
- Reporting a Publication or a Publication Update
- Graduate Travel

Baylor > Department of Sociology > Graduate > Current Graduate Students > Current Student Information > *Graduate Travel*

## Graduate Travel

- Apply for Travel Awards Through the Graduate School.
- Sociology Travel Procedures

### 1. Before You Go on Your Trip:

- Send to Karen Mix: Letter of support from faculty member, acceptance letter and a paper Travel Authorization Form (TAF).
- After you receive your approved TAF via email, go to the Graduate School's [Travel Awards](#) to apply for the Graduate School support.
- A travel information email will be sent by Karen Mix a few days before travel. Read this in it's entirety.

### 2. During Your Trip:

- The Department requires that you keep all receipts during your trip.
  - **ALL RECEIPTS MUST BE ITEMIZED AND SHOW HOW IT WAS PAID**
    - You may need two receipts to meet this requirement one for the itemizing and one for how it was paid.

### 3. After Your Trip

- Complete an excel Expense Report within three business days. Send an electronic copy to Karen Mix and deliver all original receipts to Karen Mix

# TRAVEL AUTHORIZATION FORM (TAF)

## SAMPLE

<b>Baylor University</b>	
<b>Travel Authorization Form (TAF)</b>	
Authorization for Official Travel (Please type or print clearly)	
If this request involves international travel, please register the travel with the <a href="#">Center for Global Engagement</a>	
Name <input style="width: 200px;" type="text"/>	Campus Phone# <input style="width: 100px;" type="text"/>
Department <input style="width: 150px;" type="text"/>	Destination <input style="width: 100px;" type="text"/>
Method(s) of Travel <input style="width: 150px;" type="text"/>	Method of Payment <input style="width: 100px;" type="text"/>
<small>(e.g. BU T&amp;E Card, personal credit card)</small>	
Business Purpose / Justification of Trip <input style="width: 300px;" type="text"/>	
#Days to be spent on Business <input style="width: 100px;" type="text"/>	<b>ESTIMATED EXPENSES:</b>
Departure Date: <input style="width: 60px;" type="text"/> Time: <input style="width: 60px;" type="text"/>	Airline ticket, economy class <input style="width: 60px;" type="text"/>
Return Date <input style="width: 60px;" type="text"/> Time: <input style="width: 60px;" type="text"/>	Personal car # of miles <input style="width: 60px;" type="text"/> at <input style="width: 60px;" type="text"/> 0.535 per mile
<b>Charge trip To:</b>	Rental car # days <input style="width: 60px;" type="text"/> at <input style="width: 60px;" type="text"/> per day
Dept ID <input style="width: 100px;" type="text"/> (e.g. 020xxxx)	Public transportation (bus, train, taxi, etc.) <input style="width: 60px;" type="text"/>
Account # <input style="width: 100px;" type="text"/> (e.g. 9382)	Lodging # of nights <input style="width: 60px;" type="text"/> at <input style="width: 60px;" type="text"/> per night
	Meals # of days <input style="width: 60px;" type="text"/> at <input style="width: 60px;" type="text"/> per day
	Registration Fee <input style="width: 60px;" type="text"/>
	Other Expenses <input style="width: 60px;" type="text"/>
	Total Expenses <input style="width: 60px;" type="text"/>
	Expenses reimbursed from other sources <input style="width: 60px;" type="text"/>
	Total Estimated Expenses from Baylor <input style="width: 60px;" type="text"/>
Comments:	Estimate number of Travelers by placing a # in all that apply
	<input type="checkbox"/> Employee
	<input type="checkbox"/> Spouse
	<input type="checkbox"/> Dependent
	<input type="checkbox"/> Guest
	Total Travelers <input style="width: 60px;" type="text"/>
<p>1. All persons traveling on behalf of Baylor University and those who approve travel expense reimbursements are responsible for knowledge of the Baylor Travel &amp; Entertainment Policies &amp; Procedures.</p> <p>2. If a traveler has a University Travel Card, it can be used by the cardholder to pay for travel and related expenses. Note: Only the person whose name appears on the Travel Card can use it.</p> <p>3. Reimbursable travel expenses with proper documentation must be submitted on an Expense Report to Accounts Payable within thirty (30) days of the trip's end date. Expenses not submitted for reimbursement in a timely manner are subject to inclusion in the employee's wages and reported as taxable income.</p>	
<p>I hereby request authorization to travel on behalf of Baylor University. I have read and understand the Baylor Travel &amp; Entertainment Policies &amp; Procedures as well as any more specific or restrictive policies established in my school or division. I understand that all travel expenses must be claimed for reimbursement within thirty (30) days of the trip's end date.</p>	
<b>REQUESTER SIGNATURE</b>	
Traveler <input style="width: 300px;" type="text"/>	Date <input style="width: 100px;" type="text"/>
<b>APPROVER SIGNATURE</b>	
Travel Approver Signature <input style="width: 200px;" type="text"/>	Date <input style="width: 100px;" type="text"/>
All original TAFs must be filed in the traveler's home department prior to travel and retained in the department.	

