

University of New Mexico

Department of Sociology

Resource Guide  
for Graduate Students



Doctoral Version

2009 Academic Year Edition

compiled by  
Karen Majors  
Academic Advisor

## Preface

This resource guide is the result of a department-wide effort to gather information for incoming graduate students into a concise “user-friendly” resource guide. Contained therein are such items as Sociology Department Rules & Regulations, student forms, a suggested time line for completion of program requirements, and information on leisurely activities for Albuquerque and New Mexico. We hope you find this premiere version practical and insightful as you begin your graduate study in the Department of Sociology.

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## Letter of Welcome

Welcome to the UNM Sociology Department!

We think that our department is an excellent place for graduate studies in Sociology. Our relatively small size (approximately 40 graduate students) allows plenty of opportunities to get involved in the teaching and research activities of faculty.

During the fall semester, you will be advised by the faculty graduate advisor, Dr. Andrew Schrank. In your second semester, you will choose a faculty advisor in your area of interest. We will also have a general orientation meeting to the department early in the fall — watch your email and mailboxes for the date and time.

Once you arrive on campus, you should find your way to the Sociology department office and meet Dorothy Esquivel, Dona Lewis, and Karen Majors, our permanent office staff. They can help you with the logistics of getting established, such as registering for courses, getting a mailbox and email account, FERPA training, etc.

During August, many faculty and graduate students will be gone on vacation. Many return only shortly before classes start, so do not be surprised if there is little activity here when you arrive. We look forward to meeting you and getting to know you, so call or come by and introduce yourself. Until then, good luck with getting settled in Albuquerque.

For those of you receiving a graduate assistantship/teaching assistantship (GA/TA) contract through the Sociology Department, there will be a mandatory meeting during the first proseminar (Soc 523). Since these contracts have a start date one week prior to the start of classes, please plan on arriving on campus at about that time. Please check with Karen Majors regarding the time and place of the meeting.

Again, welcome on behalf of the department faculty, staff, and graduate students, and best wishes as you start graduate studies here at UNM.

Sincerely,

Beverly Burris  
Chair, Department of Sociology

Andrew Schrank  
Chair, Graduate Committee

## Arrival in the Department

I'm here; now what?

1. Meet with the front office staff and take care of all necessary paperwork.
  - a. Hiring Paperwork (if applicable: you will need your driver's license & social security card OR passport)
  - b. Key Cards
  - c. Alarm Code
  - d. Copy Code (if you have a GA/TA contract)
  - e. Go over contents of graduate file with Karen Majors
  - f. Set up UNM NetID
  - g. FERPA & other training (if on GA/TA contract)
2. Meet with Dr. Andrew Schrank, Chair, Graduate Committee to discuss class schedule and fulfillment of prerequisites.
  - a. Undergraduate requirement(s)
  - b. Waiving/substitution of course(s)
  - c. Class schedule
3. Complete any remaining paperwork.
4. If you are on contract, contact the instructor(s) you will be assisting.
5. Check the OGS website (<http://www.unm.edu/grad>) for orientation information.

**Department Personnel**  
(We're here to help!)

Front Office Staff  
SSCI 1103  
277-2501

Dorothy Esquivel (desquive@unm.edu)  
Department Administrator

Dorothy is the person to go to with questions about employment, payroll, and approvals of reimbursements.

Dona Lewis (dlewis@unm.edu)  
Administrative Assistant

printing of course materials, room scheduling, reimbursements, and travel arrangements.

Karen Majors (majors@unm.edu)

Academic Advisor

Graduate Secretary

Karen has been in the Sociology Department for 15 years so go to her first with any questions about classes/requirements/forms/academic procedures and/or problems. If she doesn't have the answer, she will refer you to the appropriate person/university office. See Andrew Schrank in Karen's absence.

Beverly Burris (bburris@unm.edu)

Professor and Chair

You may meet with Dr. Burris to discuss questions/problems you are not comfortable discussing with front office staff or your advisor. Please understand that her schedule tends to be predominated with College meetings, review/compilation of reports, and budgetary issues as well as her own teaching preparations. She sees students during regular posted office hours and by appointment.

Andrew Schrank (schrank@unm.edu)

Associate Professor and Chair, Graduate Committee

SSCI 1108; 277-1295

See Dr. Schrank with questions about fulfillment of prerequisites, what courses to take, faculty advisors, GA/TA problems, thesis committees, professional paper committees, and dissertation committees.

## Department Office/Phone/Email Listing

### REGULAR FACULTY

<u>Name</u>	<u>Office</u>	<u>Office Phone</u>	<u>Email Address</u>
Broidy, Lisa	SSCI 1082	277-2002	lbroidy@unm.edu
Burris, Beverly	SSCI 1074	277-5611	bburris@unm.edu
Coughlin, Richard	SSCI 1066	277-8312	coughlin@unm.edu
Fiala, Robert	SSCI 1058	277-2725	rfiala@unm.edu
Gonzales, Felipe	A&S Dean	277-3465	gonzales@unm.edu
Hood, Jane	SSCI 1068	277-3816	jhood@unm.edu
Huaco, George	SSCI 1072	277-5517	georgeh@unm.edu
Ibarra, Roberto	SSCI 1055	277-4841	raibarra@unm.edu
López, Nancy	SSCI 1053	277-3101	nlopez@unm.edu
Lyons, Christopher	SSCI 1076	277-0519	clyons@unm.edu
May, Philip	CASAA	925-2307	pmay@unm.edu
Nepstad, Sharon	Religious Studies	277-0540	nepstad@unm.edu
Roberts, Aki	SSCI 1056	277-3911	akit116@unm.edu
Roberts, John	SSCI 1080	277-3940	jmrob@unm.edu
Santoro, Wayne	SSCI 1106	277-1849	wsantoro@unm.edu
Schrank, Andrew	SSCI 1108	277-1295	liedka@unm.edu
Tiano, Susan	SSCI 1060	277-5931	stiano@unm.edu
María Vélez	SSCI 1054	277-6214	mvelez@unm.edu
Waitzkin, Howard	SSCI 1070	277-0860	waitzkin@unm.edu
Wood, Richard	SSCI 1078	277-3945	rlwood@unm.edu
Zylan, Yvonne	SSCI 1084	277-0378	yzylan@unm.edu

