

**Department of
Gender and Women's Studies**

Graduate Programs

HANDBOOK

2012-2013

The University of Arizona

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 deadlines and requirements. 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. 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/>. Other important dates are identified in the University Master Calendar: <http://www.arizona.edu/home/calendars.php>.

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, 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 initial relationship is meant to assist with basic mentoring and scheduling, and to give the students time to explore potential contacts across the faculty. Incoming students are encouraged to contact their advisors before the semester starts (via email for many), and then to meet with their advisor in person during orientation week and again monthly in the first semester of their program. Students have until October 15 of their first semester to notify the DGS whether they will keep the provisional advisor or have selected a different advisor (from the core GWS faculty). If you are selecting a different advisor, it is up to **you** to consult with the alternate faculty member, making sure that s/he will be able to step in as advisor, in advance of the October 15 deadline.

Advising Beyond the First Year

The advisor you select in October of your first year in the program may or may not eventually be the one you select to serve as chair of the Master's Paper Committee (for M.A./J.D. students), or the Qualifying Committee, Comprehensive Examination Committee, or Dissertation Committee. As you advance through the program and clarify your exam and dissertation topics, you should select a committee chair and other committee members with appropriate expertise. Once selected, it is the Chair of the student's Committee that will serve as the student's primary advisor. Students 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 student 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, an advisor helps the student select courses, sees them through a plan of study, offers guidance in general about courses, academic, and professional work. They also help the student keep track of requirements and the student's progress throughout the program. The advisor is responsible for completing (in conjunction with the student) the Annual Review of Graduate Student Progress. In the case of faculty who depart the UA for other positions or retirement, GWS requires that a current core GWS faculty member serve as co-chair after the customary one-year extension. Similarly if the student has a strong working relationship with a GWS affiliate, a core GWS faculty member must serve as co-chair.

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 these 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. Ph.D. Program Requirements

15 UNITS Core GWS:

GWS 539A Feminist Theories I	must be taken Semester I
GWS 539B Feminist Theories II	must be taken Semester II
GWS 639 History/Social Movements	should be taken at first opportunity
GWS 684 Feminist Knowledge Production	should be taken at first opportunity
Chicana/Latina Studies course	(any semester)

21 ADDITIONAL UNITS in Major field

These may be electives, in and outside of the department.

Up to six units of Independent Study and six units of Internship may count toward degree requirements. (You may take *more* independent study units: they will not count toward your degree total.)

Students may fulfill up to 3 of these “additional units” by registering for preceptorship units or up to 10 units by enrolling in the Certificate in College Teaching. For more information on Teaching Center opportunities see <http://www.ltc.arizona.edu/project/certificate-college-teaching-program>

9 UNITS (minimum) in Minor field (Minor requirements vary from department to department.)

18 DISSERTATION UNITS

TOTAL MINIMUM UNITS: 63

Transfer Credit

Graduate credit earned at approved institutions, if accepted by the GWS Graduate Committee 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.

A total of nine 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 the course(s) they wish to transfer to the DGS by the beginning of their second semester. 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.

For more information see:

<http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/credit-requirements-and-transfer-credit>

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.

Ph.D. Minor

The student may fulfill the Minor requirement in two ways.

- Undertake a Minor in a department (e.g. History or Anthropology). Some departments require as many as 15 units for their minors. Consult with departmental graduate advisors for clarification of extra-departmental minors.
- 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 the faculty advisor and Director of Graduate Studies.

It is the student's responsibility to keep track of their minor requirements. If a student chooses two supporting minor subjects, 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.

Description of GWS Core Required Courses (15 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.

GWS 684 – Feminist Knowledge Production (3 units) Offered biennially.

Considers some epistemological assumptions underlying research and theoretical projections of traditional disciplines; explores feminist adaptations and critiques of these assumptions. Exposure to issues in research design, method, methodology, and epistemology, and consideration of critiques of methodology and assumptions in disciplinary inquiry. Discussion of feminist critiques of methodology, and consideration of issues of ethics and power in the research process. Not so much a “how to” course but more of a “why or why not” course with regards to research methods.

Chicana/Latina Studies course (3 units)

This course is selected in consultation with the DGS and faculty advisor. In special cases, it may be fulfilled through a course outside of the department (usually Mexican American Studies).

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 each semester until final copies of the dissertation are submitted to the Graduate Degree Certification Office.
- 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. In general, these programs require 6 units of registration, which is also the current minimum for federal student financial aid considerations.
- If not graduating in the Summer term, Doctoral students do not have to register for graduate units during summer sessions *unless* they plan to make use of faculty time. If they plan to utilize faculty time, they must enroll for a minimum of 1 unit of graduate credit in the term(s) in which they are using facilities or faculty time.
- If degree requirements (including the Comprehensive Exams and the Final Oral Exam) are completed during the summer term, the student must be registered for a minimum of 1 unit of graduate credit in either Summer I or Summer II.

- If degree requirements are completed during an intersession (winter session or the Pre-Session), the student must have been registered for a minimum of 1 unit during the preceding semester.
- 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. Tuition or registration waivers cannot be applied retroactively.
- 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:

The Graduate College has clarified that students must complete their PhD degree within 5 years of completing Comprehensive examinations, and the Department may require retaking comprehensive examinations prior to completing the dissertation if more than 5 years pass between exams and the dissertation defense. The Graduate College also requires that students complete their PhD Program within 10 years from date of enrollment unless a specific Leave of Absence has been awarded.

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 M.A.; the other for students who enter with an accredited M.A.

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 (max. 40pp exclusive of references) 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 or tenure-track UA faculty members. Should a student want more than three committee members, those members may be tenured or tenure-track 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 form "Master's Paper Committee Membership" 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 her/his eligibility to continue Ph.D. work. Scheduling the Qualifying Meeting prior to April 15 is highly advised, to allow time for revisions and to have this process completed in time for the Annual Review of Progress.

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 Graduate 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 should file a Master's Plan of Study and the MA Completion of Degree Requirements form in the spring of their second year, unless they want to pay for 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 accredited Master's Degree are required to revise and discuss a graduate seminar paper. The QP must be completed by 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.

Seminar Paper and Qualifying Meeting

By February 15 of the student's first year in the program, the student will submit to the Academic Coordinator 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. The Academic Coordinator will distribute the papers to committee members.

The faculty on the graduate committee will review the papers and the GWS 539A evaluations. The faculty on the graduate committee may request a qualifying meeting with the student and their advisor. 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. The graduate committee faculty members may recommend waiving a qualifying meeting, if the revised essay and performance in GWS 539A are of extremely high quality and there are no concerns with the students' preparation for continuation in the PhD Program.