# EXCEL EXPENSE REPORT (ER) EXAMPLE

Baylor University Expense Report Waco, Texas							
<a href="#">Policy Guidelines and Procedures</a>			Report ID _____				
Date Submitted: _____							
First Name _____		Last Name _____		Vendor ID _____			
BU Address _____							
Business Purpose for Reimbursement _____							
Dates of Travel/Entertainment: Beginning: _____ Ending: _____							
Other Baylor Participants _____							
<b>Travel specifics: (If reimbursement request for entertainment only, proceed to Entertainment section below.)</b>							
Travel	Method of Travel: _____					# Days spent on Business	15
	Date _____						<b>Totals</b>
	Depart From _____						
	Departure Time _____						
	Arrive At _____						
	Arrival Time _____						
	Enter daily room and meal costs below.					Airfare cost if charged on credit card	
	Room _____					\$ -	
	Breakfast _____					\$ -	
	Lunch _____					\$ -	
	Dinner _____					\$ -	
	Remarks by Traveler Concerning Trip					Daily Avg. Meal Cost	
						Total Meals	
						\$ -	
						Mileage Chart	
					Page 1 Totals Airline, Room, Meals		
					\$ -		
					If personal car, No. of Miles		
					Mileage Rate		
					0.555		
					\$ -		
					Taxi, shuttle or other public transportation fees		
					Registration Fees		
					Phone Calls		
Other Business Expenses such as rental car, gas, tolls, etc. (list each item, attach receipts over \$35.00)							
Description		Amount		Description		Amount	
						\$ -	
						\$ -	
						\$ -	
<b>Document Entertainment and/or Business Meals Below (All receipts required; add additional lines Page2 tab)</b>							
Date	Establishment / Location	Names, Titles and Affiliation		Business matters discussed		Amount	
<b>Totals</b>							
Did you receive a fee, honorarium or expense reimbursement from other than Baylor?		Entertainment totals: Page 1 & 2					
No		If 'Yes' list amount of Honorarium, fee, or reimbursement					
Total Expenses Incurred		Page1		Page2		\$ -	
Does this Expense need to be tracked by program code or Project?		No		Approved Maximum Cost for Trip		\$ -	
				Reimbursement to be paid to traveler		\$ -	
<b>Expense allocation section (Enter the account, department and amount of allocation.)</b>							
Allocation	Notes		Account1	Department1	Program1	\$ -	
			Account2	Department2	Program2		
			Account3	Department3	Program3		
			Account4	Department4	Program4		
			Account5	Department5	Program5		
	Expenses less department allocations (must equal zero)						
<small>I CERTIFY THAT THE EXPENDITURES LISTED ABOVE WERE INCURRED BY ME WHILE ON OFFICIAL UNIVERSITY BUSINESS, ARE ACCURATE AND THAT I AM NOT REQUESTING REIMBURSEMENT FROM ANY OTHER SOURCE. I HEREBY AUTHORIZE THE PAYROLL OFFICE OF BAYLOR UNIV. TO PAYROLL DEDUCT ANY EXPENSES REIMBURSED TO ME THAT ARE IN VIOLATION OF UNIVERSITY POLICY.</small>							
Signature of Traveler _____			Date: _____				
Approved: (department head) _____			Date: _____				

# Parking and Shuttles

## Parking Permits

**FREE**  
**Ferrell**

- Commuter Parking Option
- Ample- Easy Parking
- Express BUS connection to Campus!

\$0.00

**Lot 1**      8<sup>th</sup> Street Garage- Resident

- South of campus along 8<sup>th</sup> Street
- Across from Collins Hall
- Garage Parking

**Lot 3**      Allen Hall Surface Lot- Resident

- South of campus along 8<sup>th</sup> Street
- Across from Allen Hall
- Surface Lot (not a garage)

**Lot 21**      5<sup>th</sup> Street Garage- Resident

- Center of Campus (Above the Bookstore)
- Garage Parking

**Lot 40**      East Campus Garage- Resident

- East of Campus along Daughtrey Ave
- Adjacent to Earle and Teal Halls
- Garage Parking

**Lot 45**      Dutton Garage- Resident

- Northwest corner of Campus along University Parks Drive
- Across from North Village
- Garage Parking

**Lot 2**      Panhellenic Surface Lot- Commuter

- Across from Stacy Riddle Panhellenic building
- Surface Lot

**Lot 6**      Armstrong Browning Surface - Commuter

- On corner of 8<sup>th</sup> Street and James Street
- Across from Armstrong Browning Library
- Surface Lot (not a garage)

**Lot 30**      7<sup>th</sup> and James Church Surface Lot- Commuter

- At the corner of James and 5<sup>th</sup> Street
- Across from 7<sup>th</sup> and James Church
- Surface Lot (not a garage)

**Lot 37**      Speight Garage MWF- Commuter

- Monday Wednesday Friday Only
- Across from Cashion building
- Garage Parking

**Lot 37**      Speight Garage TTH- Commuter

- Tuesday Thursday Only
- Across from Cashion building
- Garage Parking



**GREEN ROUTE | 10-minute service**

B9	Ferrell Center	:24	:34	:44	:54	:04	:14
E12	Simpson Center	:27	:37	:47	:57	:07	:17
D5	Jones Library	:30	:40	:50	:00	:10	:20

**GOLD ROUTE | 10-minute service**

B9	Ferrell Center	:24	:34	:44	:54	:04	:14
D7	McLane Student Life Center	:27	:37	:47	:57	:07	:17
E6	Foster Campus for Business and Innovation	:29	:39	:49	:59	:09	:19
E5	Speight Ave. Stop	:31	:41	:51	:01	:11	:21

**BLUE ROUTE | 15-minute service**

E5	Speight Ave. Stop	:20	:35	:50	:05
I6	Daughtrey Ave.	:23	:38	:53	:08
I4	Speight Ave. and 11th St.	:26	:41	:56	:11
I3	Baylor Ave. and 10th St.	:27	:42	:57	:12
I5	Bagby Ave. and 10th St.	:29	:44	:59	:14
E6	3rd St. and Bagby Ave.	:32	:47	:02	:17

**RED ROUTE | 12-minute service**

D10	University Parks Apts.	:00	:12	:24	:36	:48
E7	East Village	:05	:17	:29	:41	:53
E5	Speight Ave. Stop	:07	:19	:31	:43	:55



## NEW! Baylor City Side Silver Route!

**Note: Due to significant road construction the route may deviate from the one drawn below.**



# Parking and Shuttles

## Parking Permits

**FREE** \$0.00  
**Ferrell**

- Commuter Parking Option
- Ample- Easy Parking
- Express BUS connection to Campus!

**Lot 1** 8<sup>th</sup> Street Garage- Resident

- South of campus along 8<sup>th</sup> Street
- Across from Collins Hall
- Garage Parking

**Lot 3** Allen Hall Surface Lot- Resident

- South of campus along 8<sup>th</sup> Street
- Across from Allen Hall
- Surface Lot (not a garage)

**Lot 21** 5<sup>th</sup> Street Garage- Resident

- Center of Campus (Above the Bookstore)
- Garage Parking

**Lot 40** East Campus Garage- Resident

- East of Campus along Daughtrey Ave
- Adjacent to Earle and Teal Halls
- Garage Parking

**Lot 45** Dutton Garage- Resident

- Northwest corner of Campus along University Parks Drive
- Across from North Village
- Garage Parking

**Lot 2** Panhellenic Surface Lot- Commuter

- Across from Stacy Riddle Panhellenic building
- Surface Lot

**Lot 6** Armstrong Browning Surface - Commuter

- On corner of 8<sup>th</sup> Street and James Street
- Across from Armstrong Browning Library
- Surface Lot (not a garage)

**Lot 30** 7<sup>th</sup> and James Church Surface Lot- Commuter

- At the corner of James and 5<sup>th</sup> Street
- Across from 7<sup>th</sup> and James Church
- Surface Lot (not a garage)

**Lot 37** Speight Garage MWF- Commuter

- Monday Wednesday Friday Only
- Across from Cashion building
- Garage Parking

**Lot 37** Speight Garage TTH- Commuter

- Tuesday Thursday Only
- Across from Cashion building
- Garage Parking



**GREEN ROUTE | 10-minute service**

B9	Ferrell Center	:24	:34	:44	:54	:04	:14
E12	Simpson Center	:27	:37	:47	:57	:07	:17
D5	Jones Library	:30	:40	:50	:00	:10	:20