### PART-TIME FACULTY

Adele, Niamé	SSCI 1065	277-8990	niame@unm.edu
Brown, Sean	SSCI 1098	277-8318	sbrown05@unm.edu
Clevenger, Marie	SSCI 1065	277-8990	shas@unm.edu
McCue, Karen	SSCI 1065	277-8990	kmccue@unm.edu
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### POST-DOCS

Hernandez-Arias, P. Rafeal	SSCI 1062	277-3465	prha@unm.edu
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## FRONT OFFICE STAFF

Esquivel, Dorothy	SSCI 1103	277-2501	desquive@unm.edu
Lewis, Dona	SSCI 1103	277-2501	dlewis@unm.edu
Majors, Karen	SSCI 1103	277-2501	majors@unm.edu
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## GRADUATE STUDENTS

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Hammett, Sophia	SSCI 1057	277-0470	shammett@unm.edu
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Thompson, Warren	SSCI 1063	277-8992	wthomps@unm.edu
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Waddell, Benjamin	SSCI 1059	277-0471	bwaddell@unm.edu
Willits, Dale	SSCI 1063	277-8992	dwillits@unm.edu
Windsong, Elena	SSCI 1071	277-8991	windsoea@unm.edu
Yan, Wenbin	-----	-----	wyan@unm.edu

## Sociology Department Rules and Policies

From: Beverly Burris, Chair

Welcome to the Fall 2009 semester! This is just a reminder of some of the important policies and procedures with which faculty and graduate TA/GAs must be familiar. This material is supplemental to information about university-wide policies and procedures contained in the *Faculty Handbook* (<http://www.unm.edu/~handbook/>).

### I. Departmental Grading Policy

The following grading policy, adopted by the Sociology faculty in October 1984, remains in effect:

- A. Grades in the Department of Sociology shall indicate differential evaluation of student performance.
- B. Accomplishment in the course shall be the primary criterion for determining grades.
- C. Especially for undergraduate courses, the mean grade shall normally be between 2.0 and 3.0. Note: This should be regarded as a guideline rather than an inflexible rule. It is possible that mean grades in a section may be above 3.0 or below 2.0; in such cases, however, the instructor should be prepared to provide an explanation of the departure from the norm. A passing grade for **undergraduate** courses in the Sociology Department is "C-".

### II. Teaching Evaluations

It is departmental policy that all courses be evaluated using the standard IDEA instrument. According to a policy established by the Faculty Senate, use of IDEA evaluations for part-time faculty and graduate TAs (graduate student teaching a course), is mandatory. [At their option, instructors may choose to supplement the IDEA evaluation with other data on teaching effectiveness.] **If an instructor is teaching a cross-listed course he/she should inform Karen of exactly how many forms will be needed for the entire class.**

Guidelines for administering the IDEA evaluations are as follows:

- A. Timing: Plan to have the IDEA questionnaire administered during the last two weeks of scheduled classes. Past experience suggests that it is usually not advisable to administer course evaluations during the week of final examinations.
- B. Distribution to classes: **It is inappropriate for instructors to administer evaluations to their own classes, or to be present in the room when the forms are distributed.** Instructors who have GAs (graduates assisting an instructor) assigned to them should arrange to have the GAs distribute evaluations. Instructors with no GAs will, upon request, be assigned help in administering the evaluations; contact Andrew Schrank for this. **It is permissible to designate a student enrolled in the course to act in this capacity only if the department is not able to provide help.**

**Note on graduate courses:** IDEA for department graduate classes are to be distributed **in class**, not to mailboxes; this has created the situation where few (if any) are turned in. Because it is desirable to have all students in small graduate classes fill out IDEA forms, it is permissible to have individual students who missed class when IDEA were originally distributed to stop by the front office and fill them out. If a situation such as this occurs, the student will have one week only to fill out and return the IDEA form to the front office before the packet is taken to ITS.

- C. Collection and submission of forms: The person(s) responsible for distributing evaluations to classes should also collect the forms (including any blank forms) and place them in a sealed envelope (signed across the seal) and submit them immediately to the Sociology Department so they can be logged in. **The instructor should not handle or see the evaluations before they are processed by the Testing Division.**

### III. Final Examinations

- A. It is the policy of the College of Arts and Sciences that final examinations must be held at the time scheduled by the University Registrar. **Scheduling final examinations during “closed week” (the week before finals) is specifically prohibited.** (Note: This policy refers to the final examination given to the class; exceptions for individual students, based on compelling circumstances such as medical conditions, family emergencies, etc. may be handled by instructors on a case by case basis.) Furthermore, instructors are expected to remain on campus until grades for their courses are turned in. In any case, faculty members or TAs who must be away from campus for any reason during finals week must seek advance approval of the department chair.
- B. In cases of inclement weather, instructors must choose one of the following options **PRIOR** to final exams week and clearly communicate to their students which option they have chosen. The options are 1) Instructors may assign as final grades, the current grades that students have going into final exams week. 2) Instructors may make provisions for students whose exams are canceled to contact them for the scheduling of a make-up exam or alternative arrangements. 3) Faculty may, as a last resort, choose to assign incomplete grades.

