



GRADUATE HANDBOOK

Master of Arts in Women's & Gender Studies

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Mission Statement

The mission of the Department of Women's and Gender Studies at the University of South Florida is feminist undergraduate and graduate education, research, and practice for social justice by engaging students in the discovery and production of knowledge that emerges from feminist perspectives on culture and society.

- We seek to expose limitations in traditional higher education (in literature and the arts; history, law, and public policy; sociology, anthropology, and the social sciences; in area and ethnic studies; and in health, science, and technology) resulting from the exclusion of women and other marginalized groups to create knowledge that is transformative and inclusive.
- We seek to provide students with the analytic competency that results from engagement with a curriculum focused on the intersections of gender, race, ethnicity, class, sexuality, ability, and nation and that promotes responsible citizenship in a diverse global environment.
- We seek to connect our work as academics with the social and political world outside the university; to educate our students about social inequalities that result from sexism, racism, classism, heterosexism, able-ism, and ethnocentrism; and to link knowledge, research, teaching, and activism.
- We seek to empower students through a feminist critique of social, cultural, and institutional structures to enable them to think more critically about their own lives and that inspires them to work as active citizens for social justice.

3 WGS MA Tracks

The MA in Women's and Gender Studies has three tracks. Each requires successfully completing 36 credit hours:

1. **36 hours + portfolio:** Students for whom the WGS MA will be a terminal degree may wish to complete the program based on 36 hours of approved coursework and turning in a portfolio.
2. **30 hours + 6 internship hours.** The internship option is recommended for those interested in applied fieldwork.
3. **30 hours + 6 thesis hours:** The thesis option is recommended for students who intend to pursue a doctoral degree.

Admission Requirements

USF Office of Graduate Studies

For complete admissions requirements, consult the University of South Florida Office of Graduate Studies.

Admissions

<http://www.usf.edu/admissions/graduate/index.aspx>

Phone: (813) 974-3350

Fax: (813) 974-9689

US Toll Free: 1 (866) 974-8800

Email: admissions@grad.usf.edu

Graduate Catalog

<http://www.grad.usf.edu/catalog.php>

USF Office of Graduate Studies

<http://www.grad.usf.edu/>

University of South Florida

4202 E. Fowler Avenue, ALN226

Tampa, FL 33620-5816

Phone: (813) 974-2846

Fax: (813) 974-5762

Email: gradliaison@grad.usf.edu

ETD Office: etd@grad.usf.edu

Applying to WGS

Deadlines

Domestic and international students who wish to matriculate in fall should apply by Feb. 15.

Occasionally the department admits students for spring matriculation if they have applied by Oct. 15 (Sept. 15 for international students).

Minimum Requirements

Generally, successful applicants meet the following minimum requirements:

- Completed bachelor's degree (or equivalent) with a grade point average of 3.0 or better
- A recent minimum Graduate Record Examination (GRE) verbal score of 156 and a quantitative score of 141 (*or equivalents on the old GRE format*)
- An undergraduate major or minor in Women's and Gender Studies or evidence of a strong background in the field. (*Applicants without training in Women's and Gender Studies, who otherwise meet the requirements for admission, may be admitted with the provision that additional undergraduate courses are to be successfully completed prior to full admission to the graduate program.*)

How to Apply

First, complete the Graduate Studies' online application, which can be found at: <http://www.grad.usf.edu/graduate-admissions.php>

Second, submit the following directly to the Department of Women's and Gender Studies:

- A personal narrative or statement of purpose describing your background, experience, and academic and professional goals
- An up-to-date resume or curriculum vitae (CV)
- A sample of your scholarly writing, such as a term or research paper
- Three (3) letters of recommendation that speak to your ability to succeed in graduate education (*ideally these will arrive under separate cover*)

Send the hardcopy documents to:
 Graduate Program Coordinator
 Dept. of Women's and Gender Studies CMC342
 University of South Florida
 4202 E. Fowler Ave.
 Tampa, Florida 33620

WGS MA Course Requirements

The MA in Women's and Gender Studies requires the successful completion of 36 credit hours with at least 15 hours at the 6000 level. The 36 hours are divided as follows:

1. **Four required core WST courses** (12 credit hours):
 - a. WST 6001 Feminist Issues and Research Methods
 - b. WST 6003 Scholarship and Pedagogy in Women's and Gender Studies
 - c. WST 6560 Advanced Feminist Theory
 - d. WST 6936 Special Topics
2. **Six elective courses** (18 credit hours approved by the graduate director or the student's major professor) to be selected from among:
 - a. Graduate-level courses offered by the Department of Women's and Gender Studies
 - b. Approved graduate-level courses covering women and/or gender, race, ethnicity, class, sexuality, dis/ability that are offered by other departments
 - c. One graduate-level course (3 credit hours) covering race, ethnicity, or diversity issues offered by WST or another approved department
 - d. Up to one graduate-level course (3 credit hours) in the student's focused area of interest

- offered by another department
 - e. Up to 6 credit hours of WST 6900 Directed Readings or WST 6910 Directed Research if the student can secure sponsoring WGS graduate faculty members
3. **MA "Track" hours** (6 credit hours under the guidance of the student's major professor):
 - a. Non-thesis/Non-internship Track: 6 credit hours of additional approved elective graduate coursework in a women's and gender studies-related area offered in WGS or another approved unit plus successful completion of a portfolio
 - b. Internship Track: a minimum of 6 credit hours of WST 5940 Internship, an approved internship experience, typically completed over two semesters
 - c. Thesis Track: a minimum of 6 credit hours of WST 6971 Thesis research and writing, typically completed over two semesters

Non-degree-seeking credit hours

Students accepted into the WGS MA program may be able to transfer up to 12 credit hours taken as non-degree seeking toward the WGS MA, provided the credit is appropriate to the program.

Grades, Academic Eligibility, Academic Probation

Students are responsible for becoming acquainted with all the rules, regulations, and requirements for completing the degree.

Grade Point Average

Graduate students must maintain an overall average of 3.0 ("B") in all courses. (Note that a B- is equivalent to a 2.67.) If a student's GPA drops below 3.0, the student automatically will be placed on academic probation. No grade below "C" will be accepted toward a graduate degree (including C- and C+ grades), but all grades will be counted in computing the overall average. Students also must earn at least a B (3.0) in each of their four core WST courses. If a student earns less than a B on a core course, that course must be repeated.

The first semester of probation does not necessarily result in automatically canceling an assistantship, though it does require that the student and the graduate director work out a plan for resolving the probation.

It is highly unlikely that a student in the second semester of probation will be considered eligible for an assistantship. In other words, if your GPA is still

below 3.0 after one semester on probation, you will not be eligible for an assistantship.

S/U

Graduate students may not take courses in their major (Women's and Gender Studies) on an S/U (satisfactory/unsatisfactory) basis unless courses are specifically designated S/U in the university catalog. WST 6910 Directed Research is designated as variable credit and is graded on an S/U basis only. (In most cases, however, WST 6900 Directed Readings will be preferable because they are graded credit hours.)

Incompletes

An "Incomplete" grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U). Students may be eligible for an "I" only when:

- The majority of the student's work for a course has been completed before the end of the semester
- The work that has been completed is qualitatively satisfactory
- The student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week

The student must request consideration for an Incomplete grade and obtain an "I" Grade Contract from the instructor of record.

Even though the student may meet the eligibility requirements for an Incomplete grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete.

The course instructor and student must complete and sign an "I" Grade Contract that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course.

The instructor must file a copy of the "I" Grade Contract with the department that offered the course, the Office of Graduate Studies, and the WGS graduate director by the date grades are due.

The instructor must not require students either to reregister for the course or to audit the course in order to complete the "I" grade. Students may register to audit the course, with the instructor's approval, but cannot retake the course for credit until the "I" grade

is cleared. An "I" grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. "I" grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date.

When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information).

Students cannot be certified for graduation with an "I" grade.

Minimum Enrollment & Semester Credit Hours

All degree-seeking master's students must be enrolled in at least one term (fall, spring, summer) during the previous 12 months. Students who have not enrolled in any of the last three terms will be dropped from the program but may reapply to the University. Applicants will be subject to the admission criteria in effect at that time.

During the term in which Non-thesis/Non-internship Track students compile their portfolios, students must enroll for a minimum of 2 hours of graduate credit. Students in the thesis and internship tracks, upon successful completion of all degree requirements except for thesis or internship, must enroll in a minimum of 2 credit hours of thesis or internship each semester (except summer) until the completion of the master's degree.

No student with an "I" grade will be permitted to submit a portfolio or to register for thesis or internship hours.

To be eligible for an assistantship during any one semester, a graduate student must be registered for 9 credit hours (6 credit hours for summer). Any graduate assistant may register for only 2 credit hours in the semester of graduation; however, students receiving financial aid (student loads) *must* be registered for 6 hours.