**GOLD ROUTE | 10-minute service**

B9	Ferrell Center	:24	:34	:44	:54	:04	:14
D7	McLane Student Life Center	:27	:37	:47	:57	:07	:17
E6	Foster Campus for Business and Innovation	:29	:39	:49	:59	:09	:19
E5	Speight Ave. Stop	:31	:41	:51	:01	:11	:21

**BLUE ROUTE | 15-minute service**

E5	Speight Ave. Stop	:20	:35	:50	:05
I6	Daughtrey Ave.	:23	:38	:53	:08
I4	Speight Ave. and 11th St.	:26	:41	:56	:11
I3	Baylor Ave. and 10th St.	:27	:42	:57	:12
I5	Bagby Ave. and 10th St.	:29	:44	:59	:14
E6	3rd St. and Bagby Ave.	:32	:47	:02	:17

**RED ROUTE | 12-minute service**

D10	University Parks Apts.	:00	:12	:24	:36	:48
E7	East Village	:05	:17	:29	:41	:53
E5	Speight Ave. Stop	:07	:19	:31	:43	:55

## NEW! Baylor City Side Silver Route!

**Note: Due to significant road construction the route may deviate from the one drawn below.**



# Stipend and Tuition

## Stipend

A student stipend is awarded when students are admitted into the program. The office staff reviews it each semester for any additions or changes. If students have any questions regarding the stipend and tuition, please see the office manager. If students have a problem or feel the payments are not correct, please talk to the office manager immediately.

Some quick facts regarding stipend.

- Graduate students are paid on the last working day of the month. Graduate assistants do not submit timecards.
- Students receive a stipend in exchange for a twenty (20) hour work week that the student accepted when signing the acceptance into the program. Students are expected to work 20 hours per week no matter how busy their schedule. The professor they are assigned to is their immediate supervisor. Not following the faculty member's directions is grounds for disciplinary action (see the Student Code of Conduct). Students will be evaluated on their performance.
  - Students are off on official university holidays.
    - Labor Day
    - Thanksgiving Holiday (Wednesday before Thanksgiving, Thanksgiving day, and the Friday after Thanksgiving)
    - Christmas Eve Day through New Year's Day
    - Martin Luther King Holiday
    - Easter Holidays (Good Friday through the Monday after Easter)
    - Memorial Day
    - Juneteenth
    - Fourth of July
- Your stipend is based on your 12-month academic year, beginning June 1 – May 31.
- **Because you are on a 12-month contract, you are expected to be in Waco for the summer. If you are not in Waco, you will not get paid, which may affect your insurance eligibility.**
- There are specific times that you are not expected to be here.
  - Two weeks between spring graduation and first day of summer classes.
  - One week between summer graduation and the first day of fall classes.
  - Two to three weeks between fall graduation and first day of spring classes.
- Students are not to depart before your supervisor's undergraduate finals without getting permission from the supervisor AND the Graduate Program Director.

## **Tuition**





Fully funded students will have 100% of tuition paid for up to five (5) years. If a student does not graduate within the 5-year contracted time, tuition will be awarded on a case-by-case basis.

# Thesis / Dissertation Process

The Graduate School has many resources to help students complete their degree. These can be found on the following web site: <https://www.baylor.edu/graduate/index.php?id=958619>. It is the student's responsibility, not the thesis/dissertation chair, nor the office staff, to know the Graduate School's requirements.

Baylor > Graduate School > Student Resources > *Completing Your Degree*

## Completing Your Degree

The Graduate School is here to support you throughout your degree. Find the dates and information for these important final steps through the links below.

### Graduate School Deadlines

There are many deadlines to meet throughout your graduate experience, many of which are within your last semester. These include, but are not limited to, Dissertation and Theses defense, oral exams, and satisfaction of the foreign language requirement. Make sure that you mark these dates on your calendar.

### Forms for Degree Completion and Graduate Petition

All forms will need to be completed by the Graduate Program Director or by department staff. Please contact your GPD or graduate coordinator to begin the process.

### Dissertation and Thesis Resources

All of the information you will need to prepare your dissertation or thesis for submission to the Graduate School can be found through the links provided on this site. [Learn more about dissertation and theses resources.](#)

### Graduation Requirements

This page offers a comprehensive list of information and requirements for the semester preceding your graduation. [Learn more about graduation requirements.](#)

### Frequently Asked Questions (FAQs)

How do I file for Graduation?  
Where can I find information about the upcoming commencement ceremony?



# Thesis / Dissertation Process

## Dissertation/Thesis Flowchart



[Download a PDF of the flowchart](#)



### *Before You Begin Writing*

- Review the [Guidelines](#)
- Consult [Dissertation/Thesis Model](#)
- Review [Formatting CliffNotes](#)



### *Preliminary Review*

- Schedule a review: Email [dissertation\\_thesis@baylor.edu](mailto:dissertation_thesis@baylor.edu) with available times for appointment
- Submit the following at <https://baylor-etd.tdl.org>
  - The PDF (primary file) and Word (administrative file) of the dissertation/thesis, formatted according to the Guidelines
  - Completed Signature Form (pdf) as a supplementary document
  - Doctoral Investment Form (doctoral students only)



### *Oral Exam*

- Department submits announcement of oral examination 10 days prior
- Obtain signatures on Signature Page at oral examination
- Department submits Results of Oral Examination Form to Graduate School



### *Final Review*

- After successful defense submit:
  - Approval of final dissertation/thesis copy form, signed
- Submit a pdf/a at <https://baylor-etd.tdl.org>
  - Signed Signature Page (electronic)
  - Signed Copyright and Availability Forms (electronic)
  - Dissertation or Thesis (electronic only)



### *Electronic Submission*

- After Graduate School Approval:
  - Doctoral Students submit dissertation to UMI website (optional for Master's students)
  - Doctoral Students Complete Survey of Earned Doctorates at end of semester when requested

# Thesis / Dissertation Process

## Additional Departmental Requirements and Notes:

While the flow chart above is helpful, there are additional departmental requirements. At the beginning of the 3<sup>rd</sup> semester (2<sup>nd</sup> fall semester), students need to attend the Graduate School formatting class. It is much easier to format the thesis or dissertation correctly at the beginning than to get to the technical review and have to reformat at the end.