### IV. Office Hours

Faculty and Teaching Assistants (and, where appropriate, Graduate Assistants) are responsible for holding regularly scheduled office hours. Office hours must be posted on office doors by the first day of class. Scheduled office hours should be regarded in the same light as scheduled classes; that is, the office staff must be informed of any cancellations so that students may be informed. **Repeated incidents of missed office hours without notification is unacceptable.**

## V. Collecting and Returning Tests and Papers

- A. **Please do not have term papers and other assignments turned into the department office.** This creates a serious additional burden on the office, and interferes with the office staff's ability to complete their work (especially since papers are often due at the end of the semester when the office is busiest.) Exceptions to this rule, such as late papers, may be made infrequently and should be handled as follows: the late paper or assignment should have the instructor's name clearly marked and placed in the "In Basket" on the front counter. (Note: The office staff will not issue a receipt to the student or sign for and/or date stamp the paper.)
- B. **Papers and assignments should, whenever possible, be returned to students in class.** When this is not possible, instructors should arrange to return papers and assignments during office hours (regular or especially scheduled for this purpose), or have students provide a stamped, self-addressed envelope to return the paper or assignment by mail. Papers and assignments may never be left for pick up outside the instructor's office; this is both a violation of the local fire code and federal law (the so-called Buckley Amendment; see section X on confidentiality of student records (FERPA)). Instructors may place items to be returned to students in an envelope and placed in the "Student Pick-up" basket in the main office.

## VI. Travel and Other Absences from Campus

- A. TAs shall seek advance approval of the department chair for any travel or other scheduled absence from campus during the academic term which might interfere with their assigned duties. Individual TAs are responsible for arranging to have their classes covered (or, if this is not possible, canceled) in their absence. Contact Andrew Schrank if you need a floater GA. **The front office is to be informed if the classes are to be canceled or held away from the regularly scheduled classroom.**
- B. Travel Funding Requests  
Graduate student requests are generally granted only for the purpose of presenting a paper at a professional conference. If you have a professional paper accepted for a conference, forward a copy of the acceptance, a letter of request indicating the nature of your participation, and a proposed budget to Andrew Schrank at least 10 days prior to traveling. The budget should include the dates of the conference (or dates of your travel, if different), costs of transportation (including airfare, taxi, etc.), hotel accommodations, registration fees, and any other conference-related costs. If you have precise information about airfares and hotels, provide it in your request. If you do not have precise information, please estimate costs in each area. **Only travel requests that have been approved in advance will be eligible for reimbursement.** Funding for the 08/09 academic year will be \$800 per student. This can be used for one trip or divided for 2 trips.

## VII. Miscellaneous Office Expenses

This year's allocation for routine office supplies should be adequate if we all use a bit of common sense. Please follow these guidelines:

### A. Photocopying

Part-time instructors and GA/TAs will be allowed up to 500 copies per semester on the front office Xerox in conjunction with classroom activities. **Tests, syllabi and short course items will be printed at the department's expense if given to the front office a minimum of 48 hours before they are needed.**

**Answer keys to homework assignments and tests, study guides, and other handouts should be put on reserve at Zimmerman Library and/or E-reserves, emailed to the class list and/or posted to WebCT.**

### B. Telephone and Fax

There is no base allowance for long distance telephone allowance for part-time faculty or GA/TAs. **Requests from part-time faculty and GA/TAs should be submitted to the department chair or Dorothy.** If a call/fax pertains directly to UNM business, such as course materials, book orders, etc., it is allowed. The Sociology Department cannot receive faxes of a personal nature (includes, but not limited to, paperwork related to home mortgages, apartment/property lease agreements, recreational activity reservations, vacation reservations). Personal faxes may be sent/received at Kinko's; there is a charge for the service.

### D. Postage

**Part-time faculty and GA/TAs should seek advance approval from the department chair or Dorothy for any postal charges.** Mass mailing should not be charged to the department unless specifically approved in advance. The university will not reimburse for postage charges accrued off-campus. The Department cannot provide postage for correspondence of a personal nature. Out-going mail that is personal in nature may be mailed from the Department provided that postage has been prepaid.

### E. FedEx

**All FedEx or other express mailing requires approval by the department.** Submit a brief note or email to the department chair (and copy to Dorothy) in advance indicating the purpose of the mailing.

### F. Temporary Parking Permits

The Department will, upon request, provide 1-day parking permits for guest speakers for Sociology classes. Temporary parking permits cannot be used for Sociology faculty, staff, part-time instructors, or graduate students.

### G. Other Charges

All other charges, such as Instructional Media Services and other supplies and services, will be handled on an individual request basis. Please direct any such requests in writing (or e-mail) to the department chair (and copy to Dorothy) in advance of making any charges.

## VIII. Academic Freedom

Resolution passed by the Sociology faculty:

The Sociology Department affirms its strong commitment to the academic freedom of both faculty and students. We reject censorship, the imposition of speech codes and other moves to restrict academic freedom. All topics and methods of research, lectures, and discussions are appropriate so long as they are context relevant and presented in a manner consistent with high standards of professionalism.

## IX. Off-Campus Class Meetings

Resolution passed by the Sociology Faculty:

In general, regular Sociology classes should be held in the classroom assigned. However, in cases where the instructor and class unanimously agree to hold one or more classes in an off-campus location, the professor should notify the Department chair in writing at least one week before the off-campus meeting(s).