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. The student may complete the terminal M.A.

Students will be notified of the outcome by April 15.

Terminal Master's Degree

If the student will not be continuing with the PhD and they want 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 and the MA Completion of Degree Requirements form.

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 dissertation approval process, must 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 Major Advisor of the committee and at least one additional committee member must be GWS core faculty (tenured or tenure-track). The third member must be a tenured or tenure-track faculty from within or outside the department. The fourth member must be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Department and the Dean of the Graduate College. An optional fifth member must also be tenured, tenure-track, or a special approved member. The Major Advisor is the chair of the committee and of the examination. The Examination Committee need not be the same as the Dissertation Committee. Students obtaining a formal minor external to GWS must have a committee representative from that department, as per their rules.

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 fill out the GWS Comprehensive Examination Committee Form and submit it to the Academic Program Coordinator, along with a copy of the reading lists.

Once the student has mastered the approved material and the examination has been scheduled, the Major Advisor 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 Major Advisor 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 Major Advisor 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 21st 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 Major Advisor 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 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, s/he may proceed with the Oral Examination. If the student fails the re-take, s/he will not be 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 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.

Before the Oral Examination can take place, **the student is responsible for going online and filling out items 1-6** on the “*Results of Oral Comprehensive Exam*” form at <http://grad.arizona.edu/forms>. Item 7 may be completed by the Academic Program Coordinator or the Major Advisor. At this point the DGS or Department Head must sign the top portion of the form. The student will then take the form to the Oral Examination where the Examination Committee will record the results and provide their signatures. A representative of the committee will bring the form to Admin 316 within 24 business hours from when the Oral Examination has been completed. A copy of the form is to be submitted to the Academic Coordinator for the student's file.

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 Major Advisor 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 cannot re-take the examination or continue with the program.

Dissertation

Dissertation Committee

After successful completion of the Comprehensive Examinations, students will select a Dissertation Committee of three to five members, inclusive of the Director. At least two of the committee members must be from the GWS core faculty (tenured, or tenure-track). The third committee member may be a tenured or tenure-track faculty within, or outside of, the GWS Department. Any additional members may be tenured, tenure-track, or specially approved by the GWS Department and the Dean of the Graduate College. The Dissertation Committee need not be the same as the Comprehensive Examination Committee. The Committee Appointment Form must be submitted to the Graduate College no later than 6 months before the date of the Final Oral Exam.

Dissertation Proposal Defense

Students must develop a proposal of sufficient academic merit to satisfy their Dissertation Committee. The proposal must describe original, substantive research in Gender and Women's Studies. It should explain how the dissertation will contribute new knowledge to the field(s) and it should display fluency with existing scholarship related to the topic. 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 official "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, and a copy of the Committee Appointment Form (submitted to the Graduate College) to the Academic Program Coordinator.

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. The dissertation must include the Conclusion, the Bibliography, the 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.

Dissertation Defense

The Dissertation Defense has two components: the Final Oral Defense Examination, and the GWS Colloquium. The exact time and place of this examination must be scheduled with the Graduate Degree Certification Office at least 7 working days in advance, and announced publicly in [Lo Que Pasa](#) at least one week in advance.

A. Final Oral Defense Examination

The examination is closed to the public. 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.

Final Oral Defense Examinations should be scheduled during days when the university is in session and during normal business hours. The Dissertation Director presides over the examination. All Dissertation Committee members must be present for the entire examination (although conference calls or videoconferencing are permitted). There is no minimum time limit for the Final Oral Examination, but it may not exceed three hours.

If a committee has only three members, all must approve the dissertation. If a committee has four or five members, there may be one dissenting vote.

B. GWS Colloquium

Whenever possible, the Final Oral Defense Examination should occur immediately following the GWS Colloquium. When the public and private components are held back to back in this way, the two components together may not exceed three hours.

The GWS Colloquium portion of the Dissertation Defense is open to the university community and wider public. The student delivers a polished presentation on her/his dissertation and takes questions from the audience.

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. See <http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals>. 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.

Recent issues surrounding filing and publication of dissertations:

<http://chronicle.com/article/Dissertation-for-Sale-A/132401/II>.

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 would 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://www.law.arizona.edu/admissions/degrees.htm>

GWS web site: <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
GWS 684	Feminist Knowledge Production
Core Choice	Select one course 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). Such transfer credit can be applied to an advanced degree only upon satisfactory completion of deficiencies as prescribed by the head of the major department in which the student seeks a degree. 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. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit.

M.A./J.D. Continuous Enrollment Policy

A student admitted to a Master's or Educational Specialist degree program must register each Fall and Spring semester for a minimum of 3 graduate units from original matriculation until all degree requirements are met. 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 in either Summer I or Summer II. If not graduating in the Summer 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 faculty time. If they do plan to use faculty time, they must enroll for a minimum of 1 unit of graduate credit in the term(s) in which they are using faculty time. Summer-Only students are required to enroll continuously for a minimum of 3 units during consecutive summers until all degree requirements are met.

Master's Plan of Study

In conjunction with his/her 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 Plan of Study must have the approval of the student's major professor and Department Head or DGS before it is submitted to the Graduate College. There is a Plan of Study fee.

M.A./J.D. Master's Paper

In addition to fulfilling the Course Requirements, all M.A./J.D. students must complete and defend a Master's Paper.

The 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 or tenure-track UA

faculty members. Should a student want more than three committee members, those members may be tenured or tenure-track 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 form “Master’s Paper Committee Membership.”

The MA Defense Meeting

Before the Qualifying Meeting 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. The student's Master’s Paper Committee will meet with the student to evaluate her/his eligibility to receive the M.A.

Students must bring their “Completion of Degree Certification” form to the meeting.

The Final Master’s Paper

The student must submit a copy of the final M.A. Paper to the 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

When the student's department determines that the student has completed all degree requirements, a Completion of Master’s Degree Requirements form, signed by the three faculty members of the student's committee (two of whom must be tenure-track faculty members in the major field) will be submitted to the Graduate College. Approval of this form by the Dean of the Graduate College will certify completion of degree 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 Degree Certification Office, and online at the Graduate College website. Modifications in the Plan of Study may be made on the Completion of Degree Requirement form or on the Changes in Student's Records form. Modifications may consist of changes in coursework, changes in addresses, or changes in names. Name changes also require that an official name change be filed with the Registrar's Office. 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 6213232. 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 submission of the Completion of Master’s Degree Requirements form.

