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Welcome to Gender and Women’s Studies!

The Gender and Women’s Studies (GWS) Graduate program is designed to help you develop your knowledge of Gender and Women’s Studies as a field as well as your own research, speaking, writing, critical thinking and reflection skills, and support you in creating new knowledge in your area of interest through an innovative Master’s Paper or Dissertation. The following information is meant to help you proceed through the requirements and procedures of the program in a timely fashion.

Responsibilities

You are ultimately responsible for knowing and fulfilling the program and university requirements and deadlines. You should meet regularly with the Academic Program Coordinator, who is an expert on these requirements and the procedures for fulfilling them; and likewise, you should meet regularly with the Director of Graduate Studies, who can help you to understand departmental expectations.

The Department, your teachers and advisors, the Graduate College, your students and many others will communicate regularly with you through your UA email account. Please check your email at least once per day and reply within 24 hours to any messages requiring a response. (If you will be unable to respond due to extenuating circumstances such as travel, you should set up an automatic reply explaining when the sender can expect a reply.)

In addition to the information provided in this Handbook (aka “the blue book”), information about deadlines and necessary forms is available on the Graduate Forms and Policies web page: http://grad.arizona.edu/academics/degree-certification/gradpath. Other important dates are identified in the University Master Calendar: http://www.arizona.edu/calendars-events

Participate! You are not undertaking a graduate program simply to jump through bureaucratic hoops. Our university offers ample opportunity to meet scholars from all over the world, to engage in intellectual conversation beyond the classroom and to serve on committees that shape the department, college, and university. Gender and Women’s Studies sponsors speakers and conferences through the departmental colloquium and other venues for the benefit of our students, faculty and the broader university. We expect that you will take advantage of these opportunities.
Advising and Mentoring

Your First Advisor
During the summer before the first year, the Director of Graduate Studies (DGS) assigns incoming graduate students a provisional faculty advisor (from core faculty) based upon faculty availability. It should be noted that this is a provisional relationship: the person initially assigned may or may not correlate with student interests. This advisor is meant to assist with basic orientation to GWS and the UA and to help with the selection of first semester courses. Incoming students are encouraged to contact their advisor before the semester starts and then to meet with their advisor in person during orientation week and again monthly in the first semester of their program. Students may select a different advisor as early as October 15 of your first semester. If you wish to select a different advisor, it is up to you, the student, to consult with the alternate faculty member to make sure that they are willing and available. If you change advisors, you MUST notify the DGS.

Advising Beyond the First Year
Your first year advisor may or may not be the person you will select to serve as chair of your Master’s Paper Committee (for M.A./J.D. students and PhD students without a prior MA), and then your Comprehensive Examination Committee, and then your Dissertation Committee. You may have different chairs for each of these committees or keep the same person.

NB: If you have entered the program without a prior MA or if you are an MA/JD student, you should select your MA Paper committee chair no later than August of the academic year in which you intend to submit the paper.

As you advance through the program and clarify the focus of your scholarship, you should select a committee chair and other committee members with appropriate expertise. Once selected, that chair will serve as your primary advisor. You are urged to consult with faculty members to determine their availability as advisors as early as possible. It should be noted that due to faculty workloads and the inevitable unevenness of student interest in any given year, a particular faculty member may deny a request to take on the role of advisor.

After the first semester, frequency of meetings with your advisor may vary based on your status in the program, such as needing to meet weekly or bi-weekly during final preparations for qualifying, comprehensive examinations or the dissertation defense preparation, but only once a semester during coursework or dissertation writing. You are responsible for initiating these meetings. Don’t be shy; faculty members understand that it is a core part of their job to advise you. Even faculty on leave are expected to maintain regular correspondence with their advisees.

During your years in coursework, your advisor will help you select courses, see you through a plan of study and help you to interpret the program requirements. You advisor should also be available to offer guidance about any academic or professional issues that might arise. Your advisor is responsible for working with you on your preparation and submission of the Annual Review of Graduate Student Progress, to which they attach their own assessment of your progress.

The Department uses the term “mentor” to describe those who offer guidance and support to graduate students in a less formal way than an advisor. We strongly encourage you to develop mentoring relationships with faculty from the GWS Core, affiliated faculty, and other graduate students. For instance, you may wish to retain your initial advisor as a mentor, even once you have selected someone else to chair your exams and dissertation.
I. PHD. PROGRAM REQUIREMENTS

PhD requirements include 64 units of coursework (including a minor of 9 units and 18 dissertation units); demonstration of second language competence; successful completion of the relevant Qualifying Process; passing the Comprehensive Exam; approval of a dissertation proposal; completion and defense of the dissertation. Please also note that students must maintain continuous enrollment, as detailed in the Doctoral Continuous Enrollment Policy (see page 24-25). And all students are required to submit an Annual Report as detailed in the Annual Review of Graduate Student Progress (page 16).

Courses and Units:

13 Units GWS Required Classes:

- GWS 539A Feminist Theories I (3 units) should be taken Semester I
- GWS 539B Feminist Theories II (3 units) should be taken Semester II
- GWS 639 History/Social Movements (3 units) should be taken at first opportunity
- Critical Race/Ethnic Studies course* (3 units) may be completed any semester
  *see Descriptions of GWS Required Classes for details.
- GWS 695A - Graduate Colloquium (1 unit) workshops throughout 1st yr/registration in Spring

24 Elective Units In Major Field

These may be classes in and outside of the department. They should be selected in consultation with the student’s advisor. Up to six units of Independent Study and six units of Internship may count toward this degree requirement. (You may take more independent study units: they will not count toward your degree total.)

Students may fulfill up to three of these elective units by registering for preceptorship units or up to 10 units by enrolling in the Certificate in College Teaching. For more information see: [http://oia.arizona.edu/project/certificate-college-teaching-program](http://oia.arizona.edu/project/certificate-college-teaching-program)

9 Units (minimum) in Minor Field

The student may fulfill the Minor requirement in two ways.

- Undertake a formalized Minor in another department (e.g. History or Anthropology). Some departments require as many as 15 units for their minors. Consult with the minor department’s graduate advisor for clarification of their requirements.
- Create an individualized minor composed of a coherent set of courses in an area or field (e.g. social theory or Chicana/Latina studies) in consultation with your GWS faculty advisor and the GWS Director of Graduate Studies.

It is the student’s responsibility to keep track of their minor requirements. The student may choose two supporting minor subjects, in which case each minor must have at least six units of coursework. Although the minor subject or subjects will usually be taken outside the major department, minors within the major department may be permitted with the approval of the department.

18 Dissertation Units

TOTAL MINIMUM UNITS: 64
Descriptions of GWS Required Courses (13 Units)

GWS 539A Feminist Theories I (3 units)
This course is Part 1 of a two-semester survey of feminist theories. The course covers major issues, debates and texts of feminist theory and situates feminist theory in relation to a variety of intellectual and political movements including liberalism, Marx and Marxisms, structuralism and poststructuralism, critical race studies and postcolonial theory. The course is a discussion format and requires active participation of all students.

GWS 539B Feminist Theories II (3 units)
This course is Part 2 of a two-semester survey of feminist theories. The course covers major issues, debates and texts of feminist theory and situates feminist theory in relation to a variety of intellectual and political movements including psychoanalysis, Foucault, cultural studies, transnationalism, queer and trans theories. The course is a discussion format and requires active participation of all students.

GWS 639 Feminist and Related Social Movements (3 units) Offered biennially.
In the United States in the nineteenth century, feminism emerged out of the abolition movement in Protestant churches, and subsequently was joined to a decidedly secular labor movement. Why do we think of feminism primarily as a non-religious social movement? How accurate is our perception that it was principally an autonomous movement, distinct from racial and economic justice movements? Why do we talk about “waves” of feminism, and what are the strengths and weaknesses of that model? How does that chronology change if we attend to feminist movements outside the United States? What role does feminism continue to play around the world today? This course will explore feminist and related social movements from the nineteenth century to the present, highlighting the interrelationship of feminist movements inside and outside the United States.

Critical Race and Ethnic Studies (3 units)
In consultation with your advisor and the DGS, select an appropriate course taught by a core GWS faculty member. In special cases, this requirement may be fulfilled through a course outside of the department. If you wish to take a course offered outside the department, be sure to get pre-approval from the DGS.

GWS 695A – Gender and Women's Studies Graduate Colloquium (1 unit)
This course is a platform for GWS graduate students to develop as professional scholars. The course consists of workshop sessions offered throughout the Fall and Spring semesters (students normally register in the spring of the first year). The workshops introduce relevant campus resources and cultivate the professional academic skills that help graduate students thrive. Topics include: building a CV, participating in conferences, publishing in journals, and applying for fellowships, grants, and jobs. Students need to actively participate in at least four out of five workshops and submit a final product (such as a CV, a conference panel proposal, a grant/job application) in order to pass this course. (A grade of S or P must be achieved to fulfill this requirement.)
**Doctoral Plan of Study**

In conjunction with the student’s advisor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the third semester in residence.

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The student must complete the *Doctoral Plan of Study form (in GradPath).* See page 52 for information on how to access GradPath.

**Transfer Credit**

Graduate credit earned at approved institutions, if accepted by the Gender and Women’s Studies Department and the Graduate College, may be counted toward the requirements. To be accepted, the student must have earned an A or B in the original course. Grades of transfer courses will not be calculated in The University of Arizona G.P.A. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit. Please note that if you are from a school on the quarter system, transferred credits count for 2/3rds of our semester units (convert quarter units to semester units by multiplying the number of quarter units by .67).

*For students with an MA in gender and women’s studies or a related field, a total of fifteen units may be fulfilled through approved transferred credit. Only two core GWS courses may be fulfilled through transferring credit. Because 539A is part of the qualifying process for students with the MA, it can never be replaced with transfer credit.*

*For students without an MA in gender and women’s studies or a related field, a total of twelve units may be fulfilled through approved transferred credit. Only one core GWS course may be fulfilled through transferring credit.*

Students who wish to transfer credit must submit the *GWS Request for Transfer Credits form,* along with a syllabus for each course they wish to transfer and a statement of approval from their advisor to the DGS by the beginning of their second semester. The DGS may bring the proposal to the Graduate Committee for final approval. **This should be done by no later than the end of March of the second semester**

If approved by the department, they must complete the *Transfer Credit form (in GradPath)* before the end of their first year of residency.
Second Language Requirement

All GWS Ph.D. students will be required to demonstrate knowledge of a second language. This requirement must be met before advancing to Doctoral Candidacy and before Dissertation Defense can be scheduled. It can be fulfilled in any one of the following ways:

- taking a standard translation exam;
- completing a translation class and receiving a grade of B or above;
- completing 2 semesters of conversation class (fourth semester proficiency) and receiving grades of B or above;
- attending an intensive six-week language school program; or
- receiving a TOEFL score of 600 or higher (or comparable score on a related international language assessment examination).
- undergraduate coursework of fourth semester proficiency graded B or above.

To demonstrate that you have fulfilled this requirement, you must fill out and submit the GWS Language Requirement Form. See page 59.
Qualifying Process (QP)

All students entering the Ph.D. program are required to complete a Qualifying Process. There are two Qualifying Processes: one for students entering the program without an MA; the other for students who enter with an MA in gender and women’s studies or a related field. The department has endeavored to make this requirement a useful and productive exercise, through which the student not only demonstrates their qualifications for PhD-level work but also develops their professional knowledge and skills. Therefore, both processes are structured to provide an opportunity for the student to explore publication processes and venues and to write a publishable paper.

Qualifying Process (QP) for Students Who Enter the Ph.D. program without a Master’s Degree

Students who enter our program without a previous Master’s Degree from an accredited institution are required to write and defend a Master’s Paper. The QP must be completed by the spring semester of the second year in the program.

The Master’s Paper

This paper should exemplify the kind of work the student intends to undertake at the PhD level. It should contain significant scholarly research, demonstrate rigorous theoretical analysis, and display fluency with the chosen methodology. It should be well written and logically organized. In the interest of time, students may build on an existing piece of writing (such as a seminar paper), rather than start from scratch.

In topic, genre, length and citation style, this paper should be prepared (as if) for submission to specific scholarly journal. The paper should be submitted with a cover letter explaining the choice of journal and why this essay would be appropriate for submission to that journal.

Master’s Paper Committee

The student shall organize a Master’s Paper Committee (and select a Committee Chair), which will oversee and advise in the writing of the Master’s Paper. The committee should include at least one core GWS faculty member, who is tenured, tenure-track or approved as equivalent. The other two members may be any UA faculty members who are tenured, tenure-track or approved as equivalent. Should a student want more than three committee members, those members may be tenured, tenure-track or approved as equivalent UA faculty or special members approved by the GWS Department and the Graduate College. Students will need to declare their M.A. Paper Committee by filling out the Master’s/Specialist Committee Appointment Form (in GradPath) no later than fall of their 2nd year of the program.

The Qualifying Meeting

This meeting must be held no later than in the 4th semester; it is the responsibility of the student to schedule the meeting. Before the Qualifying Meeting is held, the M.A. Paper must be complete, carefully proofread, and appropriately formatted. It is customary for the Master’s Paper Committee to receive the M.A. Paper at least two weeks in advance of the meeting. The student's Master’s Paper Committee will meet with the student to evaluate the student’s eligibility to continue Ph.D. work. Scheduling the Qualifying Meeting prior to April 15 is highly advised, to allow time for revisions.
There are two possible results of the Qualifying Meeting.

1) Qualifying. The student can continue coursework and begin the Comprehensive Examination process
2) Not qualifying. The student may be eligible to earn the terminal M.A.

The Final M.A. Paper
By the end of the semester in which the QP is completed, the student must submit a copy of the final M.A. Paper to the Academic Program Coordinator. The student must also present a version of their M.A. Paper at a GWS Graduate Student Colloquium.

The deadline for reporting the results of the qualifying process and submitting the MA paper for students without an MA will be the last day of finals in the spring semester of their second year. Students needing extension must request the extension by May 1, and complete the process before the end of Summer Session II (the award date for degrees in Summer) to maintain satisfactory academic progress and maintain eligibility for funding. The extension request will be a brief memo cosigned by their MA Committee Chair, submitted to the Department Chair, and the Director of Graduate studies outlining their timeline for completion.

In no case except a formal leave of absence will a student be permitted to continue into their third year without completion of the MA paper and maintain eligibility for funding. In the case where a student is taking a formal leave of absence, the student’s modified calendar should be part of their leave application and agreed to by the student’s Chair and Director of Graduate Studies.

Students who are continuing with the PhD program and want formal recognition of the MA on their transcripts will need to be admitted to the MA program by the Graduate College, file a Master’s Plan of Study and have the department submit the MA Completion of Degree Requirements form. (This should be done in the spring of their second year, or the student will have to pay summer tuition and have the degree posted in August.)
Qualifying Process (QP) for Students Who Enter the Ph.D. program with a Master’s Degree

Students who enter our program with an MA in gender and women’s studies or a related field must complete their QP by the end of the spring semester of the first year in the program.

The QP consists of two components:

Performance in GWS 539A Feminist Theories I (fall semester of year one)
The professor of GWS 539A will submit to the Director of Graduate Studies (DGS) a written evaluation of the student’s work in the seminar, and his/her potential for doctoral work.

Qualifying Paper and Qualifying Meeting
During the spring semester of the student’s first year in the program (no later than April 1st), the student will submit their qualifying paper for review by the faculty on the Graduate Committee. In topic, genre, length and citation style, this paper should be prepared (as if) for submission to specific scholarly journal. The paper should be submitted with a cover letter explaining the choice of journal and why this essay would be appropriate for submission that journal. This must be a substantive essay originally written for one of their fall GWS graduate courses and revised according to the feedback received from the professor. A copy of the original essay with the professor’s comments should be submitted with the revised essay. Students may submit a paper from a non-GWS course, with approval of the DGS and the professor for that course.

The faculty on the graduate committee will review the papers and the GWS 539A evaluations and will then meet with the student and their advisor (and/or the professor with whom they worked on the paper). The qualifying meeting should start with a faculty-only discussion of student progress in the program, and then should include a discussion with the student. The objective is a review of student performance, progress, and future plans, not an examination per se.

There are three possible results of the Qualifying Meeting.

- Qualifying. The student can continue coursework and begin the Comprehensive Examination process.
- Recommendation that the student complete the M.A. requirements upon which s/he will be re-evaluated for qualification.
- Not qualifying.
Comprehensive Examination for Doctoral Candidacy
Written and Oral

This Examination is intended to test the student’s comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study, and in depth within the area of specialization. There are two portions to the Comprehensive Examination: the written exam and the oral exam. They must be taken sequentially. Students should normally take the Comprehensive Exams upon or near completion of their coursework, either at the end of third year or during the fourth year. The examinations (and the dissertation approval process) should be completed prior to the start of the 5th year in the program.

Examination Committee
The committee shall consist of four or five faculty members. The Chair of the committee (who is also the student’s major advisor) and at least one additional committee member must be GWS core faculty. The third committee member may be a UA faculty member within, or outside of, the GWS Department. Those 3 committee members must be tenured, tenure track or approved as equivalent. A non-tenure track faculty member who is approved as tenure-equivalent may serve as co-chair but not sole chair. The fourth member or an optional fifth member may be tenured, tenure-track, approved as equivalent or an individual in or outside the UA specially approved by the GWS Department and the Dean of the Graduate College. No more than one member of the committee can be specially approved. Students obtaining a formal minor external to GWS must have a committee representative from that department.