## X. Confidentiality of Student Records (Buckley Amendment (FERPA))

The Department of Sociology will not release any portion of a student's file to anyone other than the student, in compliance with the Family Educational Rights and Privacy Act of 1974 (known as "FERPA", or the "Buckley Amendment"). The university generally may not release student records without the student's written permission. This includes both physical release of documents and release of information about the student over the phone or in person. This privacy rule covers almost every conceivable category of student records, such as grades, class schedules, financial information, disciplinary proceedings, medical records, computer files, admissions documents, and academic assessments. Release may not even be made to the police or FBI, the federal government, or to student family members, such as parents or spouses without the student's permission.

No one inside or outside the University shall have access to, nor will the contents of, a student's education records be disclosed without the written consent of the students except as provided by the Act and Regulations. Exceptions in the Act and Regulations include but are not limited to the following: personnel within the institution determined by the institution to have a legitimate educational interest, officials of other institutions in which students seek to enroll or are enrolled, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with judicial orders and persons in an emergency when necessary to protect the health or safety of students or other persons."

These rules were adopted by the U.S. Congress out of a concern for the privacy interests of students. For further details, see the Student Records Policy in the current edition of the *Pathfinder*. (See synopsis of FERPA and complete FERPA rules at the end of this booklet.)

## XI. Department Special Use Rooms

### A. Computer Laboratory

**The computer lab is available for use by Sociology staff, graduate students, part-time instructors, and faculty only.** Use of the lab by other people, including undergraduate students, or for classes is not permitted unless arrangements have been made with the department chair and the computer use committee. If someone without a key (who you do not recognize as being department faculty/student/staff) requests entrance into the lab, please refer him/her to the front office. UNM security officers may occasionally request to see your LoboCard (especially after hours/during the weekend); if you do not have your LoboCard, they will ask you to leave. The lab is intended for study and research and not incessant conversation; please be respectful of others using the lab. If you are the first person to enter the lab, you will need to enter your code. **If you cannot disarm the alarm, please call the front office (7-2501) immediately.** Unless you are working on a computer to the right of either printer, when you are finished working, please shut down the computer you are working on (regardless of what time it is). If you are the only one in the lab, please set the alarm before you leave (regardless of what time it is), turn off the lights and deadbolt the door. For your convenience, each computer is labeled with the programs it has available. If you encounter any problems with a program and/or the printer, please notify the front office immediately. Do not attempt on fix the problem yourself; the front office staff are familiar with recurring problems and can fix them quickly. The printer is intended for single copies only; do not run multiple copies of papers as this puts excessive wear and tear on the printer and ties it up for other people needing to print. Also, if you are making changes to a document and want to see how the changes look, please run one or two pages only. It is not necessary to run an entire forty-page document (for example) to see how a change in the margins looks. **Do not use the east door of the computer lab. Repeated security violations may result in suspension of computer lab privileges.**

### B. Commons Room

The Sociology Commons Room is a multi-purpose space available for use by Sociology faculty, graduate students, and staff. It is used for coffee breaks, lunch, and informal meetings, and may also be scheduled in advance for seminars, colloquia, committee meetings, and graduate courses. See Dona to reserve the Commons Room. The Commons Room **may not** be used to administer make-up examinations for undergraduate students or other purposes that interfere with its intended uses. For security reasons, the door to the Commons Room is to remain locked. As a matter of courtesy to others, please label your items and do not keep perishable food items in the refrigerator for more than a few days.

C. Reading Room/Department Library

The reading room is for the exclusive use of Sociology faculty and graduate students. Its primary use is to provide a quiet place for reading and study. Its secondary use is to provide a place for graduate student comprehensive exams, thesis and dissertation defenses, and faculty committee meetings. This room is not to be used for giving make-up exams. **Books and journals are to be used in the reading room and not borrowed or taken out (other than a few feet beyond the door to make a copy).** After you are finished using a book or a journal, please re-shelve it where it belongs. **Food and drink are not to be brought into the reading room.**

D. Room 1104

**This is the only room to be used as a classroom with designated times for administering make-up exams.** Check the calendar on the door for available times. Please see Dona to reserve this room.

## **Graduate Assistant and Teaching Assistant Rules and Regulations**

### Contract Period

GA/TA contracts begin the Monday prior to the first week of classes. Graduate assistants must contact the instructor(s) to whom they are assigned by the first day of their contracts in order to help with course preparation. The contract ends on Friday of finals week, which includes all of final exams week. Students on GA contracts should check with the instructor/professor to whom they are assigned to see when their grading duties will be fulfilled **before** making travel plans at end of semester; "floater GAs" are always expected to be available through the end of finals week.

### Pay Schedule

All students on contract in the Sociology Department receive their pay (via direct deposit) on the last **weekday** of the month. For example, if the last weekday of the month falls on a Monday, students will be paid on Monday and not on the previous Friday.

### Allowable Number of Hours Worked

Students are allowed to work up to a maximum of 30 hours per week at the university (unless they are international students, in which case they are allowed to work a maximum of 20 hours per week). For example, a student on a 20-hour contract with the Sociology Department could work 10 hours per week for another department, such as the Institute for Social Research. Students must check with Karen if they are receiving, or intend to receive, awards and/or contracts in addition to those being received from the Sociology Department in order to avoid any problems. In addition, graduate assistants often work fewer than their assigned hours for an instructor during any given week. Therefore, it is not unreasonable for an instructor to request and expect his/her assistant(s) to put in extra hours during test and/or grading periods. Conversely, assistants who find that they are being given excessive amounts of work that continuously exceed their contract hours should speak with Andrew Schrank or the front office staff if they are unable to resolve the problem with the instructor(s).