Academic Progress toward Graduation

Every semester prior to registration for the upcoming semester, students should plan to meet with the graduate director or major professor for assessing progress toward graduation as well as guidance and/or approvals/permits for upcoming courses.

All credits used to satisfy the requirements for the master's degree must be taken and completed within seven academic years prior to the date of graduation.

Graduate Assistantships

Graduate Assistants (GAs) and Graduate Teaching Assistants (GTAs) are students funded with stipends and partial tuition waivers. The assistantship program is designed to mentor students who show potential in their ability to balance their scholarship with the opportunity for employment in teaching or research.

Assistantships are awarded each semester on a competitive basis depending on the department's enrollment status and financial means. Assistantships are a privilege and responsibility, not a right. Graduate Assistants and Graduate Teaching Assistants should approach their responsibilities with the same professionalism demanded in any employment situation.

Graduate Assistants typically assist faculty with teaching and/or research and may be first-semester students. Graduate Teaching Assistants are advanced graduate students who may be eligible to serve as instructors of record.

Full-time GA/TAs in good academic standing who also earn good GA/TA evaluations can expect to be funded for up to 2 years *if* WGS has adequate funds to do so. Funding is never guaranteed. Additionally, in order to encourage graduate students' timely graduation and to fund as many graduate students as possible, WGS does not fund beyond 2 years. Funded students should develop their plans of study accordingly.

GA & GTA Enrollment & Eligibility

Graduate Assistants and Graduate Teaching Assistants must be degree-seeking and are required to carry a minimum of 9 credit hours per semester in the fall and spring terms, and 6 credit hours in summer. In the student's final semester of the degree program, the minimum number of credit hours for assistantship eligibility drops to 2 hours. Students on academic probation are not eligible for assistantships. Assistantships of .25 FTE or higher come with a partial tuition waiver.

GA & GTA Applications

Applications for Graduate Assistantships or Graduate Teaching Assistantships for the upcoming academic year (which begins with the fall semester) are due postmarked by Feb. 15. Applications for any Graduate Assistantship or Graduate Teaching Assistantship positions that might come open for the spring semester are due postmarked by Oct. 15.

Prospective Applicants can find the application form at the back of this document.

GA & GTA Selection Criteria

Criteria for selecting GAs and GTAs include (not necessarily in this order):

- Relevant qualifications
- The needs and means of the department
- Knowledge of and familiarity with USF
- Student preference
- Providing opportunities for as many students as possible
- Compelling financial need
- Student learning experiences

GTA Qualifications

Qualified applicants for the position of Graduate Teaching Assistant will:

- Successfully have completed at least 18 graduate credit hours (5000 or 6000 level)
- Successfully have completed WST 6003 Feminist Scholarship and Pedagogy
- Provide evidence of teaching ability
- Submit a complete sample syllabus
- Demonstrate familiarity with the subject area to be taught

3 MA Track Options

After successfully completing 18 credit hours toward the WGS MA, graduate students should be ready to commit to one of three tracks: (1) two elective courses and a writing portfolio, (2) an internship with written narrative, or (3) a thesis project. Each track requires the guidance of a major professor. Each track also requires successfully completing 36 credit hours.

The 2 Electives Track

Students for whom the WGS MA will be a terminal degree may wish to complete the program based on 36 hours of coursework only.

This option is for those who do not plan to earn doctoral degrees. Completing a WGS MA degree without an internship or thesis is a good choice for those who wish to graduate in a timely manner in order to pursue or resume a career elsewhere.

To complete this track for graduation, students should meet with the graduate director or major professor to detail a plan of study that includes 36 credit hours of approved coursework and a writing portfolio. The graduate director or major professor must approve a student's plan of study, which is filed with the graduate director.

MA Writing Portfolio Guidelines

The portfolio is for students who have elected to forgo the internship and thesis options. The portfolio's purpose is to demonstrate the student's mastery of the field. Do not underestimate the gravity of the portfolio or the commitment required to prepare one that earns a passing evaluation.

Eligibility for the Writing Portfolio

A student will be granted permission to work on the MA Portfolio:

1. After successfully completing WST 6001 Feminist Issues and Research Methods, WST 6003 Scholarship and Pedagogy in Women's and Gender Studies, and WST 6560 Advanced Feminist Theory
2. After accruing 18 credit hours toward the degree
3. If the student has no outstanding incompletes ("I")
4. If the student is not on academic probation

Format of the Writing Portfolio

The student will work with the graduate director or the major professor to construct the portfolio, which will consist of 1-2 polished academic papers produced for graduate courses, academic conferences, or scholarly publication.