III. Policies

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 must be presented to the faculty for discussion and approval. All suggestions for improvements should be made to the Director of Graduate Studies who will bring them to the Graduate Committee.

Proposals may also be brought forward by the graduate student representatives who sit on the Graduate Committee.

Auditing Classes

With the consent of the course instructor and the Dean of the Graduate College, 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

As evidenced in:

- a) Admissions essay
- b) Letters of recommendation
- c) Writing sample
- d) Transcript
- e) GRE & GPA. 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)
 - 500 Verbal
 - 500 Quantitative
- Foreign Students are required to submit TOEFL scores. Our requirements are:
 - Paper 600
 - Computer 250
 - Internet 100
- Potential of student's scholarship to advance the field.

Fit with the Department

(e.g. faculty resources, university resources, institutional resources)

Citizenship

The committee considers the applicant's commitment to creating positive social change. This may include individual actions 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, ethnicity, age, nationality, sexual orientation and/or disability as evident in the application materials.

Conditional Admissions Policy

As we may on occasion wish to admit students whose applications show evidence of what we perceive to be remediable skills deficits, we have created a policy for conditional admissions. Under this policy, the condition for admission would be that the student would have to undertake an appropriate skills-improvement program (on their own time and money) and would have to show that they had successfully completed that program in order to actually be admitted. Any restrictions on admissions would need to be removed before the end of Summer II prior to enrollment for the Fall Semester. Documentation may include official certificates of completion or transcripts.

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 \geq .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. 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 Graduate College'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 Graduate College 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 Policy

In addition to maintaining a minimum 3.00 grade-point average, students enrolled in a graduate degree program are required to demonstrate satisfactory academic progress toward degree completion. Failure to meet satisfactory academic progress requirements is grounds for conversion to graduate non-degree status by the Dean of the Graduate College. Each department has its own criteria for evaluation of a student's academic progress. The Graduate College will apply the appropriate department's criteria when the department requests a student's conversion to graduate non-degree status for failure to meet satisfactory academic progress guidelines. Departmental policies on satisfactory academic progress are available from departments and from the Office of the Dean of the Graduate College.

Gender and Women's Studies Policy

Satisfactory academic progress requires that students keep up with the coursework appropriate to their program. The standard time to M.A./J.D degree is 4 years. The standard time to the Ph.D. degree is 5 years. Satisfactory performance is defined by:

- 1) Minimum 3.0 GPA (Fellowship and scholarship support require 3.5)
- 2) Successful completion of course work
- 3) Satisfactory progress toward the Master's Paper (for M.A./J.D. students) and toward the Qualifying Process, Comprehensive Examinations and Dissertation appropriate to the time in program per Ph.D. Program Guidelines. Examples of evidence include: confirmation of committee membership, a well-developed and approved proposal, human subjects approval, documented collection of data, written review of the literature and statement of the problem, project timetable, drafts of thesis chapters.

Annual Review of Graduate Student Progress

Student progress to degree will be assessed through the "Annual Review of Graduate Student Progress," due April 15 of every year. The progress report is prepared by the student and their advisor, and submitted to Academic Program Coordinator who will compile them and forward to the Director of Graduate Studies. The DGS may refer the Annual Review to the Department Head or Graduate Committee for any action that may be necessary. The DGS will respond in writing no later than June 1 to progress reports, noting their receipt and any program or policy issues that require the attention of the student and their advisor. Failure to complete the annual progress report will make a student ineligible for summer/winter teaching.

The Annual Review addresses the following:

- 1) Stage of degree program per Program Guidelines, and any changes in committees or status.
- 2) Progress made (*see criteria above*)
- 3) General assessment of that progress (provided through a 1 page narrative attached to the form)
- 4) Summary of TCE and other feedback regarding teaching/research appointments should be discussed. TCEs themselves need not be appended.
- 5) While not required, it is recommended that the student attach an up-to-date CV.
- 6) While not required, the student and advisor may feel it appropriate to point out any roadblocks that the Department might systematically address, or recommend positive action such as professionalization activities that might be helpful to the student.

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
- medical reasons
- military duty
- financial hardship
- visa difficulties
- other personal or family reasons

IV. 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 Assistantships

Gender and Women's Studies expects GTAs to begin positions effective the start date of their notice of appointment, which generally occurs one week prior to the start of the academic semester, depending on supervisor needs. It is highly recommend that students contact their supervisors immediately upon notification of appointments. Information about Graduate College rules and policies regarding appointments can be found here and below: <http://grad.arizona.edu/financial-resources/ua-resources/ga-hiring-manual>.

- **Salary and workload**
 - The base GA I salary rate for the 2012-2013 academic year is \$14,010 for a 0.5 FTE position. GAII (for 0.5 FTE) is \$15,010 per year.

- 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. Average workload over the semester should not exceed 20 hours per week for each 0.5 FTE appointment.
 - Per graduate college regulations, domestic students are limited to 0.75FTE, and international students to 0.5 FTE. Post-ABD students may choose to permanently shift to non-GA positions and be considered for adjunct or other hiring. For example, ABD domestic students could take on staff positions at the UA, covering their tuition through QTR and can work up to full time. They could be hired as adjuncts (not GAs) for teaching.
- **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. This full ABD status is required for solo teaching. After passing comps, students are eligible for the GAII rate.
 - Minimum enrollment for loan deferment is 6 units, which is also required to hold GA positions. All graduate students must maintain minimum continuous enrollment of 3 or more units of dissertation through the duration of the program, regardless of employment status.
 - Students who are ABD can be instructors of record for courses without multiple sections (i.e. not supervising other graduate students), at the GAII rate.
 - ABD Students can be eligible to teach a course of 25 to 45 students (no grader), as 0.5 GAII. 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 (2011), 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.

Graduate College Requirements for All Graduate Assistants/Associates (GAs)

Admissions A GA must be concurrently admitted to a graduate degree-seeking program. Certificate programs do not satisfy this requirement.

GPA A GA must maintain a cumulative graduate level GPA of 3.000 or higher. If newly admitted, the admit GPA is considered for this requirement.

Enrollment During the Fall and Spring academic semesters, a GA must be concurrently enrolled in **at least six (6) units of graded graduate courses**. Undergraduate or audited courses do not satisfy this requirement.

TA Requirements A GA hired with a position title of "Graduate Assistant, Teaching" or "Graduate Associate, Teaching" (TA) must satisfy the following requirements. More information is available on the Graduate College website at <http://grad.arizona.edu/ta>.