Please note: Students will need to defend their thesis/dissertation mid to late March, depending on the graduate calendar. Student do **NOT** have until May to complete it. Please check for the spring semester deadlines to get to know the schedule: <https://www.baylor.edu/graduate/index.php?id=959509>



Here is an example of a thesis timeline. Know your deadlines. This will help you figure your personal timeline to help you plan your writing. Make sure you work with your chair to set up a schedule to successfully defend your thesis in March. Not completing your thesis while registered in your 5V99 is NOT making academic progress. **Not making academic progress puts your stipend, tuition, and other benefits at risk!**

First day of Classes – August – Attend the graduate school formatting class.

First of November - Thesis/dissertation Proposal Defense

Two Weeks Later – Chapter 1 to your chair middle of November.

Two weeks Later – Make corrections to Chapter 1 and Chapter 2 to your chair, beginning of December.

Two weeks Later – Make corrections to Chapter 2 and Chapter 3 to your chair, before Christmas break.

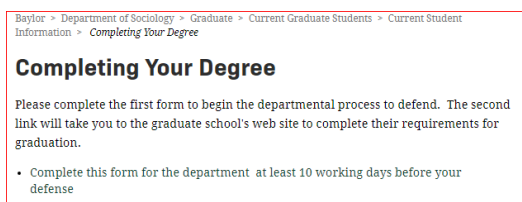
Two weeks Later – Make corrections to Chapter 3 and Chapter 4 to your chair (If you have a chapter 4), first of January.

Two weeks Later – Make corrections to Chapter 4 and Conclusion to your chair, middle of January.

Two weeks Later – Make corrections to your conclusion and send your whole thesis to entire committee, beginning of February.

Two weeks Later – Make committee changes and complete, middle of February.

Two weeks Later – Complete Sociology questionnaire online an preliminary technical review, Beginning of March.



Two weeks Later – Defend your thesis, before the graduate school deadline.

Two weeks Later – All corrections are made with all required documents uploaded into Graduate portal.

# Teachers of Record

Students will likely serve as a Teacher of Record (TOR) during their academic training in sociology.

Students will take SOC 5V97 Seminar in Teaching for three semester hours during the spring of your second year. The seminar will prepare students to serve as a Teacher of Record. During the fall or spring of the third year, students will enroll in SOC 5V97 for three hours of supervised teaching. Most often, students serve as a Teacher of Record for Introduction to Sociology in their semester of supervised teaching.

In addition to taking SOC 5V97, students will be required to attend a TOR Orientation seminar hosted by the Graduate School (see below), complete a background check conducted by Human Resources, and complete online training on Title IX and sexual harassment.

The Graduate School will also start the process for Human Resources to order a background check on you. All teacher of record (graduate student and faculty alike) are required to have a background check performed before being allowed in a classroom as the TOR.

Students are also required to take a Title IX Education course and a sexual harassment training. Both courses are online training courses. Every faculty, staff, and student at Baylor University is required to take these educational courses.

At all times, the student must comply with the Policies and Procedures of Baylor University. It is the student's responsibility to familiarize him or herself with these rules, regulations, procedures, and policies

There may be other opportunities to serve as a Teacher of Record after you complete the Seminar in Teaching. These opportunities are contingent on department need. Any additional teaching will be considered part of the student's graduate assistantship, equivalent to 10 hours per week.

The Graduate School offers a variety of other learning opportunities related to teaching. Visit [Professional Development Page](#) for more information.

## **Student Dress and Appearance**

The purpose of the University is to conduct an education program, and the University considers this program an activity second to none in its importance and believes it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of students while attending classes or engaging in the other academic pursuits about the campus. Students are expected to maintain the same standards of dress and personal grooming about the campus which would ordinarily be maintained by those engaged in other serious pursuits. It is recognized that specific policies or rules of dress and grooming to maintain such standards are difficult to draft and to enforce. For this reason, considerable discretion must be vested in the vice president of student life and his or her associates to maintain these standards. Obvious violation of these standards, such as failure to cover the torso adequately or to wear shoes to class, in cafeterias, in university offices, and at other appropriate places and times, may subject a student to disciplinary action. It is hoped that the reasonable suggestions of the vice president of student life and his or her associates as to dress and

other aspects of personal appearance and grooming will be accepted by students, but refusal to comply with such specific reasonable requests will be grounds for University disciplinary action under the Student Conduct Code. Students are expected to wear proper dress, both on and off campus.

No student may modify his or her manner of behavior or appearance in order to prevent recognition unless the student has received the express permission of the University to do so. Any student found guilty of violating this policy may be subject to University disciplinary action.

NOTE: For students who serve as teaching assistants or Teacher of Record, business casual dress is encouraged.

[Baylor](#) > [Graduate School](#) > [Current Students](#) > [Grad Tracks](#) > [Teacher of Record](#)

## TEACHER OF RECORD ORIENTATION

In 2010, Baylor implemented a policy that all Teachers of Record (graduate students and faculty) receive training appropriate to their role in the university. This training is primarily focused upon the Family Educational Rights and Privacy Act (FERPA) and related concerns.

The Graduate School, in partnership with the office of the Executive Vice President and Provost, offers training sessions each semester that any student may attend, and all new Teachers of Record (TORs) are required to attend.

Notifications for upcoming training sessions are sent to new TORs and to participants in the Teaching Capstone in Higher Education program with links and instructions for registering. You can also learn about scheduled sessions and how to register by contacting [Alanna Martinez](#) at the Graduate School. Attendance is tracked by swiping your Baylor ID card at the session and attendance information is electronically available to the Graduate School.

### For TeaCHE Participants

At the end of your capstone program, you will provide the date of your training on the program completion checklist so that attendance records can be consulted.

The Category 2 requirement may be fulfilled prior to entering the capstone program, usually by a participant entering the capstone program after already becoming a TOR. These participants will have completed this training as a part of their TOR requirements.

# Teaching Capstone in Higher Education



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**Enrollment Deadline  
(for May 2022 completion):  
*October 1, 2021***

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The Academy for Teaching & Learning, in collaboration with the Baylor University Graduate School, offers the Teaching Capstone in Higher Education (TeaCHE) for students wishing to teach in higher education upon graduating with a masters or doctoral degree. With an increasingly tight and competitive job market, this capstone is intended to enhance your readiness to teach in a higher education environment and, thereby, increase your marketability on the job market.

## Program Overview

TeaCHE consists of five categories of tasks. Each category carries its own requirements and all five must be completed successfully to receive a Teaching Capstone in Higher Education. Upon completion of all five categories, applicants compose a 5-10 page reflective essay and submit it for review along with all other relevant materials. Participants sign up for the program in the fall semester and submit their final application for completion at the end of the spring semester in the same academic year. Successful completion of the Teaching Capstone in Higher Education is recorded on the participant's Baylor transcript.