### Photocopying

Students on GA/TA contract through the Sociology Department are allotted 500 copies per semester on the office Xerox machine. Students are expected to remain within the allotted number of copies for the term. **Copies made for instructors need to go on the instructor's account, not on the GA's account; the front office staff have the copy code information if needed.**

### Administration of Make-Up Tests

Make-up tests are to be scheduled in room **1104 only** and during available times. Make-up tests are **NOT** to be given in the department reading room (1101), commons room (1061), or computer lab (1069) if 1104 happens to be unavailable. The emphasis here is that make-up exams need to be scheduled at times convenient for the Department as a whole and for the test proctor (GA), not whenever it's convenient for the student to "show up." In a pinch, make-up tests may be given in the GA's office **with the GA present**. Undergraduate students are not to be left alone in department offices during make-up tests or during the GA's regular office hours.

### Administration of IDEA

Graduate Assistants usually administer the IDEA (Individual Development and Educational Assessment) forms for the instructor(s) to whom they are assigned during the last two weeks of scheduled classes prior to final exams. **Instructors are not to be present in the classroom when IDEA forms are distributed, filled out, or collected.** The person(s) responsible for distributing evaluations to classes should also collect the forms (excluding any blank forms) and place them in a sealed envelope (signed across the seal) and submit them immediately to the Sociology Department so they can be logged in. **The instructor should not handle or see the evaluations before they are processed by the Testing Division.**

### Departmental Keys

All graduate students are given departmental keys for their mailbox, the commons room, the computer lab, the department reading room and the outside doors. Graduate students on contract are also given a key for their assigned office. In addition, graduate students may request a key for a hall locker. If a student loses his/her keys, he/she will need to report the loss to the front office and campus police promptly and pay for replacement of the key(s). Keys are not to be shared or traded. If you leave your keys at home, you will need to have someone from the front office let you into your office, computer lab, etc. If you do not have your keys with you, you may **NOT** leave doors propped open for ease of access. Thefts have occurred because of this.

### Computer Lab

Please see page 11 under Department Special Use Rooms.

### Exams

Graduate assistants are expected to be present to assist with all exams (including finals) for the courses they are assisting.

### GA Requests for Subsequent Semester

If students would like to continue their assistantships into the next semester, they should indicate so. There will be an e-mail notice asking for funding requests for the upcoming semester. Please respond with your request by the given deadline. Non-response will be taken to mean that the student is not requesting funding for the next semester.

### Preregistration for Subsequent Semester

Graduate students receiving assistantships for the next semester must register for classes prior to the end of the current semester. For example, a student receiving an assistantship for Spring must register for Spring classes prior to January 1st. The Office of Graduate Studies returns contracts for students who are not registered for classes at the time the contracts are being reviewed.

## Office Safety and Office Etiquette

### A. Office Safety (Fire Hazards)

1. No extension cords may be used. Electronic devices that are not plugged directly into a wall outlet must be plugged into a "surge suppressor" type unit (note: this is highly recommended for all computers and printers anyway).
2. Offices and hallways are not to be crowded with paper and/or boxes. Paper cannot be piled on the floor. Do not use the ceiling sprinkler heads as hanging hooks.

### B. Office Safety (Pests)

1. Food containers should be kept securely closed. Please remove all food each Friday and before any holiday breaks. Please write your name and date on any items you place in the Commons refrigerator. Due to limited space, please keep only a 1-2 day supply of food in the refrigerator. Please wipe up spills in the microwave, tables, and counters. Do not leave dirty dishes in the sink.
2. Aluminum cans, old papers, and newspapers may be recycled. Recycling bins for paper are located in the front office and a recycling bin for aluminum cans and plastic is located in the lobby in front of the main office.
3. The above items, if left to accumulate in offices are not only a hazard, but cause unpleasant odors and invite cockroach infestation. Remember, having an office here in the department is a privilege. Please keep your office clean.

### C. **Absolutely no alcohol is allowed in the departmental offices (in open *or* closed containers), or other parts of the building. UNM rules prohibit alcohol on campus except under certain specific circumstances.**

### D. Office Etiquette

As we begin a new semester, we would like to provide some thoughts on the norms--embracing both official departmental policies and informal but widely-shared norms--relating to shared office space in the department.

1. First, it is important to recognize that appearances are important, not only to those with whom you share an office but also to students and others with whom you may have occasion to meet in your office. Please avoid decorations that are inappropriate for a university office, such as lurid posters and pictures. Certain types of decor, which might be perfectly acceptable in an undergraduate dorm, your home, or some other private setting, are just not right for the office. The point here is not prudishness, nor censorship, but merely reasonable professional judgment.
2. Please use only the desk, shelves, cabinets that are assigned to you. Each person is assigned a desk, cabinet, shelves etc., and these assignments should be respected. Please do not use other people's supplies or personal belongings.
3. Please do not remove desks and/or chairs from other offices. This creates problems when we have to do the annual inventory report.

4. Try to be considerate of others. Throw away your trash, cans, etc. Old papers and tests should be recycled or filed. If papers and/or tests have a student's name and social security number, that portion needs to be shredded. You may bring large quantities for shredding to the front office. There is a small paper shredder in the computer lab.
5. When you vacate your office/work area, you should clean it and turn in your keys (offices, commons, mailbox, and lab) to the lockshop. This is not the responsibility of the front office staff. The lockshop will give you back ½ of the green key card; show this to Karen so that she may note it in the key book.
6. We have had serious problems with thefts from offices left open. So please do not leave your office door propped open or left unlocked when you step out -- even for a few minutes. Please do not keep expensive items in your office; there is no reimbursement policy for stolen items. Purses, wallets, and backpacks should be kept in or under a desk, in a filing cabinet, or somewhere else out of plain sight.

