

UNIVERSITY OF NORTH TEXAS

Graduate Program Handbook

Women's & Gender Studies Program



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THE WOMEN'S AND GENDER STUDIES PROGRAM

Mission Statement

The mission of the Women's and Gender Studies Program at UNT promotes teaching, research, and outreach with a critical analytical focus aimed at interrogating gender-related stereotypes, especially as our identities intersect with sexuality, race, and ethnicity in a global context. Our program's interdisciplinary scholarship supports and sustains campus-wide discussions in areas including, but not limited to: global contexts, feminist approaches, women's social movements, feminist activism, and explorations of the connections among gender, class, ethnicity and race in social and cultural constructs.

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.

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

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)
- WGST 5400 (Human Trafficking & Gender)
- WGST 5800 (Globalization & Gender)

In addition to these nine (9) hours of required coursework, students will select additional coursework from an array of courses approved for WGST credit. Students who come to the program without a background in Women's and Gender Studies will have to take an undergraduate leveling course that will provide basic terminology, concepts, and approaches in the field.

Electives at UNT (depending on departments' offerings and availability)

COMM 5840 Social Movements and Protests

COUN 5540 Women's /Emotional Health

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
***Women's and Gender Studies Courses taken at TWU through the Federation 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. In either case, foreign language courses or outside methods courses that are not generally approved for WGST credit 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 a graduate-level methods course relevant to their research interests. This course should be chosen in close consultation with the student's Major Professor and will depend on outside department course offerings.

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

DEGREE PLAN SUBMISSION

Each student must fill out a Degree Plan (See appendix for Degree Plan) by the start of their second semester in the program (after completion of 9 hours if part-time) (see appendix for Degree Plan). The Degree Plan must be signed by the student's committee chair and given to the Women's and Gender Studies Program Coordinator, 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 student's committee chair must approve all coursework. Undergraduate courses may not be used. 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).

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:

Thesis Track Option:

Thesis: 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.

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.

- **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).

DEGREE PLAN, MAJOR PROFESSOR, & ADVISORY COMMITTEES

Requirements for the Degree Plan

All students need to file a degree plan with the Toulouse Graduate School after completing their first nine (9) hours. Assuming full-time enrollment, students should plan to file degree plans before the mid-point of their second full semester of coursework (prior to enrolling in their third semester of coursework).

Students obtain a blank degree plan form from the WGST department staff. The original copy should be signed by the WGST Program Director, who will submit the approved form to the Toulouse Graduate School.

Prior to graduating, the WGST Program Director must approve any amendments to student degree plans and submit a memo to the Toulouse Graduate School (e.g., if a student substituted a different elective course for one originally noted on their degree plan).

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 chair is identified for their thesis, internship, 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. 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. Students pursuing the Thesis option or non-thesis Special Project option should secure a Major Professor **by the end of their second semester** in the master's program (assuming full-time enrollment).

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 faculty. This faculty member should be closely aligned with the student's scholarly project. Since the Women's and Gender Studies Program is staffed by allied 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 allied faculty have expertise in areas related to Women's and Gender Studies as a field, but most allied 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 wisely – taking into account mutual scholarly interests, 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.

Selecting a Comprehensive Exam Committee

For students pursuing a non-thesis track, their comprehensive exam committee will consist of three professors who are affiliated with the Women's and Gender Studies Program. Students will write three comprehensive exams (2 hours each) over three different courses taken as part of the student's WGST degree. At least one question should be drawn from a WGST core course (WGST 5100, WGST 5400, 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.

Selecting a Thesis Committee

For students pursuing the thesis option, their advisory committee will consist of their Major Professor in addition to two 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/ 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 department. The student wants to 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 consult regarding theses.

The candidate's 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 head of the committee must be a member of the Affiliated Faculty. By the end of their first semester, students must choose a committee chair (major advisor). By the end of their second semester, students should choose the second Affiliated Faculty member. Students should choose the outside member at the same time that the Applied Thesis topic is decided..

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 committee chair decides if this is an appropriate person to serve on the committee and works with the WGST Program Coordinator to submit a nomination to the Graduate school for the outside member to receive graduate faculty "associate membership" status. **The outside committee member cannot be the same person as the student's site sponsor/ client.** Students must complete a **M.A./M.S. Committee Form** (see appendix) and submit it to the WGST Program Coordinator.

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 review¹.

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. 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. The written prospectus should be a fully developed explanation of the proposed thesis. 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:

¹ 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>.

- 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
- A review of pertinent literature in the area(s) being investigated, indicating a gap in the current scholarly literature
- A clear description of the methodology and procedures

4. 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 by the end of the second semester.

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 Major Professor (Thesis Director/Chair) 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). **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 8th week of the first semester during which thesis hours are taken for credit.**

Defending 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 graduate 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.
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 candidate 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 begins with a presentation by the student, followed by questions from faculty members in attendance. 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. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.

Completing the Thesis

1. Written Thesis for the department

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>.