Examination Reading Lists and Question Development
In consultation with their committee, the student develops three well-defined areas of study and compiles an accompanying reading list for each area. The student must preface the reading lists with one to two pages of text describing and justifying the examination areas and selection of materials. The Examination Committee must approve the areas and lists. It is anticipated that these lists are finalized approximately 6 months in advance of the written examinations. Once the lists are finalized and approved, the student must submit the lists to the Academic Program Coordinator. The student will need to fill out the Comp Exam Committee Appointment Form (in GradPath). The student will then notify the Director of Graduate Studies and the Academic Program Coordinator of the dates when they will begin the written examination.

Once the student has mastered the approved material and the examination has been scheduled, the Chair will poll the committee for potential questions for each examination sub-area. While individual committee members may be explicitly associated with one specific area/list, they may contribute questions involving any of the areas/lists. Students may be asked to contribute suggestions for potential questions.

The Chair compiles the examination. The examination may be constructed such that the student will have some choice of which questions to answer in each area. The questions should be framed in such a way as to keep the total length of the completed examination below 50 pages or 15,000 words, maximum. The Examination Committee will review the examination before it is given to the student.
**Written Examination Process**
The Chair distributes to the student, (cc: the Academic Coordinator) the written portion of the examination either electronically or physically. The student has up to (and no more than) 21 calendar days from receiving the exam to complete it. By the 21\textsuperscript{st} day, the student submits to both the Major Advisor and the Academic Program Coordinator a packet of examination answers of no more than 50 pages (50 pages or 15,000 words, maximum, exclusive of bibliography, which should be provided for each examination area but not necessarily for each question answered).

The student’s examination answers will be photocopied and distributed by the Academic Program Coordinator to the Examination Committee no later than two business days after submission. A ballot will be included in the packet. Committee members must send their evaluations along with the ballot to the Chair and the Academic Coordinator within two weeks of receiving the exam.

There are two potential outcomes to the committee evaluation of the Written Examination:

- **Pass.** This allows the student to proceed with the Oral Examination. The balloting need not be unanimous, but at least three or more committee members must pass the entirety of the exam.
- **Fail.** The student cannot proceed with the Oral Examination. The student may re-take the Written Examination once. If the student passes the re-take, they may proceed with the Oral Examination. If the student fails the re-take, they will be disqualified (not permitted to continue in the Ph.D. program).

**Oral Examination**
The Oral Examination may be scheduled to take place as soon as seven days and no later than six months after the Major Advisor has notified the student that they have passed the Written Examination. The student will need to fill out the *Announcement of Doctoral Comprehensive Exam Form (in GradPath)*

The Oral Examination is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. The objective is to ascertain that the student is sufficiently prepared to take on the role of a junior colleague, and can adequately demonstrate a breadth and depth of knowledge of the field.

The entire Examination Committee must be present for the entire examination (conference calls or video-conferencing are permitted in rare cases when a committee member is out of town). If a full committee is not assembled, the examination must be cancelled or postponed. The duration of the examination must be at least one hour and no more than three hours. It is a closed session, not open to the public.

Before beginning the Oral Examination, and in the absence of the student, the Examination Committee must review the ground rules for the examination and establish procedures to be followed. At this time, the Major Advisor must distribute the Graduate College’s “Procedures for Oral Comprehensive Examinations for Doctoral Candidacy.” The Examination Committee will also discuss their evaluation of the student’s Written Examination (which may be pertinent to the Oral Examination).
Oral Examination Results
At the conclusion of the Oral Comprehensive Examination (and after the student has left the room), discussion of the student’s performance is initiated. Each member of the Examination Committee is expected to evaluate the student’s performance on the basis of the examination as a whole, not just on a particular area of questioning or only on his/her own field of specialization.

The Chair reviews aloud the voting policies and procedures prior to the voting. Straw votes are encouraged. However, only one final, official, and secret vote by ballot is permitted (pass, fail, or abstain). An abstaining vote counts as a negative vote. More than one negative or abstaining vote will result in failure of the examination.

There are two possible results of the Oral Examination:

- **Pass.** The student is advanced to doctoral candidacy and may begin the process of preparing a dissertation proposal.

- **Fail.** The student’s performance on the Oral Examination does not demonstrate depth or breadth of knowledge, and can include cases where the oral performance is significantly poorer than would be expected based on the Written Examination and student performance in other professional contexts. Students have the right to re-take the Oral Examination only once. The Examination Committee members must be the same as those present at the first examination. Should the student fail the examination a second time, they are disqualified from the PhD program; they cannot re-take the examination or continue with the program.

The Chair will report the results using the *Results of Comprehensive Exam Form (in GradPath).*
Dissertation

Dissertation Committee
After successful completion of the Comprehensive Examinations, students will select a Dissertation Committee of three to five members, inclusive of the Chair, who is also the student’s major advisor. (The Dissertation Committee need not be the same as the Comprehensive Examination Committee.) At least two of the committee members must be from the GWS core faculty. The third committee member may be a UA faculty member within, or outside of, the GWS Department. Two of those 3 must be tenured or tenure track or approved as equivalent. A non-tenure track faculty member who has been approved as equivalent may serve as co-chair (but not sole chair). Any additional members may be tenured, tenure-track, approved as equivalent, or an individual in or outside the UA specially approved by the GWS Department and the Dean of the Graduate College. No more than one member of the committee may be specially approved.

As soon as the committee has been selected, the student must complete the Doctoral Dissertation Committee Appointment Form (in GradPath).

Dissertation Proposal and Proposal Defense
In consultation with their committee members, and especially the Chair (major advisor) the student must develop a written proposal for their dissertation.

There is no one required disciplinary format or style for the proposal. However, the proposal must describe original, substantive research in Gender and Women’s Studies. It should explain:

1) the research topic or question and its **significance** (why is this topic/question interesting and important)
2) the **significance** of the new knowledge being created as a contribution to (and potentially *beyond*) the field of GWS;
3) the scholarly context for the work, as in a literature review demonstrating that the student has fluency with the existing scholarship related to the topic (relevant scholarship will most often also be listed in a bibliography included as part of the proposal);
4) the theoretical and/or methodological approach;
5) **how**, in practice, the project will be conducted (i.e., the project will involve examination of particular sets of archived documents, or ethnographic research in some place, or examination/interpretation of some particular texts, or whatever the case may be).

Generally speaking, the more specifically the project is articulated in the proposal, the easier it will be to realize the project. Thus the proposal may include hypotheses to be tested, arguments that the author expects to make, chapter descriptions, bibliography or any other components helpful to the student and their committee in constituting a clear and full explanation of the project.

The Proposal Defense is a one hour meeting of the student and their committee to discuss the proposal. At the conclusion of the meeting the committee members vote on approval of the proposal. All members of the Dissertation Committee must approve the Dissertation Proposal.

The Proposal Defense should be completed before the start of the 5th year in the program and is necessary for “ABD” status. Dissertation units cannot normally be taken before the semester in which the Proposal Defense has been scheduled. After completion of the approved proposal the graduate student should submit a copy of the Proposal to the Academic Program Coordinator. The **Doctoral Dissertation Committee Appointment Form (in GradPath)**.
**Dissertation**

The dissertation is a substantial piece of original research in Gender and Women’s Studies. Great care should be taken with your dissertation. For those students who go on to become professors, the dissertation will be a key component in job interviews. Hiring committees will want to see that the dissertation topic, research, and writing indicate that the dissertation can be revised into a publishable book or series of academic journal articles in a timely fashion.

Before the Dissertation Defense can be scheduled, the dissertation must be complete, which means there must be no parts left to write and that the document includes any intended Conclusion, Bibliography, footnotes, and, if applicable, Appendices. The dissertation must be properly formatted and carefully edited.

It is customary for the completed dissertation to be available to the Dissertation Committee at least three weeks in advance of the Dissertation Defense. Students should ask each of their committee members how far in advance of the defense they need to receive the dissertation. All Dissertation Committee members must agree that the quality and completeness of the dissertation are sufficient before the Dissertation Defense can occur.

**Final Oral Defense Examination**

Upon the completion of the dissertation, the candidate must submit to a Final Oral Defense Examination. A student must be in good academic standing to schedule the defense. The examination focuses on the dissertation itself but can include general questioning related to the field(s) of study within the scope of the dissertation. (Detailed information about the exam procedure is available here: [http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/final-oral-defense-examination](http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/final-oral-defense-examination)

**Scheduling:**

The date, time, and location of the final examination must be scheduled with the Graduate College in advance using the **Announcement of Final Oral Defense form (in GradPath)**. This form should be submitted far enough in advance of the examination that all approvers can grant their approval in time for the form to reach the Graduate College one week prior to the exam.

The Graduate College will place an announcement on the UA master calendar to invite the public to attend the candidate’s presentation of his or her work. Final Oral Examinations should be scheduled during days when the university is in session and during normal business hours. Permission to hold examinations during University holiday closures or outside of normal university business hours may be granted by Graduate College. Whenever possible, the Final Oral Defense Examination should be scheduled such that this public portion of the defense can be included in the GWS Colloquium (usually a Wednesday at noon).

The Final Oral Defense Examination must be scheduled such that there is time for revision and submission of the final Dissertation by the deadline for the semester in which the student intends to graduate, as listed on the Graduate College website: [http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation](http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation)
The department STRONGLY discourages dissertation defenses during the summer (after Spring semester graduation and before the first day of classes in the Fall semester). Most faculty members have academic year appointments and thus are not likely to be available for a defense during the summer.

**Final Oral Defense Procedure:**
The dissertation director presides over the defense, which includes two parts:
- an initial seminar, open to the public, during which the student presents the dissertation and entertains questions.
- a closed portion, during which the committee may ask the student additional questions and conduct its deliberation on the result.

There is no minimum time limit for the Final Oral Examination, but the entire proceedings may not exceed three hours. Members of the committee must be present for the entire examination. Should special circumstances require a member to attend remotely, prior permission from the Graduate College is necessary.

If the committee requires revisions, those must be done in a timely manner, not to exceed one year. If the revisions are not completed by the dissertation submission deadline for the term when the student defends, the student will be required to register for the next semester and will graduate in the semester when the revisions are complete and approved. If revisions are not done by the end of the time to degree period, the student will have to re-take comprehensive examinations to demonstrate currency of knowledge.

**Filing the Dissertation**
Upon successful completion of both components of the Dissertation Defense, the candidate makes any final revisions requested by the Dissertation Committee and obtains final approval from the Dissertation Director. S/he next submits one bound copy of the dissertation to the GWS Graduate Program Coordinator, and submits the dissertation electronically for forwarding to the Library of The University of Arizona and to University Microfilms, Inc. (UMI). During this process the dissertation will be audited by the Graduate College to make sure it adheres to archiving standards. For detailed instructions, see [http://grad.arizona.edu/degreecert/dissertations-theses](http://grad.arizona.edu/degreecert/dissertations-theses). A processing and microfilming fee also must be paid to the University Bursar. Upon receipt of the finalized dissertation, the Dean of the Graduate College will recommend conferral of the doctoral degree by the Arizona Board of Regents.


Once the student has met all requirements for the dissertation, including all revisions, the Dissertation Advisor will fill out the Change of Grade for Graduate K Grades form. The form will be sent to the Graduate Student Academic Services (GSAS) for processing.
Annual Review of Graduate Student Progress

Each student must submit an Annual Report, due March 1st of every year. This report is prepared by the student and their advisor. It must be submitted to Academic Program Coordinator, who will forward to the Director of Graduate Studies. *Failure to complete and submit the annual report in a timely fashion will make a student ineligible for funding.*

The Annual Review is structured to assess three things:

1) whether the student is making minimum satisfactory progress towards their degree (see the Satisfactory Progress Policy);
2) whether the student, with the support of the program, is developing professionally in ways that will lead to professional success;
3) whether, given the progress of all students as a group, the program processes and requirements are functioning properly.

Only the assessment of minimum satisfactory progress has any implications for funding. During their first four years, students can assume that if they are making minimum satisfactory progress they will receive the funding indicated at admissions, barring unforeseen budget cuts beyond the control of the department. For students in their 5th year or beyond, Annual Reports will only be used to assess eligibility for funding. Should there be any need for the department to selectively distribute funding, applications will be solicited through a separate process.

The Annual Report is composed of 3 parts:

1) A form, on which the student documents their fulfillment of the program requirements. This portion is meant to provide the information needed to ascertain minimum satisfactory progress.
2) A CV and one-page narrative description of progress, accomplishments and future plans. The narrative should note the significance of items added to the CV that year such as publications, presentations, awards, etc. It should briefly address the student’s RA or TA experience, successes and goals for improvement. And it should discuss the next steps the student intends to take in their own professional development.
3) A brief letter or narrative from the advisor, signaling their approval of the report as written by the student and offering their own perspective on the student’s progress.

The DGS will present the reviews to the faculty at a faculty-only meeting. The faculty will discuss the progress of individual students and advise the DGS regarding any particular feedback to be provided to those individuals. The faculty will use the reviews collectively to assess and improve the program as a whole.

The DGS will respond to each individual student in writing no later than June 1, providing feedback to the student and their advisor as directed by the faculty.

**Appeal Procedure**

If a student feels an assessment of unsatisfactory progress has been made incorrectly, the student may appeal that evaluation by writing a letter to the Director of Graduate Studies, signed by the student and their advisor, providing their rationale. The student may attach supporting materials. The letter must be submitted within thirty days of receipt of the official response to the Annual Report provided by the DGS. If the student and advisor do not concur or the DGS is not persuaded by the appeal, the student may take their appeal to the Head.
II. M.A./J.D. DUAL DEGREE IN GENDER AND & WOMEN’S STUDIES AND THE COLLEGE OF LAW

The M.A./J.D. in Gender and Women’s Studies prepares students to practice law with an understanding of the historical and cultural dimensions of gender and feminism, as well as the interconnections of gender, law, and public policy, both nationally and internationally.

The M.A./J.D. is generally a four-year program, although several students have accumulated enough units to graduate one semester early. A minimum of 21 units of graduate coursework in Gender and Women’s Studies, plus 15 units of approved law coursework are required for the 36-unit M.A. in Gender and Women’s Studies. Students may transfer up to 15 units of GWS courses and seminars toward the J.D.

Students attend either Gender and Women’s Studies or The College of Law their first year. The second year is spent in the alternate program. Students then complete their requirements for both degrees throughout the third and fourth years. Courses taken in Gender and Women’s Studies prior to admission to The College of Law cannot be applied to the J.D.

Dual degree applicants must meet the application deadlines and testing requirements for each program independently. For more information, see:
The College of Law website: [http://choosearizonalaw.com](http://choosearizonalaw.com)
GWS web site: [http://gws.arizona.edu/node/206](http://gws.arizona.edu/node/206).

**Admission to The College of Law**
First-year students are admitted only in the Fall semester. Applicants are encouraged to submit their applications after September 1 of the year prior to anticipated enrollment. All application materials must be delivered to the College of Law Admissions Office or postmarked no later than FEBRUARY 15 of the year of expected enrollment. The College of Law will request your LSDAS report when they receive your application and is not included in the February 15 deadline of materials. The College of Law has their own admissions procedures, not under the aegis of the Graduate College.

**GWS Course Requirements**

15 UNITS Core GWS Requirements
- GWS 539A Feminist Theories I
- GWS 539B Feminist Theories II
- GWS 639 Feminist and Related Social Movements
- 2 Core Choice Select two courses taught by core GWS faculty

6 ADDITIONAL GWS UNITS (these may be cross-listed with GWS)
15 UNITS Law School Requirements

TOTAL MINIMUM UNITS: 36

Satisfactory progress is based on separate evaluations of the GWS GPA (minimum 3.0) and the College of Law GPA (minimum 2.0).

Students will be responsible for paying differential tuition for the College of Law and regular tuition.
Transfer Credit
No more than 20% of the minimum number of units required for a Master’s degree can be transferred from other accredited institutions (e.g., if a Master’s degree requires 30 units, then no more than 6 units can be transferred from another university). Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded graduate credit at the institution where the work was completed. Grades of transfer work will not be used in computing the student's grade point average.

M.A./J.D. Continuous Enrollment Policy
A student admitted to a master’s program must register each fall and spring semester for a minimum of 3 graduate units, from original matriculation until all course and thesis requirements are met. When these requirements are met, master's students not on financial assistance and/or not needing to maintain appropriate visa status, must register for a minimum of 1 unit of thesis or master's report credit each semester until the thesis or report is finalized. While 1 unit satisfies Continuous Enrollment, it does NOT meet requirements for full-time status. Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding. If the degree program requirements are to be completed in the summer, the student must register for a minimum of 1 unit of graduate credit during that term. Master's and Educational Specialist candidates do not have to register for graduate units during summer sessions unless they plan to make use of University facilities or faculty time. If they do plan to use facilities or faculty time, they must enroll for a minimum of 1 unit of graduate credit.

Master’s Plan of Study
In conjunction with the student’s major professor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester in residence.

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Student must complete the Master's Plan of Study form (in GradPath). There is a Plan of Study fee.

Master’s Paper
In addition to fulfilling the Course Requirements, all M.A./J.D. students must complete and defend a Master’s Paper. This paper (max. 40pp, exclusive of bibliography) should contain significant scholarly research, demonstrate rigorous theoretical analysis, and display fluency with the chosen methodology. It should be well written and logically organized. In the interest of time, we recommend that students build on an existing piece of writing, rather than start from scratch.

Master’s Paper Committee
The student shall organize a Master’s Paper Committee (and select a Committee Chair), which will oversee and advise in the writing of the Master’s Paper. The committee should be composed of at least one core GWS faculty member. The other two members may be any tenured, tenure-track or approved as equivalent UA faculty members. Should a student want more than three committee members, those members may be tenured, tenure-track or approved as equivalent UA faculty or special members approved by the GWS Department and the Graduate College. Students will need to declare their M.A. Paper Committee by filling out the Master's/Specialist Committee Appointment Form (in GradPath).
The MA Defense Meeting
Before the defense is scheduled, the M.A. Paper must be complete, carefully proofread, and appropriately formatted. It is customary for the Master’s Paper Committee to receive the M.A. Paper two weeks in advance of the meeting. At the meeting, the student will give a brief initial presentation (5 minutes) and then respond to questions posed by committee members. The committee will then (without the student present) deliberate and determine the student’s eligibility to receive the MA. The meeting (including the committee deliberation) should be no less than one hour, no more than two hours. The Committee Chair will report results to the student, the DGS and Academic Coordinator.

