

UNIVERSITY OF NORTH TEXAS

# Graduate Program Handbook

Women's & Gender Studies Program

WOMEN'S &  
GENDER STUDIES  
College of Liberal  
Arts & Social Sciences

**UNT**<sup>®</sup>  
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## THE WOMEN'S AND GENDER STUDIES PROGRAM

### Mission Statement

UNT's Women's & Gender Studies Program centers transnational feminist education, research, and advocacy through a multi-disciplinary, theoretically diverse curriculum. Housing a master's degree program and undergraduate minor in Women's and Gender Studies and an undergraduate minor in LGBTQ studies, our program takes an intersectional approach to challenge unjust systems and practices of social control and knowledge production that disenfranchise people based on gender, sexuality, race, ethnicity, religion, nationality, geographic location, class and ability. Our program serves students, faculty, staff, and community partners through interdisciplinary research and course offerings, engaging those audiences in discussions that spring forth from situated knowledges and lived experiences. Finally, faculty, students, and partners of the program prioritize working toward an everyday praxis, politics, and pedagogy that materializes social, intellectual, and political transformation.

### Social Justice Statements

TBD

### Women's and Gender Studies Faculty and Advisors

The faculty in the Women's and Gender Studies Program span many departments across the university and reflect the interdisciplinary quality of this type of critical inquiry. Our faculty members exemplify diverse methodological, theoretical, and epistemological approaches to the study of gender and sexuality and include exemplary scholars in the field. Our faculty members are not only scholars and academicians; they are also professors who have won many awards for outstanding teaching. In addition to teaching, they are active in various professional and community undertakings including professional leadership, local social justice initiatives, authoring groundbreaking research, and consulting for various nonprofits.

#### **Dr. Megan Morrissey (Associate Professor, Communication Studies)**

##### **Program Director, Graduate Advisor**

Ph.D., University of Colorado Boulder

Intersectional critical analysis of race, gender, sexuality, and citizenship; Rhetorical analysis of popular culture and public discourse; social justice and civic engagement

#### **Dr. Özlem Altıok (Principle Lecturer, Women's and Gender Studies and International Studies)**

##### **WGST Core Faculty Member, Advisory Board Member**

Ph.D., University of Wisconsin-Madison  
Gender; Middle Eastern studies; religion and politics; international migration; globalization; sustainable development; social movements; community and environmental sociology; qualitative research methods

#### **Dr. Serena Wilcox (Visiting Lecturer, Women's and Gender Studies)**

##### **WGST Core Faculty Member**

Ph.D., University of Illinois at Urbana-Champaign

Educational Leadership & Policy Studies, Global Studies in Education, Critical Race Studies, Social Movements and Resistance, Africana Feminism, Africana Diaspora Studies, Social Organization of Schools, Black Studies in Education, Youth and Carceral Studies, Childhood Gender & Sexuality Studies, Sociology of Education, Racial Thought in Social and Public Policy, Ethnography and Qualitative Methods, Social Inequality

**Dr. Suzanne Enck (Associate Professor, Communication Studies)**

**WGST Advisory Board Member and Affiliated Faculty Member**

Ph.D., Indiana University

Intersectional feminist criticism, Gendered violence and resistance; Carcerel narratives and the prison-industrial complex; Communication activism pedagogy; social justice, and civic engagement; Narratives of death and dying

**Dr. Joanne Davis-McGelligat (Assistant Professor, English)**

**WGST Advisory Board Member and Affiliated Faculty Member**

Ph.D., University of Iowa

Africana Studies, Critical Race and Ethnic Studies, Literary Theory, Women's, Gender, and Sexuality Studies, Comics Studies, Southern Studies, and 20th and 21st century U.S. Literary Studies

**Dr. Rachel Moran (Associate Professor, History)**

**WGST Advisory Board Member and Affiliated Faculty Member**

Ph.D., The Pennsylvania State University

Histories of health, including Sickness and Health in US History, History of the Body, Madness and Mental Health in Modern History, US Fitness Cultures, US Politics

**Other Affiliated Faculty**

- Dr. Amie Adelman (Professor, Studio Art)
- Dr. Ahmed Waquar (Associate Professor, Geography and the Environment)
- Dr. Deborah Armintor (Associate Professor, English)
- Dr. Denise Baxter (Associate Professor, Art Education and Art History)
- Dr. Kathryn Beebe (Associate Professor, History)
- Dr. Harry Benshoff (Associate Professor, Media Arts)
- Dr. Dorothy Bland (Professor, Journalism)
- Dr. Regina Branton (Professor, Political Science)
- Dr. Marijke Breuning (Professor, Political Science)
- Dr. Carolyn Brown (Professor, Journalism)
- Dr. Jara Carrington (Lecturer, Anthropology)
- Dr. Cynthia Chandler (Professor, Counseling and Higher Education)
- Dr. Ipsita Chatterjee (Assistant Professor, Geography and the Environment)
- Dr. Shobhana Chelliah (Professor, Linguistics and Technical Communication)
- Dr. Shari M. Childers (Senior Lecturer, English)
- Dr. Carol Anne Constabile-Heming (Professor, German)
- Dr. Gloria Cox (Associate Professor, Political Science)
- Dr. Christy Crutsinger (Professor, Merchandising and Hospitality Management)
- Dr. Kelly Donahue-Wallace (Professor, Art History) Dr. Ashley English (Assistant Professor, Political Science)
- Dr. Tracy Everbach (Professor, Journalism)
- Dr. Jacqueline Foertsch (Professor, English)
- Dr. Devin Garofalo (Assistant Professor, English)
- Dr. Nora Gilbert (Associate Professor, English)
- Dr. Constance Hillard (Professor, History)
- Dr. Anna Hinton (Assistant Professor, English)
- Dr. Kate Imy (Assistant Professor, History)
- Dr. Jamie Johnson (Lecturer, Anthropology)
- Raina J. Jones, M.F.A. (Principal Lecturer, English)
- Dr. Martinique Jones (Assistant Professor, Psychology)
- Dr. Kimi King (Professor, Political Science)

- Dr. Irene Klaver (Professor, Philosophy and Religion)
- Liss LaFleur, M.F.A. (Associate Professor, Studio Art)
- Dr. Julie Leventhal (Lecturer, Educational Psychology)
- Dr. Yolanda Flore Niemann (Professor, Psychology)
- Dr. Alex Pettit (Professor, English)
- Dr. Clark Pomerleau (Associate Professor, History)
- Dr. Catherine Ragland (Associate Professor, Ethnomusicology)
- Dr. Alicia Re Cruz (Professor, Anthropology)
- Dr. Nada Shabout (Regent Professor, Art History)
- Dr. Andrea Silva (Assistant Professor, Political Science)
- Dr. Nicole Smith (Associate Professor, English)
- Dr. Katherina Sobering (Assistant Professor, Sociology)
- Dr. Nancy Stockdale (Associate Professor, History)
- Dr. Audrey Thorstad (Assistant Professor, History)
- Dr. Jacqueline Vanhoutte (Associate Professor, English)
- Dr. Amanda Vickery (Associate Professor, Teacher Education and Administration)
- Dr. Karen Weiller-Abels (Associate Professor, Kinesiology)
- Dr. Priscilla Ybarra (Associate Professor, English)

### About the Program

UNT's Women's and Gender Studies Program offers a master's degree in Women's and Gender Studies. Students take approved courses offered through the program and through other departments. This degree prepares graduates for work in non-governmental and non-profit organizations in both domestic and international contexts as well as other activist and academic roles.

Our program facilitates students' interactions with more than 50 members of the Women's and Gender Studies affiliated faculty, expanding understandings of gender differences, cultural diversity, and social changes while strengthening critical thinking and communication skills.

### Skills

The Women's and Gender Studies Program strives to help students discover and hone the skills they will need to be successful after graduation. The provided list of skills are those that we have determined valuable in the fields in which our graduates often pursue careers and which are taught and refined through active presence and effort within the program.

1. Communicating and collaborating with team members to coordinate efforts to achieve academic, professional and personal goals
2. Staying focused on their projects
3. Carrying out their responsibilities in a timely manner
4. Being respectful of others' opinions and ideas
5. Identifying challenges as they arise, analyzing them, and developing creative solutions
6. Improving their written and oral communication skills, including public speaking

Master's alums now work in a variety of capacities including:

- Executive Assistant to the Director of the Texas Equal Access (TEA) Fund
- Legal Assistant and Case Management Coordinator at Human Rights Initiative of North Texas
- Global Citizenship Fellow at UNICEF Dallas
- Survivor Advocate at the University of North Texas
- Program Coordinator for the Women's and Gender Studies Program at the University of North Texas

## REQUIRED COURSEWORK, DEGREE HOURS & EXIT OPTIONS

### Required Coursework

To be awarded a master's degree in Women's and Gender Studies at UNT, students must complete at least 30 hours of graduate coursework as part of an approved master's degree plan. All students are required to complete the following courses as part of their master's degree program:

- WGST 5100 (Feminist and Womanist Theories) - Offered every fall semester
- WGST 5300 (Feminist Methods and Methodologies) – Offered every spring semester
- WGST 5200 (Globalization & Gender) – Offered every fall semester

In addition to these nine (9) hours of required coursework, students will work in collaboration with the Program Director (who serves as the Graduate Advisor) to select fifteen (15) to eighteen (18) additional hours of elective coursework from an array of classes approved for WGST credit. The remaining hours of required coursework will be for students to enroll in one of three exit options for the program including an internship (3 hours), special problem (3 hours), or thesis hours (6 hours).

### **Sample of Electives at UNT (depending on departments' offerings and availability)**

- COMM 5840: Social Movements and Protests
- COMM 5545: Race and Public Culture
- COMM 5545: Feminist Criticism
- COUN 5540: Women's /Emotional Health
- ENGL 5640: Mexican American Literature
- ENGL 5620: Studies in Contemporary African American Literature and Culture
- ENGL 5800: The Lyric and its Discontents
- ENGL 6810: Intersectional Feminisms
- GEOG 5300: Globalization, Conflict, and Resistance
- INST 5500: Political Transformation, Human Rights, and Gender Politics in the Middle East
- JOUR 5210: Race, Gender, & Media
- LING 5580: Language and Gender
- MRTS 5430: Gender and Sexuality in Horror
- MRTS 5435: Lesbian Gay and Queer Film
- PHIL 5250: Feminist Philosophies of Justice
- PHIL 6710: Ecofeminism
- PSYC 6200: Psychology of Race in the US
- MUET 5210: Music, Gender, and Sexualities
- WGST 5800.001: Sustainable Development and Gender
- WGST 5800.003: Queer Theory

Graduate students enrolled in UNT's Women's and Gender Studies Program may also take courses at Texas Women's University (TWU), also located in Denton, through the Federation Program. Course options and availability change semester to semester but will be provided when students have their advising appointments with the director between weeks 6-8 of the semester.

### Provisional Admissions

In some cases students are admitted into the graduate program provisionally. Provisions might include a required minimum GPA during a student's first 9 hours of enrollment and/or specified courses to take during a student's first semester or coursework. Provisions will be outlined in the Toulouse Graduate School's acceptance letter.