Graduate Assistant/Associate, Teaching Orientation (GATO) A TA must attend GATO at least once prior to beginning instructional duties. More information about the orientation and how to register is available on the Graduate College website at <http://grad.arizona.edu/financial-resources/ta/gato>.

Teaching Assistant/Associate Training Online (TATO) A TA must complete TATO, unless one has completed GATO prior to Fall 2007. More information about this training is available on the Graduate College website at <http://grad.arizona.edu/financial-resources/ta/tato>, including how to register and demonstrate comprehension. English Language Proficiency Exams

Spoken English Proficiency A TA who is a citizen of a non-English-speaking country must demonstrate proficiency in spoken English via examination. Applicable examinations and sufficient scores are listed to the right. A passing score in any of these examinations is sufficient to satisfy this requirement. Previous attendance at an English-speaking institution **does not** satisfy this requirement. More information about English proficiency evaluations is available on the Graduate College website at <http://grad.arizona.edu/financial-resources/ta/about-dep>.

English Language Proficiency Exams Minimum Passing Scores		
T-BEST	IBT TOEFL Speaking Section	TSE/SPEAK
7	24	50

TA Evaluation A hiring department must evaluate the performance of TAs each semester. These records are to be submitted to the Graduate College after the close of each semester. Unsatisfactory performance must be addressed prior to rehire of the TA.

Graduate Assistant/Associate Responsibilities A GA is charged with the following responsibilities.

Work Period A GA on an academic contract is not required to work while classes are not in session, unless otherwise articulated in writing prior to hire. *As noted above, GWS has chosen to make the*

start date of work concurrent with the appointment start date, with the distribution of hours worked prior to the start of the semester negotiated with the supervisor.

General Duties A GA is expected to perform whatever work may be necessary. Any special duties or arrangements must be articulated in writing prior to hire.

GA Contract Graduate Students will meet with their Supervisor prior to the start of their appointment to review the GA contract template and fill in all relevant details. The GA and Supervisor should each keep a signed copy of the contract, and file appropriate mid- and end-of-semester reports to the Academic Program Coordinator. *(Note: The Department has finalized its TA-Professor Contract. The Research Assistant-Professor Contract is not ready for Fall 2012 but will be made available asap.)*

Communication of Alternate Employment A GA must inform their hiring departments of all other GA positions to ensure that it will not interfere with their duties.

Institutional Regulations and Policies A GA is subject to all rules, regulations, and policies of the Arizona Board of Regents and the University of Arizona. These include, but are not limited to, those governing intellectual property, equal opportunity, affirmative action, conflict of interest, and code of conduct.

Bursar Account Balance A GA must take personal responsibility for determining one's own bursar account balances. The University of Arizona Graduate College is not responsible for informing GAs of bursar account balances.

Full-Time Equivalent (FTE) Hours A GA may not work more than 0.75 FTE (60 cumulative hours per pay period) while classes are in session. International students with F-1 or J-1 visas are limited to no more than 0.50 FTE (40 cumulative hours per pay period) while classes are in session, in keeping with the requirements of their visa.

Benefits A GA will receive the following benefits. These benefits are not transferrable. These benefits may not be applied to charges assessed through the Outreach College. These benefits will be processed approximately one week before the start of the fall and spring semesters. Benefits will not be processed until appointment information is entered into UAccess Employee and all position requirements are satisfied.

Tuition Rate A GA concurrently employed during the fall and spring academic semesters will be charged at the GA Reduced Tuition rate in place of non-resident tuition rates. This will have the effect of negating the difference in tuition between the resident and non-resident tuition rates. This benefit is only available during fall and spring semesters. This benefit is not applicable to tuition charged through the Outreach College.

Tuition Remission A GA concurrently employed during the fall and spring academic semesters will receive tuition remission in an amount that is dependent on FTE, enrollment, and dates of employment and will only apply to standard graduate resident tuition. This coverage is limited to what is charged and is not applicable to other fees. This benefit is only available during fall and spring semesters.

If employed at a total FTE less than 0.50, one will receive tuition remission in the amount of 50% of the standard graduate resident tuition rate. If employed at a total FTE greater than or equal to 0.50, one will receive tuition remission in the amount of 100% of the standard graduate resident tuition rate.

This benefit is not applicable to tuition charged through the Outreach College. Refer to the Tuition and Fees Calculator on the Bursar's Office website for more information about tuition rates. The URL is http://www.bursar.arizona.edu/students/fees/tuition_results.

Health Insurance Premium Coverage A GA who is enrolled in the student health insurance plan from the University of Arizona will receive coverage of one's student-only premium. This benefit is not transferable.

One may enroll for the health insurance through the Student Center in UAccess Student. The URL is <http://uaccess.arizona.edu/>.

Please refer to the Graduate Assistant/Associate Health Insurance Benefit page on the Campus Health Service website for information about enrollment deadlines and coverage. The URL is http://www.health.arizona.edu/webfiles/insurance_gradbenefit.html.

Once a student is enrolled, that student will be automatically re-enrolled in future semesters upon class registration (regardless of assistantship status) unless one cancels the coverage during an Open Enrollment period. Once the enrollment period closes, students will be unable to add, cancel, or change coverage until the next enrollment period.

Bookstore Discount A GA is eligible for a 10% discount off the price of select items purchased at all ASUA Bookstores, subject to Bookstore policies in effect. This benefit goes into effect once hiring information is loaded and requirements are satisfied. This benefit must be mentioned at the time of purchase to receive it. This benefit is not available retroactively. Speak with representatives at the Bookstores for more information about this discount.

Tuition Deferment A GA may elect to defer any base tuition amount not covered by other GA benefits and/or mandatory fees. To enroll in this plan, submit the enrollment form to the Graduate College. The form is available at: www.grad.arizona.edu/financial-resources/ga

Charges Not Covered The following tuition-related fees and charges are **not** covered as a benefit of GA employment: 1) Program fees. 2) Mandatory fees. 3) Course fees. 4) Outreach College tuition. 5) Summer/Winter session tuition. 6) International student fees.

Benefits Proration GA benefits may be prorated for the following reasons:

1) FTE adjustment, 2) Position start date is after the priority hire date, 3) Position end date is before the associated end date of the contract length.

Some causes for exception to GA benefits proration are listed below:

- 1) The GA is an International student who has completed degree requirements and thus is no longer legally eligible to continue.
- 2) The GA is going on official, approved medical or family emergency leave of absence. These must be submitted to the Dean of Students' Office and Graduate Degree Certification.