The Final Master’s Paper
The student must submit a copy of the final M.A. Paper to the GWS Graduate Coordinator. The student must also present a version of their M.A. Paper at a GWS Graduate Student Colloquium.

Completion of Master’s Requirements
For dates by which requirements must be met to graduate in a particular semester, refer to the Deadline Sheets, available in departments, in the Graduate Student Academic Services (GSAS) Office, and online at the Graduate College website. All outstanding fees must be cleared before the final completion date. Any financial encumbrances will delay mailing of the diploma and transcripts. Contact the Bursar's office, Room 208, Administration Building or 621-3232. All grades must be submitted for Incompletes and current semester coursework must be received before the degree is considered completed. A student must be in good academic standing at the time of completing degree requirements.
Annual Review of Graduate Student Progress

Each student must submit an Annual Report, due March 1st of every year. This report is prepared by the student and their advisor. It must be submitted to Academic Program Coordinator, who will forward to the Director of Graduate Studies. *Failure to complete and submit the annual report in a timely fashion will make a student ineligible for funding.*

The Annual Review is structured to assess three things:

1) whether the student is making minimum satisfactory progress towards their degree (see the Satisfactory Progress Policy, below);
2) whether the student, with the support of the program, is developing professionally in ways that will lead to professional success;
3) whether, given the progress of all students as a group, the program processes and requirements are functioning properly.

Only the assessment of minimum satisfactory progress has any implications for funding.

The Annual Report is composed of 3 parts:

1) A form, on which the student documents their fulfillment of the program requirements. This portion is meant to provide the information needed to ascertain minimum satisfactory progress.
2) A CV and one-page narrative description of progress, accomplishments and future plans. The narrative should note the significance of items added to the CV that year such as publications, presentations, awards, etc. It should briefly address the student’s RA or TA experience, successes and goals for improvement. And it should discuss the next steps the student intends to take in their own professional development.
3) A brief letter or narrative from the advisor, signaling their approval of the report as written by the student and offering their own perspective on the student’s progress.

The DGS will present the reviews to the faculty at a faculty-only meeting. The faculty will discuss the progress of individual students and advise the DGS regarding any particular feedback to be provided to those individuals. The faculty will use the reviews collectively to assess and improve the program as a whole.

The DGS will respond to each individual student in writing no later than June 1, providing feedback to the student and their advisor as directed by the faculty.

Appeal Procedure

If a student feels an assessment of unsatisfactory progress has been made incorrectly, the student may appeal that evaluation by writing a letter to the Director of Graduate Studies, signed by the student and their advisor, providing their rationale. The student may attach supporting materials. The letter must be submitted within thirty days of receipt of the official response to the Annual Report provided by the DGS. If the student and advisor do not concur or the DGS is not persuaded by the appeal, the student may take their appeal to the Head.
III. GWS PH.D. MINOR

Ph.D. candidates in other disciplines may select a minor in Gender and Women's Studies. The Gender and Women's Studies minor is 12 units of approved Gender and Women's Studies courses, including two courses from the following list:

- GWS 539A Feminist Theories I
- GWS 539B Feminist Theories II
- GWS 639 Feminist and Related Social Movements

The remaining two courses may be any 500-level (or above) courses offered by core Gender and Women's Studies faculty or officially cross-listed with GWS. The minor will be granted upon completion of coursework with a B or better for the required units. No more than two transfer courses will be accepted, and cannot replace the Gender and Women's Studies core courses.

It is expected that one or more core Gender and Women's Studies faculty members will serve on the student's comprehensive examination committee and dissertation committee.

Students intending to undertake the GWS PhD Minor should meet with the GWS Director of Graduate Studies for initial advising and may then choose another advisor from the GWS faculty (this should be the faculty member who will serve on the Comprehensive exam and dissertation Committees).

To formally enroll in the minor, a Minor Program of Study Form must be completed and a signed copy filed with the Gender and Women's Studies Academic Program Coordinator.

IV. GWS GRADUATE CERTIFICATE

The GWS Graduate Certificate is intended for students who already have completed a BA: they may be enrolled in other graduate programs at UA or be working professionals seeking to enhance their understanding of feminist theory and feminist social movements and other aspects of gender and women’s studies relevant to their interests. (Students enrolled in a PhD program at the UA should consider the PhD Minor in Gender and Women's Studies.)

Students wishing to undertake the certificate must apply to the Graduate College and the GWS Department (https://apply.grad.arizona.edu/users/login). Accepted students will be awarded a certificate upon completion of 4 GWS graduate seminars (12 units) with a grade of B or higher. Two must come from the following list, while the remaining two may be any 500-level or above courses offered by core Gender and Women's Studies faculty or officially cross-listed with GWS.

- GWS 539A Feminist Theories I
- GWS 539B Feminist Theories II
- GWS 639 Feminist and Related Social Movements

Certificate students should meet with the GWS Director of Graduate Studies for advising.
V. TERMINAL MASTER’S DEGREE

The Terminal MA is only available to students enrolled in the GWS PhD Program who will not be completing that program and do not already hold an MA in GWS or a related field.

If a student will not be continuing with the PhD but has fulfilled the MA requirements and wants to be awarded the MA degree, they will need to register for 3 units during the semester they wish to receive their degree, maintaining continuous enrollment per Graduate College policies. And they will need to file a Master’s Plan of Study (in GradPath) and have the department submit the MA Completion of Degree Requirements form, demonstrating that they have fulfilled the MA requirements.

A minimally revised, properly formatted version of the Qualifying or MA paper may serve as the “MA thesis” for purposes of formal MA Completion of Degrees Requirements. It must be submitted to the Academic Program Coordinator.
VI. GWS AND GRADUATE COLLEGE POLICIES AND PRACTICES

Below is an alphabetical listing of policies that are not covered elsewhere in this Blue Book. Some of these policies originated in the Graduate College, others in the GWS Department. All GWS policies formally approved by the faculty (per GWS bylaws). Any suggestions for changes to policies related to graduate studies should be made to the Director of Graduate Studies who will bring them to the Graduate Committee for discussion and potential development and presentation to the faculty. Proposals may also be brought forward to the Graduate Committee by the graduate student representatives who sit on the Graduate Committee.

Auditing Classes

With the consent of the course instructor, graduate students may audit courses not included in their regular programs of study by filling out a Drop/Add form. Such units are included in the student's unit load and are charged the same fees as registration for credit. Audit units, however, are not counted in the determination of full- or part-time status. A change from credit to audit will be permitted after the fourth week of classes and until the last day of class only if the student is earning a passing grade in the course and receives the approval of the course instructor and the Dean of the Graduate College. Refer to the Schedule of Classes for the final date for changing a course from audit to credit and vice versa. A change from audit to credit may be petitioned to the dean of the Graduate College but is not allowed after the end of the semester.

Admissions Policy for the GWS Graduate Programs

The GWS Graduate Committee makes a recommendation to the GWS faculty regarding admissions. The primary question in assessing applicants for admission is whether or not the committee believes the applicant is capable of successfully completing the Ph.D. or M.A./J.D. program. The committee will admit any candidate it views as qualified within the maximum number of students approved to be admitted each year by the faculty.

Criteria for Admission:

Academic Excellence: This criterion should attend to past achievements as well as the potential of student’s scholarship to advance the field.

As evidenced in:

1) Admissions essay
2) Letters of recommendation
3) Writing sample
4) Transcript
5) GRE & GPA
   a. To be competitive for admissions, applicants must achieve a GPA of at least 3.0 and at least two out of three of the following minimum GRE General Test scores:
      4.5 Analytic Writing or 560 Analytic (old analytic test)
      153 Verbal
      144 Quantitative
Note: Foreign Students are required to submit TOEFL scores. Those students must achieve a score of 600 or higher (on the paper version of the test) for admission.

Fit with the Department (e.g. faculty resources, university resources, institutional resources)

Commitment to Social Justice The committee considers the applicant’s commitment to creating positive social change. This may include individual actions, such as artistic or creative endeavors, or participation in political or social groups towards the end of achieving greater social justice. Applicants are urged to represent these activities where appropriate throughout the application.

Diversity Our department’s goal is to understand knowledge and its various constructions. We cannot fulfill that goal without a serious attempt to reflect and support the contributions of diverse participants in the gender and women's studies community. The committee will consider whether the candidate increases the diversity of the department in terms of class, race, ethnicity, gender, age, nationality, sexual orientation and/or disability as evident in the application materials.

Enrollment Policies

Doctoral Continuous Enrollment Policy

- A student admitted to a doctoral program must register each Fall and Spring semester for a minimum of 3 graduate units from original matriculation until the completion of all course requirements, written and oral comprehensive exams, and 18 dissertation units. When these requirements are met, doctoral students not on financial assistance and/or needing to maintain appropriate visa status, must register for a minimum of 1 unit of dissertation credits each semester until final copies of the dissertation are submitted to the Graduate Student Academic Services Office. If only the Final Oral Exam (the defense) is completed during the summer or winter term, the student has maintained continuous enrollment, and has fulfilled all 18 required dissertation credits, registration is not required.

- Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding.

- Doctoral students who have maintained continuous enrollment and are taking only comprehensive exams during either Summer or winter term do not have to register for graduate credit during that summer or winter session.

- Doctoral students who have maintained continuous enrollment, fulfilled all their other degree requirements as well as the 18 hours of dissertation and were enrolled in the prior semester may defend in the summer or winter term without registration. If, however, a student needs library privileges in the final semester, enrollment is required.

- Unless excused by an official Leave of Absence (which may not exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay in-state and out-of-state tuition and fees in order to remain in the program. If the student fails to obtain a Leave of Absence or maintain continuous enrollment, he or she will be
required to apply for re-admission, to pay the Graduate College application fee, and pay all overdue tuition and fees, including cumulative late penalties. There is no guarantee of re-admission. Tuition or registration waivers cannot be applied retroactively. Any student considering re-application should first check with the Graduate Student Academic Services Office to see whether additional work or updated forms will be necessary. Students who have completed coursework but have not yet completed Comprehensive examinations need to maintain continuous enrollment with Independent Studies units. Dissertation Units cannot be used until after both written and oral comprehensive examinations have been completed and the dissertation proposal has been approved.

Additional Enrollment Considerations:

All requirements for the degree of Doctor of Philosophy must be completed within 5 years of passing the Comprehensive Exam. Programs may have more stringent time to degree requirements. Should a student not finish within that time period, he or she may be allowed to re-take the Comprehensive Exam with permission of the program, and then proceed to complete other requirements, e.g., the dissertation.

Please note that "continuous enrollment" is not the same as "full time enrollment" for financial aid purposes.

Full-Time Graduate Student Status

- During the fall and spring semesters, full-time status consists of enrollment for 9 units of graduate credit. If the student holds a teaching or research assistantship or associateship, full-time status is 6 units of graduate credit. If the student is working on a thesis or dissertation and is only enrolled in 900-level units, full-time status is 3 units. If the student has completed all coursework, the thesis/dissertation requirements, and is not receiving University funding, 1 unit of graduate credit will maintain full-time status. The full-time status enrollment minimums apply to students wishing to defer federal loan repayments and/or students receiving University funding.

Funding Policies (see section VII. FUNDING FOR GRADUATE STUDY, starting on p. 30 below)

Governance

Department Committees
According to department bylaws, Gender and Women’s Studies graduate students elect representatives to serve on most departmental committees. Students serving as representatives are expected to gather student perspectives on issues and bring them to their committees as well as report back to their colleagues (except in matters of confidentiality, like graduate admissions). Elections should happen within the first two weeks of the school year. If students fail to elect representatives in a timely fashion, or if an elected representative cannot fulfill the required duties, the committee chair will send out a call for nominations, including self-nominations. If only one person comes forward in the time allotted, that person will serve. If more than one, the chair can use the most democratic process possible within the time constraints in order to make the decision.
One elected graduate student represents the graduate students at general meetings of the faculty. In addition, the standing committees requiring graduate student representation are:

**The Graduate Committee**

The Graduate Committee shall consist of 2 elected Graduate Students, the Director of Graduate Studies, at least one Faculty member, and at least one member of the Affiliated Faculty. Ideally Faculty shall have staggered terms of 2 years.

The Graduate Committee shall review applications from prospective graduate students, rank those applications and recommend potential admits to the faculty for their vote. The committee also recommends graduate curriculum and admissions policies to the Faculty for their vote, and oversees and monitors the program and the students (including the graduate colloquium).

**The Undergraduate Committee**

The Undergraduate Committee shall be composed of 3 members, one of whom will be the Director of Undergraduate Studies and chair of the committee, and at least one of whom will be an Affiliate Faculty member, and one student representative. The Undergraduate Committee will be convened on an as-needed basis to review and propose changes to the undergraduate curriculum, monitor internships, and respond to requests for cross-listed courses for undergraduates. The Undergraduate Committee shall have responsibility of meeting the university requirements for assessment of the undergraduate program. Recommendations for changes in undergraduate curriculum and assessment plans shall be voted upon by the GWS faculty.

**Awards Committee**

The Awards Committee will consist of one Faculty member and one graduate student who will select recipients of WOSAC stipends, the Florence Hemley Schneider award and other eligible awards and fellowships under the jurisdiction of GWS. A WOSAC member will join the committee where applicable.

**The Anti-Racism Task Force**

The Anti-Racism Task Force shall consist of 1 to 2 elected graduate student, and 1 to 2 Faculty members drawn from GWS or Affiliate Faculty. Members shall serve 2-year terms, renewable the following school year. The Anti-Racism Task Force shall oversee, investigate, and make recommendations to the appropriate bodies concerning recruitment and retention of faculty and students of color, and curriculum transformation to ensure full consideration of the multiple axes of difference. The Task Force may also take up other issues in order to combat racism in the Department, University of Arizona and Tucson community.

Should the department have the opportunity to hire new faculty members; each search committee will also have one graduate student representative. More information about the responsibilities of the search committees is provided in the department bylaws.
Competitive, External Searches for lines housed ≥ .50 or more in GWS.
The Search Committee shall consist of a minimum of 5 members, the majority of whom must be Faculty. A minimum of 2 will be GWS Faculty. One member must be an elected GWS graduate student. All members have voting rights.

Internal or Non-Competitive Appointments
The evaluation committee will be composed of 2 GWS Faculty, and 1 elected graduate student member.

Grievance Procedures
Many of the problems that students face in the transition to graduate school have to do with negotiating a new and complex system. Concerns and confusion about what is expected at each stage, how to manage time, how to focus topics, or how departmental, college, or university decisions are made are common. If a student is experiencing a problem or has a concern, that student should first ask their advisor for clarification and advice. Keeping lines of communication open between faculty and students is the most important step that all of us can take to keep grievances to a minimum. Nevertheless, even with open communication, students sometimes feel their concern is not satisfactorily addressed. In the event that a student feels they have been wronged, these are the steps to take.

STEP 1: PROFESSORS/ADVISORS
If the concern is about a particular class, speak with the professor. If the issue is not related to a specific class, or if you have not been able to resolve the issue with the professor, discuss the problem in detail with your advisor. Be sure that the advisor or professor fully understands the issues involved. Try to work together to come to a resolution.

STEP 2: DIRECTOR OF GRADUATE STUDIES
If, for any reason, an adequate understanding cannot be reached with the professor or advisor, students should bring their concern or grievance to the DGS. Try to work together to come to a resolution. If the problem persists, the DGS will advise the student on the appropriate next action to take.

STEP 3: GRADUATE COMMITTEE/DEPARTMENT HEAD
Grievances that have to do with the program itself (i.e. course requirements, protocol) that could not be resolved at the level of the DGS, need to be addressed in writing to the Dept. Head who will then discuss the issue with the student. If there is no resolution, the Head will send the complaint to the Graduate Committee. The committee will consider the appeal, discuss the issue, and make a recommendation to the Dept. Head.

If the problem concerns a grade and no understanding has been reached after steps 1 & 2, the student should take the appeal to the Department Head. If the problem remains at the end of this step, the Department Head will advise the student on the University’s grade appeal procedure.

The Graduate College also maintains a Grievance Policy. The policy and detailed procedures can be found at:
http://grad.arizona.edu/academics/policies/academic-policies/grievance-policy
As noted on the Graduate College page, there are many issues not addressed by their policy and procedures:

- Allegations of gender (including sexual harassment), racial, ethnic, religious and sexual orientation discrimination; these are dealt with by the Office of Institutional Equity.
- Grade appeals, procedures for which are available in General Catalog or from the Graduate College Information Desk. (Grade appeal procedures apply to course grades; appeals of comprehensive examination or oral defense results follow the general Graduate College Grievance Review Procedures.)
- Complaints against University employees and students that are covered by provisions of the University Handbook for Appointed Personnel ("UHAP"), the Staff Personnel Policy Manual ("SPPM"), and the Student Code of Conduct.
- Graduate College petitions requesting waivers of policy are not addressed through the general Graduate College Grievance Review Procedures; students may appeal denials of petitions by writing directly to the Dean of the Graduate College.
- The University Ombudsperson is also available to assist students with concerns and complaints.