The Graduate Standards Committee determines if an incoming student would benefit from the support of a

leveling class. In these instances a student will be asked to enroll in an independent graduate-level section of guided research that meets in conjunction with one of our undergraduate courses. This option is normally utilized when students come to the program without a background in Women's and Gender Studies and will benefit from learning basic terminology, theoretical orientations, concepts, and approaches in the field. When a student is asked to complete this leveling option, the expectation is that they will complete additional graduate level work alongside undergraduate readings and course assignments.

Should a student be asked to enroll in this class, they will need to do so in the first semester of coursework. Please note, this course **will not count toward the 30 hours of required coursework for the degree**. Further, students asked to complete this leveling course will also need to earn a grade of "B" or higher in the class to continue matriculating through the program.

### Transfer Credit

A student who holds a bachelor's degree and who has been admitted to the Toulouse School of Graduate Studies at UNT may apply 9 hours of graduate coursework toward a master's degree (**courses must be taken within the last 5 years before the planned graduation date**)

The Director of the Program approves transfer credit hours and records transfer coursework on student's degree plan. The degree plan is submitted to the Graduate School. It is the student responsibility to make sure the Graduate School has official transcripts of courses completed elsewhere. Once courses are verified, the Graduate School will post credit hours to UNT transcript

### Master of Arts Degree Requirement

Students completing the WGST master's program will earn a Master of Arts degree. In earning the MA degree, students must either complete the university's foreign language requirement or complete an alternative graduate-level methods course (most often, WGST Master's students enroll in WGST 5300: Feminist Methods and Methodologies) which is a required course. Please note foreign language courses taken while matriculating as a graduate student will not count toward the 30 hours of required degree coursework.

#### **Foreign Language:**

As part of the MA degree, students can fulfill the foreign language requirement by completing two years of a foreign language sequence or by demonstrating foreign language mastery through the Department of World Languages, Literatures, and Cultures' placement test. The foreign language requirement may have been completed as part of a student's undergraduate degree.

#### **Methods Course:**

If a student does not complete the foreign language requirement, they will need to fulfill their MA degree by completing WGST 5300 (Feminist Methods and Methodologies) or another approved graduate-level methods course relevant to their research interests. This course should be chosen in close consultation with the student's Major Professor or Program Director and may depend on outside department course offerings.

### Exit Options

As part of their degree plans, all students will fulfill one "exit option" to complete their master's degree. Three options are available for completing the degree, one thesis track option and two non-thesis track options. Please note that both non-thesis track options require successful completion of comprehensive exams:

#### **Thesis Track Option:**



**Thesis:** Students wishing to complete a thesis will work in close consultation with their Major Professor and selected committee members on substantial research project during the student's final two long semesters of enrollment. This option would look like 30 hours of coursework distributed in the following way, with no expectation for completing comprehensive exams:

- 24 hours of coursework, 6 hours of **WGST 5950** (master's thesis hours), and an oral thesis defense.

#### **Non-Thesis Track Options (Including Comprehensive Exams):**

**Internship Option/Comprehensive Exam:** Completing an internship offers valuable on-the-ground experiences that enable the student to glean an insider's perspective of a non-profit organization to help decide if pursuing a career in this profession is the right choice. Students must complete at least 12 hours of graduate WGST coursework before enrolling in an internship and must work in close consultation with the WGST Program Director. This option would look like 30 hours of coursework distributed in the following way, with the additional expectation for completing comprehensive exams:

- 27 hours of coursework, 3 hours of **WGST 5850** (Internship Hours), and written comprehensive examinations (taken as a take-home exam during the four weeks leading up to the student's last long semester of enrollment).

**Special Project Option/Comprehensive Exam:** In consultation with their major professor, this option allows students to focus on a semester-long research or creative project opportunity, suitable for publication or professional review. Students must complete at least 12 hours of graduate WGST coursework before enrolling in this special problem and must work in close consultation with their major professor. This option would look like 30 hours of coursework distributed in the following way, with the additional expectation for completing comprehensive exams:

- 27 hours of coursework, 3 hours of **WGST 5900** (Special Problems), and written comprehensive examinations (taken as a take-home exam during the four weeks leading up to the last long semester of enrollment).

### **MAJOR PROFESSOR, DEGREE PLAN, & ADVISORY COMMITTEES**

#### Selecting a Major Professor

All students will be initially advised by the WGST Program Director. In this context, the WGST Program Director will be the Major Professor for all WGST graduate students until a Major Professor is identified for their thesis or special project committee. In consultation with the WGST Program Director, students will be advised regarding required course enrollments and the upcoming availability of elective courses offered by allied departments. All students pursuing the **non-thesis Internship option will be advised by the WGST Program Director** beyond this initial period. In this role, the WGST Program Director will oversee students' internship requirements and provide guidance in completing degree plans to coordinate coursework to meet the degree requirements.

The Major Professor (or Program Director in the event a student opts to complete an internship) is responsible primarily for:

- Chairing the student's graduate advisory committee

- Advising the student in their thesis, special project, internship and comprehensive exam process

All **Students should secure a Major Professor by the beginning of their third semester or after completing 18 hours** in the master's program (assuming full-time enrollment). All students will secure approval for their major professor selection by completing and filing a Request for Major Professor Form (available on the website and in the appendix of this document) that the Program Director will submit to the Toulouse Graduate School. Students should secure permission from their major professor before making such designation on their degree plan. The major professor must hold a doctoral degree, and must be a Category II or Category II member of the graduate faculty. If a student wishes to change major professors they should consult with the Program Director about how to proceed with this change.

Students who complete either the Thesis option or non-thesis Special Project option are expected to select a Major Professor from the broader WGST graduate affiliated faculty. This faculty member should be closely aligned with the student's research interests and able to supervise the student's intended scholarly project. Since the Women's and Gender Studies Program is staffed by affiliated faculty from a wide variety of departments on campus, students will want to carefully consider the disciplinary perspective of the professor with whom they wish to work (i.e., all of our affiliated faculty have expertise in areas related to Women's and Gender Studies as a field, but most affiliated faculty hold degrees and teach in other specific disciplines). Since the Major Professor will be instrumental in guiding the student through their degree program, it is important for students to select Major Professors carefully – taking into account mutual scholarly interests, methodological expertise, coursework taken with your Major Professor, and the style of mentoring that would serve you best from the person serving as your Major Professor.

Please note that some faculty may not be available to serve as a Major Professor depending on workloads in their home departments, research obligations, and other variances in assignments.

#### Requirements for the Degree Plan

The Toulouse Graduate School requires that each student submit a Degree Plan after completing of 9 hours of coursework or by the midpoint of their second semester if they are enrolled full-time. Assuming full-time enrollment, a student cannot register for the third semester unless they have a major professor selected and degree plan filed with the Graduate School. A blank copy of the degree plan can be found on the [WGST website](#) and is also included for reference in the appendix. The Degree Plan must be signed by the student's major professor and given to the Women's and Gender Studies Program Director, who will submit it to the Toulouse Graduate School.

The Degree Plan must include all courses the student intends to take in fulfillment of the degree requirements. It should also include an explanation of how an MA student is fulfilling the language requirement or how an MS student is fulfilling the extra skill requirement. The Women's and Gender Studies Program Director must approve all coursework. Undergraduate courses cannot count toward the required 30 hours for the degree. In the "completed" date section, **fill in only those classes that have already been completed or will be completed during the semester the degree plan is filed.** A [sample degree plan](#) is on our website for you to use as an example. *Please be sure to look at this when filling out the degree plan.*

If any changes in coursework are needed, the student must complete a **Degree Plan Change Form** (see appendix).

- Graduate students are responsible for seeing that a degree plan is filed soon after completion of their first 9 hours of study. Students cannot register for their third full semester unless they have a major professor secured and degree plan filed; degree plan completion must occur by the mid-point of the student's second full semester.

#### Selecting an Advisory Committee (non-thesis track)

Generally, students will select their committees during their 3<sup>rd</sup> semester of coursework (assuming fulltime enrollment). The specific role of the committee will differ depending on the track a student has selected (e.g., thesis, or non-thesis). For students on a thesis track the advisory committee conducts the prospectus and final thesis defenses and makes recommendations regarding the thesis. For students on a non-thesis track, the graduate committee conducts the student's comprehensive examination process.

#### **The Graduate Advisory Committee consists of three members:**

- The Major professor
- Two additional members from the WGST core faculty or WGST affiliated faculty

#### Selecting a Comprehensive Exam Committee

The comprehensive exams, track requires students to complete one of two exit options in coordination with their major professor: A Special Problems (WGST 5900) or Internship (WGST 5850).

For students pursuing an exit option that is non-thesis track, their comprehensive exam committee will consist of three professors who are core faculty of the WGST program or who are affiliated with the WGST Program. In the event a student is completing an internship, their major professor (who must be the Program Director) may or may not serve as a member of the comprehensive exam committee. This will be determined based on whether the student elects to complete a comprehensive exam question over a course they have taken with the Program Director.

Each professor on the Comprehensive Exam Committee will write one question for the student to answer. To complete this option Students will answer a total of four comprehensive questions over three different courses taken as part of the student's WGST degree, with a fourth question broadly related to what that student has learned across the degree. At least one question should be drawn from a WGST core course (WGST 5100, WGST 5300, and WGST 5800). The additional two course questions can be selected by the student, in consultation with their Major Professor, from additional related coursework taken as part of their degree plan. All members of the student's Comprehensive Exam Committee will be asked to review and assess the fourth general question.

#### Selecting a Thesis Committee

For students pursuing the thesis option, their advisory committee will consist of their Major Professor in addition to two WGST affiliated faculty members familiar with the research. The additional faculty members should be chosen in close consultation with the student's Major Professor, no more than one additional faculty member may be from outside the University of North Texas.

The student is responsible for securing the consent of each member to serve. **The student is also responsible for filling out the [M.A./M.S. Committee Form](#) indicating the faculty names of the Thesis Committee members (see [appendices](#)).** Please note that individual graduate faculty may need to decline serving on a student's committee due to workload imbalances.

## THE THESIS TRACK – PROCEDURES & TIMELINE

The Women's and Gender Studies Program has established procedures for the submission of a thesis that are designed to help the student and, at the same time, ensure a high degree of quality in what is submitted to the Toulouse School of Graduate Studies. The final decision regarding whether a student is permitted to write a thesis rests with the student's Major Professor; the student's scholarly writing skills, methodological competence, and professional goals are the primary factors influencing that decision.

### Committee Structure

Selecting a Major Professor to direct a thesis project is an important decision for the student and the program. The student should select a Major Professor with whom they can work effectively. Further, that professor's direction should contribute significantly to the quality of the study. Therefore, a student should consult with the WGST Program Director for advice regarding which professors to consider working with to complete a thesis project.

The student's thesis committee is composed of three faculty members. Two must be members of the UNT Women's and Gender Studies Affiliated Faculty, and the third can be selected externally. The major professor is the head of the committee and must be a member of WGST core faculty or the affiliated Faculty. If pursuing a thesis option, students must choose a Major Professor to chair their thesis committee by the end of their first semester or after completing 18 hours of coursework. By the end of their second semester, and in consultation with their major professor, a student should choose the two additional members to serve on their thesis committee, one of which may be selected externally.