Contact the Graduate College at gahelp@grad.arizona.edu with questions about proration policies and amounts.

Additional Information Additional information is available in the Graduate Assistant Manual on the Graduate College website at <http://grad.arizona.edu/financial-resources/ua-resources/ga-hiring-manual>.

Fellowships

Information about 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)

acls.org/programs/acf/

Ford Foundation

<http://sites.nationalacademies.org/pga/fordfellowships/>

National Science Foundation (NSF)

http://www.nsf.gov/funding/education.jsp?fund_type=2

Spencer Foundation

<http://www.spencer.org/content.cfm/fellowship-awards>

Woodrow Wilson National Fellowship Foundation

<http://www.woodrow.org/higher-education-fellowships/index.php>

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 these 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/>

V. Resources

Career Planning

Students join degree programs for a wide variety of reasons ranging from personal growth and development to a desire to improve their own bottom line. There is no one-size-fits-all in this area. In the interest of professional development of our graduate students as public intellectuals, the department has designed the colloquia, the internship program, and advising.

The GWS Graduate Student Colloquium Series allows students a regular opportunity to come to know the broader faculty as possible mentors, to learn about conference and grant proposals, and to discuss and explore general issues of the field. This is done via faculty and student presentations, through workshops and discussions. Take full advantage of this opportunity to explore by letting your interests be known and working with the faculty member in charge to get every possible opportunity to explore your interests.

Your relationships with your advisor and mentors provide you with the opportunity to test your dreams out with someone who can tell you what they have learned and know about the field of gender and women's studies and opportunities beyond. Students should not assume that their advisor knows their dreams or desires. Tell people what you want to do. Ask for feedback about how to get there or with whom you should connect for better answers. Keep asking a variety of people until you get the level of detail and feedback that you need to make informed decisions.

In addition to notices about job opportunities sent around to students by the department, the university offers students help through Career Services. The staff there is happy to work individually and with students 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.oscr.arizona.edu/getting_started/get_started. The website contains an online new-student orientation, during which you may create your UA Net 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/departments/oscr/help/get-started>

Instructional Technology

Some primary campus services for instructional technology include:

University of Arizona Software Licensing (free software): <https://sitelicense.arizona.edu>

Learning Technologies Center (LTC), <http://www.ltc.arizona.edu/>

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/> or call 621-OSCR.

Computer Labs Around Campus

<http://www.oscr.arizona.edu/maps>

Disability Resources

Disability Resource Center (DRC)

<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/>

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>

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.vpr.arizona.edu/irb>.

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.

Thesis/Dissertation Tuition Waiver

A Thesis/Dissertation Tuition Waiver is available to cover nonresident tuition charges only (Arizona residents can not 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.

Writing Resources

Writing Skills Improvement Program (WSIP)

<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.web.arizona.edu/weeklyworkshop.htm#1>.

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.web.arizona.edu/weeklyworkshop.htm#1>.

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.web.arizona.edu/weeklyworkshop.htm#1>.

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/>.

GWS Staff Contact Information

Lupita Loftus, Accounting Specialist for SIROW

Office: 201B

Phone: 621-3839

Email: loftusm@email.arizona.edu

Terry Mullin, Senior Business Manager

(See for all financial areas and building management issues.)

Office: 201A

Phone: 621-7339

Email: mullin@email.arizona.edu

November Papaleo, Director, WISE (Women in Science and Engineering)

Office: 202A

Phone: 626-9152

Email: npapaleo@email.arizona.edu

Darcy Román-Felix, Graduate Coordinator/Academic Coordinator

(See for student advising, forms, registration, academic policy, and academic program issues.)

Office: Room 103B

Phone: 621-5657

Email: roman@email.arizona.edu

Leigh Spencer, Senior Program Coordinator, WOSAC & Women's Plaza of Honor

Office: 201D

Phone: 621-5656

Email: spencerl@email.arizona.edu

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 listeserv, 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 (eg 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://uaav.web.arizona.edu/>.

Calendar of Events

The Department keeps an up-to-date Calendar of Events on our website

<http://www.google.com/calendar/embed?src=qoqtqnoqte8uo3o401c6pnbsno%40group.calendar.google.com>.

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://poll daddy.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.

Lounges/Kitchens

There is a kitchen in the upstairs lounge (210). 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 206050 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 Employee Link 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. You will be given an individual access code, which you will need to operate the machine. See office staff for your copy code and for a tutorial.

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/>. Please send a photograph and brief bio to the Program Coordinator 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.

GWS Ph.D. DEGREE CHECKLIST

The GWS Ph.D. program is a standard five-year program. Your Doctoral Plan of Study should be designed in consultation with the DGS and your advisor. While the faculty and staff will help you to successfully earn your Ph.D., you are ultimately responsible for making sure that you meet all requirements and deadlines.

You must complete steps one through seven before Graduate College Degree Certification 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.

For students entering program without a Master's Degree, complete by end of 4th semester in residence. For students completing the MA, fill out the following forms.

- **GWS MA Paper Committee Membership form**
- **Master's Plan of Study**
- **MA Completion of Degree Requirements form**

2. _____ **Doctoral Plan of Study (DPOS)**

This Graduate College form is due in the 3rd semester in residence.

Form: https://grad.arizona.edu/gc/forms/generate_dpos/blank

Help on your Doctoral Plan of Study: <<http://grad.arizona.edu/academics/degree-certification/dpos>>

3. _____ **GWS Comprehensive Committee Form**

Once the lists are finalized and approved, the student must fill out the GWS Comprehensive Examination Committee Form and submit it to the Academic Program Coordinator, along with a copy of the reading lists.

4. _____ **The Comprehensive Examination for Doctoral Candidacy**

Students should normally take the Comprehensive Exams upon or near completion of their coursework.

Policies and Procedures: <http://grad.arizona.edu/system/files/Comp_Exam_Packet.pdf>

5. _____ **Committee Appointment Form**

File as soon as Comps are passed.

< <http://grad.arizona.edu/system/files/CommitteeAppointmentForm.pdf> >

6. _____ **Dissertation Proposal Defense**

After the Comps are passed.

7. _____ **The Final Oral Defense Examination**

The defense cannot be scheduled until the Second Language Requirement has been met.