**Incompletes**

The grade of “I” for “Incomplete” may be awarded only at the end of the semester when all but a minor portion of the coursework has been satisfactorily completed. Graduate students should make arrangements with the instructor to receive an Incomplete grade before the end of the semester. Instructors are encouraged to use the Report of Incomplete Grade form as a contract with the student. On the form, the instructor states: (1) which assignments or exams should be completed and when; (2) how this work will be graded; and (3) how the student's course grade will be calculated. Both the instructor and student sign this agreement and both should retain copies.

As a matter of University and Registrar policy, Graduate students have a maximum of one calendar year to remove an Incomplete. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted before the grade converts to an “E.”

Students may not carry an Incomplete during the summer if they propose to teach, and cannot carry an incomplete into the following academic year to be eligible for GAT positions.

**Petitions**

A student who believes, with good academic reason, that they deserve redress or exception to Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate College Degree Certification Office explaining all relevant facts. Such petitions must be accompanied by supporting documents and a letter of support from the student's Major Advisor, Director of Graduate Studies, or Department Head and required signatures. Petition forms are available online: http://grad.arizona.edu/system/files/petition.pdf.
Satisfactory Academic Progress

Graduate College Satisfactory Progress Policies:
http://grad.arizona.edu/node/527

Gender and Women's Studies Policy on Satisfactory Academic Progress:
The purpose of this policy is to establish a minimum standard for satisfactory academic progress. It does not describe or indicate the full extent of academic accomplishments and expectations that each student will strive to achieve in the course of their professional development. Satisfactory academic progress simply requires that students complete the various requirements of the program successfully and in a timely manner. These requirements include coursework, the appropriate qualifying process, constitution of comprehensive exam committee and passage of the comprehensive exam, constitution of dissertation committee, approval of dissertation proposal, and completion of dissertation research and writing. The standard time to M.A/J.D degree is 4 years and the standard time to the Ph.D. degree is 5-6 years. (Time to degree will vary depending whether the student came in with an MA and on how many units may have been accepted as transfer credit.) During coursework, the student must maintain a minimum 3.0 GPA, with 3.5 GPA required for fellowship or scholarship support. Individual students may negotiate a slower than usual pace for their coursework to accommodate specific personal circumstances (such as child or elder care responsibilities) and some dissertation projects may take extra research time.

Time Extensions

Under special circumstances, such as joint programs, or part-time registration due to family or work commitments, a longer program may be negotiated by petitioning the GWS Graduate Committee either at the time of application or as the need arises. Requests for leaves or extensions need to include an explanation of the reasons for the request, a detailed plan for completing the degree, a signed list of who has agreed to serve on the committee (depending on stage of program) and a letter of the support from the committee chair. Students should be sure to check with both the department and the Financial Aid Office to be sure that any funding will not be adversely affected by deviation from the nine-unit semester.

If a leave of absence request is not approved by the GWS Graduate Committee and submitted to the Graduate College before the semester for which they are being requested, students will be required to pay for registration for that semester before they can complete the program. Failure to do so will result in financial penalties per the Graduate College's Continuous Enrollment Policy.

Compelling reasons for extension or leave of absence include:
- birth or adoption of child
  (See also GA parental leave policy:
  http://grad.arizona.edu/financial-resources/ua-resources/employment/parental-leave
- medical reasons (Note: Medical leave of absence does not require department approval.)
- military duty
- financial hardship
- visa difficulties
- other personal or family reasons
VII. FUNDING FOR GRADUATE STUDY

There are many forms of funding available to graduate students in our program. The department is able to provide some fellowship funding, especially to incoming students with monies from the Graduate College and the Elizabeth Lapovsky Kennedy Endowment (which funds both the Women’s Plaza of Honor Fellowship and the Kennedy Endowed Fellowship). Most students are primarily funded through their years in course work as Teaching and Research Assistants. Students can earn additional money by teaching online courses in summer and winter sessions. Students who are further along in the program should seek grants and fellowships for their dissertation research and writing through various departmental, university and national sources relevant to their research topic. Students at all stages of the program are also encouraged to apply for small one-time funds for travel to conferences from WOSAC, the GPSC and other sources.

Graduate Assistant and Associateships

The Graduate College GA Manual, providing the full set of policies and procedures, is available at: http://grad.arizona.edu/financial-resources/ua-resources/employment/GA

It covers:

- Qualifications for Appointment
- Appointment Process and Procedures
- English Speaking Proficiency Evaluation
- Appointment Period and Supplemental Compensation
- Responsibilities of Appointment
- Mandatory Online Training
- Benefits of Appointment
- End of Term Evaluations
- Resignation from Appointment
- Contacts for Questions or Assistance

(Some excerpts are provided here below on p. 32-33.)

GWS GA Salary and Workload Policies:

- The base GA I salary rate for the 2014-2015 academic year is $15,600 for a 0.5 FTE position. GAII (for 0.5 FTE) is $16,500 per year. Students are eligible for the GAII rate after passing their Comprehensive Examinations.
- Average workload over the semester should not exceed 20 hours per week for each 0.5 FTE appointment.

Teaching Assistants:

- A 0.50 GAI workload is generally supervision of 3 sections of 15 to 28 students each in a multi-section course.
- A 0.25 GAI Grader grades for a single course of up to 45 students. A 0.5 Grader will provide grading support for 46-100 students.
- A 0.33 GAI will supervise 2 discussion sections of a multi-section course (13 hours per week).

Specific responsibilities and duties of each TA for each class are to be identified using the TA-Professor Contract, which must be filled out and submitted to the Academic Program Coordinator by the first day of classes in each semester.

Research Assistants:

- Specific responsibilities and duties of each RA are to be identified using the RA-Supervisor Contract, which must be filled out and submitted to the Academic Program Coordinator by the first day of classes in each semester.
**Work Period**
The start date (first day of work) of the Work Period for GWS Graduate Assistants will be one week in advance of the first day of classes for each semester. The end date of the work period (the last day of work) for GAs in GWS is 48 hours (two business days) after the last day of the official exam period for each semester. If a research assistant is hired to work beyond this work period, they must be paid supplemental compensation for the additional hours worked (and those hours must be actively reported through the normal time reporting procedures). It is highly recommend that students contact their supervisors immediately upon notification of appointments.

**Evaluation:**
All Teaching and Research Assistants/Associates will be regularly evaluated using the appropriate TA or RA Evaluation forms. These evaluations are meant to provide constructive feedback and to create a substantive record of accomplishment that might be useful to writers of letters of recommendation and to the students when applying for jobs.

**ABD Status**
- Being “ABD” means having completed all coursework except dissertation units as well as the language requirement, having passed written and oral comprehensive examinations, and having an approved dissertation proposal.
- Students who are ABD can be instructors of record for courses without multiple sections (i.e. not supervising other graduate students), at the GAI1 rate.
- ABD Students can be eligible to teach a course of 25 to 45 students (no grader), as 0.5 GAI1. Upper-division writing intensive courses must meet minimum enrollments (15) and may be capped at 25 students. Lower-division courses may be capped at 45 students, with minimum enrollments of 25 students.
- Students can be eligible to teach a DE course of 10-19 students at 0.25 time or 20-45 students for 0.50FTE. This includes courses that are hybrid evening/weekend and DE, which must have a DE enrollment sufficient to pay the students’ salary if EW funds are not forthcoming. At present (2014), that minimum enrollment is approximately 10 for a 0.25 position.

**Extended Funding (Year 5+)**
- Students are strongly encouraged to actively seek out and apply for grant and fellowship support for their dissertation research and writing. The Department will do its best to help students find appropriate opportunities.
- With regard to GA positions, GWS will endeavor to provide four years of GA funding for students in good academic standing. After 4 years students must have achieved ABD status to be prioritized for funding opportunities. Those who wish to be considered for 5th or further years of funding may submit proposals for EW/DE instruction or adjunct positions that may be available within the department. Students may also be considered for the regular state/temp funds GTA positions after all other students (years 1-4) in good academic standing are funded. Post-4th year students may continue to be covered by research grants, fellowships, or other non-state funds at the discretion of the PI of those projects. They may also be hired at the discretion of other units on campus.
- Satisfactory academic progress is absolutely required for consideration for extended funding, which primarily implies significant annual progress on the dissertation, as described in student annual reports and concurred with by their advisors.
Matching Funds for Graduate Students Who Receive External Fellowships
This policy is intended to encourage our PhD students to apply for nationally prestigious dissertation fellowships such as the AAUW, ACLS/Mellon, Spencer, etc., that provide funds to allow the student to focus full-time on dissertation research and/or writing. Since a student receiving such an award may be required by the external funder or be advised by their dissertation director to decline employment as a graduate assistant and thus forego tuition remission and health insurance coverage, we will endeavor to provide Graduate Tuition Stipend funds to cover tuition and fellowship funding to cover the cost of individual student health insurance, to the extent that those items are not covered by the external fellowship itself. Provision of any such matching funds will necessarily be contingent on availability of funds.

Thesis/Dissertation Tuition Waiver
A Thesis/Dissertation Tuition Waiver is available to cover nonresident tuition charges only (Arizona residents cannot receive this award). Recipients must be degree-seeking graduate students. Maximum enrollment is six (6) units. Only 900-level course numbers are allowed and you must have a GPA of 3.0 or above to receive this award. You need to see the Academic Coordinator to register and receive this waiver.

GRADUATE COLLEGE POLICIES (excerpted from the Graduate College GA Manual)
http://grad.arizona.edu/financial-resources/ua-resources/employment/GA

Qualifications for Appointment
Each student must meet specific qualifications in order to be considered for and obtain a Graduate Assistant/Associate position. Each student must:

- Be admitted to a graduate degree seeking program (Certificate only programs do not satisfy this requirement. Furthermore, Law, Medicine and Pharmacy students are not normally eligible for a GA position unless concurrently enrolled in a regular degree-seeking program).

- Have a minimum GPA of 3.0 (If a student is newly admitted, the admission GPA is considered for this requirement). A student must also maintain a minimum GPA of 3.0 during their employment.

- Be enrolled in at least 6 graduate level units for credit (Undergraduate, Outreach, or audited courses do not satisfy this requirement). Hiring departments may require a higher enrollment. Failure to register for the minimum amount of 6 units before beginning of the semester will delay processing of GA benefits and may result in late fees. GAs that do not correct minimum enrollment problems may be subject to immediate termination of the graduate assistantship position. Also, if a GA falls below 6 units at any point during the semester, or completely withdraws from all credits, they are no longer eligible to be retained as a GA and will be responsible for any and all related charges. A Graduate Assistant/Associate is not required to register for courses during the winter and summer semesters unless they are completing their degree at that time. Students completing during winter and summer semesters must be enrolled for 3 graduate level units to be eligible for any student employment.

Appointment Period
A GA on an academic contract is not required to perform duties while classes are not in session (ex. before the start of classes, after finals, winter break, spring break), unless the student and department agree (preferably in writing) about this prior to hire.
GAs are appointed. As such, their reported hours may not be reduced in most cases. During periods where a GA is concurrently enrolled, total on-campus appointment may not exceed 26.4 hours per week (0.66 FTE). International GAs on F-1 or J-1 visas are subject to additional restriction: their appointment may not exceed 20 hours per week (0.50 FTE) while they are concurrently enrolled.

GAs appointed at 0.66 FTE cannot be compensated over their FTE except during summer. GAs appointed at less than 0.66 that work hours above their designated FTE must be paid via supplemental compensation. A GA may also hold multiple appointments so long as the total FTE does not exceed the restrictions.

The University of Arizona has approved four possible FTE’s and maximum payable hours for GAs.

<table>
<thead>
<tr>
<th>FTE</th>
<th>0.25</th>
<th>0.33</th>
<th>0.50</th>
<th>0.66</th>
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<td>Hours Per Pay Period</td>
<td>20.0</td>
<td>26.4</td>
<td>40.0</td>
<td>52.8</td>
</tr>
</tbody>
</table>

**Supplemental Compensation**

Additional compensation for GAs, from any source, must be processed using the Supplemental Compensation for Graduate Assistants/Associates Form (sup comp). The form and instructions can be found at: [http://www.hr.arizona.edu/supplemental_compensation_form_graduate_assistants](http://www.hr.arizona.edu/supplemental_compensation_form_graduate_assistants). Only students concurrently appointed as a GA, or a GA for the proceeding Spring semester if processing for summer compensation, can be compensated via the sup comp form. A GA may not receive supplemental compensation past the end of their appointment if they have graduated the previous semester. A continuing GA must be hired on sup comp during the summer months to maintain their exempt employment status and associated benefits.

**Compensation Limits**

Because it is recommended that Graduate Assistants/Associates be limited to working **no more than 26.4 hours per week** total compensation while classes are in session (.66 FTE), including the GA position and any additional on-campus position to prevent them from becoming eligible for employee health benefits under the Affordable Care Act (ACA), **eligible sup comp hours** should be calculated as the **difference between .66 FTE (26.4 hours) and the GA FTE**. For example, if the GA is on a .50 FTE (20 hours per week) then the GA may receive sup comp of 6.4 hours per week. **Colleges/departments may set lower maximum limits.**

Employment for international students on F-1 or J-1 visas must be limited to twenty (20) hours per week (.50 FTE) while classes are in session. This is a federal regulation and departments are responsible for compliance. Please contact International Student Services at 621-4627 for additional information.

Class break periods allow some additional hours and F-1/J-1 visa restrictions no longer apply.

- Winter Break (12/22/14 - 01/13/15) --School is not in session but the students are being paid for their GA appointments through January 4, 2015. Students may be compensated up to the difference between .875 (35 hours) and the GA FTE. Students cannot be paid for Christmas Eve, Christmas Day or New Year’s Day. GAs on academic appointments are not required to put in hours during the break. Any hours worked must be paid via supplemental compensation. If you have any questions, please contact Julie Treanor at 621-5193 or jtreanor@grad.arizona.edu for additional assistance.
Summer Break (05/18/15 – 08/23/15) GAs may be compensated up to .875 (35 hours) per week. GAs on fiscal appointments may be compensated up to .875 (35 hours) minus the GA FTE. All previous employment must be considered to make sure the GA does not reach a 30 hours per week average. Students enrolled for summer classes are limited to a maximum of 30 hours per week during the period of enrollment.

Fellowships and Grants

Fellowships are funds provided to a scholar to support their living expenses while they are studying or writing up their research. Fellowships for graduate students usually support dissertation writing, although there are a few, such as the NSF Graduate Research Fellowship and the Ford Foundation Predoctoral Fellowship, that support the student during their coursework years. (Please note that some dissertation fellowships, such as the AAUW Fellowship, are specifically for “completion,” that is, for the final year of dissertation writing. The fellowship contract requires that the dissertation be filed by late summer of the fellowship year. Do not apply for a completion fellowship if you will not be able to complete your dissertation in the appropriate timeframe.) In order to encourage GWS PhD students to apply for nationally prestigious dissertation fellowships such as the AAUW, ACLS/Mellon, Spencer, etc., the department will endeavor to provide Graduate Tuition Stipend funds to cover tuition and Women’s Plaza of Honor fellowship funding to cover the cost of individual student health insurance, if those items are not covered by the external fellowship itself. (Provision of any such matching funds will necessarily be contingent on availability of funds.)

Grants are funds provided to conduct a specific research project and usually require a budget showing the specific costs associated with the research project. Grants vary quite a bit regarding what kinds of budget items they are willing to fund; some do and some do not fund salary/living expenses for the primary investigator. If your dissertation project will be based on ethnographic fieldwork, survey research or laboratory experiments, then you will probably need to get a grant to support your research (before you get a fellowship to write up your dissertation).

Information about fellowship opportunities provided by the UA is listed on the Graduate College website: http://grad.arizona.edu/financial-resources/ua-resources/meritorious-awards

The Graduate College website also provides some additional links related to searching and applying for funding: http://grad.arizona.edu/financial-resources/other-resources

The Social and Behavioral Sciences Research Institute (SBSRI) provides support for identifying and applying for funding from diverse sources outside the UA. They also offer a variety of small grants programs that offer seed money for projects and support the grant and fellowship application processes. http://sbsri.sbs.arizona.edu/

A wide variety of professional organizations provide listings of grant and fellowship opportunities relevant to particular academic disciplines or interdisciplinary fields. So, depending on your area of research, you may want to regularly check the listings of the American Studies Association, the Modern Languages Association, the Association of American Geographers, the National Women’s Studies Association, etc etc.
Some of the primary funders of dissertation research include:

American Association of University Women  
www.aauw.org

American Council of Learned Societies (ACLS)  
http://www.acls.org/programs/dcf/

Ford Foundation  
http://sites.nationalacademies.org/pga/fordfellowships/

National Science Foundation (NSF)  

Spencer Foundation  
http://www.spencer.org/content.cfm/fellowship-awards

Woodrow Wilson National Fellowship Foundation  
http://woodrow.org/
Summer/Winter Session and ABD Regular Semester Teaching Guidelines and Processes

The Gender and Women’s Studies Department generally offers several courses in Summer and Winter Sessions. Our graduate students are invited to apply to teach undergraduate courses. In addition, students who are ABD may be invited to apply to teach courses offered during the regular semester. Twice a year, the department will put out a call for applications for these opportunities. Current GWS graduate students with appropriate qualifications and training will receive priority consideration.

Applications to teach these classes are vetted by a Hiring Committee, made up of the Chair, DGS, and DUGS. Applications will be judged by the quality of the syllabus, the strength of the letters of recommendations and the qualifications of the application as presented in their letter of application and CV. Among current GWS graduate students, those who have earned an M.A. will receive first priority for Summer/Winter. GWS graduate students who have not earned an M.A. will receive second priority. Non-departmental graduate students working with Gender and Women’s Studies faculty will have third priority. Qualified proposals from outside the university will be considered fourth.