## FACULTY, STAFF AND STUDENT CONTACT INFO

	<p style="text-align: center;"><b>Dr. F. Carson Mencken</b> Professor of Sociology Chair</p>	<p><i>Office: Tidwell – 204.17</i> <i>Phone: (254) 710-4863</i> <i>Email: Carson_Mencken@baylor.edu</i></p>
	<p style="text-align: center;"><b>Dr. Kevin Dougherty</b> Professor of Sociology Graduate Program Director</p>	<p><i>Office: Tidwell - 204.16</i> <i>Phone: (254) 710-6232</i> <i>Email: Kevin_Dougherty@baylor.edu</i></p>
	<p style="text-align: center;"><b>Sharon Tate</b> Office Manager</p>	<p><i>Office: Tidwell –204.02</i> <i>Phone: (254) 710-1166</i> <i>Email: Sharon_Tate@baylor.edu</i></p>
	<p style="text-align: center;"><b>Karen Mix</b> Administrative Associate</p>	<p><i>Office: Tidwell - 204</i> <i>Phone: (254) 710-1215</i> <i>Email: Karen_Mix@Baylor.edu</i></p>
	<p style="text-align: center;"><b>Dr. Larry Lyon</b> Dean of the Graduate School Director of CCRD</p>	<p><i>Office: Morrison Hall 200</i> <i>Phone: 254-710-3588</i> <i>Email: Larry_Lyon@Baylor.edu</i></p>


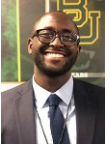



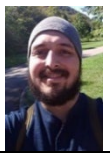
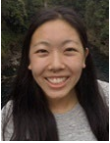



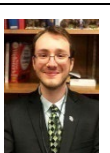
## Faculty

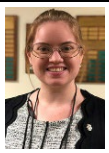










	<p style="text-align: center;">Dr. Carson Mencken Professor of Sociology Chair, Department of Sociology Applied Sociology/Evaluative Research, Religion, Rural Sociology</p>	<p>Office: Tidwell – 204.17 Phone: (254) 710-4863 Email: Carson_Mencken@baylor.edu SOC 1305, 4352, 6345, 6310, 5314</p>
	<p style="text-align: center;">Dr. Matt Andersson Associate Professor of Sociology Health Inequality, Socioeconomic Status, Life Course, Social Networks and Family</p>	<p>Office: Tidwell – 204.12 Phone: (254) 710-3105 Email: Matt_Andersson@Baylor.edu SOC 1305, 4357, 6320, 6357</p>
	<p style="text-align: center;">Dr. Mackenzie Brewer Assistant Professor Health Disparities, Children and Youth, Neighborhoods, Family, Inequality and Stratification</p>	<p>Office: Tidwell – 204.29 Phone: (254) 710-6742 Email: Mackenzie_Brewer@Baylor.edu SOC 1305, 4360, 5312</p>
	<p style="text-align: center;">Dr. Kevin Dougherty Professor of Sociology Graduate Program Director Faculty Affiliate, Institute for Studies of Religion Religion, Organizations, Race/Ethnicity, Pedagogy</p>	<p>Office: Tidwell – 204.16 Phone: (254) 710-6232 Email: Kevin_Dougherty@Baylor.edu SOC 1305, 6332, 5V97</p>
	<p style="text-align: center;">Dr. Robyn Driskell Vice President for Internal Administration and Compliance and Chief of Staff, Professor of Sociology Community, Demography, Racial and Ethnic Relations, and Rural Sociology</p>	<p>Office: Pat Neff Phone: (254) 710-3555 Email: Robyn_Driskell@Baylor.edu SOC 5320</p>
	<p style="text-align: center;">Dr. Paul Froese Professor of Sociology Faculty Affiliate, Institute for Studies of Religion Religion, Social Change, Theory, Ideology and Meaning</p>	<p>Office: Tidwell – 204.22 Phone: (254) 710-7364 Email: Paul_Froese@Baylor.edu SOC 4391, 4325, 5341, 5343, 5398</p>
	<p style="text-align: center;">Dr. Jodien Johnson Lecturer</p>	<p>Office: Tidwell – 204.10 Phone: (254) 710-6324 Email: Jodien_Matos@Baylor.edu SOC 1305, 3354, 3402, 4303, 4381</p>

	<p>Dr. Diana Kendall  Professor of Sociology  Medical Sociology, Social Inequality, Theory</p>	<p>Office: Tidwell – 204.18  Phone: (254) 710-4784  Email: Diana_Kendall@baylor.edu  SOC 4353, 5391</p>
	<p>Dr. Samuel Kye  Assistant Professor of Sociology  Race &amp; Ethnicity, Immigration, Community and  Urban Sociology, Demography, Asian Americans,  Quantitative Methods</p>	<p>Office: Tidwell – 204.08  Phone: (254) 710-6060  Email: Samuel_Kye@baylor.edu  SOC 1305</p>
	<p>Dr. Jerry Park  Associate Professor of Sociology  Sociology of Culture, Racial &amp; Religious  Inequality, and Minority Experiences</p>	<p>Office: Tidwell – 204.33  Phone: (254) 710-3150  Email: Jerry_Park@baylor.edu  SOC 3311, 5342, 6331, 6336</p>
	<p>Dr. Chris Pieper  Senior Lecturer of Sociology  Sociology of Religion, Political Sociology,  Social and Cultural Theory, Social  Movements, Comparative-Historical  Methods</p>	<p>Office: Tidwell – 204.25  Phone: (254) 710-6268  Email: Christopher_Pieper@baylor.edu  SOC 1305, 4309, 4360, 43C9</p>
	<p>Markus Schafer  Associate Professor of Sociology  Health and aging</p>	<p>Office: Tidwell – 204.06  Phone: 354-710-1165  Email: Markus_Schafer@baylor.edu  SOC 5312</p>
	<p>Dr. Jeremy Uecker  Associate Professor of Sociology  Demography, Family, Religion</p>	<p>Office: Tidwell – 204.27  Phone: (254) 710-3254  Email: Jeremy_Uecker@baylor.edu  SOC 3354, 3402, 5354, 6384, SOC 5314,  5342, 5390</p>
	<p>Dr. Laura Upenieks  Assistant Professor of Sociology  Medical Sociology, Aging and the Life  Course, Social Stratification, and  Quantitative Methods</p>	<p>Office: Tidwell – 204.31  Phone: (254) 710-2420  Email: Laura_Upenieks@baylor.edu  SOC 3372, 4311, 4381, 4393, 5332, 5312</p>
	<p>Dr. George Yancey  Professor of the Social Sciences  Sociology of Science, Anti-Religious  Attitudes, Race Relations, Interracial  Unions, Multiracial Churches, Atheists  Progressive Christians</p>	<p>Office: Pat Neff 404.06  Phone: (254) 710-1231  Email: George_Yancey@Baylor.edu  SOC 6363, SOC 3311</p>