The thesis is a separate item from the deliverables submitted to the agency or organization as part of the agreement. The thesis is outlined below. Expect several rounds of revisions with your 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 and a mostly final draft to the other committee members 4 weeks 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.

2. Verbal presentation to department faculty

This is the verbal presentation (25-30 minutes) of the written thesis for the department. Students will discuss their applied thesis project, the agency or organization, what work was done, what data gathering techniques were used, description of the deliverables, and personal reflection on the research. It is the student's responsibility to coordinate the scheduling of the verbal presentation with all members of the committee and the WGST Program Coordinator. **** This date MUST be announced in a flyer to all faculty and students at least 2 weeks prior to presentation.**

Applied thesis presentations are generally scheduled the last week of the semester, usually 1 to 3 days before graduation. This will make it more likely that students have the opportunity to attend each other's presentations. This presentation will be done in person.

THE NON-THESIS TRACK – PROCEDURES & TIMELINE

Internship/Fieldwork Option

After meeting with the WGST Program Director 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 prepare an internship proposal and submit it to the WGST Program Director along with contact information for the organizational supervisor of the internship. 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.).

Although internships are meant to be adaptive to the individual degree aspirations of each student, the baseline expectations for students pursuing the internship option are as follows:

- You will be expected to work approximately **50 hours for each hour of credit earned**; a student enrolled for three (3) semester credit hours should plan to work a minimum of 150 hours (10 hours per week in a regular semester) to complete the internship. **Note:** In coordination with the student's Major Professor, internship hours may be initiated and/or completed during the summer with registration for **WGST 5850** occurring during the subsequent fall semester.
- In addition to the successful completion of working hours, you will need to secure a written evaluation from your internship supervisor by the end of the semester (prior to the submission of final grades).
- Each student, in consultation with the WGST Program Director, should write some sort of final reflection paper that is informed by scholarship in the area of the field the student is seeking to better develop. Students are encouraged to work in close consultation with the WGST Program Director to ensure that this paper meets minimum expectations for content, length, scholarship, etc.
- Each student, in consultation with the WGST Program Director, should submit a detailed portfolio that demonstrates their progress in completing this internship experience. Students are encouraged to work in close consultation with the WGST Program Director to ensure that this portfolio meets minimum expectations for content.
- Each student's on-site coordinator or supervisor will be asked for an evaluation of the student's performance during their internship. This form will be provided by the WGST Program Director.

Special Project Option

1. To successfully complete the WGST 5900 (Special Problem) course, the student must present, in writing, a formal report or scholarly essay based upon the work completed in close consultation with the Major Professor.
2. 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.
3. Generally, a student will complete 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

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.

The student should plan to take comprehensive examinations during their last long semester of coursework. Students planning to graduate in the summer should take the comprehensive examination during the spring semester. Each fall and spring semester, the WGST Program Director will announce the period when comprehensive examinations are scheduled. Usually these writing periods fall **during the week prior to the beginning of the semester**; however, the scheduling will depend on the particular student's case and are selected to allow individuals adequate time to complete the comprehensive examination process (including any rewrites) in time for graduation.

If necessary, students may rewrite portions of their exam up to twice in consultation the WGST Program Director. 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 scheduling them with adequate time to complete the entire comprehensive examination process 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.

Procedures for Written Comprehensive Examinations

1. The written portion of the comprehensive examination focuses on the content from the three required WGST courses, and an additional elective chosen by the student.
2. Upon completion of the written examination, all questions and responses are submitted to all members of the comprehensive exam advisory committee for evaluation. 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.
3. 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.

DEADLINES FOR UNIVERSITY PAPERWORK

1. **First Semester:** By the end of the first semester, students should have identified their choice to complete the program with the thesis track, internship, or special project. If a student chooses to work on a thesis, it is

imperative to have identified a committee chair. The committee chair signature must be obtained on the MA Committee form, which is located on page 11 of this handbook.

2. Second Semester: By the end of the second semester 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.

3. After nine credit Hours: Students must submit completed degree plan to advisor and graduate program coordinator.

4. Start of last semester:

1. Apply for graduation. See the Toulouse Graduate School website for details (include the web site)
2. File proof of foreign language requirement for MA. See the Department of World Languages website for details (include the link)
3. Submit Degree Plan Change Form if there were any changes from the Degree Plan you submitted originally (see Appendices XXXX)

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

(Online students – see below)

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.

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 watch your emails at the beginning of the fall semester for announcements regarding conferences and funding opportunities.

ADDITIONAL FUNDING OPPORTUNITIES

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. 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.

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.

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

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 43 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.

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>

Appendix I- Committee Form



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

Appendix II – 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

Appendix III – Sample Prospectus Invitation

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)

Appendix IV

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.

Appendix V – Sample Notification of Thesis Defense

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)

University of North Texas
Women's and Gender Studies Program

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 they were 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 they arrive on time? Did they consistently follow the schedule created for him/her? Was the student 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)

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.

Supervisor Name/Signature

Date

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!

Appendix VI – Information About Enrolling in a Federation of North Texas Area Universities Course

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 VII – 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](#)

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