If the outside member is not faculty at UNT, a formal approval process must be initiated by the student. The student needs to present the following to his or her committee chair: 1) CV from potential outside committee member; and 2) a statement explaining why this person would be an asset to the students' education and the committee. The student's major professor/committee chair decides if this is an appropriate person to serve on the committee and works with the WGST Program Director to submit a nomination to the Graduate school for the outside member to receive graduate faculty "associate membership" status. **If a student is doing an applied project in the community, the outside committee member cannot be the same person as the student's site sponsor/ client.** To formalize their thesis committee, students must complete a [M.A./M.S. Committee Form](#) (see appendix) and submit it to the WGST Program Director by the end of their second semester or after completing 18 hours of coursework.

**Please Note:** Any student seeking to complete a traditional or applied thesis **which does NOT need IRB approval** must successfully defend their prospectus by the end of the first semester in which they are enrolled in thesis hours (typically a student's third long semester, assuming full-time enrollment). If the prospectus is not successfully defended by this time, the student will be moved into the non-thesis track, must complete comprehensive exams during the following semester, must complete either an internship or non-thesis Special Problem, and will need to take one additional course to account for the non-productive thesis hours. Any student seeking to complete an applied thesis involving human subjects, **which DOES need IRB approval**, is highly encouraged to have identified committee members and have successfully defended the prospectus by the end of the second long semester (assuming fulltime enrollment). This is to ensure ample time is available for the student's project to be approved by IRB, as the process can be lengthy and may require multiple rounds of review<sup>1</sup>.

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<sup>1</sup> It is highly recommended that students seeking IRB approval first consult current IRB application requirements as they craft their prospectus. IRB requirements may be accessed at <https://research.unt.edu/faculty-resources/research-integrity-compliance/irb/unt-irb-procedures>.

## Preparing the Prospectus

1. When the Major Professor and the student decide that it is time to begin work on a thesis, the student registers for **WGST 5950**, designating the section number of the professor who is directing the thesis (their major professor). Once a student registers for **WGST 5950**, they must continue to register for that course each semester until the final thesis is submitted to the Toulouse School of Graduate Studies.
2. The student works with the Major Professor to select a topic, limit its scope, conduct preliminary research, determine the appropriate methodology, and prepare the thesis prospectus.
3. After approval of the prospectus, the student writes the thesis under the direction of the Major Professor. Faculty members differ in the way they handle this role, but it is the responsibility of the *student* to seek whatever help is needed, submit drafts for approval/correction, and meet university deadlines. A thesis may be the most important task before a student at a given moment, but it is only one of the many tasks a faculty member must negotiate. Therefore, a student should not expect instantaneous responses to requests for feedback. In addition, faculty members are not expected to be available to work on thesis projects when they are not on staff (e.g., during summer terms or while on sabbatical leave). The degree to which the other graduate advisory committee members become involved in the writing of the thesis varies. To avoid misunderstandings, committee member involvement during the writing phase of the thesis should be discussed and understood by all parties during the prospectus meeting.
4. The student should obtain a copy of the Thesis and Dissertation Preparation Guide on the Graduate School's website. Following the guidelines they set forth from the beginning of the writing process will save a great deal of time and effort. Students who do not use the guide often must reformat the entire document for submission to the Graduate School.
5. Graduate students should consult with their advisor about which style manual (e.g., MLA, APA, Chicago) to use for their theses and then use the most updated version of that style manual.
6. The written prospectus should be a fully developed explanation of the proposed thesis. See appendix for additional suggested guidelines. Although the format of a prospectus may be different according to your disciplinary area of study, items that typically are included in a prospectus are:
  - o An introduction to the topic, which includes an argument in progress that the student plans to make and the student's expected contributions to the field
  - o A review of pertinent literature in the area(s) being investigated, indicating a gap in the current scholarly literature
  - o A clear description of the methodology and procedures
7. If the student is conducting research that will require IRB, which stands for Institutional Review Board for the Protection of Human Subjects in Research approval, it is expected that the student will work in close consultation with their Major Professor to ensure successful approval of the IRB immediately after their prospectus has been approved. In this situation, it is highly encouraged for the student to have identified committee members and have successfully defended their prospectus before their third semester of coursework begins (or after completing 18 hours).

## IRB Requirements

Every student research project involving human subjects needs to go through UNT's IRB before starting an applied thesis. This is not optional.

## What Constitutes Human Subjects Research?

Projects that require IRB approval must be “research” using “human subjects” as these terms are defined in the federal IRB regulations.

**Research** is defined as "systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge."

In general, research that involves data gathered **solely** for internal UNT use (e.g., a course evaluation or a university program evaluation) or as part of a classroom project that will not be presented outside the classroom will not be reviewed by the IRB. However, if the results of a research project will be disseminated publicly it is considered to be “generalizable knowledge” and is subject to IRB review. Publication of research results in an academic journal, presentation at an academic conference, providing an evaluation report to an external sponsor, and using human subjects research data in a master’s thesis or in a doctoral dissertation are all examples of contributing to “generalizable knowledge” and require prior IRB approval.

A **human subject** is defined as "a living individual about whom an Investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information."

The initial determination as to whether a research project should be considered human subjects research should be made by the Investigator based on the above definitions of “research” and “human subjects.” If the researcher has questions about whether the project is research or involves human subjects, he/she should consult the IRB. Final authority for making this determination rests with the IRB.

## Presenting the Prospectus

When the thesis director (Major Professor) is satisfied with the prospectus, they will notify the student to schedule a prospectus meeting and to distribute copies of the prospectus to their advisory committee members (thesis committee members) at least one week before the scheduled prospectus defense. ***A student must not schedule a prospectus meeting or distribute copies of the prospectus without approval of the Major Professor (Thesis Director/Chair).***

1. The purpose of the prospectus meeting is to save the student from investing a great deal of work in a project that may have serious flaws or that lacks substantial scholarly merit. The prospectus meeting has two functions:
  - To determine whether the thesis, as proposed, is acceptable, and
  - To help the student with suggestions for completing the thesis in a thorough, yet manageable fashion.
2. In consultation with the Major Professor (Thesis Director/Chair) and the advisory committee members (Thesis committee members), the student selects a date and time for the oral presentation of the thesis proposal.
3. At least ***one week*** prior to the prospectus meeting, the student should distribute copies of the prospectus to:
  - The Major Professor
  - The advisory committee members (Thesis committee members)
4. During the prospectus meeting, the student will present their project proposal to their advisory committee and field questions and concerns about the completion of their project. Committees may require amendments to the prospectus before allowing a student to move forward with the final thesis

project. In some cases, a committee will require a second prospectus meeting. **A student on the thesis track is expected to successfully defend their prospectus by the end of the 8<sup>th</sup> week of the first semester during which thesis hours are taken for credit.**

### Preparing the Thesis

The Thesis Manual provides definitive information on preparing your thesis. It can be found on the Toulouse Graduate School website at: <https://tsgs.unt.edu/thesis-manual>.

In the event a student is completing an applied thesis and has worked closely with an external organization to complete their project, it should be noted that the thesis is a separate item from the deliverables submitted to the agency or organization as part of the agreement.

The student and their thesis chair (Major Professor) will collaboratively determine the thesis process should proceed, however, students should expect for their project to undergo several rounds of revisions with their committee chair and committee members. **Students should build these revisions into their time schedule when thinking about graduation.**

Students must give a substantially complete first draft to the committee chair at least 6 weeks (or earlier if chair requests) before the graduate school's final exam/project defense deadline. If you are graduating in the summer, you may need to give your committee even more time due to vacation and travel plans. It is the student's responsibility to communicate with all members of the committee. Not following this timeline may delay your graduation one semester.

### Oral Defense of the Thesis

Only after the thesis has been completed *to the satisfaction of the Major Professor* may preparations for the final thesis defense be made. **A student must not schedule a thesis defense or distribute copies of the thesis without approval of the Major Professor.**

1. The thesis defense affords the student an opportunity to explain the study, the methods used, the findings, and any conclusions drawn from the study. The defense also is a time for the thesis advisory committee to ask the student questions raised by the study. The WGST Program Director and other members of the WGST faculty and graduate student body may attend the oral defense.
2. In consultation with the Major Professor and other thesis advisory committee members, the student selects a date and time for the thesis defense.
3. Prepare reading copies of the thesis for distribution to advisory committee at least one week before the scheduled oral defense.
4. Prepare an abstract of the thesis. In their abstract, the student summarizes the study and their findings. The thesis abstract, which must be attached to the notification of the final thesis defense, must not exceed 150 words.
5. Prepare a [“Notification of Thesis Defense”](#) to be sent to the WGST Program (see Appendix IV)
6. At least **one week** prior to the final thesis defense, copies of the notification of thesis defense, the abstract, and reading copies of the thesis must be distributed to:
  - The Major Professor
  - The advisory committee members

7. It is the *responsibility of the student* to see that the final thesis defense is scheduled prior to the filing deadline set by the Graduate School each semester and advertised in the Graduate School Bulletin (typically by the end of **week eight** of the semester when a student plans to graduate). **The student should schedule the defense at least one week prior to this deadline to allow time for any revisions required by the committee.**
8. On the day of the thesis defense, the candidate should bring a personal copy of the thesis for reference purposes. The Major Professor chairs the thesis defense. In addition to answering questions, the candidate should make notes or changes suggested or required by committee members.
9. The thesis defense should be scheduled for two hours and begins with a 25-30 minute presentation by the student, followed by questions from faculty members in attendance. During this presentation, students will discuss their project, the agency or organization that the student worked with (if relevant), what work was done, what data gathering techniques were used, description of the deliverables, and personal reflection on the research.
10. When the questioning ceases, the candidate and all other persons not on the student's thesis committee will be excused from the room, whereupon the committee decides whether to approve the thesis. Upon reaching a decision, the committee will call the student back into the conference to report their decision (at this point, individuals other than the student and their advisory committee will not be permitted in the room).

#### Submitting the Thesis

After your committee has approved the thesis, you will submit it to the UNT Toulouse Graduate School through an online tool called Vireo. See the [Toulouse Graduate School website](#) for instructions.

#### Additional Notes on Thesis Procedure

1. You may wish to seek the help of a copyeditor (the Graduate School can supply a list) *before* submitting the thesis. The Major Professor can assist in many ways, but they cannot be expected to rewrite a poorly written thesis or copyedit your work. Employing a copyeditor may save time, money, and frustration if this is an area in which you struggle.
2. When the student begins work on the thesis, they are required to enroll for thesis hours (WGST 5950) every semester until the Toulouse School of Graduate Studies approves the thesis. Enrollment is only required during one session of the summer sessions (should a student need to enroll during the summer term). The total number of semester credit hours recorded for a thesis that count toward a student's degree plan may not exceed six (6), regardless of the number of enrollments in WGST 5950.
3. In the semester when a student plans to defend their thesis, the student should apply for graduation with the Toulouse School of Graduate Studies by the deadline advertised in the Graduate Bulletin. The Graduate School will evaluate the student's degree plan and transcript prior to transmitting a form for reporting the results of the thesis defense.