Graduate students may not teach graduate-level courses, and graduate students who have not completed the M.A. are not invited to teach upper-division courses. Students who have not achieved ABD status are not eligible for solo teaching in the regular semester. Any exceptions to these rules require the approval of both the Undergraduate Committee and the Graduate Committee.

Students applying to teach summer/winter courses must have served as teaching assistants either at UA or in a comparable program. ABD students applying to teach a regular semester course must have served as teaching assistants; priority will be given to those who have taught a summer or winter session course. All applicants must show evidence of satisfactory progress in their academic programs and may not carry an Incomplete during the summer they propose to teach.

In allocating teaching assignments, the following criteria will be considered:

- quality of the proposed syllabus
- evidence of expertise in the course material
- teaching assistantship in a comparable course
- strong faculty recommendations that address teaching and scholarship
- satisfactory progress towards degree, with no incompletes
- complete annual review

The Office of Instruction and Assessment provides extensive resources in support of teaching. Make use of this valuable resource!

http://oia.arizona.edu/
VIII. RESOURCES

Career Services
The department and your advisor will provide substantial support to students seeking academic jobs after the PhD. If you are seeking another kind of job or are getting a different degree, you may also want to make use of Career Services. The staff there is happy to work with students individually and in groups. For more information on what they have to offer, see:
http://www.career.arizona.edu/students/

Center for English as a Second Language (CESL)
http://www.cesl.arizona.edu/
CESL offers full-time daily instruction for general intensive English as well as TOEFL preparation. CESL also offers individual evening-time specialty classes for listening, speaking, writing, and reading. There is a fee for all instruction, and no university credit is given.

Commencement
For information on Commencement details, visit the UA Commencement Website <http://commencement.arizona.edu/> and the SBS Convocation Website http://web.sbs.arizona.edu/college/convocation/.

Computing on Campus

NetID and Email
The Office of Student Computing Resources has compiled a wealth of computing information at this website: http://www.uits.arizona.edu/departments/oscr/help/get-started. The website contains an online new-student orientation, during which you may create your UA Ned ID and set up your UA email account. Your UA NetID verifies your identity when you use many of the online services the University of Arizona provides. This ensures the privacy of your personal information and restricts the use of resources to those for whom they are intended. E-mail is the official means of communication between the University administration and all students. You are required to have a University of Arizona e-mail account. Important official e-mail notices may be sent to students periodically, and it is your responsibility to monitor your UA e-mail account for such messages.

Getting Help with Computing
University Information Technology Services
http://www.uits.arizona.edu

Instructional Technology
Some primary campus services for instructional technology include:
University of Arizona Software Licensing (free software): http://softwarelicense.arizona.edu/students
Learning Technologies Center (LTC), http://www2.uits.arizona.edu/learning-technologies-center
Equipment Services (AV equipment for classroom use), http://www.uaav.arizona.edu/
**Office of Student Computing Resources (OSCR)**

The Office of Student Computing Resources (OSCR, pronounced “Oscar”) was established in 2004 to help students get the most out of UA computing technology. OSCR provides access to a wide range of computing tools and support services in general-purpose computing labs (open to UA students, faculty, and staff) and electronic classrooms spread across campus. Visit [http://www.oscr.arizona.edu/](http://www.oscr.arizona.edu/) or call 621-OSCR.

**Computer Labs Around Campus**
[http://www.oscr.arizona.edu/maps](http://www.oscr.arizona.edu/maps)

**Disability Resources**

**Disability Resource Center (DRC)**
[http://drc.arizona.edu/](http://drc.arizona.edu/)

The Disability Resource Center and The University of Arizona are committed to facilitating full access for students with disabilities through consultation with faculty and the provision of reasonable accommodations. The first step in the process is meeting with a Disability Specialist and presenting documentation of a disability. The Disability Specialist's role is to review documentation and consult with students and faculty regarding reasonable accommodations.

**Strategic Alternatives Learning Techniques (SALT) Center**
[http://www.salt.arizona.edu/](http://www.salt.arizona.edu/)

The Strategic Alternative Learning Techniques (SALT) Center promotes the achievement of individuals with learning and attention challenges. Through a student-centered model, SALT provides comprehensive services to maximize student success and support the University of Arizona community. We collaborate with community-based organizations that facilitate learning and enrollment in higher education. We initiate and pursue innovative practices designed to partner with and serve the people of Arizona and the global community.

**The Graduate and Professional Student Council (GPSC)**

The GPSC was created to promote the causes and concerns of the graduate student body, to create and foster programs beneficial for growth and interaction, to disburse funds for the benefit of professional development, and to serve as the representative body and voice at the University of Arizona, the University of Arizona Administration, and the Arizona Board of Regents on behalf of graduate and professional students.

The GPSC provides **travel grants** and other types of funding to graduate students. For more information see: [http://www.gpsc.arizona.edu/sections/funding/fundingPrograms.php](http://www.gpsc.arizona.edu/sections/funding/fundingPrograms.php)

**Human Subjects Protection Program**

Information about the Human Subjects Protection Program and Institutional Review Board, including certification, procedures, and forms, is available at this web site: [http://orcr.arizona.edu/hspp](http://orcr.arizona.edu/hspp).
International Student Programs and Services
http://internationalstudents.arizona.edu/
The mission of Office of International Student Programs and Services is to coordinate comprehensive programs and services for international students that foster positive experiences at The University of Arizona and in the United States. They serve as representatives and advocates for international students, providing liaison with UA campus academic and administrative departments, local, state and federal agencies, foreign agencies, and various organizations and members of the Tucson community.

SBS Research Institute (SBSRI)
http://sbsri.sbs.arizona.edu/
SBSRI is a unit in the Dean’s Office which promotes and supports research. They have Pre-Doctoral and Doctoral Grants, as well as workshops for grantwriting. They have listings and contact information for numerous grant and fellowship programs.

Teaching
A wide variety of resources in support of your development as a teacher are offered through the Office of Instruction and Assessment. These resources range from workshops that you can attend on a drop-in basis to individualized classroom observation and consulting to the Certificate in College Teaching, (described immediately below). For more information see: http://oia.arizona.edu/content/tas

Certificate in College Teaching Program
This program consists of a series of courses that provide foundational information and develop the competencies necessary to teach effectively in higher education today. Through an approach that focuses on theory into practice (Praxis) post baccalaureate students are prepared to become outstanding teaching professionals. For over 13 years, former graduates report that their experiences in certificate courses were a significant asset in helping them attain a college teaching position. The vision and mission statements of the University of Arizona and the Certificate in College Teaching Program offered through the Office of Instruction and Assessment reflect a strong commitment to teaching excellence.

The purpose of the Certificate in College Teaching (CCT) is to provide students with opportunities to develop knowledge and skills useful in their current and future careers as college/adult-learning teaching professionals. The broad goals of the CCT are to:

- create an enriching collegial atmosphere where learning about learner-centered theories and instructional strategies guide students' development as reflective and effective professional educators;
- produce an interdisciplinary community of learner-centered teaching professionals dedicated to high quality, college/adult-level teaching and learning;
- increase capacity for excellence in teaching within the disciplines;
- encourage lifelong learning about college/adult-level teaching and learning.

The Certificate in College Teaching Program is a 10-credit curriculum. Students are strongly encouraged to complete the curriculum in the following manner:
1. Apply to the CCT program through the Graduate college website: [https://apply.grad.arizona.edu/](https://apply.grad.arizona.edu/)

   Fill-in the required information on the online application. (If you are a current UA graduate student, no transcripts are needed.) The application deadline for Fall is **October 15th.** The application deadline for Spring is **March 15th.**

2. Enroll in **IA 697a Learner Centered Teaching**, a 3-credit course taught each Fall and Spring semester.

3. Enroll in a minimum of 3 credits of elective coursework from the [approved list](#) (may be concurrent with enrollment in IA 697a).

4. Request enrollment in **IA 694a Instructional Practicum**, a 4-credit course offered Fall, and Spring semester. (Note: IA 697a and the 3 unit elective course must be completed prior to enrollment in IA 694a)

**Important Links for the Certificate in College Teaching**

- [FAQs](#) regarding the Certificate in College Teaching
- The Certificate in College Teaching in UA News: *Bringing Experience to the Classroom* [UA News article](#)
- For further information about this and other Graduate Certificate programs, including faculty list, policies, procedures, forms and other information, please see the [Graduate College website](#).

For more information about this program, please contact the CCT Coordinators: Kyla Macario or Erin Dokter.

**Writing Resources**

**Writing Skills Improvement Program (WSIP)**

[http://wsip.web.arizona.edu/](http://wsip.web.arizona.edu/)

The WSIP offers free Writing Workshop Series each semester, as well as a summer writing institute.

   **The Weekly Writing Workshops**  Weekly one-hour writing workshops covering all aspects of basic college writing. For more information, including the calendar of workshops: [http://wsip.arizona.edu/weekly-writing-workshops](http://wsip.arizona.edu/weekly-writing-workshops)

   **Graduate Writing Workshops**  This weekly series is designed to address the central challenges faced by academic writers in all fields. One-hour workshops include “Step-by-Step Through the Master’s Thesis or Dissertation” and “Designing the Curriculum Vitae and Cover Letter.” For more information, including the calendar of workshops: [http://wsip.arizona.edu/graduate-writing-workshops](http://wsip.arizona.edu/graduate-writing-workshops)

   **International Writers Workshops**  One-hour workshops cover topics helpful to international students and second language speakers. For more information, including the calendar of workshops: [http://wsip.arizona.edu/international-writers-workshops](http://wsip.arizona.edu/international-writers-workshops)
Graduate Writing Institute This free three-week intensive writing program is held each summer for all graduate students focusing on writing projects, theses, and dissertation work. Students of various disciplines work on their writing in small groups and attend lectures in larger groups on relevant topics regarding writing. They also receive individual tutoring time. This program assists graduate students to complete research papers and projects, conference presentations, theses and dissertations. For more information and to fill out an application: https://grad.arizona.edu/student-resources/writing-institute. Applications are due several months in advance of the Institute.

Graduate Writing Services Besides the Graduate Writing Workshops, the WSIP offers individual tutoring for minority graduate students.

Graduate Writing Resource
The online Graduate Writing Resource contains useful information about academic writing, from overcoming procrastination to composing a literature review: http://www.gwr.arizona.edu/.
Who can help me with…? GWS Staff Information
Do you have a question about something GWS related? Find out who can help you!

Darcy Roman-Felix, Academic Program Coordinator
E-mail: roman@email.arizona.edu
TEL: 520-621-5657
FAX: 520-621-1533
Office: 101
- Course scheduling
- Enrollment and registration for courses (grad and undergrad)
- Graduate program coordination
- Department directory
- Faculty searches
- GTA/GRA hiring paperwork
- Promotion and Tenure
- Annual Reviews
- Issues building keys to new students/faculty
- Minor building/facility problems
- GWS website maintenance
- Submits SBS ticketdog requests for technological help
- Work-study hiring, timesheets, tasks
- Process new or leaving faculty/grads
- Help with copy machine
- GWS Graduation Party
- GWS Graduate recruitment weekend

Leigh Spencer, Program Coordinator
E-mail: spencerl@email.arizona.edu
TEL: 520-621-5656
FAX: 520-621-1533
Office: 103B
- WOSAC Awards and Travel Stipends (Students and Faculty)
- WOSAC fundraising and gift processing
- WOSAC event coordination, including LUNAFEST
- Coordination of fundraising, website/honoree bio updates, and engravings/naming opportunities in the Women’s Plaza of Honor
- Assistance with general GWS fundraising
- Maintains list of GWS Affiliate Faculty and related events
- Maintains list of departmental committees
- Organizes special events
- Faculty meetings (minutes, agenda, scheduling)
- Staff meetings
- Scheduling/maintenance of GWS Conference Room
- Schedules events/meetings on department calendar
- Maintains department head’s calendar
- GWS website maintenance
- Creates marketing material for GWS events (flyers, emails, posters)
- Maintains SBS-GWS@email.arizona.edu (GWS general email)
- Maintains GWS Facebook and Twitter pages
- Accesses department shared drives (for workstudy students or department head information)
• Submits SBS ticketdog requests for technological help
• Maintains GWS Listservs
• Tracks department gifts, sends thank yous, maintains Raiser’s Edge (GWS donations)
• Helps with copy machine

Lupita Loftus, Accounting Specialist
E-mail: loftusm@email.arizona.edu
TEL: 520-621-3839
FAX: 520-621-1533
Office: 201B
• P. card purchases
• Financial duties for SIROW/GWS including: expense reimbursements, purchasing; office supplies, travel, P-Card, payroll
• Maintain SIROW’s state vehicles, cell phones, utility payments, and operational advance set up/payments/close out
• Assist with coordination of special department events and ongoing activities
• Processes travel requests
• Purchases office materials

Terry Mullin, Business Manager, Senior
E-mail: mullin@email.arizona.edu
TEL: 520-621-7339
FAX: 520-621-1533
Office: 201A
• Financial duties for Gender & Women’s Studies (GWS) including: human resources/personnel; department account reporting; start up retention financial reporting and tracking, purchasing; preparing College reports (temp funds); budget roll over; summer session payments, provide financial assistance to WOSAC, WPOH/ELK Endowment financial reporting, and budget preparation
• Financial duties for SIROW including: human resources/personnel; department and research reporting; purchasing; preparing college reports (temp funds); budget roll over, budget preparation; and proposal routing
• Financial reporting and coordination for special one-time events
• Independent and subcontract agreements and payments
• Manages business office
• Approves staff timecards and time off requests in conjunction with department head
• Building monitor

Debbie Marlow, Undergraduate Advisor
E-mail: dmarlow@email.arizona.edu
TEL: 520-626-0606
Office: Douglass Bldg 101
• Advises GWS majors and minors (undergraduate only)
• Signs up undergraduate students to be GWS majors/minors
• GWS seniors degree check
Eithne Luibheid, Director of Undergraduate Studies  
E-mail: eithne@email.arizona.edu  
TEL: 520-626-2746  
Office: 109  
- Fields issues/concerns for undergraduate GWS majors/minors  
- Helps with undergraduate course descriptions  
- Submits changes to undergraduate courses

Adam Geary, GWS Undergraduate Internship Coordinator  
E-mail: ageary@email.arizona.edu  
TEL: 520-621-2166  
Office: 109C  
- Fields all questions about receiving GWS credit for student internships  
- Fields all questions about the GWS internship program  
- Is the official Instructor for GWS internship credit (GWS393)

Miranda Joseph, Director of Graduate Studies  
E-mail: mirandaj@email.arizona.edu  
TEL: 520-621-5839  
Office: 107  
- Inquiries from prospective graduate students (applicants) about our PhD, PhD Minor or Certificate programs (MJ takes substantive questions about the department, the intellectual content or faculty of the program, etc; Darcy takes requests for information about technical processes, procedures, deadlines etc)  
- Graduate Studies Policies or anything related to the Graduate Committee  
- Elizabeth Lapovsky Kennedy Endowment business  
- Coordinates placements of Graduate Assistants and other grad funding  
- Assigns Graduate Student Offices  
- Provides advising and mentoring to all graduate students as needed

Monica J. Casper, GWS Department Head  
E-mail: mjcasper@email.arizona.edu  
TEL: 520-626-9158  
FAX: 520-621-1533  
Office: 110  
- Requests for funding/cosponsoring events  
- Administrative functions of the Department including personnel, curriculum, and general oversight

Sally Stevens, Director of SIROW  
E-mail: ssstevens@email.arizona.edu  
TEL: 520-626-9558  
Office: 205B  
- Coordinates SIROW events  
- Hires Graduate Assistants for SIROW projects

If you still can’t find what you’re looking for, please ask any of us in the main office, GWS 103. We’ll be happy to help.
GWS General Office Operations

Announcements
The department maintains femlist, which focuses on feminist news and campus events for the UA and larger Tucson community. To be added to the listserv, contact the Program Coordinator.

AV Equipment
We have a DVD/VHS player and monitor for use in the GWS building. We also have an LCD projector for digital presentations (e.g. PowerPoint) and a slide projector that may be reserved for use in or outside the building. Equipment should be checked out with office staff or a work-study student. For Audio/Visual equipment for classroom use, use http://www.uaav.arizona.edu/.

Computers
There are a number of computers available for graduate student use including one in room 105 for all students assigned to that office. Other students will also have computers available in their assigned workspaces. UA policy prohibits improper computer use, which includes downloading unauthorized software. Personal files will be periodically deleted from shared computers, so please do not store important information. Back up your work and documents regularly. Please do not eat/drink while using the computers. Please see office staff or a work-study student for troubleshooting.

Conference Room Scheduling
If you would like to schedule a meeting in the Conference Room, complete the online Conference Room Request at http://polldaddy.com/s/A46C55F24D98CF4E
You will receive a confirmation email. Please tidy up after your meeting/event. Return room to original setup.

E-Mail
Please check your UA email regularly as we often distribute announcements of general interest via various departmental distribution lists. You are required per UA policy to use your UA email account for academic purposes. Please do not use Yahoo, Hotmail, or Gmail for university business.

Fax
The Fax Machine is located in the Main Office Work Room. The Fax Machine is available to all GWS employees for business use only. Instructions are posted above the machine. You must have an access code to operate the Fax Machine (see Business Manager for your code). If you have questions, see office staff or a work-study student. GWS fax number: (520) 621-1533.

Keys & Security Doors
Make a legible copy of your CatCard and give it to the Academic Program Coordinator. She will initiate the key authorization paperwork and give to you to take to the key desk to pick up your key(s).

Please note: On that sheet of paper, please include the following information:
• The room number of the office that has been assigned for your use,
• If new, your NetID (not your password) so that SBS Techs can email your network login.