## Student Contact Information

	<b>Andre, Nick</b> 710-4578 Tidwell 600.01 D Nick_Andre1@baylor.edu	2 <sup>nd</sup> yr.
	<b>Bilaye-Benibo, Osaki</b> 710-7073 Draper 342 Osaki_BilayeBenibo1@baylor.edu	3 <sup>rd</sup> yr.
	<b>Beck, LaDarius</b> 710-4578 Tidwell 601.01 L ladarius_beck1@baylor.edu	1 <sup>st</sup> yr.
	<b>Brown, Brandon</b> 710-7073 Draper 342 Brandon_Brown1@baylor.edu	3 <sup>rd</sup> yr.
	<b>Burt, Jason</b> 710-7073 Draper 342 Jason_Burt1@baylor.edu	6 <sup>th</sup> yr.
	<b>Chakraborty, Rudra</b> 710-4578 Tidwell 600.01 E Rudra_Chakraborty2@baylor.edu	2 <sup>nd</sup> yr.
	<b>Chang, Joyce Chou</b> 710-4578 Leuschner 203 B joyce_chang1@baylor.edu	4 <sup>th</sup> yr.
	<b>Clifton, Tristen</b> 710-7074 Draper 344 B tristen_clifton2@baylor.edu	4 <sup>th</sup> yr.
	<b>DeDeyne, Jesse</b> 710-8604 Leuschner 202 C Jesse_DeDeyne2@Baylor.edu	5 <sup>th</sup> yr.
	<b>Evans, Hannah</b> 710-7074 Draper 344 Hannah_Evans1@baylor.edu	6 <sup>th</sup> yr.
	<b>Foertsch, Steven</b> 710-7073 Draper 342Steven_Foertsch1@baylor.edu	3 <sup>rd</sup> yr.

	<b>Johnson, Rachel</b> 710-8619 Leuschner 203 H Rachel_Johnson14@baylor.edu	3 <sup>rd</sup> yr.
	<b>Jones, Rory</b> 710-7074 Draper 344 A Rory_Jones@baylor.edu	4 <sup>th</sup> yr.
	<b>King, Isaiah</b> 710-4578 Tidwell 601.01 K Isaiah_King1@Baylor.edu	1 <sup>st</sup> yr.
	<b>Laderi, Jennifer</b> 710-4578 Tidwell 601.01 C jennifer_laderi1@baylor.edu	1 <sup>st</sup> yr.
	<b>Li, Richie</b> 710-8604 Leuschner 202 C Richie_Li1@baylor.edu	5 <sup>th</sup> yr.
	<b>Malo, James</b> 710-4578 Tidwell 600.01 I James_Malo1@baylor.edu	2 <sup>nd</sup> yr.
	<b>McGourty, Meagan</b> 710-4578 Tidwell 600.01 F Meagan_McGourty1@baylor.edu	2 <sup>nd</sup> yr.
	<b>McGowan, Mandy</b> 710-7073 Draper 342 Mandy_McGowan@baylor.edu	3 <sup>rd</sup> yr.
	<b>McSwain, Anastasia</b> 710-4578 Tidwell 601.01 A Anastasia_Mcswain1@baylor.edu	1 <sup>st</sup> yr.
	<b>Moon, Tim</b> 710-7073 Draper 342 Tim_Moon@baylor.edu	5 <sup>th</sup> yr.
	<b>Neill-Davidson, Kyra</b> 710-4578 Leuschner 202 A kyra_neill1@baylor.edu	4 <sup>th</sup> yr.

	<p><b>Ryan, Michael</b>  710-4578 Leuschner 202 A  michael_ryan1@baylor.edu</p>	4 <sup>th</sup> yr.
	<p><b>Trevino, Kimberly</b>  710-8619 Leuschner 203 H  Kim_Trevino1@baylor.edu</p>	6 <sup>th</sup> yr.
	<p><b>Yang, Heewon</b>  710-4578 Leuschner 203 B  Heewon_Yang1@baylor.edu</p>	2 <sup>nd</sup> yr.
	<p><b>Zhu, Xi (Emma)</b>  720-7074 Draper 344 C  xi_zhu1@baylor.edu</p>	4 <sup>th</sup> yr.

# MAIL AND ADDRESSES

## YES, YOU CAN GET MAIL DELIVERED HERE AT THE OFFICE

Main Office Phone No. 254-710-1165

CCRD Office Phone No. 254-710-3811

### All Incoming Mail

U. S. Postal Service, UPS, FedEx and all overnight services are delivered to the Baylor Post Office in the Bill Daniel Student Union Building (SUB) and is picked up by the staff or student workers. If you get an email stating that you have a package, you may forward the email to the staff and let the staff pick it up. It will then be delivered to your mail slot in the main office. If the package is too large for your slot, you will find a “you have a package” card and the box will be on the bottom center package slot. If you do choose to pick it up yourself, please immediately let the office staff know so that we do not spend a lot of time looking for it.

### Regular Mail, Packages, FedEx and UPS to SUB

Your Name  
Baylor University - Sociology  
One Bear Place, # 97326  
Waco, Texas 76798-7326

### Flower & Food Delivery Address- Room/Office

#### **Draper**

Draper Academic Building, Room No. \_ \_ \_ \_  
1420 South 7<sup>th</sup> Street  
Waco, Texas 76706

#### **Leuschner**

Leuschner Building  
602 James Street, Suite 203  
Waco, Texas 76706

#### **Tidwell**

Tidwell Bible Building  
600 Speight Avenue, 2<sup>nd</sup> Floor Room 204  
Waco, Texas 76706

# 2022-2023 Graduate Student location & phone numbers

**Draper Room 342**  
Ext. 7073

A	Osaki Bilaye-Benibo 220802017	B	Tim Lauve-Moon 210316028
C	Brandon Brown 220802014	D	Mandy Johnson 190906010
E	Steven Foertsch 201118003		

B	Tristen Clifton 170726005	A	Rory Jones 210316029
C	Xi Zhu 170418005		
D	Vacant 170419081	E	Vacant No Computer

**Draper Room 344**  
Ext. 7074

printer coffee Sink Refrigerator

**TIDWELL 600.01 4578**

Anastasia McSwain 220830024	Vacant 220901013	Jennifer Laderi 220901007
A	B	C
J	I	H
220901011 LaDarius Beck	190906008 Heewon Yang	201118002 James Milo
L		220802016 Vacant
K	22901012 Isaiah King	