## THE NON-THESIS TRACK – PROCEDURES & TIMELINE

### Internship Procedures

Students who elect to complete an internship as their exit option will automatically have the Program Director serve as their Major Professor. After meeting with the WGST Program Director/Major Professor to determine expectations regarding the completion of an internship, the student assumes responsibility for securing an internship position that will augment their professional goals aligned with the master's degree in Women's and Gender Studies. When the student has secured a position, they should meet with and/or discuss the internship opportunity with WGST Program Director to confirm it's appropriateness, and should be prepared to share any relevant contact information for the organizational supervisor of the internship with the Program Director. Once the WGST Program Director approves the internship, the student enrolls in **WGST 5850** under the section number of the WGST Program Director. The internship should be completed during the semester in which the student is enrolled. When the internship is completed, the Major Professor assigns a grade ("A," "B," "C," etc.). **Note:** In coordination with the Program Director (student's Major Professor), internship hours may be initiated and/or completed during the summer with registration for **WGST 5850 Internship** occurring in the second summer session

### Internship Expectations

1. Students completing the internship exit option will log at least **10 hours/week (150 hours total)**. It is the student's responsibility to keep track of these hours and to provide a detailed log of their time to the Program Director/Major Professor. This log should be updated on a weekly basis and the student should be able to provide a current accounting of hours at any point during the internship
2. In addition to logging 150 hours for their internship, students selecting this option will also **complete a portfolio** (Ideally some kind of electronic resource) that links to materials they've worked on or helped to complete during their time. This portfolio should be demonstrative of the work that they have done for your internship (websites worked on, training modules completed, newsletters, databases maintained, correspondence etc.). The form that the portfolio takes depends entirely on the type of internship you've completed. Basically what we are looking for is some kind of record for you've spent your time working on.
3. Finally, students completing an internship will also write a **critical reflection paper** (8-10 pages, not including front matter or citations) that uses relevant theory and concepts they have learned throughout the WGST program. These theories and concepts should be applied to their internship to reflect on their experience. The critical paper will be due no later than the week before the semester/term end date for which a student has enrolled for internship hours. The critical reflection paper should address the following kinds of questions:
  - In what ways did your WGST degree inform your understanding of the organization you were working with and/or the work you completed there?
  - How does a feminist lens help you understand the work that this organization does?
  - In what ways does this experience extend the knowledge you gained in the WGST courses you took?
4. In addition to these elements that a student must complete, the Program Director will also contact the student's on-site coordinator or supervisor to provide [an evaluation](#) of the student's performance during their internship. The program Director will solicit this information approximately one week before the scheduled end of the internship.

### Special Project Procedures

Students who elect to complete a Special Project as their exit option will select a major professor to advise their project in the beginning of their third long semester of coursework or after completing 18 hours. In preparing for a special project, a student will work in close consultation with their major professor to ensure the feasibility of

the proposed study and determine the student's preparedness to undertake such a project. Generally, a Special Project should result in a high quality final project that might be suitable for publication in a journal in the field (or closely related field). Other projects could fit this exit option and should be negotiated in concert with the student's major professor.

#### Special Project Expectations:

1. A student enrolling in WGT 5900 (Special Project) should do so under the section number of their major professor (this will be done by the Program Director or Program Coordinator). To successfully complete the course, the student must prepare a formal report or scholarly essay based upon the work completed in close consultation with the Major Professor.
2. Students must complete at least 18 hours of graduate WGST coursework before enrolling in WGST 5900 and must work in close consultation with their Major Professor during the semester in which they enrolled in these hours.
3. Generally, a student will complete their special project and enroll in WGST 5900 during a single semester. If the project is completed to the satisfaction of the Major Professor during the semester, the Major Professor assigns a grade ("A," "B," "C," etc.). If the student makes satisfactory progress, but does not complete the research project during the semester, the student is assigned a grade of "I." Unlike a thesis, continuous enrollment is not required. Any grade of "I" must be resolved within one year or will default to a grade of "F."

#### Comprehensive Examinations Procedures

The comprehensive examination is a test of the student's understanding of the central tenets of the field of Women's and Gender Studies. Examinations are designed to determine the extent to which the student has mastered the theories and skills necessary for the degree and is a test of the student's ability to describe, explain, analyze, and evaluate concepts in Women's and Gender Studies.

Each fall and spring semester, the WGST Program Director will announce the period when comprehensive examinations are scheduled. These writing periods will be the four weeks leading up to the fall or spring semesters so that students submit examinations to their advisory committee for review the week before classes begin. Students planning to graduate in the summer should take the comprehensive examination in the four weeks leading up to the start of spring semester.

If necessary, students may rewrite portions of their exam up to twice in consultation with the WGST Program Director and student's Comprehensive Examination Advisory Board. While students may rewrite comprehensive examinations at any time agreed upon with the WGST Program Director and professors responsible for the comprehensive exam questions, the student is responsible for working with the Program Director and Comprehensive Examination Advisory Board to schedule them with adequate time to complete the entire comprehensive examination process (including any potential revisions) before the deadline set by the Toulouse School of Graduate Studies in the Graduate School Bulletin (typically by the end of **week eight** of the semester when a student plans to graduate).

In preparation for taking the comprehensive examination, the student should apply for graduation with the Toulouse School of Graduate Studies by the deadline advertised in the Graduate Bulletin. The Graduate School will evaluate the student's degree plan and transcript prior to transmitting a form for reporting the results of comprehensive examinations.

### Expectations for Written Comprehensive Examinations

1. In the long semester preceding a student's final semester of enrollment (generally the third semester for students attending fulltime or after completing 18 hours of graduate credit), students will assemble their Comprehensive Exam Committee and coordinate with each member of said committee to complete the [Pre-Comprehensive Exam Worksheet](#). This worksheet will guide the student and their committee through a conversation about the specific expectations each faculty member has for the student in order to successfully prepare for and execute their final exam. This worksheet should be completed in its entirety by the last day of classes for the long semester preceding comprehensive exams and submitted to the Program Director
2. The written portion of the comprehensive examination focuses on the content from the three required WGST courses, and an additional general question that asks students to consider the conceptual and professional impacts of their coursework throughout the program.
3. Students will have four weeks to complete their written comprehensive exams. Their exam packets, complete with all four questions will be mailed to students approximately 5 weeks before the start of the following long semester and will be due at a date specified by the Program Director
4. Upon completion of the written examination, all questions and responses are submitted to all members of the comprehensive exam advisory committee for evaluation. Each comprehensive exam committee member will review the student's response to the question they wrote, in addition to the general question.
5. All members of the comprehensive exam advisory committee must be given at least **one week** to evaluate the student's responses. The evaluation on the written portion will be based on the student's ability to describe, explain, analyze and evaluate communication concepts, as well as their written communication skills.
6. Once the comprehensive exam advisory committee has determined that the student has successfully completed all questions, the student will have fulfilled this requirement for their master's degree. If, however, a student is deficient in any part(s) of the written examination, they will have as many as **two opportunities** to rewrite the deficient part(s). Should the student fail to complete successfully the written portion after two rewrites, the student will not be permitted further opportunities to rewrite until they take additional coursework (to be determined by the student's Major Professor and WGST Program Director). If the student's answer(s) remain deficient after taking additional coursework and retaking the deficient part(s) of the written examination, no subsequent rewrites will be permitted.
7. There is no oral defense of comprehensive examinations required.

## **UNIVERSITY DEADLINES AND RESOURCES**

### **Deadlines for University Paperwork**

1. **First Semester:** By the end of the first semester (or as they complete 9 graduate hours), students should have a clear idea of what their exit option for completing the program will be: thesis track, internship, or special project. If a student chooses to work on a thesis, it is imperative to identify a major professor to supervise this project by the end of their first semester (or after completing 9 hours of coursework). The Major Professor's signature must be obtained on 1) The ["Request for Major Professor Form"](#) and 2) ["the MA Committee form"](#), both of which can be found on our website and are available for reference in the appendix

**2. Second Semester:** By the end of the second semester (or as they complete 18 graduate hours), all students should have completed a Degree Plan and this document should have been submitted to the Toulouse Graduate School. Students who choose the thesis track should have identified the second and third members of the thesis committee. Signatures from the second and third committee members must be obtained on the MA committee form. If a thesis student is conducting research that will require IRB, which stands for Institutional Review Board for the Protection of Human Subjects in Research approval, it is expected that the student will work in close consultation with their Major Professor to ensure successful approval of the IRB immediately after their prospectus has been approved. In this situation, it is highly encouraged for the student to have identified committee members and have successfully defended their prospectus by the end of the second semester

**3. Third Semester:** Thesis students who are working on projects that don't require IRB should enroll in their first set of thesis hours (WGST 5950) during this semester and plan to complete and defend their thesis prospectus. By the end of the third semester (or as they complete 24-27 graduate hours), all students who are not completing a thesis should have identified their major professor all members of their advisory committee. To formalize this a ["Request for Major Professor Form"](#) must be submitted to the Program Director, with the students' selected major professor's signature. During this semester students should coordinate with members of their assembled Graduate Advisory Committee to completed the pre-comprehensive examination worksheet in preparation for comprehensive exams (due the week preceding the final long semester of enrollment).

**4. Start of last semester:** The week preceding the final long semester of enrollment, non-thesis students will complete their written comprehensive exams. During this semester students may be asked to complete rewrites of some or all of their submitted answers. In this instance students must work to ensure their completed comprehensive exams are submitted at the graduate school by the deadline posted on their [website](#). While this date varies from semester to semester it is generally the case that these materials are due by the end of the 8<sup>th</sup> week of the semester. During their final semester of coursework all students should apply for graduation. See the Toulouse Graduate School website for details (include the web site). Additionally all students preparing to graduate must file proof of foreign language requirement for MA. See the Department of World Languages website for details (include the link) and submit a Degree Plan Change Form if there were any changes from the Degree Plan they submitted originally (see Appendix)

## **FOREIGN LANGUAGE REQUIREMENT FOR MA**

There are three ways to complete the foreign language requirement for the MA in Women's and Gender Studies.

### Option 1: Foreign Language Credit Hours

Students may fulfill the foreign language requirement by completing 2 years in one foreign language. These classes must have been for a grade (not pass/fail) and completion of the equivalent of an intermediate level class with at least a "C" on the last class taken is required. Previous undergraduate credit hours will be accepted. All you need to do is indicate that you are using previous undergraduate credit on your degree plan. The graduate school already has your transcripts and will verify the credit hours. If you are taking these courses while pursuing your master's degree, the graduate school must receive a transcript to have these courses on file. You should not take any of these courses during the semester you plan to graduate. The graduate school needs all transcripts before processing a graduation application.

### Option 2: Foreign Language Reading Examination

The Reading Examination is given by the Department of World Languages, Literatures and Cultures. Students applying to take the foreign language examination (in French, German, or Spanish) given by the UNT Foreign Language and Literatures Department are required to take a screening test in the chosen language prior to being given permission to attempt the translation examination. These screening tests are administered by the World Language Department, at no charge. Contact the Department about times for this test. Students whose scores on the screening test are unsatisfactory will not be permitted to attempt the translations examination. Students who wish to apply for the examination must follow the following procedures:

1. The student goes to the Foreign Language Department and takes the appropriate screening test at the scheduled time.
2. When the screening test has been graded and the score is satisfactory, the Department will give the student a card to take to the Graduate Office for approval indicating the student should be allowed to take the translation examination.
3. The student will pay a \$15.00 fee at the Bursar's Office; then return the card to the Department of Foreign Languages. Students must sign up at least one month in advance of the translation exam.