Your key authorization paperwork will be returned to you, via your GWS mailbox. Obtain your keys from the Key Desk (9:00am-3:00pm), located at 1533 East Helen Street, Bldg. 155J. Bring your
CatCard, Room Privilege Card and Key Authorization/Receipt form with you. You may visit http://www.fm.arizona.edu/shops/lockshop/index.cfm for more information.

When you accept keys, you become responsible for maintaining an adequate level of security. Do not share your keys with unauthorized individuals and do not provide entrance to unauthorized individuals. Never label your keys. If you lose your keys, immediately inform the Business Manager, Key Desk and UAPD. If you lock yourself out of your office, see office staff for assistance.

In addition to keys, you will need an access code to enter the building after hours. Take a photocopy of your CatCard to the Business Manager and s/he will ask you for a 4-digit PIN.

**Library**
The GWS Library is located in the Conference Room. Materials are for GWS faculty and graduate student use only and should be checked out with office staff or a work-study student.

**Lounge/Kitchen**
The downstairs lounge (101C) has a refrigerator and microwave. You are welcome to use either one. Please clean up after yourself and make sure to remove spoiled food from the refrigerator. The utensils and serving pieces are for everyone’s use. Please wash and return them as soon as you have finished with them.

**Mail**
Mail is delivered daily in the morning. Incoming mail will be distributed to your mailbox located in the Main Office Work Room.

Our address:
Your name
925 N. Tyndall Ave.
PO Box 210438
Tucson AZ 85721-0438

The outgoing mail baskets (one for Metered Mail, the other for Campus Mail) are located in the Main Office Reception Area. You may use Metered Mail only for business purposes (write 2060500 on the envelope, in place of a stamp). For Campus Mail, please recycle used envelopes (located near the outgoing mail baskets). Mark out any old addresses/information and write the new address where it can be plainly seen.

**Payroll Information**
Paychecks are distributed every other week on Friday mornings. Live checks are kept in the Front Office (Room 103). To pick up a live check see office staff or a work-study student. You can elect to have your paycheck automatically deposited into your checking or savings account. To initiate electronic deposit, login to UAccess Employee and follow the directions. For questions, contact the Business Manager.

**Photocopying**
The photocopier is available for you to use for materials related to teaching and research.
**Security**
When you leave your office, lock your office door and take your keys with you, even if you will only be gone for a few minutes.

**Supplies**
Supplies are located in the Main office. If you see that you are taking the last box of tape, etc., please email office staff so more can be ordered.

**Telephones**
Telephone use is restricted to local calls. If you have special permission to make long-distance calls (e.g. RA’s working on research projects), you will be given an access code (see the Business Manager).

**Website**
The GWS website is [http://gws.arizona.edu/](http://gws.arizona.edu/). Please send a photograph and brief bio to the Administrative Assistant who will upload them to the website.

**Work Order Request Forms**
Please use the *Work Order Request* Forms (available at the Main Office Reception area) to request tasks from a work-study student when we have them. The forms are color coded according to desired turn-around time.

We have a small staff who do a tremendous amount of work. Please help make their jobs easier by doing small jobs yourself (*if possible*) and by respecting their work and workspace. Please do not use staff phones, computers, or work space unless you are given permission to do so.
IX. CHECKLIST, TIMELINES, FORMS

Ph.D. DEGREE CHECKLIST and TIMELINES

You must complete the following steps before Graduate Student Academic Services (GSAS) can verify that you have completed your requirements and before your degree can be awarded. See http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation

1. ______ The Qualifying Process (QP) this is a department requirement. For students entering program with a Master’s Degree, complete by end of 2nd semester in residence. See page 9. For students entering program without a Master’s Degree, complete by end of 4th semester in residence. See page 7-8.

2. ______ Transfer Credit Students who wish to transfer Graduate credit earned at approved institutions. This should be done no later than the second semester. See page 5 and 54-55.

3. ______ Minor Area of Study Select a minor area of study. See page 3.

4. ______ Doctoral Plan of Study Form (GradPath) This form is due in the 3rd semester in residence. Your Doctoral Plan of Study should be designed in consultation with the DGS and your advisor. See pages 5 and 57-58.

5. ______ Comprehensive Examination for Doctoral Candidacy Form (GradPath) Complete form prior to beginning the written portion of Comps. This identifies the faculty who will serve on your oral comprehensive exam committee. See pages 10 and 60.

6. ______ Announcement of Doctoral Comprehensive Exam Form (GradPath) Complete prior to oral portion of Comps. This form is used to formally schedule a doctoral oral comprehensive exam. Once your committee has agreed on a time and place for your oral exam, enter those below and submit this form to schedule the exam. The committee members will be sent a confirmation e-mail. The members you identified on your committee appointment form are listed below. You may make changes to your committee by clicking “Adjust Committee Members.” Any changes will be routed to your department for their approval. See pages 11 and 61.

7. ______ Second Language Requirement This requirement must be met before advancing to Doctoral Candidacy. See pages 6 and 59.

8. ______ Doctoral Dissertation Committee Appointment Form (GradPath) Complete form no later than 6 months before the date of the Final Oral Exam. See pages 13 and 62.

9. ______ Announcement of Final Oral Defense Form (GradPath) See http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/final-oral-defense-examination for rules concerning your final defense. You must submit this form at least seven working days before you plan to defend. Note the submission deadlines for graduation when determining your defense date with your committee http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation. Once you and your committee have agreed on a time and location, enter that information below. Provide the official title of your dissertation. If you have changed your committee, make those adjustments below. See pages 14 and 63.

10. ______ The Dissertation File as soon as your Defense is passed and requested revisions have been made. Help on submitting your dissertation: <http://dissertations.umi.com/arizona/> See pages 14-15.
# Timeline for PhD Students with an MA

NOTE: This is just a general guideline. Individual students’ pace will vary, in part depending on how many units of coursework they transfer, if any.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
</table>
|        | - GWS 539A Fem Theories I  
|        | - Electives/Minor (2) or GWS 639 History/Social Movements * or Critical Race and Ethnic Studies Course  
|        | - All students confirm advisor selection.  
|        | ** | - GWS 593B Fem Theories II and/or Electives/Minor or Critical Race and Ethnic Studies Course  
|        | | - Qualifying Meeting  
|        | | - Request transfer credits, if desired.  
| Year 2 | - GWS 639 History/Social Movements* or Electives/Minor (2) or Critical Race and Ethnic Studies Course  
|        | - Select Comps committee.  
|        | - Doctoral Plan of Study Form  
| Year 3 | - Take comprehensive exam.  
|        | - Submit Committee Appointment Form (after Comps are passed)  
|        | - Electives/Minor (3)  
|        | - Possible dissertation proposal defense for students entering with an MA.  
| Year 4 | - Dissertation Units as needed.  
| Year 5 | - Dissertation Units as needed.  

All core, major and minor coursework and language requirements need to be completed prior to achieving ABD status. After comprehensive exam, but not prior to ABD status, students can use independent studies, internship and preceptorship units to fulfill full-time enrollment requirements for GA positions.

*Depending on course availability. Take at the earliest opportunity.

**It is recommended that students take 3 units of preceptorship or other teaching instruction or support the semester of their first appointment as a GAT for GWS. [http://oia.arizona.edu/project/certificate-college-teaching-program](http://oia.arizona.edu/project/certificate-college-teaching-program)
### Timeline for Students without an MA

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
</table>
| Year 1| • GWS 539A Fem Theories I  
• Electives/Minor (2) or GWS 639 History/Social Movements * or  Critical Race and Ethnic Studies Course  
• All students confirm advisor selection. | • GWS 593B Fem Theories II and/or  
• or, Electives/Minor or Critical Race and Ethnic Studies Course  
• MA Plan of Study, if planning to complete requirements for MA. |
| Year 2| • GWS 639 History/Social Movements*  
• Electives/Minor (2) or Critical Race and Ethnic Studies Course Doctoral Plan of Study | • Electives/Minor (2)  
• Qualifying Process: MA Paper & Presentation  
• Select Comps committee. |
| Year 3| • Electives/Minor (3)  
• Comps preparations.                                                        | • Electives/Minor (3)  
• Take comprehensive exam.  
• Submit Committee Appointment Form (after Comps are passed)  
• Possible dissertation proposal defense. |
| Year 4| • Dissertation Units as needed.  
• Electives and Dissertation Proposal Defense.                                        | • Dissertation Units as Needed.  
• Students should be ABD at the end of year four (e.g. Comps, approved dissertation, and language requirements completed). |
| Years 5/6| • Dissertation Units as needed.                                                       | Dissertation Defense (must occur at least 2 weeks prior to the dissertation filing deadline for spring semester). |

All core, major and minor coursework and language requirements need to be completed prior to achieving ABD status. After comprehensive exam, but not prior to ABD status, students can use independent studies, internship and preceptorship units to fulfill full-time enrollment requirements for GA positions.

*Depending on course availability. Take at the earliest opportunity.
**Graduate College Timelines:**

### TIMELINE FOR MASTER’S / SPECIALIST CANDIDATES

| Event | Date
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Masters/Specialist Plan of Study.</td>
<td>2nd Semester in Residence or your departmental deadline, if earlier</td>
</tr>
<tr>
<td>Transfer credit</td>
<td>By the end of first year</td>
</tr>
<tr>
<td>Graduation Term</td>
<td>Spr 2014</td>
</tr>
<tr>
<td>Optional in most departments. If archiving your thesis is also due on this date.</td>
<td></td>
</tr>
</tbody>
</table>

### TIMELINE DOCTORAL CANDIDATES

| Event | Date
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Submit Doctoral Plan Of Study.</td>
<td>3rd Semester in Residence or your departmental deadline, if earlier</td>
</tr>
<tr>
<td>Transfer credit</td>
<td>By the end of first year</td>
</tr>
<tr>
<td>Schedule the Oral Comprehensive Examination with your department. The Results of Oral Comprehensive Exam for Doctoral Candidacy form must be returned to the Graduate College within 24 business hours of the exam. There are fees associated with this form.</td>
<td>As soon as your course work is completed</td>
</tr>
<tr>
<td>Submit Committee Appointment Form</td>
<td>as soon as COMPS are passed</td>
</tr>
<tr>
<td>Graduation Term</td>
<td>Spr 2014</td>
</tr>
<tr>
<td>Last suggested day to take the Final Oral Examination/Defense. The Announcement of Final Oral Defense is due at least seven (7) working days prior to the date of the examination.</td>
<td>April 21, 2014</td>
</tr>
</tbody>
</table>
GradPath

GradPath is the Graduate College’s new nearly paperless degree audit process that will make tracking and monitoring your students much easier. Students will be able to fill in and submit forms online through UAccess Student. Forms have some automatic checking built in that will prevent common errors (e.g., typos in course numbers, illegible faculty names, etc.). There is also some built-in logic to notify students when there is a problem with their form, such as courses outside our time limit. Such messages include links to policy.

Once a student has submitted a form, the automated workflow engine will route the electronic forms to everyone who needs to see or approve them—each approver is notified by email when a form is awaiting review and approval, with a link in the email to go straight to the form. The Workflow Approval Path shows you where the form has been, the action taken, and where it’s going. Approvals progress through all the routing in a section before progressing to the next, and each section has at least one approval group. The approval group may be contain a single name or may have multiple approvers. Click on the blue link in any approval group to see more details regarding the person/people in the group. You can also go to any form and View Current to see the path.

FAQ for Students:
http://grad.arizona.edu/system/files/GradPath_student_faq.pdf

- How do I navigate to the forms in UAccess Student?

  In the Academics section click the dropdown and select GradPath forms.

You are first directed to the landing page, which contains links and other helpful information. From there, click the GradPath Forms link.

The forms can only be submitted in a controlled sequence. You cannot create a new form if there are prior forms that have not been submitted and approved. In addition, modify is only available once a form has been approved.
The Responsible Conduct of Research form must be completed before you can proceed to complete any other forms in Gradpath.

**Responsible Conduct of Research Statement**

All students must comply with rules concerning the responsible conduct of research and ethical behavior. This includes policies pertaining to plagiarism, use of human and animal subjects, and much more.

**Bio Demo Data**

- **Name**: [Field]
- **UA Email**: [Field]
- **Telephone**: [Field]
- **Address**: [Field]

**Program Data**

- **Academic Career**: Graduate
- **Academic Program**: GDEG Graduate Degree Seeking
- **Admit Term**: 2084 Fall 2008
- **Expected Graduation Term**: 2132 Summer 2013

- **Major**: Doctor of Philosophy in Gender & Women’s Studies
- **Degree**: PHD
- **Minor**: Minor in Rhetoric, Composition, and Teaching of English

**General Information**

Please review the policies below before submitting your confirmation.

- Refer to the Office of Responsible Conduct of Research at [http://orcr.arizona.edu](http://orcr.arizona.edu) for information about regulations pertaining to your area of study.
- Refer to the Code of Academic Integrity at [http://deanofstudents.arizona.edu/policiesandcodes/codeofacademicintegrity](http://deanofstudents.arizona.edu/policiesandcodes/codeofacademicintegrity) for information on ethical behavior with regard to scholarship.

**Certified**

- I certify that I am aware of Responsible Conduct of Research Compliance regulations and Academic Integrity requirements and will adhere to them in my research.

[Submit] [Return]
Department of Gender and Women’s Studies

Request for Transfer Credits

Name: ____________________________________________

Name of Institution: _________________________________________

Gender and Women’s Studies Transfer Credit

Graduate credit earned at approved institutions, if accepted by the Gender and Women’s Studies Department and the Graduate College, may be counted toward the requirements. To be accepted, the student must have earned an A or B in the original course. Grades of transfer courses will not be calculated in The University of Arizona G.P.A. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit. Please note that if you are from a school on the quarter system, transferred credits count for 2/3rds of our semester units (convert quarter units to semester units by multiplying the number of quarter units by .67).

For students with an MA in gender and women’s studies or a related field, a total of fifteen units may be fulfilled through approved transferred credit. Only two core GWS courses may be fulfilled through transferring credit. Because 539A is part of the qualifying process for students with the MA, it can never be replaced with transfer credit.

For students without an MA in gender and women’s studies or a related field, a total of twelve units may be fulfilled through approved transferred credit. Only one core GWS course may be fulfilled through transferring credit.

Students who wish to transfer credit must submit an “Evaluation of Transfer Credit” form, along with a syllabus for each course they wish to transfer, and a statement of approval from their advisor to the DGS by the beginning of their second semester. The DGS may bring the proposal to the Graduate Committee for final approval.

If approved by the department, they must submit the “Evaluation of Transfer Credit” to the Graduate College before the end of their first year of residency. The Graduate College has the final approval.

List course(s) you would like to transfer and select whether you would like it to count as an elective or core course.

☐ Elective ☐ Core: GWS

☐ Elective ☐ Core: GWS

☐ Elective

☐ Elective

☐ Elective

☐ Elective

☐ Elective

Student Signature Date

Advisor Signature Date

Director of Graduate Studies Signature Date

Graduate Committee Signature Date
Transfer Credit Evaluation Form

This form allows Graduate College staff to evaluate potential transfer courses for eligibility and unit worth for transfer. Your department will then decide whether to accept eligible transfer coursework.

NOTE: University of Arizona courses are NOT transfer courses and should not be submitted for evaluation. Check with your department about substituting one UA course for another in your program.

Bio Demo Data

Name

UA Email

Telephone

Address

ID

Update Personal Information

Program Data

Acad Career: Graduate

Acad Prog: GDEG    Graduate Degree Seeking

Admit Term: 2034    Fall 2009

Exp Grad Term: 2132    Summer 2013

Major: Doctor of Philosophy in Gender & Women's Studies

Degree: PHD

Minor: Minor in Rhetoric, Composition and Teaching of English

Instructions

Graduate work completed at another graduate-accredited institution may be transferred provided these courses received a grade of A or B and were not used toward an undergraduate degree. Transfer coursework will not be computed in the UA GPA. Use of transfer credit is limited.

For more information on transfer credit for master's degrees, see http://grad.arizona.edu/academics/program-requirements/masters-degrees/transfer-credit-for-masters.

For doctoral, see http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/credit-requirements-and-transfer-credit

Required Documentation:
- Graduate Student Academic Services must see an official transcript with the grades for all courses before the evaluation can be completed.
- If the complete transcript was submitted to Graduate Admissions, we will retrieve a copy from the admission file. (NOTE: If the transcript was submitted to Admissions BEFORE all grades were in, we will need an updated transcript to complete the evaluation.)
- If your department has a complete official transcript, we can accept a copy from them.
- If a complete official transcript cannot be located, please order one from your school and have it sent to your Degree Counselor.
## Transfer Coursework to be Evaluated

Click the "Add School" or "-" button in the upper right corner to enter transfer courses from additional institutions.

### Coursework

<table>
<thead>
<tr>
<th>Term Taken</th>
<th>Year Taken</th>
<th>Subject</th>
<th>Course Nbr</th>
<th>Course Name as it Appears on Transcript</th>
<th>Grade</th>
<th>Units Taken</th>
<th>Equiv Units</th>
<th>Eligible</th>
<th>In-Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
</tbody>
</table>

### Pre-evaluated Courses

**UA Staff Only**
Use the links below to search for previously evaluated courses for an institution above.

### User ID

<table>
<thead>
<tr>
<th>User ID</th>
<th>Comment Date/Time</th>
<th>Comment</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

### Error Message

<table>
<thead>
<tr>
<th>Error Message</th>
<th>1</th>
</tr>
</thead>
</table>

**Comment**

- Return
- Save Comments
- Save for Later
Doctoral Plan of Study

Plan of Study

The Plan of Study is an agreement among you, your department, and the Graduate College specifying which courses you will count toward the requirements of your degree. Your plan identifies (1) courses you want to transfer from other institutions; (2) courses already completed at The University of Arizona which you want to apply toward your graduate degree; and (3) future coursework you plan to take to fulfill degree requirements. Your Plan of Study will be routed for approval to your major professor and your department. A doctoral student declaring a minor will also have the Plan of Study routed to the minor advisor and department for approval.