## **Planning coursework and program of study.**

Each student's situation is different; the following are general principles to follow in planning for coursework and completion of the dissertation. It is important for students to consult, from the start of their graduate studies, with the Graduate Advisor and/or their faculty advisor. This will help prevent any unexpected problems later.

1. Any necessary undergraduate prerequisites should be taken immediately. This is particularly important if more preparation is needed before taking the graduate statistics courses.
2. Do not pass up opportunities to take required courses (for which you have all prerequisites) when offered. Of course sometimes it is impossible to take all the required courses given in a semester, but in general one does not want to put off required courses. For the most part, required courses appear in a regular rotation. But this can be upset by faculty leaves and other special circumstances. So it is not wise to assume that a course will automatically be offered, say, next fall and therefore pass it up this fall.
3. It is important to make steady progress through the program. Students should steadily complete required and elective courses, and proceed to comprehensive exams (comps) as soon as possible after finishing coursework. Students should defend their dissertation prospectus within a year of finishing comps.

Again, students should plan their program of study in frequent consultation with the Graduate Advisor and other faculty. The chart below will help with keeping track of requirements, and students should regularly check back with the "Requirements for Graduate Students" document to make sure that all requirements for courses and paperwork are being met. Please see Karen Majors for questions about the forms that must be filed with the Department and OGS.

### Required Courses for the PhD Degree\*\*

Course	Grade	Semester taken	Substitution
Soc 500			
Soc 513 or 514			
Soc 523			
Soc 580			
Soc 581			
Soc 582			
3 <sup>rd</sup> Graduate level methods/stats course _____			
12 units of graduate level substantive coursework in the Social Sciences			
a)			
b)			
c)			
d)			
e)			
18 units of 699			
3 hours			
3 hours			
3 hours			
3 hours			
3 hours			
3 hours			
3 hours			
Other courses (at least 2 hours)			

\*\* Fill out this form as you progress through the program, then use it as a reference when completing the Candidacy form.

## USEFUL WEBSITES

This list is not intended to be exhaustive of all the sites for New Mexico physical or cultural attractions.

### Culture

- <http://www.abqcvb.org> - Albuquerque Convention and Visitors Bureau. A great site for information on annual events held in Albuquerque, arts & crafts fairs, cultural events & attractions.
- <http://www.indianpueblo.org> - Information on the Indian Pueblo Cultural Center; includes links to websites of various pueblos and Native American events, celebrations, and feast days.
- <http://www.newmexico.org> - New Mexico Department of Tourism. Information on state parks, regional attractions and links to the visitor bureaus of nearly every town in New Mexico.
- <http://www.santafe.org> - Santa Fe Convention and Visitors Bureau. Provides information on events held in Santa Fe, cultural & other area attractions.
- <http://www.nhccnm.org> - Information on the National Hispanic Cultural Center of New Mexico.

### Performing Arts

- <http://aapacnm.org> - African American Performing Arts Center and Exhibit Hall.
- <http://www.popejoyhall.com> - Information on concerts, Broadway performances, and other attractions at UNM's Popejoy Hall.
- <http://www.nmso.org> - Information the New Mexico Symphony Orchestra.
- <http://www.santafeopera.org> - Information on the Santa Fe Opera..
- <http://www.nmballet.org> - Information on the New Mexico Ballet Company.

### Museums

- <http://www.nmnaturalhistory.org>- Information on the New Mexico Museum of Natural History (located in Old Town), including the Dynamax Theatre and LodeStar.
- <http://www.atomicmuseum.com> - Information on the National Atomic Museum
- <http://www.cabq.gov/museum> - Information on the Albuquerque Museum of Art & History
- <http://www.unm.edu/welcome/museums.html> - Information on the museums and galleries located at UNM.
- <http://www.museumofnewmexico.org> - Museums in Santa Fe, including the Museum of New Mexico, Palace of the Governors, Museum of International Folk Art, the Georgia O'Keefe Museum, the Museum of Fine Arts, and the Museum of Indian Arts and Culture.
- <http://www.santafechildrensmuseum.org> - Information on the Santa Fe Children's Museum.
- <http://www.explora.mus.nm.us> - Information on the Explora Science Center and Children's Museum of Albuquerque.

### Nature/Outdoors

- <http://www.cabq.gov/biopark> - Information on the Rio Grande Zoo, Albuquerque Aquarium, and the Rio Grande Botanic Garden.
- <http://www.emnrd.state.nm.us/main/index.htm>- Information on New Mexico State Parks.
- <http://www.rgnc.org> - Information on the Rio Grande Nature Center.
- <http://www.skinewmexico.com> - Snow conditions for New Mexico ski areas.

## Entertainment

**<http://www.centurytheatres.com>** - Century Rio Theatres site for finding movie times.

**<http://www.unm.edu/~swfc>** - Information on UNM's Southwest Film Center, showing small independent films

**<http://www.nmrestaurants.com>** - Information on area restaurants.

**<http://www.musicaltheatresw.com>** - Information on Musical Theatre Southwest, community based producers of local musicals

**<http://www.swcp.com/~alt>** - Information on the Albuquerque Little Theatre.

## Government

**[www.legis.state.nm.us](http://www.legis.state.nm.us)** - Information on the New Mexico State Legislature, pending bills, list of district representatives

**[www.vote-smart.org](http://www.vote-smart.org)** - Project Vote Smart, providing information such as legislative voting records for congress members and state legislators

**[www.berncogov/live](http://www.berncogov/live)** - Bernalillo County Clerk, providing information on voter registration and local elections

**<http://www.cabq.gov/council>** - Albuquerque City Council, providing information on council members and meeting agendas

## Miscellaneous

**<http://www.travelocity.com>** - Good source for finding rates on airlines, rental cars, and hotels.

**<http://www.expedia.com>** - Good source for finding rates on airlines, rental cars, and hotels.

**<http://www.mapquest.com>** - Great source for finding driving directions including mileage and estimated driving time.