The student takes the translation examination at the times scheduled (see dates in the Graduate Catalogue). The results are reported by the Department to the Graduate School, which will then notify the student.

### Option 3: International Students Using their Native Language

International students can use their native language to fulfill the requirement, as can students who went to an international school and are using transcripts or a diploma to fulfill the language requirement. These students must contact the Department of World Languages to have fluency verified.

## **ACADEMIC POLICIES (MAINTAINING GOOD STANDING IN THE PROGRAM)**

### Time Limits for Degree Completion

All requirements for the master's degree, including transfer hours, must be completed within six (6) years. As individual courses exceed this time limit, they no longer count toward the master's degree in Communication Studies at UNT.

### Grades of "Incomplete"

According to the [UNT 2019-2020 Graduate Catalog](#), an Incomplete is "a nonpunitive grade given only during the last one-fourth of a term/semester and only if the student is (1) passing the course; (2) has a justifiable reason (such as serious illness), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specified requirements. These requirements must be entered on the grade roster by the instructor. Grades of I assigned to a graduate course at the end of the Fall 2017 semester and later will default to F unless the instructor has designated a different automatic grade."

Since the student must complete at least three-fourths of the semester before becoming eligible to request an incomplete, many professors will insist that at least three-fourths of the assignments be completed before considering a request for an incomplete. The "justifiable reason" referenced in the second point above is reserved generally for unforeseeable extended illness, military service, etc., and must be a reason that goes beyond simply being behind and unable to catch up in the course. If the student's reason for requesting an incomplete is not

compelling, they should consider dropping the course prior to the deadline set by the university.

### UNT Graduate School Probation/Suspension Standards

According to the [UNT 2019-2020 Graduate Catalog](#):

“A student who fails to achieve the required cumulative average of 3.0 GPA (B average) on all courses carrying graduate credit in a term/semester will be placed on academic probation for the subsequent term/semester. If the student achieves a 3.0 semester GPA in the subsequent term/semester, but the cumulative GPA is still below 3.0, the student will remain on academic probation. The student will be removed from probation when the 3.0 cumulative GPA is achieved. A student who is on probation cannot apply for graduation and cannot graduate.”

“A student who is placed on academic probation who does not receive either a semester or a cumulative 3.0 GPA during the term/semester of probation will be subject to academic suspension for a period of up to one calendar year before becoming eligible to re-enroll for further graduate courses. Graduate work completed elsewhere during a period of graduate suspension at UNT may not be counted for graduate credit at UNT. After the one-year period of suspension, students must reapply for admission to graduate school (see “[Readmission of Graduate Students](#)” in the Admission section of this catalog); students may then enroll in graduate courses under probation with the same probation conditions as previously described. Students who are then suspended a second time without having returned to good academic standing by achieving a cumulative GPA of 3.0 or better will be dismissed from the university.”

Any grade that falls below C cannot count as course credit toward a student’s master’s degree in Communication Studies, but the grade will count in calculating the student’s GPA. “The student whose UNT GPA in graduate work falls below 3.0 must make up the deficit, either by repeating courses in which the grades are low [below C], or by completing other UNT courses with grades high enough to bring the overall UNT GPA up to 3.0. Low grades made in graduate courses at UNT may not be duplicated at other institutions.”

As of Fall 2018, a student may duplicate only two graduate courses in which they received a grade of C or lower for grade replacement. A single course may only be repeated once for grade replacement. Importantly, due to the availability and rotation of courses in the department, most courses will not be offered twice within the two years of a full-time degree plan timeline. In addition, students may only duplicate two courses total in completing their master’s degree.

## **TRAVEL FUNDING**

UNT Women’s and Gender Studies graduate students are encouraged to have an active presence in interdisciplinary organizations. To facilitate this, the Toulouse Graduate School, CLASS, and the WGST program all offer travel grants for students presenting at a conference. Be sure to visit the [CLASS website](#) that details the application process and deadlines for Graduate Student Travel Support Grants regularly.

## **ADDITIONAL FUNDING OPPORTUNITIES**

### Graduate Assistantships Positions

The program has a limited number of instructional and research assistantships for graduate students. If interested, please contact the WGST program director.

### College of Liberal Arts and Social Sciences (CLASS) & Toulouse Graduate School

CLASS has a limited number of scholarships. Please visit their website for more information on the types of scholarships offered and eligibility requirements (<https://class.unt.edu/scholarships>). Information about

scholarships from Toulouse Graduate School can be found here (<https://tgs.unt.edu/future-students/funding-your-graduate-education/awards>)

### The Office for Nationally Competitive Scholarships

The UNT Office for Nationally Competitive Scholarship (formerly the Office of Postgraduate Fellowships) assists undergraduate and graduate students in identifying and pursuing externally funded research and study opportunities. <https://honors.unt.edu/office-nationally-competitive-scholarships>

### UNT Facilities and Services

- **General Access Labs**

General access computer labs, located throughout the Denton campus and at the Dallas Campus, provide access to hundreds of microcomputers for use by UNT students. The general access labs contain both Windows and Macintosh personal computers with laser printing capabilities. A special adaptive computing lab is available for persons with disabilities. Chilton Hall houses one of the General Access computer labs. The lab is located in on the second floor, room 255. A list of various labs can be found here <https://computerlabs.unt.edu/location-labs>.

- **Internet Services**

Academic Computing Services provides a suite of internet services available to all students. Eagle Connect is the official student e-mail system of the University of North Texas. University policy requires that students activate and read their Eagle Mail. A bulk mail service allows faculty to send Eagle Mail to their students simply by entering their course and section number. For more information, see: <http://eagleconnect.unt.edu/>.

- **Help Desk**

The Computing Center Support Services Information Desk provides a centralized referral service to advise students on a wide variety of computing subjects and assist them in trouble-shooting problems. The helpdesk can be contacted by phone at (940) 565-2324 or via e-mail at [helpdesk@unt.edu](mailto:helpdesk@unt.edu). For more information visit <http://www.unt.edu/helpdesk/>.

- **Writing Lab**

The UNT Writing Lab is available to all students, on-campus and online. They offer help with technical writing, grammar, using citations, etc. See their website for more information <http://writingcenter.unt.edu>.

- **Learning Center**

The Learning Center offers a variety of services to support graduate students, including information on research skills, support networks, a study skills lab, and workshops on tips on success in graduate school. For more information go to: <http://learningcenter.unt.edu/graduatestudentservices>.

- **Libraries**

The Libraries of the University of North Texas contain over 1,800,000 cataloged materials including printed books, periodicals, documents, microforms, microcomputer software and audio-visual media. These materials are located in three separate facilities: the A.M. Willis, Jr. Library, the Science and Technology Library, and the Media Library. Each facility houses a unique collection and offers professional service to assist students in meeting their information needs. <http://www.library.unt.edu> The Library website provides access to one of the most comprehensive collections of electronic journals, books, and databases in the state. These e-resources are available 24/7 to UNT students, faculty and staff

(<http://www.library.unt.edu/services/facilitiesand-systems/campus-access>). Reference consultation is available in person or via the phone <http://www.library.unt.edu/ask-us>. The social sciences librarian is Jennifer Rowe (Jennifer.Rowe@unt.edu) and is available to help you find and access library materials. In addition to these individualized services, research assistance is provided through numerous "Resources for Research" guides published on the Libraries website. The Libraries' Graduate Student Handbook lists services of special interest to TA's.

1. Willis Library

Willis Library houses one of the country's largest music collections, with over 147,000 books, periodicals, scores, sheet music, extensive disc and tape collections, and an audio center. Additional collections and offices include the humanities and social sciences collections, the University Archives, the Rare Book and Texana Collections, and the Libraries' Administrative Offices. Willis Library is both a federal and state depository for government documents with specialized reference services offered through the Government Information Connection website – <http://www.library.unt.edu/govinfo>.

2. Science and Technology Library

The Information Sciences Building houses the Science and Technology Library, which contains books, periodicals, and reference materials in the library and information sciences, natural and physical sciences, engineering, mathematics, behavior analysis, and psychology.

3. Media Library

The Media Library's collection includes non-book materials such as audio-and video- recordings, films, slides, and transparencies. For detailed information on the Media Library visit <http://www.library.unt.edu/media/>. Librarians welcome the opportunity to work with classes at the beginning of assignments involving library use. To request an instruction session, contact the appropriate library department (General Reference, Documents, Music, Rare Books, User Education, Science and Technology, or the Media Library) two weeks before the desired session.

### Career Center

The UNT Career Center strives to empower students and alumni to identify and achieve individual goals for career success. The center employs a full-time graduate school specialist dedicated to assisting students in determining career paths and opportunities. Whether interested in pursuing a career in academia or exploring the broad range of options within various industries and occupations, they offer resources ranging from mock interviews to networking advice. Workshops throughout the semester are often available either in person or via live-stream to anyone connected remotely. For more information, visit <https://studentaffairs.unt.edu/careercenter/students-and-alumni/graduate-students>.

### Counseling and Testing Services

Counseling and Testing Services (CTS) provides a wide range of psychological services to assist students with social/family/relationship difficulties; psychological problems such as loneliness or depression; crisis counseling and referral, and career counseling and testing. Consultation and outreach programming are also available for faculty/staff and students. For more information, visit <http://studentaffairs.unt.edu/counselingtesting-services>.

CTS administers computer-based testing for GRE, GMAT, TOEFL, and CLEP. CTS also administers most national tests including THEA, MCAT, SAT, and ACT. Information and application forms are available at the center.



Counseling and Testing Service is located in Chestnut Hall, Suite 311. Telephone: 565- 2741

Computer Based Testing is located in the Gateway Center in room 140. Telephone: 369- 7617

### Division of Institutional Equity and Diversity

The Division of Institutional Equity and Diversity is committed to inclusive excellence. The department's primary goal is to champion equality, access, and engagement to create a welcoming campus community where diverse faculty, staff, and students thrive. It creates an inclusive environment that prepares and promotes UNT student success in a global marketplace. At UNT, all members of the community value, support, and respect each other and the educational benefits of diversity. For more information regarding the University's policy statement on diversity, please view the UNT Policy Manual at Classification Number 04.018.

The Division of Institutional Equity and Diversity is under the direction of the Vice President for Equity and Diversity. The Division is comprised of two entities: the Office of Equal Opportunity and the Office of Diversity & Inclusion.

Division of Institutional Equity and Diversity  
Hurley Administration Building, Suite 175  
Telephone: (940) 565-2711  
FAX: (940) 369-7712  
<http://edo.unt.edu/>

### **Multicultural Center**

The Multicultural Center, a student services department, is committed to cultivating a campus environment where people of all identities can thrive. It fosters the success and awareness of historically underrepresented student populations with an emphasis on disability, ethnicity, gender, interfaith, race, and sexual orientation. The Center's programs and activities are developed to increase the awareness, understanding, and intersectionality of the various identities in the UNT Community.

The Multicultural Center is responsible for planning university-wide activities during heritage month celebrations, as well as providing training opportunities for the campus. The center also offers drop-in tutoring and student organization advising.