Passing the Writing Portfolio

Writing portfolios are evaluated on a pass or fail basis. An examination committee of two WGS graduate faculty members, including the major professor or graduate director, assesses the student's writing portfolio. The committee's recommendations determine whether a student passes or fails.

Failing the Writing Portfolio

If a student fails or only provisionally passes all or part of the writing portfolio, the committee may ask the student to do one or more of the following:

- Rewrite one or more portions of the papers in the portfolio (by a date and time no later than the end of the next semester)
- Register for additional remedial courses
- Appear in an oral examination
- Submit supplementary written material
- Permanently leave the program

The Internship Track

The internship option is recommended for those interested in applied fieldwork. The Internship Track requires 6 credit hours of WST 5940 to cover an approved onsite internship experience, typically completed over two semesters.

The Internship Track is designed to enhance graduate careers in fields where knowledge of gender, sexuality, and/or women is pertinent. Students may not receive internship credit from their long-term, previous, and/or routine employment.

Students interested in an internship should take the initiative to begin considering potential placement sites one or two semesters before planning to begin the internship.

Suitable internship sites include those that are relevant to the WGS curriculum in women's and gender studies. Nonprofit agencies and organizations are generally more suitable than for-profit concerns, but that is not always the case.

Internship Eligibility & Credit Hours

A student may register for internship hours:

1. Following successful completion of 18 credit hours toward the MA in Women's and Gender Studies, including WST 6001 Feminist Issues and Research Methods, WST 6003 Scholarship and Pedagogy in Women's and Gender Studies, and WST 6560 Advanced Feminist Theory
2. Selection of a willing major professor

Internship students must complete 6 credit hours of WST 5940. Internships typically are completed over two semesters. A student may need to register for more than 6 internship hours if the internship process extends beyond two or three semesters. As long as a student is working with a faculty member on the internship, then the student must register for a minimum of 2 internship credit hours every semester. A student does not necessarily have to register for internship hours during summer if the student is not actively working with a major professor or committee members over the summer. Student interns should discuss summer semester registration with both the graduate director and the major professor well before the end of the spring semester.

A student must be registered for a minimum of 2 internship credit hours in the semester of graduation.

Internship Major Professor & Committee Selection

A student interested in completing the Internship Track should select a major professor to guide the

experience. Any graduate faculty member in WGS may serve as an internship major professor.

Together, the student and the major professor will select one or two more committee members from the Department of Women's and Gender Studies, from the list of active WGS affiliate faculty members, or from some other USF academic unit.

When the committee has been finalized, the student will complete a "Graduate Student Supervisory Committee Appointment Form." The completed form, including signatures, goes to the graduate director for a signature before being filed in the student's departmental records. For internships, this form does not go to the Office of Graduate Studies.

Internship Site Selection & Proposal

The student will work with the major professor to select, propose, and secure an onsite internship.

A written proposal demonstrating the student's knowledge of the internship's subject area (including literature review) as well as the scope and details of the internship will function as the student's contract with the committee. The student should attach a confirming letter from the internship site's contact/supervisor. As a contract, the proposal should detail expectations for the performance and commitments of the student, the internship site's contact/supervisor (including address, phone, email), the major professor, and the student's committee members.

Additional issues to consider covering in the written proposal are length and parameters of student's participation in the internship organization, weekly time commitment to onsite interning, types of reports the student will make to the major professor and committee, the frequency of such reports, site visits by the major professor, regularly scheduled meetings with the major professor, additional readings to be tackled and perhaps annotated/discussed, etc. These kinds of issues should be negotiated and agreed upon in writing before beginning the onsite internship.

A reasonable student internship should log no less than 120 student hours and no more than 240 student hours working onsite.

The student will work with the major professor to complete a polished proposal before sharing said approved proposal with the rest of the committee at the major professor's direction.

The approved internship proposal should be signed by all committee members on the cover page, and be submitted with the student's up-to-date resume or curriculum vitae (CV) to the graduate director and kept in the student's file.

It is the student's responsibility to secure both the

internship site and the major professor's formal written approval for the proposed site prior to beginning an internship.