210423020  
Alex  
Andre

220802019  
Rudra  
Chakraborty

180626002  
Meagan  
McGourty

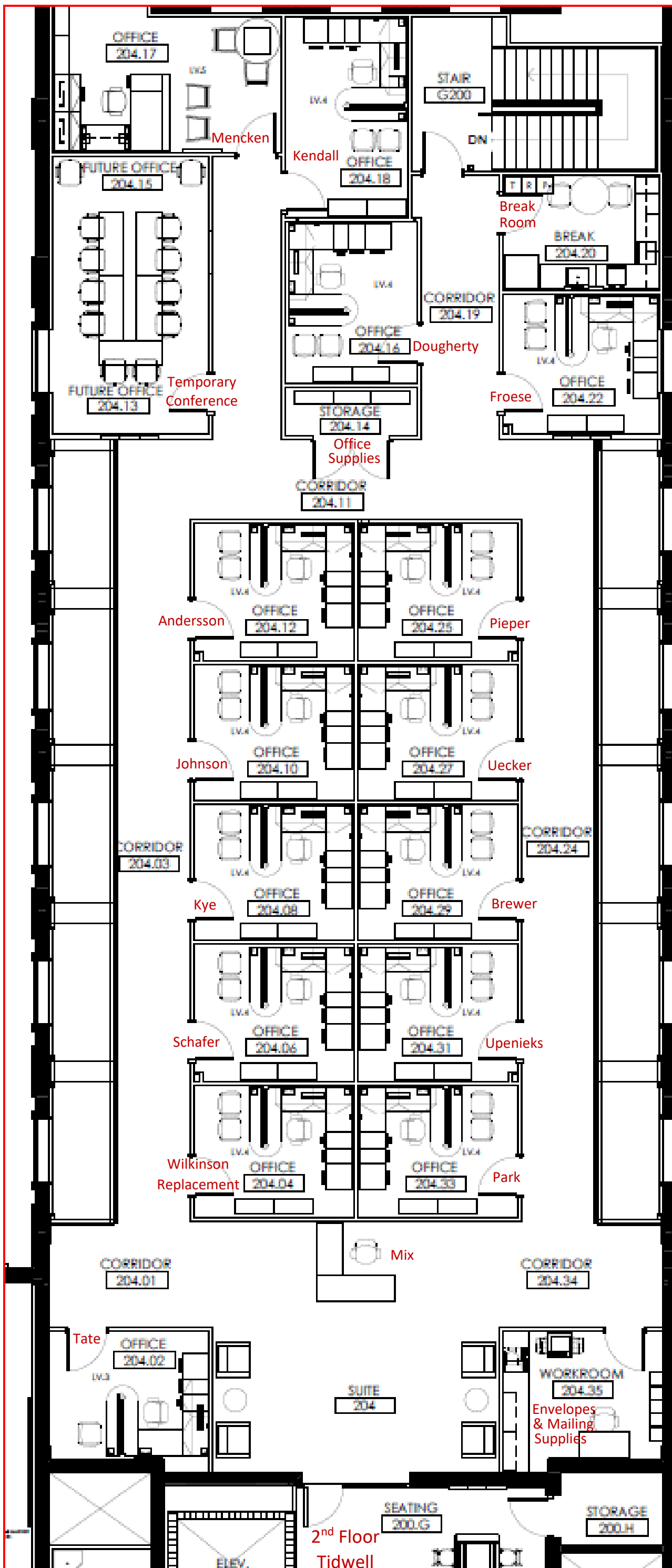
Vacant  
No Computer

	NAME	Extension
1	Andre, Nick	4578
2	Beck, LaDarius	4578
3	Benibo, Osaki	7073
4	Brown, Brandon	7073
5	Chakraborty, Rudra	4578
6	Chang, Joyce	8603
7	Clifton, Tristen	7074
8	DeDeyne, Jesse	8604
9	Foertsch, Steven	7073
10	Johnson, Rachel	8619
11	Jones, Rory	7074
12	King, Isaiah	4578
13	Laderi, Jennifer	4578
14	Li, Richie	8604
15	Malo, James	4578
16	McGourty, Meagan	4578
17	McGowan, Mandy	7073
18	McSwain, Anastasia	4578
19	Moon, Tim	7073
20	Neill, Kyra	3815
21	Ryan, Michael	3815
22	Trevino, Kim	Off Campus
23	Yang, Heewon	4578
24	Zhu, Xi	7074
25		
26		
27		
28		
29		

201D	201C	202 C 8604 Jesse Dedeyne 170419078	203 C 3812 Dr. C. Mencken	203 E ## ##	203 G 3813 Schafer
201E	201B	Richi Li 210316032	203 B 8603 170426003 Joyce Chang 170726003	203 3811 fax 3809 Reception Area	203 H 8619 Kim Trevino 200326019 Rachel Johnson 220802018
201F	201 A	202 B Observation Room	201 Kitchen 171102003	Leuschner Bldg 7th & James	
		202 A 3815 Michael Ryan 200326021 Kyra Neill 170419085			