The Multicultural Center is located on the third floor of the University Union, Room 335. For more information, visit, call (940) 565-3424, or email [multicultural@unt.edu](mailto:multicultural@unt.edu).

### **Pride Alliance**

The University of North Texas (UNT) Pride Alliance is a gender and sexuality resource center and a safe and welcoming space for all. The values that drive our work include:

- **Education**: Providing information, programs, and training opportunities that create awareness, understanding, and inclusion of all gender and sexual identities represented within the UNT community.
- **Engagement and Involvement**: Serving the UNT community through partnerships with campus and community organizations and promoting policies and practices that are inclusive of all gender and sexual identities.
- **Student Success and Leadership Development**: Fostering an environment that affirms and celebrates all gender and sexual identities and providing opportunities for personal growth

through dialogue, exploring the intersections of identity, and creating support systems to enable achievement.

The Pride Alliance is located in the Student Union (room 372) and is open Monday through Friday 8 a.m.-5 p.m. For more information visit or call (940) 565-2589 or email [pridealliance@unt.edu](mailto:pridealliance@unt.edu).

### DACA Resources

DACA was an executive action taken by President Barack Obama which allowed undocumented immigrants who came to the US under the age of 16 to apply for protections from deportation. If you require assistance, please visit: <http://www.unt.edu/DACA>. There is a team of faculty, staff, and students who are available to provide mentorship and support to undocumented students at UNT, they are the Eagle Dreamers. They have created a Resource Guide available here:

[https://www.unt.edu/sites/default/files/fd\\_dreamers\\_resource\\_guide\\_284f921f3c8be325e9817052cee364b057685b19e15be734ab696d19e15594ab8a.pdf](https://www.unt.edu/sites/default/files/fd_dreamers_resource_guide_284f921f3c8be325e9817052cee364b057685b19e15be734ab696d19e15594ab8a.pdf).

### Division of International Affairs

The Division of International Affairs at the University of North Texas assists all students, faculty, staff and all departments and colleges in administering, participating and developing programs with an international emphasis. It is committed to fostering an international perspective that amplifies the university's mission to excellence in teaching and the discovery and application of knowledge through research and creative activities.

The majority of programs and services are located in Marquis Hall. Telephone: 940-565- 2197. Website: <https://international.unt.edu/>.

#### **International Student & Scholar Services**

UNT welcomes more than 2,500 international student and scholars each year. International Student & Scholar Services is committed to providing support to UNT's international communities. The International Advising office assists international students and scholars at UNT, Dallas Systems Center, and the Health Sciences Center at Fort Worth in the process of obtaining visas, maintaining status, extending stays in the U.S., authorizing employment, and all other immigration matters.

International Student & Scholar Services

Marquis Hall, 125

940-565-2195

<http://international.unt.edu/ISSS/welcome-international-student-scholar-services>  
[internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)

#### **Intensive English Language**

Institute The IELI provides seven levels of English language academic preparatory classes for students from beginning to advanced levels. The IELI provides conditional admission (NO TOEFL required) for international students who successfully complete the IELI.

UNT International – Intensive English Language Institute

Marquis Hall, 105  
<http://international.unt.edu/ieli/intensive-english-language-institute>  
940-565-2197

### **Sponsored Student Program**

The SSP, located in Marquis Hall, offers specialized services to students who are sponsored by their government or other sponsoring agency. SSP offers tailor-made academic programs for special groups, orientation, academic advising, personal counseling, cultural excursions and other services. SSP also provides third-party billing, and timely reporting to sponsors.

UNT International – Sponsored Student Program  
Marquis Hall, 114  
<http://international.unt.edu/content/sponsored-students-and-programs-office>  
940-565-2196

### **Study Abroad**

All students at UNT, including international students, who meet academic requirements, are eligible to study abroad in many countries. Study Abroad advisors help plan appropriate semester or year exchange programs and short-term or summer programs led by UNT faculty. Scholarships and financial aid, if applicable, are available to all students who participate in SA programs. For more information, please call 940-545-2207, or visit the Study Abroad Office in Marquis Hall 145 or website:

<https://studyabroad.unt.edu/>.

### Office of Disability Access

The Office of Disability Access (ODA) exists to prevent discrimination on the basis of disability as mandated by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This is accomplished by determining eligibility for qualified students by reviewing disability-related medical and psychological documentation along with the student's individual experiences, to determine appropriate, reasonable accommodations which are then recommended to the campus. ODA will work to provide reasonable accommodations to students and to apply appropriate adjustments to the classroom environment.

In order to facilitate this process, ODA maintains all student disability-related medical and psychological documentation and the corresponding accommodation request records. Students who qualify for accommodations will receive a letter of reasonable accommodation after attending the ODA intake appointment. This letter verifies that the student has a disability and summarizes the recommended accommodations. Students must then take this letter to their instructors and discuss it before accommodations can be implemented. It is the students' responsibility to distribute the letters to their professors

Location: Sage Hall, Suite 167  
Telephone: (940) 565-4323  
Website: <https://disability.unt.edu/>

### **Examples of ODA Services**

- Provide location and proctoring for classroom test accommodation.

- Arrange classroom "service providers" such as Sign Language Interpreters and CARTs (Computer Assisted Real-time Transcriptionists).
- Screen and hire readers for in-class and textbook reading for students with visual and reading impairments.
- Facilitate provision of materials in alternative formats, such as in electronic format, in audio format, in Braille, etc.
- Assist in providing textbooks and other required reading materials in alternative formats (e.g., audio tape, electronic file).
- Assist in arranging adaptive furniture in classrooms as requested. Serve as referral source to campus services such as tutoring programs and other community support services.
- Provide ADA and Disability Accommodation training to faculty and staff groups.
- Provide consultation to faculty and student when classroom accommodation agreement is not reached.

### **Functions Outside Scope of ODA**

- ODA does not serve as an academic advisor; rather, we serve as an academic facilitator. ODA will provide assistance with student registration as it relates to disability.
- ODA does not determine degree plans or determine course substitutions. ODA only provides documentation and recommendations to the appropriate Academic Deans for a student request for course substitutions.
- ODA does not provide direct accommodation services to faculty and staff but does serve in a consulting role regarding faculty and staff accommodation issues. ODA does not perform psychological, medical, or other diagnostic evaluations; all disability documentation must come from a qualified source outside the department.

### **Testing Procedures**

- The ODA Testing Center is centrally located in Sage Hall, Rm. 167. All examinations are administered and monitored by staff proctors. The main testing room is equipped with security cameras.
- Students requesting to take their exams in the ODA must present the Professor, TA with two items: 1) A Letter of Reasonable Accommodation; 2) ODA Alternative Test Request Form (ATRF). Both of these are provided by the ODA office.
- Whenever possible, students will arrange reasonable testing accommodations with their instructor early in the semester. If the instructor is not able to provide a testing space and the recommended reasonable testing accommodations, then the student and the instructor must complete the ODA Alternative Test Request Form, keeping in mind that it is the students' responsibility to return the completed form to the ODA.
- The Professor/TA should fill out the bottom portion of the Alternative Test Request Form indicating the date & time of exam, any aids that are permissible to use (examples: calculator, formula sheet, open textbook or notes), the time limit of the exam, and how the test will be delivered to the ODA.

- The Professor/TA should deliver the test to the ODA before the exam time by either hand delivering the exam to ODA or by emailing the exam to the ODA Testing Coordinator at [Testing.ODA@unt.edu](mailto:Testing.ODA@unt.edu).
- Upon completion of the exam, tests will be delivered back to the main department by ODA personnel.
- Test Irregularities/Cheating: Cameras and proctor walk-ins are utilized during testing. If a student is suspected of academic dishonesty (cheating), a report will be written and sent to the professor, the ODA director, and the Dean of Students. A copy of the report will also be placed in the student's file. The instructor will determine further actions to be taken. Academic dishonesty is a violation of the student code of conduct and may lead to suspension or expulsion from the university.
- For more information regarding the University's policy on accommodating students with disabilities, please view the UNT Policy Manual at Classification Numbers 04.014 and 16.001.

### Student Legal Services

A wide range of legal advice is offered at no charge to students by Student Legal Services. Students may receive assistance for legal problems such as auto accidents, landlord/tenant disputes, employment and consumer-related complaints. Legal representation may be provided at the discretion of the attorney. Pamphlets, brochures, and other publications helpful to students are available through this office. The fastest way to meet with the attorney is to attend Open Legal Clinic. Open Legal Clinic hours are from 8:30 am to 12:00 pm, and from 1:00 pm to 3:30 pm every Wednesday. There is no need to schedule an appointment. If you cannot attend the Open Legal Clinic, appointments can be made by calling 940-565-2614. Student Legal Services is located in the Union, room 411.

### University Police

The mission of the UNT Police Department is to protect life, property, and individual rights and freedoms. The department's purpose is to provide an environment that will aid the learning process. University police officers are commissioned and licensed by the State of Texas. They have the same police powers as municipal law enforcement officers, and enforce state statutes. The UNT Police Department has jurisdiction and authority that extends throughout Denton County, and it works closely with local, state, and federal law enforcement agencies.

The department provides a full range of police services and programs on a routine or emergency basis for the university, including an emergency telephone system located throughout the campus; a security escort service; and various crime prevention programs.

Emergency number: 911

Non-emergency number: (940) 565-3000

### Student Insurance

Information about student insurance offered by UNT can be found at the Student Health and Wellness Center website at: <http://studentaffairs.unt.edu/billing-insurance>





## WGST-MA Committee Form

Student's Name:

Student's UNT ID Number:

Date:

**Committee Members:**

**Chair's Name:**

Department/Organization:

Chair's Signature: \_\_\_\_\_

**2nd Committee Member's Name:**

Department/Organization:

Committee Member's Signature: \_\_\_\_\_

**3rd Committee Member's Name:**

Department/Organization:

Committee Member's Signature: \_\_\_\_\_

**TO BE COMPLETED BY GRADUATE DEAN**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of the Graduate School

## Grad Advising Worksheet

Semester 1 \_\_\_\_\_

- 1.
- 2.
- 3.

Semester 2 \_\_\_\_\_

- 1.
- 2.
- 3.

Semester 3 \_\_\_\_\_

- 1.
- 2.
- 3.

Semester 4 \_\_\_\_\_

- 1.
- 2.
- 3.

### General Requirements

\_\_\_ Theory Course

\_\_\_ Methods Course

\_\_\_ Globalization & Gender

\_\_\_ Either PIL or Internship (3 hours in summer or 3rd or 4th semester) or **THESIS** (3 hours in last 2 semesters for total 6 hours)

\*Note, cannot take more than one exit option.

### Exit Options

#### **Thesis Option:**

Students wishing to complete a thesis will work in close consultation with their committee chair and selected committee members on substantial research project during the student's final two long semesters of enrollment.

- 30 hours: 24 hours of coursework, 6 hours of WGST 5950 (master's thesis hours), and an oral thesis defense

#### **Internship Option/Comprehensive Exam:**

Completing an internship offers valuable on-the-ground experiences that enable the student to glean an insider's perspective of an organization to help decide if pursuing a career in this profession is the right choice. Students must complete at least 12 hours of graduate WGST coursework before enrolling in an internship and must work in close consultation with the WGST Program Director.