Internship Narrative

Internship students are required to write and orally defend a narrative. Examples are available at: <http://wgs.usf.edu/graduate/projects/>

The student will work with the major professor to draft and polish the final narrative in preparation for an oral defense. Students should expect to work on several drafts of this document before the major professor approves it to go to committee and before it is ready for scheduling an oral defense.

In the last semester of the internship, the student should meet with the major professor and begin working on the narrative if the student wishes to complete the onsite work and defend the narrative in the same semester. Students should consult the WGS departmental calendar of deadlines for completing and defending an internship narrative.

Completed internship narratives are filed in the department and are not dependent on USF Graduate Studies deadlines. This gives internship students more calendar leeway than thesis students. At the beginning of the semester in which the student hopes to graduate, the student should be in communication with both the major professor and the graduate director regarding deadlines.

The completed narrative should be 15-20 pages or so and approved by the major professor and the committee. Do not share the narrative with the committee unless/until the major professor has approved it.

The narrative should include:

- I. Cover Page
 - a. Title
 - b. Student Name
 - c. Department
 - d. Date
 - e. Major Professor and Committee Member Names
 - f. Signature lines for Approvals
- II. Abstract Page
- III. Table of Contents
- IV. Introduction
- V. Background of Internship Site/Project
- VI. Literature Review

- VII. Overview of the Student's Internship
- VIII. Details/Explanation of Internship Project(s)/Work completed Onsite
- IX. Reflexive Analysis of the Internship Experience
- X. Conclusion and Takeaways
- XI. Bibliography/References
- XII. Appendices (if any)

Oral Defense of Internship & Narrative

After distributing an approved draft of the internship narrative to all committee members, the student will make an oral presentation about and defend the internship experience and narrative to the full committee.

The major professor, in consultation with the other committee members, will authorize scheduling of the oral defense. Committee members typically will require at least two weeks between receiving a final internship narrative document and attending the oral defense. After the student receives authorization to proceed to defense from the major professor, it is the student's responsibility to coordinate a time with all committee members and to reserve a space for the oral defense. The student also must notify the graduate program coordinator and office manager of the Department of Women's and Gender Studies of the time and place of the defense.

The oral defense should take one to two hours. Typically, the defense begins with the student making a 10- to 15-minute oral presentation. (The major professor will guide the content and preparation of the presentation.) The remainder of the time is devoted to questions by the committee, and—depending on time—other interested persons in the room.

Final Copy of Internship Narrative

Paper Copy

A copy of the approved and committee-signed final draft of the internship narrative, laser printed on quality paper, must be submitted to the graduate director or graduate program coordinator before the last day of classes.

Electronic Copy

An additional electronic copy of the internship narrative must be submitted to the graduate director or the graduate program coordinator before the last day of classes. The electronic copy will be published on the WGS website. Please bear that in mind as you write about your internship sponsor and experience.

The Thesis Track

The thesis option is recommended for students who intend to pursue doctoral degrees. The Thesis Track requires a minimum of 6 credit hours of WST 6971 Thesis, ideally but rarely completed over two semesters.

USF Graduate Studies has very specific rules and regulations for completing thesis work. Students are responsible for knowing and adhering to these policies.

Thesis Eligibility & Credit Hours

A student may register for thesis hours:

1. Following successful completion of 18 credit hours toward the MA in Women's and Gender Studies, including WST 6001 Feminist Issues and Research Methods, WST 6003 Scholarship and Pedagogy in Women's and Gender Studies, and WST 6560 Advanced Feminist Theory
2. Selection of a willing major professor

Thesis students must complete 6 credit hours of WST 6971. A student may need to register for more than 6 thesis hours if the thesis process extends beyond two or three semesters. As long as a student is working with a faculty member on the thesis, then the student must register for a minimum of 2 thesis credit hours every semester. A student does not necessarily have to register for thesis hours during summer if the student is not actively working with a major professor or committee members over summer. Thesis students should discuss summer registration with both the graduate director and the major professor well before the end of the spring semester.

Students must be registered for a minimum of 2 thesis credit hours in the semester of graduation.

Selection of Thesis Major Professor & Committee

A student interested in completing the Thesis Track should select a major professor to guide the experience. Any graduate faculty member in WGS may serve as a thesis major professor. Under some circumstances, an affiliate faculty member may serve as the major professor with the approval of the WGS graduate director.

Together, the student and the major professor will select two more committee members from the Department of Women's and Gender Studies, from the list of active WGS affiliate faculty members, or from some other USF academic unit.