## Synopsis of FERPA Rules as they apply to the Department.

- I. The student has a right to his/her *educational records*.
  - A. *Tests, Quizzes, Papers, Class Assignments, etc.*

**Note:** If instructor prefers not to hand back tests/quizzes because questions are reused for other tests, the instructor may accommodate the student by copying the test and marking out the questions (if a scantron wasn't used), thus giving the student his/her answers without compromising the future use of the questions.
  - B. *Correspondence concerning student regarding instructor-student conflicts, disciplinary actions, etc.*

**Note:** Most of this information would be available for the student at the Dean of Students office. This provision does NOT cover personal notes that the instructor keeps in his/her private files for his/her own personal use (i.e. grade/class progress tracking, notes on unusual incidents, or other information that is kept private, the sharing of which could potentially have a negative impact on the student). For example an instructor and TA discussing a student's progress in the class would not be a violation of the code. An instructor/TA discussing or sharing information about a problem with an IDENTIFIABLE student with colleagues/UNM staff not involved in the situation WOULD be a violation.
  
- II. *Reasonable expectation of privacy*
  - A. An instructor/staff member *may share information about the student only with that student* (or other UNM employees in the context of job performance)
  - B. An instructor/staff member *may share information with other UNM employees* such as financial aid personnel, athletics personnel, OGS personnel, etc. *in the performance of some official UNM capacity.*
  - C. An instructor/staff member *may NOT share information with parents, guardians, spouses, siblings, friends, etc. of the student or someone from an outside entity* (such as the media, law enforcement, banks, etc.) *without first obtaining a consent form from the student* allowing that the information to be shared. Consent forms are available in the front office.

**Note:** If a parent or other person accompanies a student to a meeting, the student has in effect given permission for that person to have access to the information discussed in the meeting, at the time of the meeting.
  - D. *Return of tests, quizzes, etc.*

Instructors may NOT leave papers in a commonly accessible place for all students to go through (such as a stack on desk or table). For small classes, the instructor should call the students up individually. For larger classes, the instructor may keep envelopes (provided by the student) for each student, place items to be returned in the envelope and seal with a piece of tape. These envelopes may then be left in a commonly accessible place for the students. This type of procedure fulfills the instructor's responsibility to the student. Should another student or someone else take an envelope not belonging to them, that individual becomes the responsible party to the privacy violation. Instructors may allow students to provide SASE for the return of items at the end of the semester. Instructors/TA's may NOT leave papers outside of offices or in the front office for student pick-up.

**Note:** This refers to materials for ENTIRE classes. Instructor's may leave occasional papers and correspondence in an envelope for individual students in the front office for pick-up by the student.

E. *Posting of grades*

Instructors may NOT post grades. Instructors should meet with students in class and/or during office hours throughout the semester to discuss grades. Students may access their final grades through I-TEL-UNM and through the UNM web page.

III. Graduate Applications

- A. A graduate applicant is not considered to be a student until he/she is officially accepted into the program. Should the application become part of the student's permanent department file, the student would be allowed access to all materials EXCEPT letters of recommendation where the waiver box is checked. Instead, a list of who wrote recommendation letters should be kept in the file.
- B. A graduate applicant may not demand the return of their application file materials. For example if an applicant is alleging discrimination, decisions regarding such a matter would be based on information taken regarding students who were admitted.
- C. Graduate applications should be kept on file for at least 1 year so that applicants may reapply without having to recompile the information. Applications may be discarded after 2 years.

IV. Disclosure **With** Consent - student must fill out consent form.

V. Disclosure **Without** Consent

- A. Faculty/staff may release directory information (i.e. UNM phonebook info)
- B. All other requested information will require a consent form from the student or request may be referred to the Records Office or the Dean of Students.
- C. Court subpoena - all court orders need to be channeled through University Counsel, even if court order originates with attorney for the student.

**FERPA**  
**The Family Educational Rights and Privacy Act**

- I. Main Features
  - A. Access by student (“Right to see his/her records.”)
  - B. Right to challenge accuracy (“Right to correct his/her records.”)
  - C. Privacy from others (“Right to limit disclosure.”)
  - D. Notification of rights
  
- II. Definition of Education Records<sup>1</sup>
  - A. any form of recorded information (print, handwriting, tape, computer data, film)<sup>2</sup>
  - B. “directly related to a student; and maintained by an educational . . . institution . . .”<sup>3</sup>
  - C. NOT employees' personal papers
    - 1. personal notes regarding student kept in sole possession of employee
    - 2. not accessible or revealed to others except temporary substitute
  - D. NOT records created and maintained by law enforcement unit for purposes of law enforcement
  - E. student employees (where employment not result of student status)
    - 1. routine documents (made and maintained in normal course of business)
    - 2. relate only to person as employee
    - 3. unavailable for other purposes
  - F. medical records exception (but right to independent review by professional chosen by student)
    - 1. “made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity.”<sup>4</sup>
    - 2. only used for treatment
    - 3. disclosed only to individuals providing the treatment
  
- III. “Student”
  - A. NOT:
    - 1. mere applicants<sup>5</sup>. But if student at one component of institution and applicant at other, may treat just as applicant with regard to that component.<sup>6</sup> And current students have rights to application records, per recent Department of Education decision.
    - 2. post graduate records

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<sup>1</sup> 34 CFR § 99.3 (“educational records”)

<sup>2</sup> 34 CFR § 99.3 (“record”)

<sup>3</sup> 34 CFR § 99.3 (“educational records”)

<sup>4</sup> 34 CFR § 99.3 (“educational records, subsection (b)(4))

<sup>5</sup> 34 CFR § 99.3 (“student”)

<sup>6</sup> 34 CFR § 99.5©.