- 30 hours: 27 hours of coursework, 3 hours of WGST 5850 (Internship Hours), and written comprehensive examinations (taken during the student's last long semester of enrollment).

#### **Special Project Option/Comprehensive Exam:**

In consultation with their major professor, this option allows students to focus on a semester-long research or creative project opportunity, suitable for publication or professional review. Students must complete at least 12 hours of graduate WGST coursework before enrolling in this special problem and must work in close consultation with their major professor.

- 30 hours: 27 hours of coursework, 3 hours of WGST 5900 (Special Problems), and written comprehensive examinations (taken during the student's last long semester of enrollment).



Appendix III - Major Professor Form

**Request for Major Professor in Women's & Gender Studies**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's name)

I request that (Professor's Full Name) serve as my major professor. I have consulted with her or him on this matter, and they have agreed to serve.

\_\_\_\_\_  
(Signature of Major Professor)

\_\_\_\_\_  
(Signature of Director of Graduate Studies)

\_\_\_\_\_  
(Signature of Department Chair)

Appendix IV – Sample Degree Plan

**UNIVERSITY OF NORTH TEXAS GRADUATE SCHOOL  
MA Women's & Gender Studies Degree Plan**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Deficiencies in UG prerequisites: \_\_\_\_\_ First semester of program: \_\_\_\_\_ Completion of program by: \_\_\_\_\_

Master's degree to be earned: \_\_\_\_\_ Major Professor: \_\_\_\_\_

Responsibility for reading catalog requirements and for knowing when program has been completed rest entirely upon the student. Application for graduation must be filed with the Graduate School office before the deadline date in force during your final semester. See Graduate School calendar for deadline date. The number of UNT off-campus residence courses which may be applied to the master's degree is limited by state regulations. Consult the Office of the Graduate Dean for information concerning this restriction. Identify transfer courses with school abbreviation and date completed. Official transcripts of transfer work must be filed before courses can be approved.

**Courses to be completed for the master's degree**

**Required Courses (9 hours):**

Course Prefix & Title	Semester & Year Taken	Grade & Credit Hours

**Thesis Track Option (Remaining 15 hours of coursework and 6 hours of WGST 5950):**

Course Prefix & Title	Semester & Year Taken	Grade & Credit Hours

**Non-thesis Track Option (Remaining 18 hours of coursework and 3 hours of WGST 5850 or WGST 5900):**

Course Prefix & Title	Semester & Year Taken	Grade & Credit Hours

Admission to candidacy is recommended: \_\_\_\_\_

Total Semester hours required: \_\_\_\_\_

\_\_\_\_\_  
Major Professor

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Date

**To Be Completed by Toulouse Graduate School**

**This student is admitted to candidacy:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Provost for Graduate Education and Dean of the Toulouse Graduate School

**Prospectus Invitation**

**To:** Dr. Alicia Re Cruz, Program Director  
Women’s & Gender Studies

Dr. (PROFESSOR’S FULL NAME), Major Professor

Dr. (PROFESSOR’S FULL NAME), Committee Member

Dr. (PROFESSOR’S FULL NAME), Committee Member

**Members of the Faculty in the Women’s & Gender Studies Program:**

Dr. Alicia Re Cruz, Dr. Özlem Altıok

**Subject:** Presentation of a Prospectus for an MA Thesis for (STUDENT’S NAME)

**Date:** (DAY, MONTH DATE, YEAR)

**Time:** (TIME OF DAY)

**Place:** (BUILDING AND ROOM NUMBER)

**Title:** (FULL TITLE OF THESIS)

## **General Guidelines for Thesis Prospectus**

According to Dr. J. Jeffery Auer, Professor Emeritus of Speech Communication at Indiana University, a prospectus “is a document that answers a lot of questions about a research project. For the researcher it serves as a guide for future action. For anyone else it provides a comprehensive picture of what the research is about.” While each thesis project (and thus, prospectus) differs, below are some general guidelines to help assemble a rhetorical thesis prospectus. As with all aspects of graduate life, consult with your advisor before getting in too deep.

**Topic:** What is its title—or working title that emphasizes the relationship between your text, your theoretical approach, and why we should study this problem.

**Purpose:** What is the problem, and how will the research resolve it? How will you define it? Use existing research and theories to help guide and justify the development of your questions/purpose. Be sure to clearly define the key terms in your research questions (rely on existing definitions whenever possible, or explain why you are redefining key terms). Critical/textual studies most often utilize a thesis/purpose statement as opposed to research questions, however questions can help frame the overall scope of your project.

**Significance/Justification:** Why bother? Who cares? In other words, why is the proposed research important and/or valuable? How will your research add to the existing body of knowledge on this topic? How is your research different (in focus, methodology, assumptions, etc.) from previous research? If not, why not?

**Relationships:** With what other problem(s) is it associated? How is it distinguished from related problems? What are its parameters (which is to say, what are its boundaries that set it apart)? This will help determine the literature you will need to review in your prospectus ...

### **Literature review**

- Begin your literature review with a clear preview of the bodies of literature you will review or the main topics that will structure your review.
- Include theories and concepts of relevance to your study.
- Include specific studies of relevance to your own.
- Work to identify the scope, strengths, and weaknesses of the existing research in order to identify any gaps or limitations that your research will somehow fill in or improve upon.

**Method:** What method—or general approach—seems most promising in attacking this problem? Is there an already extant methodology (perhaps from a standard collection, or as used in a previous and similar study)? Or is there at least an organizing metaphor that may help develop an approach?

**Preview of Chapters:** The last section of the prospectus should provide an overall outline of the study, as it is projected. Typically, this outline is provided as a chapter-by-chapter plan. To be helpful, the plan should be detailed sufficiently to give committee members an idea of where pieces of the study fit into the whole, as well as how the study should develop.

**Notification of Thesis Defense**

**To:** Dr. Alicia Re Cruz, Program Director  
Women’s & Gender Studies

Dr. (PROFESSOR’S FULL NAME), Major Professor

Dr. (PROFESSOR’S FULL NAME), Committee Member

Dr. (PROFESSOR’S FULL NAME), Committee Member

**Members of the Faculty in the Women’s & Gender Studies Program:**

Dr. Alicia Re Cruz, Dr. Özlem Altıok

**Graduate Students in the Women’s & Gender Studies Program at UNT.**

**Subject:** Thesis Oral Examination for (STUDENT’S NAME)

**Date:** On (DAY, MONTH DATE, YEAR) at (TIME OF DAY) in (BUILDING AND ROOM NUMBER),  
you are invited to participate in the oral examination of (STUDENT’S NAME). She/he is a  
candidate for a Master of Arts Degree in Women’s & Gender Studies.

**Thesis Title:** (FULL TITLE OF THESIS)

### **WGST Graduate Student Internship Guidelines/Suggestions**

**When a student completes an internship they must:**

- 5. Log at least 10 hours/week (150 hours total)**
  - a. Keep track of this log (detailing dates, hours worked, and tasks)
  - b. The hours you log, should be hours on the job (not working on the portfolio, paper, etc.)
  
- 6. Complete a portfolio (Ideally some kind of electronic resource that links to materials you've worked on or helped to complete)**
  - a. This portfolio should demonstrate all of the work that you have done for your internship (websites worked on, training modules completed, newsletters, databases maintained, correspondence etc.)
  - b. The form that this takes depends entirely on the type of internship you've completed. Basically what we are looking for is some kind of record for you've spent your time working on
  
- 7. Write a critical reflection paper (8-10 pages, not including front matter or citations)**
  - a. This paper should use theory and concepts you have learned throughout the WGST program and should be applied to their internship experience to reflect on and conceptualize their experience from this theoretically informed vantage point.
    - i. In what ways did your WGST degree inform your understanding of the organization you were working with and/or the work you completed there?
    - ii. How does a feminist lens help you understand the work that this organization does?
    - iii. In what ways does this experience extend the knowledge you gained in the WGST courses you took?
  - b. This paper is not a research paper but, if you reference theories or concepts (which you should), these should be cited in the works cited page of the document
  - c. This paper will be due no later than the week before the semester/term end date for which you've enrolled for internship hours.
  
- 8. Schedule a meeting with the Director of the WGST program (me) during the first half of your internship so that we can talk about the expectations of the portfolio and paper.**
  
- 9. Your internship supervisor (the person at the organization/business you are working) will be asked to complete a supervisor evaluation form to reflect on your performance at the end of your time there. I will use this to help me calculate the final letter grade you will earn for this "course."**

**University of North Texas**  
**Women's and Gender Studies Program**

(Revised March 2022)

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**Internship Supervisor Evaluation**

In UNT's Women's and Gender Studies program, we are committed to developing and maintaining strong relationships with our internship partners. We hope that the internship experience is beneficial for the organization and the graduate student and your feedback is important to our ability to assess the success of this program and this student's contributions. Therefore, we ask the supervisor for each intern to complete this evaluation that assesses the performance of your student intern. This evaluation counts as a significant portion of the intern's grade in the course, so your frank and thoughtful feedback will be appreciated.

**Please complete this form and return it to the address on the second page.** Thank you very much.

**Intern's Name** \_\_\_\_\_ **Organization** \_\_\_\_\_

- 1. To what extent was the intern prepared for the position in which he/she was placed? Did the intern have strong oral and written communication skills? Upon arrival, did the intern possess the skills you expected?**
  
- 2. Was the student professional in the work environment? Did he/she arrive on time? Did he/he consistently follow the schedule created for him/her? Was he/she courteous, friendly, appropriately dressed, etc.?**
  
- 3. Interns are expected to contribute a minimum of 150 hours to their job site over the course of the semester. Did your intern meet this expectation?**
  
- 4. Over the course of the internship, to what extent did the intern perform jobs as expected? Were there things he/she performed well or poorly that should be noted?**

5. Are there additional comments that you think would help us evaluate this student?

6. From your perspective, if you were assigning a letter grade for the intern's work in your organization, what grade would you assign? \_\_\_\_\_

(A = clearly outstanding; B = good; C = average; D = below average; F = well below average)

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For future reference, are there additional ways we can better prepare our interns? If so, please describe them. We appreciate any feedback you're able to offer.

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**Supervisor Name/Signature**

**Date**

Appendix



**Women’s and Gender Studies Program – University of North Texas**  
**Preliminary Comprehensive Exam Worksheet**  
(Revised 4.19.22)

*Instructions for Students: Please email all the members of your Comprehensive Exam Committee after they have officially agreed to serve and ask them for some information about what to expect about your comprehensive exam question from/with them. Your goal is to fill-in this worksheet with as much information as you can so that you feel confident going into the comprehensive exam process. You may schedule a time to meet about talk about your question or you may choose to communicate over email. A completed worksheet is due to the Director of the Program by the last day of classes in the long semester before your complete your comps.*

**Some General Expectations about Comprehensive Exams:**

- The comprehensive exam comprises four essay prompts.
- In crafting your essays, you should refer to empirical evidence to support your arguments. Your responses should incorporate data, concepts and examples from the most relevant scholarship on the subject at hand (see your course syllabi). You may also branch out to include more recent scholarship where relevant or needed.
- You should consult the syllabus for each course you are taking the comprehensive exam over, and discuss with the faculty member who is on your committee about the specific question and the material you should read/revisit.
- The suggested length for each essay response is 8-12 pages double-spaced (2,000-3,000 words)
- You should refer to empirical evidence to support your arguments. That is, your responses should incorporate the most relevant scholarship on the subject at hand, but may also branch out to include more recent scholarship where relevant or needed.
- Please use subheadings to logically organize your essay responses.
- Please cite your sources properly. We suggest using APA but as long as you are consistent, you may use any style of your choice.
- Your essays will be evaluated on substance as well as the quality of the writing.