Steps to Completing a Thesis

1. Choose a Topic.

Then learn everything you can about the topic. Become an expert on the literature. Begin thinking about what your study might look like in terms of method. Ask yourself what you're hoping to add to the literature.

If you believe you'll be doing human subject research, get yourself IRB-certified ASAP. Visit: <http://www.grad.usf.edu/rcr-2.php>

Read some theses that study your topic or use your method. Get an idea of what a good thesis looks like.

Be realistic about the timetable for completing the thesis and graduating. First, it always takes longer than you think it will, and you need to be prepared to work on your major professor's and your committee's schedules and calendars, rather than they on yours. And, second, you have to jump through USF Graduate Studies' hoops on Graduate Studies' deadline schedule in terms of paperwork and format checks.

Don't forget that once you start registering for thesis hours, you have to register for at least 2 thesis hours every semester.

2. Write a Defensible Thesis Proposal.

First, do exactly what your major professor tells you to do. Generally, you should think about your thesis proposal as the first several chapters in your final thesis:

- I. Introduction
- II. Background
- III. Literature Review
- IV. Theoretical Framework
- V. Method
- VI. Conclusion
- VII. References

You obviously will have to revise some things after you've completed the study and written your results, discussion/analysis, final conclusion, and abstract. The point, however, is that you have already set up and mostly written the first half of the final thesis in your proposal. That makes your job down the road a lot easier.

Work smart by following the USF Graduate Studies' formatting guidelines. Failure to follow formatting guidelines or Graduate Studies procedure may delay graduation until the next semester. See: <http://www.grad.usf.edu/ETD-res-main.php>

Caution: Quality Writing

It is not your major professor's job (or your committee's job) to write or copyedit your thesis. That is your job and part of proving that you are worthy of earning a master's degree. Never turn in poorly written or un-proofed work to your major professor (or committee). You also need to know and employ correct APA or MLA style. Don't ask your major professor to read anything that isn't perfect in form and format. Your major professor and committee members should be reading for content only, not typos, APA/MLA style, punctuation, or grammar.

3. Give your Major Professor a Hardcopy of your Thesis Proposal then Sit Back and Wait for Feedback.

Be patient. You should plan on a minimum two-week turnaround on anything you give to your major professor or committee. It might take much longer.

Caution: Hard- vs. Electronic Copies

Unless your major professor specifically requests an electronic copy of your proposal or thesis, always assume she or he wants a hardcopy. Ditto on your committee members. It's not your committee's job to print out your thesis proposal or final thesis. However, some major professors and committee members may prefer to get electronic copies of work in progress so they can provide feedback electronically as well as save paper.

4. Do Exactly What your Major Professor Says to Do in Terms of Changes/Revisions to the Proposal.

When you turn in the revised proposal, make sure it's perfect. Be prepared to wait a few weeks to hear back, and be prepared for further revisions. If your major professor believes your proposal is ready to defend...

5. Provide Hardcopies of the Proposal to your Thesis Committee.

Email your committee members to alert them that your proposal is ready for them to read. Coordinate a defense date with the committee after getting your major professor's blessing on dates/times. Your major professor may wish to be the one to communicate with your committee, but you should be prepared to do the communicating (only) after the major professor has signed off that you may proceed.

Caution: Scheduling a Proposal Defense

You must give your committee at least two weeks with the hardcopy thesis proposal in members' hands before a proposal defense. You should plan for the defense to take two hours

6. Defend Your Proposal.

At your defense, be ready to talk through your study plans for 10-15 minutes. (Skip the PowerPoint unless you have relevant visuals to show the committee.) Defend all your choices. Justify your decisions. Then be ready to answer pointed questions. Your committee may ask for revisions. Make the revisions under your major professor's direction and supervision. The committee almost never needs to see these revisions until the final thesis is complete.

Your major professor also may wish to forgo the oral defense of the proposal and instead collect committee members' feedback for changes in writing.

If you pass your thesis proposal defense, then complete the "Graduate Student Supervisory Committee Appointment Form." Turn the completed form in to the WGS graduate director.

7. Get Necessary IRB Approvals.

If your study involves human subjects, work with your major professor to complete the IRB application process. Then wait for the IRB Committee's approval to proceed.

If you're not doing a human subject study, skip this step.

8. Complete the Study.

Check in on a regular basis to keep your major professor updated. Don't be afraid to ask questions or seek guidance.