See <http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>

8. _____ **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/>>

Students with an MA

	Fall	Spring
Year 1	<ul style="list-style-type: none"> • GWS 539A Fem Theories I • Electives/Minor (2) or GWS 639* or Chicana/Latina Studies Course • All students confirm advisor selection. <p>**</p>	<ul style="list-style-type: none"> • GWS 593B Fem Theories II and/or • GWS 684 Feminist Knowledge • Production* or , Electives/Minor or Chicana/Latina Studies • Course Qualifying Meeting for students with an MA.
Year 2	<ul style="list-style-type: none"> • GWS 639 History/Social Movements or Electives/Minor (2) or Chicana/Latina Studies Course • Students entering with MA select Comps committee. • Doctoral Plan of Study 	<ul style="list-style-type: none"> • GWS 684Feminist Knowledge Production or Electives/Minor (2) • Comps preparations for students with an MA.
Year 3	<ul style="list-style-type: none"> • Comps for students entering with MA. Electives/Minor (3) • Possible dissertation proposal defense for students entering with an MA. 	<ul style="list-style-type: none"> • Dissertation Proposal Defense for students entering with an MA. • Electives/Minor (3)
Year 4	<ul style="list-style-type: none"> • Dissertation Units as needed. 	<ul style="list-style-type: none"> • Dissertation Units as Needed. • Students must be ABD at the end of year four, comps, approved dissertation, and language requirements.
Year 5	<ul style="list-style-type: none"> • Dissertation Units as needed. 	<ul style="list-style-type: none"> • Dissertation Defense.

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 highly 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://www.ltc.arizona.edu/project/certificate-college-teaching-program>

Students without an MA.

	Fall	Spring
Year 1	<ul style="list-style-type: none"> • GWS 539A Fem Theories I • Electives/Minor (2) or GWS 639* or Chicana/Latina Studies Course • All students confirm advisor selection. 	<ul style="list-style-type: none"> • GWS 593B Fem Theories II and/or • GWS 684 Feminist Knowledge Production* or , Electives/Minor or Chicana/Latina Studies • MA Plan of Study
Year 2	<p>**</p> <ul style="list-style-type: none"> • GWS 639 History/Social Movements • Electives/Minor (2) or Chicana/Latina Studies Course • Doctoral Plan of Study 	<ul style="list-style-type: none"> • GWS 684Feminist Knowledge Production or Electives/Minor (2) • MA Paper & Presentation
Year 3	<ul style="list-style-type: none"> • Electives/Minor (3) • Comps preparations for students completing MA. 	<ul style="list-style-type: none"> • Electives/Minor (3) • Comps for students completing MA. • Possible dissertation proposal defense.
Year 4	<ul style="list-style-type: none"> • Dissertation Units as needed. • Electives and Dissertation Proposal Defense for students completing MA. 	<ul style="list-style-type: none"> • Dissertation Units as Needed. • Students must be ABD at the end of year four, comps, approved dissertation, and language requirements.
Year 5	<ul style="list-style-type: none"> • Dissertation Units as needed. 	<ul style="list-style-type: none"> • Dissertation Defense.

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 highly recommended that students take 3 units of preceptorship or other instruction or support the semester of their first appointment as a GAT for GWS.

<http://www.ltc.arizona.edu/project/certificate-college-teaching-program>

DEPARTMENT OF GENDER AND WOMEN'S STUDIES

Master's Paper Committee Membership For Student's who Enter the Program without a Master's Degree

The committee should be composed of at least one core GWS faculty member. The other two members may be any tenured or tenure-track UA faculty members. Should a student want more than three committee members, those members may be tenured or tenure-track UA faculty or special members approved by the Department and the Graduate College.

Name: _____

Title of Master's Paper: _____

Committee Members:

Chair	Signature of Chair	Date

Member	Signature of Member	Date

Member	Signature of Member	Date

IMPORTANT: Submit to Graduate Coordinator by October 15 of 3rd semester.

Rev 04/10

**MASTER'S / SPECIALIST
PLAN OF STUDY**

The University of Arizona
Graduate College
GRADUATE DEGREE CERTIFICATION

- **The Master's Plan of Study is submitted in the 2nd semester in residence**
- **Submit original and 2 copies of this form to the Graduate Degree Certification Office, Admin 316.**

1. Name _____
Your name will appear on your diploma as indicated in your UAccess record. To change your record, please see the Registrar's Office

2. Student ID # _____ Degree _____

3. Major: _____

4. Current Address _____

Telephone Number _____ Email Address _____

5. Expected Completion Date May _____ August _____ December _____ Year _____

If your completion date changes, notify the Graduate Degree Certification Office at least 6 weeks before Commencement to ensure your name will appear in the Commencement Program.

6. Thesis Title

7. Thesis Research

I certify that the student's research is in compliance with all Responsible Conduct of Research regulations (<http://orcr.vpr.arizona.edu/>), including those for human or vertebrate animal subjects if applicable.

Signature of Advisor _____

8. Approved: *(department head and advisor: please PRINT your names after your signatures)*

a. Dir Grad Studies/Dept Head _____ Date _____

b. Major Advisor _____ Date _____

IMPORTANT BILLING INFORMATION – READ CAREFULLY
CANDIDACY FEES OF \$35.00 WILL BE BILLED TO YOUR UNIVERSITY OF ARIZONA ACCOUNT
THIS IS A ONE-TIME BILLING AND YOU WILL NOT BE CHARGED AGAIN IF YOU CHANGE YOUR DEGREE COMPLETION DATE.
ARCHIVING THE THESIS IS OPTIONAL

If you elect to microfilm the thesis for inclusion in the University of Arizona Library, you will be billed the following additional charges when the thesis is submitted to the Graduate College.
 Thesis processing fee of \$15.00, archiving fee of \$75.00, for a total of \$90.00
 Failure to pay this amount may result in cancellation of your registration. Contact the Bursar's Office (520 621-3232) regarding Payment of this Account

9. I certify that I am aware of Responsible Conduct of Research (<http://orcr.vpr.arizona.edu/>) compliance regulations and will adhere to them in my research.
 Student Signature _____ Date _____

Graduate College Use Only:
 Approved _____ Date _____
 Graduate College Dean or Designee

MASTER'S / SPECIALIST PLAN OF STUDY (Page Two)

Student Name: _____ **Student ID #:** _____

Course Program:

Department, Course Number and Name	Semester and Year	Number of Units	Grade
TOTAL UA UNITS			

Transfer Coursework:

Institution	Department, Course Number and Name	Semester and Year	Number of Units	Grade
TOTAL TRANSFER UNITS				
GRAND TOTAL ALL UNITS				

Please attach another sheet if you need additional space

<p>Graduate College Use Only: Date Requirements Met: _____ Term Degree Awarded: _____ Approved: _____ Date posted: _____ Graduate College Dean or Designee</p>
--