Bio Demo Data

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
</table>

Update Personal Information

Program Data

<table>
<thead>
<tr>
<th>Acad Career</th>
<th>Graduate</th>
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</thead>
<tbody>
<tr>
<td>Acad Prog</td>
<td>GDEG</td>
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<tr>
<td>Admit Term</td>
<td>2004</td>
</tr>
<tr>
<td>Exp Grad Term</td>
<td>2132</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Doctor of Philosophy in Gender &amp; Women’s Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>PHD</td>
</tr>
<tr>
<td>Minor</td>
<td>Minor in Rhetoric, Composition and Teaching of English</td>
</tr>
</tbody>
</table>

This Plan of Study should be submitted in your second semester. You may update it later if you need to make changes.

Thesis/Dissertation Title

If you are doing a dissertation for Gender & Women’s Studies and know the title, enter it here (3001)

Expected Graduation Term

Enter your expected graduation term and year below

- Summer (August) ▼
- Year 2013

If your expected graduation term changes, notify Frank Whiskehead at fwhitehead@crad.arizona.edu (30012.8)
Plan of Study - Coursework for Major

If you are a doctoral student, click the "+" button in the upper right corner to add at least one minor. (The minor may be the same as your major if your program allows that.)

Search for Major advisor

Student Directions

Select courses below to add to your Plan of Study. Adding a course to your Plan of Study does NOT enroll you in that course. To enroll, go to the "Academics" section of Student Self-Service in UAccess or contact your departmental advisor. A minimum of 18 dissertation credits are also required but will not appear on your Plan of Study. For more information see http://grad.arizona.edu/academics/degree-certification/dpos.

Get Enrollments  Get Transfer  Get Future Courses

Coursework for Major

<table>
<thead>
<tr>
<th>Term</th>
<th>Subj.</th>
<th>Catg Nbr</th>
<th>Course Title</th>
<th>Grade</th>
<th>Units</th>
<th>Letter Grade</th>
<th>Details</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
</tbody>
</table>

Total 0.000

Select All  Deselect All  Save for Later

Delete Selected Courses from Plan of Study

Research Compliance Acknowledgement - For Advisor Use Only

Does the student's research involve human or vertebrate animal subjects?  ○ Yes  ○ No

I certify that the student's research will be in compliance with all responsible Conduct of Research regulations (http://grad.arizona.edu/RCROverview).

<table>
<thead>
<tr>
<th>User ID</th>
<th>Comment DateTime</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Validation Warnings

| 1 |
DEPARTMENT OF GENDER AND WOMEN’S STUDIES

PhD Second Language Requirement

Name: _______________________________  SID: __________________________

Language: _______________________________

Date met: ________________________________

All GWS PhD students will be required to demonstrate knowledge of a second language (which may include heritage languages and Sign). Fourth semester proficiency is required.

This requirement must be met before the advancing to Doctoral Candidacy and before Dissertation Defense can be scheduled.

It may be fulfilled in any one of the following ways:

- Taking a standard translation exam.
- Completing a translation class and receiving a grade of B or above.
- Completing two semesters of conversation class (fourth semester proficiency) and receiving grades of B or above.
- Attending an intensive six-week language school program.
- Receiving a TOEFL score of 600 or higher (or comparable score on a related international language assessment examination).
- Undergraduate coursework of fourth semester proficiency graded B or above.

___________________________________________  ___________________________
Advisor                                  Date

___________________________________________  ___________________________
Director of Graduate Studies              Date
**Doctoral Comprehensive Exam Committee**

This identifies the faculty who will serve on your oral comprehensive exam committee. (30018, 32)

### Bio Demo Data

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Update Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Program Data

<table>
<thead>
<tr>
<th>Acad Career</th>
<th>Graduated</th>
<th>Acad Prog</th>
<th>GDEG</th>
<th>Graduate Degree Seeking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admit Term</td>
<td>2084</td>
<td>Fall 2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exp Grad Term</td>
<td>2132</td>
<td>Summer 2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Doctor of Philosophy in Gender &amp; Women's Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>PHD</td>
</tr>
<tr>
<td>Minor</td>
<td>Minor in Rhetoric, Composition and Teaching of English</td>
</tr>
</tbody>
</table>

This form is used to report the committee for your oral comprehensive exam. When the committee has been determined submit this form for departmental and Graduate College approval. If your committee changes, you will need to resubmit this form. This form must be approved before you can submit the Announcement of Doctoral Comprehensive Exam. See [http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/comprehensive-examination](http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/comprehensive-examination) for rules regarding your committee. (30012, 43)

### Expected Graduation Term

**Enter your expected graduation term and year below**

- **Term**: Summer (August)  
- **Year**: 2013

### Please indicate member below:

<table>
<thead>
<tr>
<th>Committee Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### User ID | Comment Date Time | Comment |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Announcement of Doctoral Comprehensive Exam

This form is used to formally schedule a doctoral oral comprehensive exam.

## Bio Demo Data

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA Email</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

## Program Data

- **Acad Career**: Graduate
- **Acad Prog**: GDEG - Graduate Degree Seeking
- **Admit Term**: 2084 - Fall 2008
- **Exp Grad Term**: 2132 - Summer 2013

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Philosophy in Gender &amp; Women's Studies</td>
<td>Minor in Rhetoric, Composition and Teaching of English</td>
</tr>
<tr>
<td>PHD</td>
<td></td>
</tr>
</tbody>
</table>

Once your committee has agreed on a time and place for your oral exam, enter those below and submit this form to schedule the exam. The committee members will be sent a confirmation e-mail. The members you identified on your committee appointment form are listed below. You may make changes to your committee by clicking “Adjust Committee Members.” Any changes will be routed to your department for their approval.

- **Exam Date**: [Input Field]
- **Start Time**: [Input Field]

Click on the magnifying glass to select the building from the list. (Official names of buildings can be found on the Campus Map available from www.arizona.edu.) If the building is not on the list, enter the name in the provided space. (30012,49)

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
</table>

## Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Committee Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adjust Committee Members

## User ID Comment DateTime Comment

<table>
<thead>
<tr>
<th>User ID</th>
<th>Comment DateTime</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Doctoral Dissertation Committee Appointment

This form identifies the faculty who will serve on your final defense committee. (30018, 35)

## Bio Demo Data

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
</table>

Update Personal Information

## Program Data

<table>
<thead>
<tr>
<th>Acad Career</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad Prog</td>
<td>GDEG</td>
</tr>
<tr>
<td>Admit Term</td>
<td>2084</td>
</tr>
<tr>
<td>Exp Grad Term</td>
<td>Summer 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Doctor of Philosophy in Gender &amp; Women's Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>PHD</td>
</tr>
</tbody>
</table>

| Minor | Minor in Rhetoric, Composition and Teaching of English |

This form is used to report the committee for your final oral defense. When the committee has been determined, submit this form for departmental and Graduate College approval. If your committee changes, you will need to resubmit this form. This form must be approved before you can submit the Announcement of Final Oral Defense. See [http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/dissertation-committee](http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/dissertation-committee) for rules regarding your committee. (30018, 46)

## Expected Graduation Term

Enter your expected graduation term and year below

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>2013</td>
</tr>
</tbody>
</table>

Please enter the working title here

Copy Comp Exam Committee

## Committee Members

<table>
<thead>
<tr>
<th>Search</th>
<th>Name</th>
<th>Email Address</th>
<th>Committee Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Searching

## Research Compliance Acknowledgement - For Advisor Use Only

Does the student’s research involve human or vertebrate animal subjects?  

- Yes  
- No

I certify that the student’s research will be in compliance with all responsible Conduct of Research regulations ([http://grad.arizona.edu/RCROverview](http://grad.arizona.edu/RCROverview))

Certified
# Announcement of Doctoral Oral Exam

This form schedules your final oral defense. An announcement will be submitted by the Graduate College for inclusion on the UA calendar.

## Bio Demo Data

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
</table>

## Program Data

<table>
<thead>
<tr>
<th>Acad Career</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad Prog</td>
<td>GDEG Graduate Degree Seeking</td>
</tr>
<tr>
<td>Admit Term</td>
<td>2008 Fall 2008</td>
</tr>
<tr>
<td>Exp Grad Term</td>
<td>2132 Summer 2013</td>
</tr>
<tr>
<td>Major</td>
<td>Doctor of Philosophy in Gender &amp; Women's Studies</td>
</tr>
<tr>
<td>Degree</td>
<td>PHD</td>
</tr>
<tr>
<td>Minor</td>
<td>Minor in Rhetoric, Composition and Teaching of English</td>
</tr>
</tbody>
</table>

See [http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/final-oral-defense-examination](http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/final-oral-defense-examination) for rules concerning your final defense. You must submit this form at least seven working days before you plan to defend. Note the submission deadlines for graduation when determining your defense date with your committee [http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation](http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation). Once you and your committee have agreed on a time and location, enter that information below. Provide the official title of your dissertation. If you have changed your committee, make those adjustments below.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dissertation Title

## Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Committee Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adjust Committee Members

## User ID

<table>
<thead>
<tr>
<th>User ID</th>
<th>Comment DateTime</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Master’s Plan of Study

Plan of Study

The Plan of Study is an agreement among you, your department, and the Graduate College specifying which courses you will count toward the requirements of your degree. Your plan identifies (1) courses you want to transfer from other institutions; (2) courses already completed at The University of Arizona which you want to apply toward your graduate degree; and (3) future course work you plan to take to fulfill degree requirements. Your Plan of Study will be routed for approval to your major professor and your department. A doctoral student declaring a minor will also have the Plan of Study routed to the minor advisor and department for approval.

Bio Demo Data

Name
UA Email
Telephone
Address
ID
Update Personal Information

Program Data

Acad Career
Acad Prog
Admit Term
Exp Grad Term
Master of Arts in Gender & Women’s Studies

This Plan of Study should be submitted in your second semester. You may update it later if you need to make changes.

Expected Graduation Term

Enter your expected graduation term and year below

Spring (May) ▼ Year 2013

If your expected graduation term changes, notify Frank Whitehead at fwhitehead@grad.arizona.edu (30012, 8)

Plan of Study

Plan of Study - Coursework for Major

Search for Major advisor

Student Directions
### Student Directions

Select courses below to add to your Plan of Study. Adding a course to your Plan of Study does NOT enroll you in that course. To enroll, go to the "Academics" section of Student Self-Service in UAaccess or contact your departmental advisor. For more information, see [http://grad.arizona.edu/degreecert/mpos](http://grad.arizona.edu/degreecert/mpos). Graduate candidacy fees are charged when the Plan of Study is first approved for a given master's/specialist degree. [http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee](http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee)

### Coursework for Major

<table>
<thead>
<tr>
<th>Term</th>
<th>Subj.</th>
<th>Nbr.</th>
<th>Course Title</th>
<th>Grade</th>
<th>Units</th>
<th>Letter Grade</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** 0.000

- Select All
- Deselect All
- Save for Later
- Delete Selected Courses from Plan of Study

### Research Compliance Acknowledgement - For Advisor Use Only

Does the student's research involve human or vertebrate animal subjects?  
- [ ] Yes  
- [x] No

I certify that the student's research will be in compliance with all responsible Conduct of Research regulations ([http://grad.arizona.edu/RCROverview](http://grad.arizona.edu/RCROverview))

<table>
<thead>
<tr>
<th>User ID</th>
<th>Comment Date Time</th>
<th>Comment</th>
</tr>
</thead>
</table>
Master's/Specialist Committee Appointment Form

Bio Demo Data

Name
UA Email
Telephone
Address

ID

Update Personal Information

Program Data

 Acad Career
 Acad Prog
 Admit Term
 Exp Grad Term

Master of Arts in Gender & Women's Studies

Expected Graduation Term

Enter your expected graduation term and year below

Spring (May) ▼
Year 2013

Not all programs require a faculty committee. If your program does not require a committee, check "no" below. If you are required to have a committee, enter the names below.

If you are writing a thesis (i.e., you are taking course number 910), you must report your thesis committee. The requirements for a thesis committee are detailed at http://crad.arizona.edu/academics/program-requirements/masters-degrees/masters-committees.

A student completing a thesis has the option to archive it in the national archive of dissertations and theses as well as with the University Library. Please see the information about thesis archiving at http://crad.arizona.edu/academics/program-requirements/masters-degrees/publication-of-thesis.

Do you have a Master's Committee?

☐ Yes  ☐ No

Please indicate members below:

Masters Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Committee Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search</td>
<td></td>
</tr>
</tbody>
</table>

1
Department of Gender and Women’s Studies

Graduate Student Annual Progress Report (PhD Version)

The student should fill out this form in consultation with the adviser. The student should attach to this form a CV and one-page narrative description of progress, accomplishments and future plans. The narrative should note the significance of items added to the CV that year such as publications, presentations, awards, etc. It should briefly address the student’s RA or TA experience, successes and goals for improvement. And it should discuss the next steps the student intends to take in their own professional development. In addition, the advisor should attach a brief letter or narrative, signaling their approval of the report as written by the student and offering their own perspective on the student’s progress. Please submit to Academic Coordinator by March 1st.

Student: ___________________________ Date of review: ___________________________

Date started program: ________________ Relevant MA previously completed? ___Yes ___No

Required GWS core courses (15 units) that will be completed by the end of this Academic Year. (Do not include courses for which you have or anticipate taking an Incomplete.)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GWS 539A Feminist Theories I</td>
</tr>
<tr>
<td></td>
<td>GWS 539B Feminist Theories II</td>
</tr>
<tr>
<td></td>
<td>GWS 639 History/Social Movements</td>
</tr>
<tr>
<td></td>
<td>_______ Critical Race/Ethnic Studies course</td>
</tr>
<tr>
<td></td>
<td>GWS 695A Colloquium</td>
</tr>
</tbody>
</table>

Transfer Credit Evaluation (2nd semester) # of units approved: __________

Minor (name of thematic minor or discipline and # of units that will be completed by the end of the Academic Year): ____________________________________________________________

Courses with a grade of I (Incomplete) -- list course number, name and semester taken:

________________________________________________________________________

Total # of units completed: __________ Cumulative GPA: __________
Have you completed the following?

___ Yes ___ No  Qualifying Process (date completed): __________

___ Yes ___ No  Doctoral Plan of Study form (third semester)

___ Yes ___ No  Foreign Language Requirement (must be met before dissertation defense can be scheduled)

Comprehensive Written and Oral Exam

___ Yes ___ No  Comp Exam Committee Appointment Form (complete before comps begin)

Written Exam Date Planned or Completed: ________________  Written Exam Passed: ___Yes ___ No

Oral Exam Date Planned or Completed: ________________  Oral Exam Passed: ___Yes ___ No

Changes to Comps Committee membership since form submission (explain):

__________________________________________________________________________

Dissertation Requirements

___ Yes ___ No  Doctoral Dissertation Committee Appointment Form

Dissertation Committee: List name and department.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

If applicable, have any of the above committee members received special graduate college permission to serve on committee? Yes ___ No ___

___ Yes ___ No  Dissertation Proposal Defense (after completion of comps), Date: __________

___ Yes ___ No  Approved Proposal Submitted to Department

___ Yes ___ No  Announcement of Final Oral Defense
Graduate Assistantship:

List your fall and spring TA/RA assignment.

Fall: ____________________________________________________________

Spring: __________________________________________________________

Student Signature: ___________________________ Date: _____________

Advisor Signature: ___________________________ Date: _____________

Initial DGS Assessment of Overall Satisfactory Progress:

Meets Minimum Criteria: ___ Yes ___ No
Department of Gender and Women’s Studies

Graduate Student Annual Progress Report (MA/JD Version)

The student should fill out this form in consultation with the adviser. The student should attach to this form a CV and one-page narrative description of progress, accomplishments and future plans. The narrative should note the significance of items added to the CV that year such as publications, presentations, awards, etc. It should briefly address the student’s RA or TA experience (if applicable), as well as successes and goals for improvement. And it should discuss the next steps the student intends to take in their own professional development. In addition, the advisor should attach a brief letter or narrative, signaling their approval of the report as written by the student and offering their own perspective on the student’s progress. Please submit to Academic Coordinator by March 1st.

Student: ____________________________  Date of review: __________________________

Date started program: ____________________  Relevant MA previously completed? ___Yes ___No

Required GWS core courses (15 units) that will be completed by the end of this Academic Year. (Do not include courses for which you have or anticipate taking an Incomplete.)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GWS 539A Feminist Theories I</td>
</tr>
<tr>
<td></td>
<td>GWS 539B Feminist Theories II</td>
</tr>
<tr>
<td></td>
<td>GWS 639 History/Social Movements</td>
</tr>
<tr>
<td></td>
<td>Core Choice 1 – Select a course taught by core GWS faculty</td>
</tr>
<tr>
<td></td>
<td>Core Choice 2 – Select a course taught by core GWS faculty</td>
</tr>
</tbody>
</table>

Transfer Credit Evaluation (2nd semester) # of units approved: ___________

Courses with a grade of I (Incomplete) -- list course number, name and semester taken:

________________________________________________________________________

Total # of units completed: ___________  Cumulative GPA: ___________
Have you completed the following?

___Yes ___ No Master’s Plan of Study form (second semester)

___Yes ___ No Master's/Specialist Committee Appointment Form

MA Paper Committee: List name and department.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If applicable, have any of the above committee members received special graduate college permission to serve on committee? Yes__ No__

Graduate Assistantship:

List your fall and spring TA/RA assignment.