9. Finish Writing the Thesis Document Under Your Major Professor's Direction.

Do what your major professor tells you to do.

Finishing means writing up your remaining chapters:

VI. Results

VII. Discussion or Analysis

VIII. Conclusions

You also will need to go back to tweak chapters I-V to make sure they go with the now-completed study (as well as reflect your committee's changes from the proposal defense). This includes changing proposal future-tense language ("will") to past tense thesis language.

Now write the abstract, too, and double-check your bibliography/references and any appendices.

Put the whole completed document together following USF Graduate Studies' Guidelines: <http://www.grad.usf.edu/ETD-res-main.php>.

Don't forget proofing/editing. Remember, it's your job to give your major professor a clean document for her or him to read for content only.

For planning purposes, you should anticipate several rounds of thesis drafts, which will add weeks to the process at every step.

Caution: Turning Around Thesis Drafts

Remember that your major professor will determine the turnaround time on proofing and revising. If it takes her or him a few weeks to turn around your work—whether in stages or all at once—you'll just have to go with it.

10. Coordinate a Format Check with the USF Office of Graduate Studies.

While you're waiting for your thesis chair to respond to your thesis document, check with the Office of Graduate Studies for the latest procedures:

<http://www.grad.usf.edu/ETD-res-main.php>.

Failure to submit the manuscript for a format check will result in delaying graduation.

Only after the thesis has been approved by USF Graduate Studies for filing in the University Library can the student be certified for the degree.

Caution: ETD, Format Check, and Format Boot Camp

USF Graduate Studies has specific guidelines and requirements regarding your thesis. The deadlines are set well in advance and recycle every semester.

Familiarize yourself:

<http://www.grad.usf.edu/ETD-res-main.php>.

11. With Your Major Professor's Approval, Provide Your Committee Members Copies of Your Completed Thesis.

Email your committee members to alert them that your completed thesis is ready for them to read. Coordinate a defense date with the committee after getting your major professor's blessing on dates/times. Don't forget to give the committee at least two weeks to live with your thesis before the defense date.

When you've settled on a defense date, notify the Department of Women's Gender Studies office manager, graduate program coordinator, and graduate director of the date, time, and location.

12. Collect the Necessary Paperwork to Graduate.

While you're waiting for your defense date, collect all the forms you need to graduate, including those that require signatures. Stay on top of completing your paperwork to graduate. Check with the WGS Graduate Coordinator or USF Graduate Studies.

13. Defend your Thesis.

This is an exact repeat of your thesis proposal defense, only now you're defending the completed study. Otherwise, the process is the same (including skipping the PowerPoint-as-teleprompter unless you have

relevant visuals to show). Don't forget to schedule the conference room for your two-hour defense.

Get everyone's signatures on the successful oral defense form while they're all sitting in the same room across the table from you.

Your committee very well may require changes/revisions. In fact, you should expect changes and revisions. That's how it goes. Work with your major professor to get them done. Don't expect your major professor to drop everything to work with you on those revisions because you're cutting it close to graduation deadlines.

If you pass your defense, congratulations! You're nearly ready to graduate...

14. Wrap Up all the Loose Ends Required to Graduate.

Get those forms signed, and don't forget to run your thesis through TurnItIn for a plagiarism check. Provide your chair with a final draft of the thesis, stripped of figures and tables; this must be in .doc format. Your thesis chair will print out the first page of the TurnItIn report to be attached to the Certificate of Completion and returned to the Office of Graduate Studies.

Also, the manuscript must have a format check by the posted deadline each semester to meet graduation requirements (typically about 8 weeks before the end of the semester). (USF Graduate Studies does not proof for content, only for format; content issues are the responsibility of the student's committee.)

If you did a human subject study, you'll have IRB loose ends to contend with, too. You'll have to close out your study with IRB. Keep up with the details.

Additionally, deposit a bound hardcopy with the WGS graduate director or graduate program coordinator, along with proof that your USF IRB obligations have been fulfilled if applicable.

http://www.grad.usf.edu/inc/linked-files/ETD_Certificate_of_Approval_Form.pdf

MA Graduation Check

Application for Graduation Form

A student who plans to complete degree requirements by the end of a term must submit a “Graduate Degree Graduation Application” available from the Office of the Registrar under “forms”:

http://www.registrar.usf.edu/data_display.php?link_type=Forms

The completed “Application for Graduation” form must be submitted by the deadline noted in the Academic Calendar for the term in which graduation is expected. The deadline is usually within the first two weeks of the semester.