**Sample Timelines for Summer and Fall**

- **Summer Comps**
  - Faculty Submit Comps questions by May 20
  - Students receive questions by May 27
  - Students submit all of their written comps answers by June 24
  - Faculty submit feedback/decisions to students by June 29
  - If re-writes are requested students must turn those in by July 6
  - Evidence of Passing Comps is due to TGS by July 8.
- **Fall Comps**
  - Faculty Submit Comps questions by July 22
  - Students receive questions by July 29
  - Students submit all of their written comps answers by August 26
  - Faculty submit feedback/decisions to students by September 2
  - If re-writes are requested students must turn those in by TBD
  - Evidence of Passing Comps is due to TGS by TBD

## Women's and Gender Studies Program – University of North Texas Preliminary Comprehensive Exam Worksheet

Student Name: \_\_\_\_\_

Semester you completed this worksheet: \_\_\_\_\_ Semester exams are scheduled: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

<b>Professor's Name and Class over Which you will comp</b>	<b>Will the professor share the question ahead of time?</b>	<b>Content to be covered in exam</b> <i>What particular topics should you expect to engage in this answer?</i>  <i>Will any subject matter from outside of the course be expected?</i>  <i>If faculty will share the question with you, please use this space to record what it is (or what you/they think it will be).</i>	<b>Information about Readings</b> <i>How many sources should be engaged in your answer?</i>  <i>Any specific texts that you are expected to work with?</i>
<b>WGST GENERAL QUESTION</b>  This question will be reviewed by the WGST Program Faculty who are on your committee.	Yes/No	Please discuss how your graduate studies in Women's and Gender Studies at UNT has shaped your professional and/or academic career goals. Please refer to specific classes, concepts, and lessons as you formulate your response.	We suggest using approximately 5 sources to answer this question and these can be drawn from across your coursework.
	Yes/No		
	Yes/No		
	Yes/No		

## **Graduate Program Procedures Checklist**

This checklist includes procedures that must be followed by graduate students from admissions through graduation. You should retain this checklist throughout your course of graduate studies. Each student is responsible for insuring that appropriate deadlines are met.

### **Degree Plan Procedures**

#### **Before enrolling in any classes:**

\_\_\_\_\_ Seek advice from the department’s Director of Graduate Studies.

#### **During (or soon after) the first 9 hours of study:**

\_\_\_\_\_ Select a Major Professor. Secure their consent and complete a “Request for Major Professor” form. This must be completed by the time registration for your third semester begins or you will encounter a “block” on your third semester course registration.

\_\_\_\_\_ In consultation with your Major Professor, file your graduate degree plan with the Toulouse School of Graduate Studies. Administrative office staff will send a copy of your degree plan to Toulouse after it has been approved by your Major Professor and the department chair.

\_\_\_\_\_ In consultation with your Major Professor, select two additional committee members from among the faculty in the department. Secure consent from each professor.

### **Thesis Procedures**

\_\_\_\_\_ Secure permission from your Major Professor to write a thesis.

\_\_\_\_\_ Obtain a copy of the thesis and dissertation preparation guide from the graduate school.

\_\_\_\_\_ Obtain an appropriate style manual (MLA, APA, or Chicago).

\_\_\_\_\_ Enroll in WGST 5950 (3 hours) each semester after beginning your thesis.

\_\_\_\_\_ Write prospectus.

\_\_\_\_\_ After securing permission from Major Professor, distribute prospectus to advisory committee, schedule prospectus meeting with advisory committee, and reserve room with the department’s administrative assistant.

\_\_\_\_\_ Participate in prospectus meeting early enough in the first semester in which you have enrolled in thesis hours to ensure that your committee has approved your thesis prior to the end of the semester. Students who do not have an approved thesis prospectus by the end of this first semester of taking thesis hours will not be permitted to continue with the thesis project. Any student who has not defended their prospectus by the end of their first semester

enrolled in thesis hours will need to take comprehensive exams at the beginning of their last semester of coursework and will need to take an extra course to substitute for the defunct hours of prospectus/thesis enrollment.

- \_\_\_\_\_ Obtain IRB approval in consultation with Major Professor, if necessary.
- \_\_\_\_\_ Write thesis in on-going consultation with your Major Professor and advisory committee.
- \_\_\_\_\_ File for graduation by the deadline established by the Toulouse Graduate School (at the beginning of your last semester of coursework).
- \_\_\_\_\_ When Major Professor advises, prepare reading copy of thesis for defense.
- \_\_\_\_\_ Write thesis abstract (150 words).
- \_\_\_\_\_ Schedule thesis defense and reserve room with the department's administrative assistant.
- \_\_\_\_\_ Distribute reading copy of the thesis and abstract to graduate advisory committee (**at least** one week prior to the defense and **at least two weeks** prior to the announced filing deadline of the Graduate School – typically midway through your final long semester of coursework).
- \_\_\_\_\_ Distribute notification of thesis defense and abstract to department faculty and other graduate students in the program (**at least one week prior to the defense**).
- \_\_\_\_\_ Participate in thesis defense (this should take place **at least** one week prior to the announced filing deadline of the Graduate School – typically midway through your final long semester of coursework).
- \_\_\_\_\_ Make corrections to thesis required by your graduate advisory committee.
- \_\_\_\_\_ Submit copy of thesis to the reader for the Graduate School by the Graduate School's announced deadline (typically midway through your final long semester of coursework). Note: All submissions of thesis materials to Toulouse take place digitally through Vireo.
- \_\_\_\_\_ Make corrections required by the thesis reader for the Graduate School.
- \_\_\_\_\_ Celebrate accordingly

## Comprehensive Examination Procedures

**During the long semester preceding your comprehensive exams (typically, a student's third long semester in the program):**

- \_\_\_\_\_ By the end of your 5th week of the semester preceding your final long semester, set up an exam committee meeting between your Major Professor and other advisory committee members. During this meeting, in consultation with your committee, you should determine how best to coordinate exam questions in line with the aims of the program and your individual degree goals. Coordinate and agree to reading lists for each question.
- \_\_\_\_\_ Study for comprehensive exams. Meet with your committee members as necessary in

preparation for your exams.

**Prior to the beginning of your last long semester in graduate school:**

\_\_\_\_\_ Consult the Director of Graduate Studies for exact dates of comprehensive examinations (these will take place the week before the long semester begins).

\_\_\_\_\_ See that any prior grades of incomplete ("I") are removed from your transcript.

**At the beginning of your final semester of graduate school:**

\_\_\_\_\_ File for graduation by the deadline established by the Toulouse Graduate School (at the beginning of your last semester of coursework).

**After completing the written portion of the comprehensive examination:**

\_\_\_\_\_ Consult with your Major Professor to determine if your committee has requested any re-writes for your exams. Once you have passed the written portion of your exams, proceed to the following steps.

\_\_\_\_\_ Schedule time for the final presentation of your thesis/internship/special project (block out 2-hour window for this).

\_\_\_\_\_ Schedule room for your final presentation in consultation with administrative office staff.

\_\_\_\_\_ Distribute invitation to the Program's faculty, students, and community members.

\_\_\_\_\_ Celebrate!

### **Who May Enroll?**

- Any UNT graduate student admitted to a master's or doctoral degree program or pursuing certification may cross-register in graduate level courses at TWU or A&M-Commerce that are being used toward their current degree program, as long as they have the approval of their department and TWU/A&M-Commerce does not have restrictions on the course.
- **Non-degree graduate students and undergraduate students are not permitted to cross-register except at the Universities Center at Dallas.**
- Students cannot be enrolled at UNT as a Federation student (cross enrolled from TWU or A&M-Commerce) and a currently enrolled UNT student during the same semester. If this is the case, the Federation enrollments will be dropped immediately. However, you may be enrolled in UNT courses and cross enrolled at TWU or A&M-Commerce in the same semester.

### **Advising**

- Upon approval from the student's department, a Federation course may be substituted for a UNT course on the degree plan, but **Federation courses may not be used to duplicate the grade of a course previously taken at UNT.**
- UNT students should receive advising regarding appropriate TWU/A&M-Commerce Federation courses only from their major professor or departmental advisor prior to contacting the graduate school to cross-register.

### **Enrollment**

- The UNT Federation coordinator will take care of your registration for you. Simply fill out the [enrollment form](#). **Please allow at least 5-10 working days for cross-registration to be completed.**
- Visit the [TWU course listings](#) and the [TWU Departmental Course Rotations](#) or the [Texas A&M Commerce course listings](#) to select your course. You'll need specific course information for the enrollment form.
- UNT students taking courses through the Federation will have the course counted as one taken at UNT. The course will be entered as a Special Problems course and the course topic will be the title of the TWU or A&M-Commerce course.
- Enrollment in the course is contingent upon space availability in the course. Enrollment in a Federation course is not considered complete until the registration has been accepted by the school offering the course.
- If a course is canceled, the Federation representative will contact the student and do a schedule change to another course or assist them in dropping the course.
- Please refer to the TWU or A&M-Commerce websites for information on class times and required books. Only the course title will be transferred to the UNT system.

### **Restrictions to Enrollment**

- All students must have advisor approval prior to cross-registering through the Federation.
- Independent study is never allowed without advisor approval for any program.

Appendix XII – Links to Toulouse Graduate School Forms: Curriculum, Employment & Scholarships, Information Sessions/Request, and Scholarships/Grants

**Curriculum**

[Course Overload Request Form](#)

[Enroll in a Federation Course](#)

[Graduate Student Full-Time Enrollment Equivalency Report](#)

[Leave of Absence](#)

[Oral Defense Notification Form](#)

[Request a Course Overload](#)

[Request for Extension of Time to Complete Degree](#)

[Request for Time Extension - Doctor's](#)

[Request for Time Extension - Master's](#)

[Thesis / Dissertation Fellowship Nomination Form](#)

**Employment & Scholarships**

[Course Load Exception Request](#)

[Employment Waiver](#)

**Information Sessions/Request**

[Fall New Graduate Student Orientation Registration](#)

[Grad Studies Expo](#)

[Information Request - McNair Scholar](#)

[Spring New Graduate Student Orientation Registration](#)

[UNT Graduate School Showcase](#)

**Scholarships/Grants**

[Academic Achievement Scholarship Application](#)

[Dr. Betty Berkeley Graduate Award](#)

[Faculty Evaluation for Travel Grant Applicants](#)

[Graduate Dean's Top-Prospect Award Nomination Form](#)

[TGS Summer Scholarship Application](#)

[Toulouse Dissertation Award](#)

[Toulouse Graduate School Fellowship](#)

[Travel Grant Application](#)

[Travel Grant Evaluation Form](#)

[Tuition Benefit Program Enrollment](#)

[UNT Scholarship for Externally Funded Doctoral Students](#)

## **Acknowledgements**

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