- B. includes correspondence students<sup>7</sup>
  - C. includes work-study students even if not taking classes<sup>8</sup>
  - D. Where record deals with more than one student, student has right to portions pertaining to self only.<sup>9</sup>
  - E. parents have no rights if student attending post-secondary institution or if > 18.<sup>10</sup>
- IV. Student inspection rights<sup>11</sup>
- A. Within “reasonable” period of time, but in no case more than 45 days.
  - B. Right to inspect includes right to reasonable explanation and interpretation
  - C. Must provide copy where necessary to make right to inspect and review effective. May charge for costs of copy (unless that would make right ineffective). May not charge for costs of search or retrieval.<sup>12</sup>
  - D. Exceptions
    - 1. Parents' financial records<sup>13</sup>
    - 2. Confidential statements pond file before 1/1/1975.
    - 3. Confidential statements if
      - a. readmission to educational institution, job application, or honorary recognition
      - b. student gives written waiver of right to inspect and review
      - c. waiver not required as condition for admission or other benefit
      - d. waiver may be revoked prospectively
      - e. student still has right to list of individuals providing statements
      - f. statements may not be used for other purposes
- V. Right to correct records<sup>14</sup>
- A. Student may request amendment to correct records that are
    - 1. inaccurate
    - 2. misleading
    - 3. in violation of student's right to privacy
  - B. Must respond to request to amend in reasonable time If request denied, must give hearing within reasonable time (and notify student of right to hearing).
    - 1. Student must have reasonable notice of time and place of hearing.
    - 2. Hearing officer may not have direct interest in outcome.

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<sup>7</sup> 34 CFR § 99.3 (“attendance”)

<sup>8</sup> 34 CFR § 99.3 (“attendance”)

<sup>9</sup> 34 CFR § 99.12(a)

<sup>10</sup> Except for minor students below college level, and subject to optional exception for parents of dependent students. 34 CFR § 99.31(a)(8).

<sup>11</sup> 34 CFR § 99.10

<sup>12</sup> 34 CFR § 99.11

<sup>13</sup> 20 USC § 1232g(a)(1)(B)(I)

<sup>14</sup> 34 CFR § 99.20

3. Student must have opportunity to present evidence.
  4. Student has right to representation.
  5. Decision within reasonable time.
  6. Written decision based on evidence, including summary of evidence and reason for decision.
- D. If after hearing, request still denied, must allow student to place comment in record (and notify student of that right)
1. statement stays with record forever
  2. statement disclosed whenever record disclosed
- VI. "Disclosure." -- "to permit access to or the release, transfer, or other communication of education records, or personally identifiable information contained in those records, to any party, by any means, including oral, written, or electronic means."<sup>15</sup>
- A. permit access to
  - B. Personally identifiable information: Any information which would make student's identity easily traceable, including name, address, SSN, info re family, and list of personal characteristics.<sup>16</sup>
  - C. written, oral, electronic
- VII. Disclosure with consent
- A. Form of written consent:
    1. signed and dated
    2. specify records that may be disclosed
    3. identify party or class of parties to whom disclosure may be made
    4. purpose of disclosure
- VIII. Disclosure without consent
- A. To other school officials with legitimate educational interest
  - B. Directory information, unless permission denied. At UNM:
    1. name
    2. address
    3. telephone
    4. date of birth
    5. major, year, credit load, credits earned
    6. dates of attendance
    7. degrees and awards
    8. last school attended
    9. participation in activities and sports
    10. height and weight of athletes
  - C. Financial aid: to determine eligibility, amount, or conditions of aid, or to enforce
  - D. To comply with judicial order or subpoena, after making reasonable effort to notify in advance, unless notification prohibited by the order or subpoena
  - E. To schools student is applying to
  - F. Health or safety emergency
  - G. Parents of a dependent student

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<sup>15</sup> 34 CFR § 99.3 ("disclosure")

<sup>16</sup> 34 CFR § 99.3 ("personally identifiable information")

- H. Victims of violent crimes allegedly committed by a student
  - I. Certain federal and state educational agencies in connection with audit/compliance or accreditation activities
  - J. For scientific studies, if reported anonymously
- IX. Disclosure without consent—conditions
- A. Record of each disclosure (except to student, school official, person with consent, directory information, or if prohibited by court order)
  - B. Must tell person no further disclosures except in compliance with FERPA (except for disclosure to student or directory information)
    - 1. If they do anyway, they are prohibited from receiving student record information for 5 years.
- X. How to keep info confidential
- A. Keep work spaces and meeting/waiting spaces separate.
  - B. Alternative: clear work space before meeting with others.
  - C. Require secure identification before giving information over telephone or computer (e.g., password system).
  - D. Take reasonable precautions to protect files and computer system from prying.
  - E. Photocopying
    - 1. Take special precautions when sending out.
    - 2. Keep photocopier in private area.
  - F. No revealing telephone calls in front of others.

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