Students must have their major professor and the graduate director sign the “Application for Graduation.”

A word of warning: even if all a student’s work is completed on time, if this form has not been properly

submitted, the student will not graduate.

If the student is a GA and is going to register for less than 9 hours in the final semester, the student’s completed “Application for Graduation” must accompany the tuition waiver for the final semester.

Graduation Certification

In order to certify a student’s eligibility to graduate, the graduate director must find in the student’s WGS departmental file:

- For Track 1, the results of a successfully completed WGS MA Writing Portfolio—OR—
- For Tracks 2 & 3: a properly submitted “Thesis/Internship Committee” form *and* a final clean copy of the committee-approved thesis or the internship narrative

Department of Women's and Gender Studies
UNIVERSITY OF SOUTH FLORIDA
Application for Graduate Assistantship and Graduate Teaching Assistantship

I. PERSONAL INFORMATION

Date _____

Name _____ Social Security # _____
 LAST FIRST MIDDLE

Address _____
 NUMBER STREET CITY STATE ZIP CODE

Telephone _____ e-mail _____
 HOME BUSINESS MOBILE

Person to contact in the event we cannot reach you, or in case of emergency:

Name: _____ Phone: _____

Address: _____

Are you a U.S. Citizen? ___ Yes ___ No

If no, do you possess an I-51, I-551, I-94, or other employment authorization card? ___ Yes ___ No

If yes, please attach a copy

How long have you been in the Program? _____

How many credits have you accumulated? _____

Is your residence status ___ in-state? ___ or out-of-state?

What is your anticipated graduation date? _____

Please list Assistantships you have previously held:

II. EDUCATION (Begin with current or last academic program pursued.)

School/University	Dates Attended From/To	Degrees & Dates Conferred	Academic Disciplines or Field of Study

III. POSITION DESIRED

There are two types of Graduate Assistantships.

Graduate Assistant positions are for either .25 FTE (10 hours a week) or .50 FTE (20 hours a week) per semester. Only those enrolled for 9 credit hours are eligible to apply. Graduate Assistants work under the direct supervision of a Women’s and Gender Studies faculty member. The typical assignment is as a grader for a large course section, and it might include coordinating smaller group sessions. Only those enrolled for 9 credit hours are eligible to apply.

Graduate Teaching Assistant positions are for either .25 FTE (10 hours per week) or .50 FTE (20 hours per week) per semester. The position of Graduate Teaching Assistant requires the completion of at least 18 graduate credit hours (5000 or 6000 level) applicable to the degree in Women’s and Gender Studies, including successful completion of the core course WST 6003 Feminist Scholarship and Pedagogy. Only those enrolled for 9 credit hours are eligible to apply. This assignment may be an independent teaching position.

Please attach a written statement (250-500 words) outlining your interest, qualifications, and what you hope to learn/accomplish from the Assistantship.

If you are eligible for and interested in a **Graduate Teaching Assistantship**, please indicate that, and attach a complete sample syllabus and a statement (250-500 words) outlining your interest, qualifications, and teaching experience or previous teaching responsibilities, and what you hope to learn/accomplish from the Assistantship.

IV. REFERENCES (Graduate Assistantship)

List names and addresses of three references who are providing letters that speak to your academic excellence, critical thinking abilities, and reliability. If you are new to the department, you may use the letters that were part of your MA application. For the second year and beyond, provide two additional letters from University of South Florida faculty.

REFERENCES (Graduate Teaching Assistantship)

List names and addresses of three references who are providing letters that speak to your academic excellence, critical thinking abilities, reliability, familiarity with Women’s and Gender Studies, and your communication abilities (class presentations, teaching experience, etc.)

V. EXPERIENCE (Begin with last position held.)

Institution/ Firm Name & Address	Position Title/Rank	Dates Employed	Reason for Leaving	Name & Title of Supervisor

VI. HONORS

List scholarships, awards, honors, honorary and/or professional memberships, publications, professional consulting, etc. Use additional sheet if necessary.

I hereby attest that the information provided is a true and accurate statement of my qualifications and experience, and I authorize appropriate officials to seek further verification of my credentials, except as qualified here:

Signature: _____ Date: _____

Programs, activities, and facilities of the University of South Florida are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, national origin, handicap or status as a disabled veteran or a veteran of the Vietnam era. The University is an affirmative action Equal Opportunity Employer.

Please feel free to attach additional information.