7<sup>th</sup> & James  
Baptist Church

CCRD



BoBo  
Center

WACO  
HALL

Burleson  
Hall

Draper  
Building

2<sup>nd</sup> Floor  
Tidwell

# BAYLOR CAMPUS

NAME	GRID CODE
<b>ACADEMIC ADMINISTRATION</b>	E7 PKGSPT
Air Force & Army ROTC	A9 BRIC
Baylor Research Center Innovation Laboratory 1800 Orchard Ln.	C8 BSK
Baylor Sciences Building	E5 BURL
Burton Hall	D8 CBR
Carroll Science Center	E5 CRISCI
Carroll Science Hall	D5 CASHI
Cashin Academic Center	C5 CASTLW
Castellay Communications Center	B3 RY
Clifton Robinson Tower	E5 DRAPER
Draper Academic Building	E5 SEC
Ed Crenshaw Student Foundation Center	E2 ERA
Engineering Research Annex	
George W. Hill Center	C4 TRIETT
Theology Seminary	C7 MCBAB
Glenn M. Cary Music Building	D7 GOBEL
Gobel Building	D8 FOSTER
Hankamer School of Business in the Paul L. Foster Campus for Business and Innovation	
Harrison House	F3 HRNGTN
Harris House	C7 HARRIS
Hooper Center Fine Arts Center	C7 HSFAC
Hooper Science Building	
Morris McLane Science Building	D5 MMSCI
Marin House	F3 MARHUS
Marjory Gibbs Jones Family and Mayborn Sciences Building	F2 MGJFCS
Mayborn Museum Complex	B7 MMC
Mayborn Museum	D5 MORRSN
Neill Morris Hall	E3 NLMORS
Old Morris Hall	E3 OMAN
Opera Building	C7 OPERA
Park Hall	E4 PNEFF
Piper Center for Family Studies and Child Development 315 Washington Ave.	Not Pictured
Rogers Engineering and Computer Science Building	C6 ROGERS
Shelley and Walter Uphmeyer Law Center	B6 LAW
Shelley and Walter Uphmeyer Law Center (Paul L. Foster Success Center)	D6 SPRICH
Speight Plaza Office and Parking Facility	E7 PKGSPT
Tidwell Bible Building	E6 TIDWEL
Waco Hall	F5 WACOHLL
<b>ACADEMIC MAIN OFFICES (OFFICE NUMBER)</b>	
College of Arts and Sciences (210)	E5 BURL
George W. Truett	C4 TRUETT
Theological Seminary (105)	D5 MORRSN
Graduate School (200)	D8 FOSTER
Hankamer School of Business (420)	D5 MORRSN
Honors College (203)	
Louise Herrington	C8 BSB
School of Nursing (C107)	E4 PNEFF
Office of the Provost (109)	D6 SPRICH
Robbins College of Health and Human Sciences (230)	D5 MMSCI
School of Education (137)	
School of Engineering & Computer Science (307)	C6 ROGERS
Computer Science (307)	B6 LAW
School of Law (219)	F6 ROXYGH
School of Music (105)	
Diana R. Garland School of Social Work (811WSH)	D6 MDYLIB
University Libraries (G14)	
<b>ATHLETICS, RECREATION &amp; SPORTS</b>	
Baylor Recreational Sports Fields (Intramurals)	B11 INWELD
Carille Equestrian Building and Willis Family Equestrian Center 3540 S. University Parks Dr.	Not Pictured
Claydon Track & Field Stadium	A8 HARTTF
Hawkins Indoor Tennis Center	B7 HIGHER
Hawkins Athletic Complex	B11 ALLSN
Allison Indoor Football Practice Facility	B8 BANC
Beauchamp Athletic Practice Center	C7 SAAC
Marina	C8 MARINA
Simpson Athletics & Academic Center	C7 SAAC
McLane Stadium	D8 SLC
McLane Student Life Center	D4 MWC
McLean Tennis Courts	D4 MWMG
Rena Marrs McLean Gymnasium	D7 RUSGYN
Russell Gymnasium	C9 TURNER
Turner Riverfront Complex	B9 BALLPK
Baylor Ballpark	
Baylor Soccer Offices & Betty Lou Mays Soccer Field	B9 SOCCER
Ferrill Center	C10 FRCRTR
Whetsel Basketball Practice Facility	B10 WHETSL
Getherman Softball Stadium & Indoor Practice Facility	C9 SOFTBL



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NAME	GRID CODE
Hurd Tennis Center	C9 TENNIS
Williams Family Soccer & Olympic Sports Center	B9 WILSOC
<b>AUDITORIUMS, CHAPELS &amp; CONFERENCE CENTERS</b>	
Bennett Auditorium	E5 BENNET
Bill Daniel Student Center (SUB)	E4 BDS
Bobo Spiritual Life Center	E6 BOBO
Elision Chapel	D8 ELC-HPL
Jones Concert Hall	C7 MGRARY
Jones Theater	D7 HSFAC
McClinton Family Auditorium	C8 FOSTER
McMullen-Comally Faculty Center	E6 FACCTR
Miller Chapel	E6 MILLER
Paul and Jane Meyer Conference Center	D8 FOSTER
Paul Powell Chapel	C8 TRUETT
Reynolds Conference Center	F4 RCC
Robbins Chapel	E7 RCHPL
Roxy Grove Hall	F6 ROXYGH
Stacy Riddle Forum	F2 RIDDLE
Waco Hall	F5 WACOHLL
<b>SPIRITUAL LIFE CENTERS</b>	
Bobo Spiritual Life Center	E6 BOBO
Methods Student Center	G4 METHCT
St. Peter's Catholic Student Center	G2 CATHCT
Seventh and James Baptist Church	F6 7JAMES
<b>LIBRARIES &amp; MUSEUMS</b>	
Armstrong Browning Library	F5 ABL
Carroll Library (Texas Collection)	E5 JULIB
Jesse H. Jones Library	C6 HSFAC
Martin Museum of Art	B7 MMC
Mayborn Museum Complex	D6 MDYLIB
Moody Memorial Library	C6 POGULIB
Pease Legislative Library	B6 LAW
Sheidan & John Eddie Williams Library	
<b>OUTDOOR AREAS</b>	
Bear Park	D5 BEARPK
Bill and Eva Williams Bear Habitat	E4 BEARHB
Burton Quadrangle	E5 BLOUAD
Edgefield Park	D9 EDGRPK
Founders Mall	F5 FNDRS
Fountain Hall	D5 FONTML
Garden of Contentment	F5 ABL
Mingledow Bowl	C3 MNGLBL
National Pan-Hellenic Garden	D5 NPHG
Rosenbalm Fountain	E5 ROSEFO
SUB Bowl	E4 SUBOWL
Traditions Plaza	E4 TRADPL
Vera Martin Daniel Plaza	E4 VMDP
<b>PARKING FACILITIES</b>	
Dutton Avenue Office & Parking Facility	C5 PKGDTN
East Campus Parking Facility	D9 PKGFC
Eighth Street Parking Facility	F2 PKG8TH
Fifth Street Parking Facility	E3 PKG5TH
Speight Plaza Office & Parking Facility	E7 PKGSPT
<b>RESIDENCE FACILITIES</b>	
Alexander Residence Hall	F4 ALEX
Allen Residence Hall	F4 ALLEN
Arbors Apartments	E9 ARBORS
Brooks Village	E2 BRVILL
Brooks Residential College	E3 BRRLAT
Brooks Flats	E3 COLLNS
Collins Residence Hall	F4 DAWSON
Dawson Residence Hall	D8 VRC
East Village Residential Community	D8 EVTEAL
Gordon Teal Residential College	E8 EVERLE
Hallie Earle Hall	E7 FAIRMT
Fairmont Apartments	G5 GABLES
Gables Apartments	E2 KOKER
Kokernot Residence Hall	D3 MARTIN
Martin Residence Hall	F4 MEMRL
Memorial Residence Hall	C5 NVRC
North Village Residential Community	C5 NVH
Heritage House	C5 NVTX
Texana House	C6 NVUN
University House	D4 PENLND
Penland Residence Hall	D4 RUSS
University Parks Apartments	C11 UPKAPT