Fall: ______________________________________________________________

Spring: ____________________________________________________________

Student Signature: ___________________________ Date: ________________

Advisor Signature: ___________________________ Date: ________________

Initial DGS Assessment of Overall Satisfactory Progress:

Meets Minimum Criteria: ___Yes ___ No
Department of Gender & Women’s Studies

TA-Professor Contract

Professor: ________________________________

TA: ________________________________

Course/Semester and Year: ________________________________

Lecture hours per week: ________________________________

Start date of appointment (one week before the start of classes): _____________

TA Basic Responsibilities

Course development meeting date:

Expectations for TA contributions to course development (eg: review syllabus, provide quiz items, essay prompts, prepare a lecture, D2L set-up and maintenance):

Total number of sections: _____________

TA is required to attend lectures    YES  NO

Guidelines, if attendance at every lecture is not necessary  (Insert guidelines and expectations in case of missing lectures due to illness, life, etc…)

TA is required to do class readings on assigned dates    YES  NO

TA is required to hold _____________office hours per week. (What are the contingencies and expectations for notification about cancelled office hours?)

Professor-TA organizational meetings    YES  NO
Number of Professor-TA meetings during semester:

Duration of meeting: __________

Scheduled meetings (e.g., every other week starting 9/1, or list dates/times of scheduled meetings) ______________

TA absences and contingency plan:

TAs are expected to fulfill normal requirements of TAs and therefore will create contingency plans for both expected absences (e.g., due to conferences or comprehensive exams) and unanticipated absences (e.g., due to illness). Please list expected absences and explain contingency plans.

TAs are expected to document the hours worked in order to help professors best manage TA resources, as well as to enable TAs to address workload concerns with professors. Please make sure you address this point and how you plan to communicate on this issue. For example, will you require the TA to turn in a log of hours worked weekly or will you discuss this in your regularly scheduled meetings?

Grading:

Total number and type of assignments to be graded by TA (e.g., Exams—2—Long essays and multiple choice—TA will offer written feedback and professor will be responsible for assigning a grade; Writing assignments—10—3pg essays—TA will assign a grade and offer verbal feedback to students, if requested; etc.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>TA Role</th>
<th>Grades Due</th>
</tr>
</thead>
</table>

Please describe the following (if applicable):

a) Expectations for type(s) of feedback given to undergraduate students (written, face-to-face, etc.), including who is responsible for giving feedback (in addition to the grading responsibilities outlined above) and deadlines for return of work to students.

b) Type(s) of record keeping and record back-up required (D2L, spreadsheets, paper records, etc.), including who is required to keep records.

c) Expectations for submission of grades at the end of the semester. (Deadline? Who will enter the grades into the system?)

Additional notes about TA responsibilities:
Professor Responsibilities

List all faculty member expected absences during the semester (e.g., due to conference travel) and explain contingency plans for both scheduled and unanticipated absences.

TA evaluation:

(A) For discussion sections, the TA and instructor should agree on a date on which the professor will observe discussion, or if preferred, a representative of the UA Teaching Center will be invited to observe class and provide feedback. Similarly, should a TA develop a lecture, feedback should be provided by the professor or UA Teaching Center.

(B) Faculty should provide to TAs a written mid-semester formative evaluation assessing their classroom performance, particularly if not holding regular teaching team meetings. Similarly, if not addressed in regular meetings, TAs are encouraged to provide a mid-semester summary of their students’ performance and related issues concerning course progress prior to the 8th week of the semester.

(C) Based on university requirements, the department must keep a record of TA performances. Thus, professors are expected to fill out the standard UA TA evaluation form and review it with the TA at the end of the semester. This form is standard and should not be modified. Discussion with the TA at the beginning and end of semester should be used to establish the context and relevance of the evaluative categories.

Additional notes about professor responsibilities:

Signed:

____________________  ____________________  ____________
Teaching Assistant    Professor          Date
Department of Gender & Women’s Studies

RESEARCH ASSISTANT/ASSOCIATE - SUPERVISOR CONTRACT

This form is to be filled out jointly by each Research Assistant/Associate (RA) and their Supervisor. Its purpose is to ensure that both parties are clear about the duties and expectations of the position. The contract should be reassessed and if necessary adjusted in the middle of the first semester to ensure it accurately reflects the workload and duties. This contract will also form the basis for the RA evaluation and should be attached to the evaluation form. (A formal evaluation should be conducted at latest at the end of the job (if it is a yearlong position) but may be conducted at the end of each semester of work, if requested by either RA or supervisor.)

Supervisor: ____________________________

RA: ____________________________

Semester and Year: ____________________________

Hours per week: ____________________________

Position Start Date: ___________

Position End Date: ___________

Note: According to the GWS Handbook, “The start date (first day of work) of the Work Period for GWS Graduate Assistants will be one week in advance of the first day of classes for each semester. The end date of the work period (the last day of work) for GAs in GWS is 48 hours (two business days) after the last day of the official exam period for each semester.” If a particular research position requires work to be done before or after this period, the RA should be paid supplemental compensation on an hourly basis. Hours must be actively reported.

RA Responsibilities

Please insert here or attach the RA position description. Be sure to specify the tasks for which the RA is responsible AND their level of responsibility (should they finalize work products independently or get work approved by the supervisor?).
In addition please note:

Are specific due dates for work products known at this time?  YES  NO
If yes, please specify those dates. If no, please indicate when due dates will be provided.

Is the RA expected to be in the office for specified hours?  YES  NO
If yes, please specify those hours here and note whether the RA will ever be expected to work outside of normal 8am-5pm business hours:

Is the RA expected to attend regular meetings with the supervisor or staff meetings or any other scheduled meetings?  YES  NO
If yes, please list all currently scheduled meetings here:

RA absences and contingency plan:
If the RA will be out of town or otherwise unavailable to fulfill their normal duties and hours, please list any known absences here and identify how those as well as unanticipated absences will be handled.

RAs are expected to document the hours worked in order to help supervisors best manage RA resources, as well as to enable RAs to address workload concerns with professors. Please make sure you address this point and how you plan to communicate on this issue. For example, will the supervisor require the RA to turn in a log of hours worked weekly or will you discuss this in your regularly scheduled meetings?

Additional notes about RA responsibilities:
**Supervisor Responsibilities**

Please identify the responsibilities of the supervisor for:

1) Providing feedback on or approval of work products
2) Providing information, resources and materials necessary for the RA to do the job
3) Ensuring (jointly with the RA) that the RA is properly approved to participate in human subjects research, when applicable.

**Supervisor absences and contingency plan:**

List all anticipated absences and explain contingency plans for both scheduled and unanticipated absences.

**RA Evaluation:**

The supervisor is responsible for observing and evaluating the RA’s work. The supervisor should provide a written mid-semester formative evaluation that will enable the RA to improve their performance if necessary. And the supervisor must provide an evaluation at the end of the job that will be submitted to the Graduate Program Coordinator.

Signed:

_________________________________  ___________________________  __________
Research Assistant/Associate  Professor  Date
DEPARTMENT OF GENDER AND WOMEN’S STUDIES
GRADUATE TEACHING ASSISTANT/ASSOCIATE EVALUATION

Note:
The Arizona Board of Regents and the University of Arizona requires that each person occupying a Graduate Assistant/Associate, Teaching (GAT) position receive a written performance evaluation from his or her faculty supervisor at the end of each term, regardless of the specific duties. In addition, Gender and Women’s Studies requires a substantive evaluation in order to provide ongoing mentoring and feedback to our graduate students who are in training as teachers. And GWS seeks to encourage faculty to provide meaningful evaluations that can become part of a student’s teaching portfolio.

Instructions:
This form should be filled out by the supervising instructor, in consultation with the TA and with reference to the TA Contract agreed upon at the beginning of the semester. Please attach a copy of that Contract to this form.

TA Name: ___________________________ Supervisor Name: ___________________________

Course Number and Name: ________________ Semester and Year: ______________________

Number of Sections: _______ Total # of Students: _______ Appointment Time: .25___ .33___ .5___

Title/Role: Discussion/Section leader___ Grader____ Other (please specify)_________

1) Has the TA performed the basic responsibilities described in the contract (such as keeping up with class reading, attending course lectures, maintaining office hours, keeping correct and timely records, participating in teaching team meetings, etc)?

   Always ☐ Mostly ☐ Sometimes ☐ Never ☐

   Please explain:
2) If the TA is responsible for leading discussion sections, it is the responsibility of the instructor and TA to arrange for an observation of a section meeting, either by the instructor or a Teaching Center representative. Please attach the narrative evaluation resulting from that observation and note here:

Date of observation: ____________________  Name of observer: ____________________

3) If the TA is responsible for one or more lectures to the whole class, please note the dates and topics of the lectures here and provide here or attach to this form a narrative evaluation of the lecture. (Lecture and section evaluations may be combined into one narrative evaluation.)

Lecture date: ___________  Lecture topic: ________________________________

4) Additional comments on TA performance:

OVERALL TA PERFORMANCE WAS:

Outstanding ☐  Very Good ☐  Satisfactory ☐  Poor ☐  Unsatisfactory ☐
DEPARTMENT OF GENDER AND WOMEN’S STUDIES

GRADUATE RESEARCH ASSISTANT/ASSOCIATE EVALUATION

Note:
Gender and Women’s Studies (GWS) requires this substantive evaluation of the work of each Research Assistant/Associate in order to provide ongoing mentoring and feedback to our graduate students who are in training as researchers. And through this process, GWS seeks to encourage supervisors to provide meaningful evaluations that can form the basis for letters of recommendation for employment beyond graduation.

Instructions:
This form should be filled out by the supervisor, in consultation with the RA and with reference to the RA Contract agreed upon at the beginning of the semester. Please attach a copy of that Contract to this form.

RA Name: ________________________________  Supervisor Name: __________________

Position Title: ________________________________  Semester and Year: __________

1) Has the RA performed the responsibilities described in the contract?
Always ☐  Mostly ☐  Sometimes ☐  Never ☐

Please explain:

2) If the RA is responsible for producing a specific work product, please describe and evaluate the qualities of the work.

3) Additional comments on RA performance:

OVERALL RA PERFORMANCE WAS:

Outstanding ☐  Very Good ☐  Satisfactory ☐  Poor ☐  Unsatisfactory ☐
Gender and Women’s Studies Independent Study Contract

Gender and Women’s Studies majors, minors and graduate students may develop contracts for Independent Study with GWS core or affiliated faculty members to develop course work that is either not available through regular courses or is based on their independent research.

This form is for department records and is used to assign a grade at the end of the semester. You must also complete a Change of Schedule form and submit it to the Gender and Women’s Studies department Academic Coordinator to be officially enrolled.

**Reminder:** The last day to register for courses without a $250 late charge in the Fall/Spring Semesters is the 21st day after the first day of classes; for Winter/Summer Sessions (to avoid a $50 late charge) register by the last day to drop with deletion from the record.

Student Name ___________________________ Student ID # _______________________

Student Phone # ________________________ Student E-mail _______________________

<table>
<thead>
<tr>
<th>Instructor’s Name: __________________________</th>
<th>Semester &amp; Year: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Units: _______</td>
<td>Course Number (circle one): 299 299H 399 399H 499 499H 599 699 799</td>
</tr>
<tr>
<td>Section Number: _______</td>
<td>Other _______</td>
</tr>
</tbody>
</table>

*(See back for list of section numbers)*

Estimated hours per week Student will spend on project __________

Estimated Project Advisor/Student contact hours per week __________

**Note:** The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.

Independent Study Title ____________________________________________

On a separate sheet of paper, fully describe the nature of the course work that the directing faculty member and student have agreed will constitute the Independent Study. This should include texts to be read, research required, any assignments or exams, and the basis for grading. Like a syllabus, this constitutes a contract between the faculty member and student and should be as detailed as possible to assure that both understand the expectations to which they are agreeing. For GWS 399-699, explain how this content is different from courses already in the course catalog.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Supervisor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Dir. of Graduate or Undergraduate Studies</td>
<td>Date</td>
</tr>
</tbody>
</table>
Guidelines for Independent Study

To register for Independent Study units, students must have the faculty member who will be directing their work sign this form and fill in their own independent study section number. Contracts must also be approved by the Director of either the Undergraduate or Graduate Program, as appropriate, before the class will be added to the student’s schedule.

STEPS:

1. Find faculty member whose research is closest to student’s research interests.
2. Meet with faculty member to discuss possibility of working together.
3. If faculty member agrees, compose detailed course contract/syllabus together.
4. Get all necessary signatures & copies.
5. Submit **Contract & Change of Schedule** to Academic Coordinator to add units to schedule.

<table>
<thead>
<tr>
<th>Independent Study: 299, 399, 499, 599, 699, 799* (Credit varies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades Available: S/P, C, D, E, I, W</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Honors Independent Study: 299H, 399H, 499H (Credit varies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades Available: A, B, C, D, E, I, W</td>
</tr>
</tbody>
</table>

*Graduate students doing independent work that cannot be classified as actual research will register for credit under course numbers 599, 699 or 799.

- Determination of Credit: The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
- The student should have a specific proposal in mind when requesting Independent Study.
- The content of an Independent Study course must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester, except with the College Dean’s approval.
- In the case that a grade of Incomplete is awarded in an Independent Study course, and the Project Advisor is no longer available, another Project Advisor must be identified who agrees to evaluate the student’s work.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Croissant, Jennifer</td>
<td>.011</td>
</tr>
<tr>
<td>Casper, Monica</td>
<td>.012</td>
</tr>
<tr>
<td>Luibheid, Eithne</td>
<td>.013</td>
</tr>
<tr>
<td>Galarte, Francisco</td>
<td>.014</td>
</tr>
<tr>
<td>Joseph, Miranda</td>
<td>.015</td>
</tr>
<tr>
<td>Korkman, Zeynep</td>
<td>.016</td>
</tr>
<tr>
<td>Soto, Sandra</td>
<td>.017</td>
</tr>
<tr>
<td>Hayward, Eva</td>
<td>.019</td>
</tr>
<tr>
<td>Simmons, William</td>
<td>.020</td>
</tr>
<tr>
<td>MacCorquodale, Patricia</td>
<td>.022</td>
</tr>
<tr>
<td>Stevens, Sally</td>
<td>.024</td>
</tr>
<tr>
<td>Geary, Adam</td>
<td>.025</td>
</tr>
<tr>
<td>Stryker, Susan</td>
<td>.026</td>
</tr>
</tbody>
</table>

(Distribution: Original & 1 copy–Academic Coordinator; Copies–Faculty Supervisor & Student)
Internship

Goals:
• Refine student’s praxis cycle through experiential learning: offering opportunities to test theory in practice and then to analyze and theorize from the experience through structured reflection.
• Develop greater understanding of organizational processes, group dynamics, and power negotiations.
• Offer opportunities to network with people working in areas of professional interest to develop possible career opportunities.

General Guidelines:
• Students will be supervised in their work during their internship and given regular feedback about their performance.
• Students will be supervised academically during their internship to ensure that academic priorities are continuously balanced against the ongoing needs of their internship work.
• Work will be substantive and educational: students will primarily do work which cannot be done easily with little training or supervision.
• Students are exposed to a variety of situations and the supervisor takes the time to discuss what is observed by the student.
• Students participate with organization in ways that will enhance the student’s understanding of organizational history, structure, and dynamics.

Faculty Guidelines:
• Meet with student to develop the role the internship will play in student’s overall graduate program. Define substance and specific goals for the student.
• Meet with supervisor (and student) to clarify academic goals and negotiate organizational needs. (This could be a telephone meeting.)
• Make sure contract is clear and signed by all before internship begins.
• Have a part of the contract regularly scheduled times for supervisor and faculty meetings with student to reflect and evaluate progress toward student & organization goals.
• Write an end-of-the-semester evaluation.

Supervisor Guidelines:
• ORIENTATION (Initial meeting between supervisor and student – before beginning internship)
  • review the function of the agency, office or organization;
  • the role of the student in this situation;
  • the nature of the student’s work;
  • relevant office policies and chain of command;
  • discussion of time deadlines, future meetings, other opportunities;
• the student’s expectations for the internship;
• the student’s schedule;
• introduction to others, tour of space;
• explanation of work assignments.
• Regularly scheduled meetings for giving student feedback will be part of the contract.
• A full evaluation of the student’s participation will be required at the end of the internship.
**Student Guidelines:**

- Meet with faculty advisor to develop the role the internship will play in your overall graduate program. Define substance and specific goals for internship.
- Meet with supervisor to clarify academic goals and negotiate organizational needs. (This may be done with your director.)
- Make sure contract is clear and signed by all **before** internship begins.
- Schedule regular times to meet with both supervisor & director to reflect and evaluate progress toward student & organization goals.

**Registration for Internships**

To register for internship units, students must have both a site supervisor and a core faculty member who will be directing their internship sign this contract, using the faculty member’s own section number. Contracts must also be approved by the director of either the undergraduate or graduate program, as appropriate, before units will be added to a student’s schedule. The only grades available for internship credit are: S, P, C, D, E, I, and W.

**STEPS:**

- Find a faculty member whose research is closest to student’s internship interests.
- Meet with faculty member to discuss possibility of working together and guidance on appropriate organization and/or project.
- Meet with organization’s director or appropriate supervisor and discuss goals, needs and responsibilities.
- Draw up internship contract agreeable to all three parties.
- Get all necessary signatures.
- Submit to Academic Coordinator to add course to schedule.

**Requirements:**

<table>
<thead>
<tr>
<th>Course Level</th>
<th>GWS 593</th>
<th>GWS 693</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of site work per unit credit</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Daily journal</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>Research log/bibliography</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>Final report</td>
<td>15-20pp</td>
<td>20+pp</td>
</tr>
</tbody>
</table>

Journal should document time at intern site and content of work, as well as reflecting on the experience in relationship to women’s studies course work.