**MASTER'S / SPECIALIST
COMPLETION OF DEGREE REQUIREMENTS**

The University of Arizona
Graduate College
GRADUATE DEGREE CERTIFICATION

Department: _____ Date: _____

Student Name: _____

Student ID #: _____

Major: _____

For Departmental Use Only:

Date of Exam _____ **Passed Exam** _____ **Failed Exam** _____

Did the student satisfy all departmental requirements? Yes _____ **No** _____

If not satisfied, what is outstanding? _____

If satisfied, what is the date the departmental requirements were satisfied _____

Comments: _____

Department Head Signature: _____

THESIS TITLE:

Is the student archiving their thesis with Graduate College (archiving fees will apply)? Yes _____ No _____

CHANGES IN COURSE WORK

Add:

Department, Course Number and Name	Semester and Year	Units	Grade

Delete:

Department, Course Number and Name	Semester and Year	Units	Grade

COMMITTEE: (chair and committee members, please PRINT your names after your signatures)

Committee Chair _____ Print Name _____ Date _____

Member _____ Print Name _____ Date _____

Member _____ Print Name _____ Date _____

DOCTORAL PLAN OF STUDY

The University of Arizona
Graduate College
GRADUATE DEGREE CERTIFICATION

- **The Doctoral Plan of Study is submitted the third semester in residence**
- **Submit original and three copies of this form to the Graduate Degree Certification Office**

1. Name _____

Your name will appear on your diploma as indicated in your UAccess record. To change your record, please see the registrar

2. Student ID #: _____ Degree: _____

3. Current Address: _____

4. Major: _____

5. First Minor: _____

6. Second Minor (if applicable): _____

7. Telephone number _____ Email Address _____

8. Department Approval: (Please PRINT name next to signature)

Dir Grad Studies/Dept Head _____ Date _____

Major Advisor _____ Date _____

Minor one Dir Grad Studies/Dept Head _____ Date _____

Minor one advisor _____ Date _____

Minor two Dir Grad Studies/Dept Head _____ Date _____

Minor two advisor _____ Date _____

9. I certify that I am aware of Responsible Conduct of Research (<http://orcr.vpr.arizona.edu/>) compliance regulations and will adhere to them in my research.

Student Signature _____ Date _____

Graduate College Use Only: Graduate College Dean or Designee: _____ Date: _____
--

DOCTORAL PLAN OF STUDY (Page Two)

Student Name _____ **Student ID #** _____

Coursework for the Major:

Department, Course Number and Name	Semester and Year	Number of Units	Grade
TOTAL MAJOR UNITS			

Coursework for the Minor:

Department, Course Number and Name	Semester and Year	Number of Units	Grade
TOTAL MINOR UNITS			

DOCTORAL PLAN OF STUDY (Page Three)

Student Name _____ **Student ID #** _____

Transfer Coursework: List only coursework needed to meet degree requirements. Do NOT list coursework in excess of the number of credits required for your degree.

Institution	Department, Course Number and Name	Semester and Year	Number of Units	Grade
TOTAL TRANSFER UNITS				
GRAND TOTAL ALL UNITS				

DEPARTMENT OF GENDER AND WOMEN'S STUDIES

Comprehensive Examination Committee Form

1. Candidate's Name: _____

2. Candidate's areas of specialization:

Area of specialization: _____

Minor: _____

3. Comprehensive Examination Committee Chair: _____

4. Committee Members:

Examination Committee		
_____ Committee Member 1	Major <input type="checkbox"/> Minor <input type="checkbox"/>	_____ Signature _____ Date
_____ Committee Member 2	Major <input type="checkbox"/> Minor <input type="checkbox"/>	_____ Signature _____ Date
_____ Committee Member 3	Major <input type="checkbox"/> Minor <input type="checkbox"/>	_____ Signature _____ Date
_____ Committee Member 4	Major <input type="checkbox"/> Minor <input type="checkbox"/>	_____ Signature _____ Date
_____ Committee Member 5	Major <input type="checkbox"/> Minor <input type="checkbox"/>	_____ Signature _____ Date

Please attach a copy of your reading list, narratives and timeline and submit to Academic Coordinator.

Revised 03/09

RESULTS OF THE ORAL COMPREHENSIVE EXAMINATION FOR DOCTORAL CANDIDACY

The University of Arizona Graduate College
GRADUATE DEGREE CERTIFICATION

Instructions: The student fills out items 1-6 at <http://grad.arizona.edu/forms>, item 7 is completed by the department, and then the form is taken to the exam. Once the exam result has been recorded below and the form has been signed by the committee, a member of the committee brings it to the Graduate College at Admin 316 within 24 business hours of the exam.

- 1. Student's Name: _____
- 2. SIDN: _____
- 3. Degree: _____
- 4. Major: _____
- 5. Minor: _____
- 6. Email _____

=====

To be filled out by the department:

- 7: Results of Written Comprehensive Exam
- a) Major _____ Date Passed: _____
- b) Minor/Minors: _____ Date Passed: _____
- c) Language Requirement: Satisfied _____ Not Satisfied: _____ N/A _____

Dir Grad Studies/Dept Head Signature _____

=====

Upon completion of the exam please circle the result and provide committee signatures:

Date/Time of Exam _____ Location _____

Result of Exam (PLEASE CIRCLE AND STUDENT SIGNS BELOW): PASS FAIL

Student acknowledgement of result: _____

If student FAILED for the first time please check option one or two below. If this is the student's second failure, no further repeats are permitted.

- Option 1:** _____ Repeat the Oral Comprehensive Examination after (enter time period) _____.
- Option 2:** _____ The Committee votes not to recommend a reexamination. This action terminates the student's program of study.

All Members in attendance must sign next to their name.

Name of Committee Member Signature of Committee Member

Chair: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

A fee of \$135.00 "to cover degree processing and dissertation processing/archiving will be billed to the student's University of Arizona Bursar's Account upon passing this exam. Copyrighting of the dissertation is optional and includes an additional fee of \$65.00.

DEPARTMENT OF GENDER AND WOMEN'S STUDIES

Dissertation Committee Membership

After successful completion of the Comprehensive Examinations, students will select a Dissertation Committee of three to five members, inclusive of the Director. At least two of the committee members must be from the GWS core (tenured, or tenure-track). The third committee member may be a tenured or tenure-track faculty within, or outside of, the GWS Department. Any additional members may be tenured, tenure-track, or specially approved by the GWS Department and the Dean of the Graduate College. The Dissertation Committee need not be the same as the Comprehensive Committee.

