

# Doctoral Milestone Guidance

## CHECKLIST

[For more information visit our Doctoral Milestone Guidance Webpage!](#)

# MASTER'S ALONG THE WAY

## STEP 1: FORMAL COURSEWORK COMPLETION

Complete Required Coursework

- SYA 5625: Proseminar
- SYA 6126: Social Theory

Select Any 2 of the Following

- SYA 6305: Quantitative Social Research Methods
- SYA 6315: Qualitative Research Methods
- SYA 6455: Research Analysis

Find an advisor early on so that they can help guide you through the program!

## STEP 2: MA FINAL PRODUCT COMMITTEE FORMATION

- Choose a committee chair, and work with them to choose members of your advisory committee
- Submit the [MA Final Product committee request](#)

Prior to enrolling in SYA 6507: Academic Writing in Sociology and SYA 6909: Research Report, you must form an advisory committee.

## STEP 3: MA FINAL PRODUCT & ADDITIONAL COURSEWORK CREDIT HOURS

- SYA 6507: Academic Writing in Sociology
- SYA 6909: Research Report (3 credit hours)

Complete an additional 12 credits of coursework

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

You may use courses from the Master's along the way to check off courses for the PhD coursework.

#### **STEP 4: FINAL DEFENSE & GRADUATION**

- ☐ You must apply for graduation and defend your MA Final Product
- ☐ Notify the Graduate Admissions Coordinator that your MA Final Product is complete!

More information on filing your intent to graduate can be found [here](#).

# PhD COURSEWORK

## STEP 1: FORMAL COURSEWORK COMPLETION

Complete ALL Required Core Courses (24 credit hours)

- ☐ SYA 5625: Proseminar
- ☐ SYA 6126: Social Theory
- ☐ SYA 6305: Quantitative Social Research Methods
- ☐ SYA 6315: Qualitative Research Methods
- ☐ SYA 6455: Research Analysis
- ☐ SYA 6507: Academic Writing in Sociology
- ☐ SYA 7019: Advanced Sociological Theory
- ☐ SYA 7625: Advanced Proseminar

Select 2 of the Following Methods Courses (6 credit hours)

- ☐ SYA 6425: Design and Conduct of Social Surveys
- ☐ SYA 6657: Program Design and Evaluation
- ☐ SYA 7318: Advanced Qualitative Data Analysis
- ☐ SYA 7407: Advanced Quantitative Data Analysis
- ☐ SYA 7457: Topics in Data Analysis
- ☐ SYA 7658: Social Policy and Research Analysis

Select Any 1 Additional Theory Course (3 credit hours)

- ☐ SYA 6128: Theoretical Criminology
- ☐ SYA 6933: Topics in Sociological Theory

Primary Area of Specialization ( 12 credit hours)

- ☐ SYA 7979: Advanced Readings in Sociology
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

Find the remaining required courses on page 7 of this document!  
You may work on the remaining courses along with the formal coursework.

## **STEP 2: QUALIFYING EXAM**

- Email the Graduate Director the semester before you plan to take the exam, to let them know you would like to be added to the exam in the upcoming semester
- Pass your Qualifying Exam

The exam is offered at the beginning of Fall and Spring semesters. Once you pass the exam, you are eligible to defend your dissertation proposal. You **MUST** finish Step 1 before moving to Step 2!

## **STEP 3: DISSERTATION COMMITTEE FORMATION**

- Choose a committee chair, and work with them to choose members of your advisory committee
- Dissertation committees must have one Chair, two Department members, and one member outside of the Department
- Register for the Dissertation Webcourse - Link found [here](#)
- Complete the Institutional Review Board (IRB) and Human Research Protection Program (HRPP) webcourse training - Link found [here](#).
- Submit the [Dissertation Committee Request form](#).

This must be completed the semester before you plan to defend your proposal!

## STEP 4: COMPLETE CITI/ACADEMIC INTEGRITY TRAINING

- Complete [CITI Responsible Conduct of Research Training](#)

- Complete two [CORE Academic Integrity workshops](#)

- Complete two [ELECTIVE Academic Integrity workshops](#)

Before you can defend your proposal and advance to candidacy, you **MUST** complete these trainings!

## STEP 5: DEFEND PROPOSAL (CANDIDACY EXAM)

- Work with your committee to schedule your proposal (you may enroll in SYA 7919 Doctoral Research hours the semester of your proposal defense)

- Email [socadmissions@ucf.edu](mailto:socadmissions@ucf.edu) to let them know the time & date of the defense

- Once the proposal defense is complete, notify the Graduate Admissions coordinator, so they can begin the approval form

You can only begin this step once you have passed your qualifying exam, formed your committee, and completed all your training

## STEP 6: ENROLL IN DISSERTATION HOURS

- Complete the [Restricted Registration Agreement](#) to enroll in dissertation hours

You can enroll in Dissertation Hours the semester after have you defended your proposal. You need a total of 15 dissertation hours by the end of the program. Three hours is considered full-time, but you can enroll in up to nine per semester if you want to complete all your hours in 2-3 semesters

## STEP 7: IRB APPROVAL

Submit your protocol through Huron to the Institutional Review Board for approval if your research involves human subjects OR have your dissertation committee chair write an email to [socadmissions@ucf.edu](mailto:socadmissions@ucf.edu) if your research does not involve any human subjects/data/specimens.

For more information on IRB Approval, please refer to Step 7 of our [Dissertation Milestone Guidance](#) Webpage.

## STEP 8: FINAL DEFENSE & GRADUATION


Apply for graduation and defend your final dissertation. Refer [here](#) for step-by-step instructions.

### IMPORTANT:

Refer to the [Academic Calendar](#) for more information about the deadlines. Make sure you select the correct term on the calendar, e.g. Summer deadlines will be on the Summer calendar, etc. These deadlines change each semester. Note that it is the student's responsibility to be aware of all deadlines and requirements. Missing a deadline can result in a delay in graduation, as CGS will not grant an extension to posted deadlines.

## OTHER COURSEWORK

Secondary Area of Specialization (9 credit hours)

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Unrestricted Electives (15 credit hours)

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Dissertation Hours (21 credit hours)

 SYA 6909: Research Report (3 credit hours)

 SYA 7919: Doctoral Research (3 credit hours)

 SYA 7980: Doctoral Dissertation (15 credit hours)

**Total Credit Hours = 90**