Name: _____

Dissertation Title or Working Title: _____

Committee Members:

_____	_____	_____
Chair	Signature of Chair	Date
_____	_____	_____
Member	Signature of Member	Date
_____	_____	_____
Member	Signature of Member	Date
_____	_____	_____
Member	Signature of Member	Date
_____	_____	_____
Member	Signature of Member	Date

Please submit form to the Academic Coordinator.

Rev 04/10

Committee Appointment Form

The University of Arizona
Graduate College
 GRADUATE DEGREE CERTIFICATION

- Please keep your addresses updated via UAccess
- International students must use the same name on their diploma that is on their passport
- Submit an original and 2 copies, preferably no later than 6 months before you schedule the Final Oral Examination

• Name: _____
Your name will appear on your diploma as indicated in your UAccess record. To change your record, please see the Registrar.

• Student ID: _____ Degree: _____ Major: _____

• First Minor: _____

• Second Minor: _____

• Current Address: _____

Telephone Number: _____ Email Address: _____

• Expected Completion Date: May _____ August _____ December _____ Year _____

• Dissertation Title: _____

- Dissertation committee (It is NOT necessary to obtain signatures from your committee members at this time. ONLY the names are needed)

Dissertation Chair: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

- Dissertation research

I certify that the student's research is in compliance with all Responsible Conduct of Research regulations (<http://orcr.vpr.arizona.edu/>), including those for human or vertebrate animal subjects if applicable.

Signature of Dissertation Chair: _____

- *I certify that I am aware of Responsible Conduct of Research compliance regulations (<http://orcr.vpr.arizona.edu/>) and will adhere to them in my research.*

Student Signature: _____

- APPROVED: (Dir Grad Studies/Dept Head and Dissertation Chair, please PRINT name after signature:

Dir Grad Studies/Dept. Head: _____

Minor Dir Grad Studies/Dept. Head: _____

Dissertation Chair: _____

**Announcement of
Final Oral Examination**
The University of Arizona
Graduate College
Graduate Degree Certification

Student must be registered during the term the examination is taken.

This original signed form with three copies is due in the Graduate Degree Certification Office, Administration Building 316, no later than seven business days prior to the exam or you will be asked to reschedule.

1. Department or Program _____

2. Student Name _____

3. Student ID# _____ Email Address _____

(Committee Signatures: please have the committee member sign and date next to their printed name.)

I have read the final draft of the dissertation, have found it ready to defend, and have agreed to examine the candidate at the time and place specified:*

Committee Chair: _____

Co-chair (if applicable) _____

Member _____

Member _____

Member _____

Member _____

4. Date of Exam _____ Time _____ Location (Building and Room) _____

5. Dissertation Title _____

6. Student's Signature _____ Date _____

7. Dir Grad Studies/Dept Head Signature _____ Date _____

8. Graduate College Approval _____ Date _____

***Final Draft describes a dissertation finished except for grammatical alterations, typographical corrections (as best as can be foreseen prior to the Final Oral Examination). If more substantial changes are needed, an unofficial meeting of the committee with the candidate is recommended.**

Rev 08/08

Directions: For best results, highlight the parenthesis sections and type over with new information. Please erase these directions as well as everything in parenthesis and unused signature lines before submitting this form. Copy this template and paste it into your dissertation file as the second page.

**THE UNIVERSITY OF ARIZONA
GRADUATE COLLEGE**

As members of the Dissertation Committee, we certify that we have read the dissertation

prepared by (enter student name)

entitled (enter dissertation title)

and recommend that it be accepted as fulfilling the dissertation requirement for the

Degree of (enter degree title, i.e. Doctor of Philosophy, Doctor of Education, Doctor of Musical Arts)

(Type Dissertation Director Name here) Date: (Type defense date here)

(Type Committee Member Name here) Date: (Type defense date here)

(Type Committee Member Name here) Date: (Type defense date here)

(Type Committee Member Name here) Date: (Type defense date here)

(Type Committee Member Name here) Date: (Type defense date here)

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

Dissertation Director: (Type Name of Director here) Date: (Type defense date here)

DEPARTMENT OF GENDER AND WOMEN'S STUDIES

Annual Review of Graduate Student Progress

Please submit to Academic Coordinator by April 15.

The student should fill out this form in consultation with the adviser. In addition, both the student and the advisor write brief narratives about the student's academic progress in the program. Please attach those narratives to this form. The DGS will review this material and place a copy in the student's file.

Student: _____ Date of review: _____

Date started program: _____

Is the student on schedule: Yes _____ No _____

Qualifying Process (Date Completed): _____

Comprehensive Exam or Thesis/Dissertation Committee:

(Name, Department)

(Name, Department)

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

(Explain : _____)

Comprehensive Examination Status: (Changed from last year? Y_ N_)

In process, scheduled for (semester, year): _____

Written Exam (date, results): _____

Oral Exam (date, results): _____

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

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.)

<u>Date</u>	<u>Assignment</u>	<u>TA Role</u>	<u>Grades Due</u>
-------------	-------------------	----------------	-------------------

Please describe the following (if applicable):

- 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.
- Type(s) of record keeping and record back-up required (D2L, spreadsheets, paper records, etc.), including who is required to keep records.
- 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 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. This form must be completed before the Academic Program Coordinator will proceed with enrollment.

Student Name _____ Student ID # _____

Student Phone # _____ Student E-Mail _____

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.

Student's Signature Date

Faculty Supervisor Signature Date

Dir. of Graduate or Undergraduate Studies Date

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 Graduate studies 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.

Independent Study: 299, 399, 499, 599, 699, 799* (Credit varies)

Grades Available: S/P, C, D, E, I, W

Honors Independent Study: 299H, 399H, 499H (Credit varies)

Grades Available: A, B, C, D, E, I, W

*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.

Instructor	Section #
Affiliated Faculty	001
Croissant, Jennifer	011
Luibheid, Eithne	013
Joseph, Miranda	015
McBride, Kari	016
Soto, Sandra	017
Temple, Judy	018
MacCorquodale, Patricia	022
Stevens, Sally	024
Geary, Adam	025
Casper, Monica	026
Galarte, Francisco	027

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:

Course Level	GWS 593	GWS 693
Hours of site work per unit credit	50	50
Daily journal	required	required
Research log/bibliography	required	required
Final report	15-20pp	20+pp

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.

The Academic Program Coordinator keeps an up-to-date list of Internship Opportunities.