



Women's & Gender Studies

Graduate Student Handbook

August, 2019

Table of Contents

Contents

Women’s & Gender Studies Program.....	1
Members.....	1
Committee Structure	3
FYI: Important Advice	4
The MA in Women’s & Gender Studies	5
The MA/MLIS Coordinated Degree Program	6
The MA/MSW Coordinated Degree Program.....	7
Financial Support.....	9
Graduate Teaching Assistantships	10
Going through the Program.....	12
Advising.....	12
Independent Studies	12
Exceptions to Graduate School Requirements and Policies	13
Graduate Appeals Process.....	13
Completing the MA	14
Final Degree Requirement Options	14
Choosing an MA Committee Chair	15
Forming an MA Committee	15
Timeframe	15
Enrollment and Application for Master’s Graduation	16
Sample Timeline for Completing the MA Program	17
MA Program Forms	20
Women’s & Gender Studies MA Program of Study.....	21
Independent Study Form	22
MA Committee and Defense Form	23

Women's & Gender Studies Program

Members

Women's & Gender Studies Chair

The Chair is responsible for the overall program. This is a half-time administrative position, and the Chair, who is a tenured faculty member, has teaching responsibilities either in another department or in Women's & Gender Studies. Chairs are appointed annually by the Dean of the College of Letters & Science and typically serve for three years, though terms may vary.

Assistant Chair of Women's & Gender Studies

The Assistant Chair has primary responsibility for the undergraduate major and minor and prepares the schedule of classes for each semester. This is a permanent, full-time academic staff position.

Office Manager

The Office Manager (OM) manages the program's operations, including financial matters (personnel, UWM accounts), supplies, and equipment, coordinates scholarship applications and awards submissions, and provides support for the undergraduate and graduate programs. The OM is often the initial contact person fielding inquiries about Women's & Gender Studies. This is a permanent, full-time position.

Faculty

There are two kinds of Women's & Gender Studies faculty: those whose teaching and service are entirely in Women's & Gender Studies and those with a "joint" or "partial" appointment, which means their teaching and service are split between Women's & Gender Studies and another academic unit. Along with the Chair, Women's & Gender Studies faculty members comprise the MA admissions committee, serve on MA committees, and make decisions regarding the graduate program.

Director of Graduate Studies (DGS)

The Director of Graduate Studies is a Women's & Gender Studies faculty member whose primary responsibility is to oversee the progress of master's students and students in the Graduate Certificate program. The DGS is the primary contact for students during the MA application and admissions process and guides incoming students in selecting their first semester courses. They are also the contact person for questions concerning Graduate School fellowships, forms, policies, and deadlines. All MA students **must meet** with the DGS **every semester** to discuss course selection and progress to degree. Students must inform the DGS if they change their courses after meeting with her. Students meet with the DGS to discuss their MA committees for the final degree requirement.

Lecturers

Several instructors are lecturers for Women's & Gender Studies and typically teach undergraduate courses. All have advanced degrees (MA, MS, PhD), and some may serve on MA committees.

Affiliates

Over 100 UWM faculty, staff, and administrators are Women's & Gender Studies affiliates. Many teach cross-listed courses or serve on our committees. A list of current affiliates is on the Women's & Gender Studies website at:

<http://uwm.edu/womens-gender-studies/our-people/affiliated-faculty-staff/>



Committee Structure

Women's & Gender Studies DLB Committee

The immediate government of the Women's & Gender Studies DLB is vested in the DLB Committee, which has jurisdiction over all the interests of the program, with authority to determine all questions of educational and administrative policy, except for personnel matters under the purview of the Executive Committee. The DLB Committee consists of the Chair and Assistant Chair, Office Manager (non-voting), faculty with appointments in Women's & Gender Studies, lecturers who have taught for some time in the program, the GTA Mentor, and a graduate student representative.

Executive Committee

This committee is responsible for the hiring, tenure and promotion, and retention of faculty with appointments in Women's & Gender Studies and instructors with at least half-time positions in the program. All members are tenured faculty.

Student Awards Committee (Ad Hoc)

The Student Awards Committee determines the recipients of the annual Women's & Gender Studies undergraduate and graduate research paper and project awards. Membership is open to Women's & Gender Studies faculty, staff, and instructors and to Women's & Gender Studies affiliates. The Office Manager coordinates the submission process.

MPS Student Awards Committee (Ad Hoc)

The MPS Student Awards Committee determines the recipients of the annual "Wisconsin Women Making History" essay contest for MPS middle and high school students. Membership is open to Women's & Gender Studies faculty, staff, and instructors and to Women's & Gender Studies affiliates. The Office Manager coordinates the submission process.

Scholarship Committee (Ad Hoc)

The Scholarship Committee determines the recipients of scholarships administered by Women's & Gender Studies. Membership is open to Women's & Gender Studies faculty, staff, and instructors and to Women's & Gender Studies affiliates. The Office Manager coordinates the scholarship application process.

FYI: Important Advice

Check your mailbox. Every student has a mailbox, so check regularly for information on program and campus events, forms, correspondence, and papers.

Check your UWM email. Regularly. Women's & Gender Studies, like the Library, UWM administration, and campus listservs use your UWM email address.

Check in with the Director of Graduate Studies (DGS) every semester. You must meet to discuss course selection and progress toward degree. Notify them of any changes in your courses or progress. You must discuss your MA committee membership for your final degree requirement.

Visit the Women's & Gender Studies website. (<http://uwm.edu/womens-gender-studies/>) It is a good source of information about the program. For example, you can read faculty bios, see a list of affiliates, and descriptions of the undergraduate and graduate programs and course offerings.

Meet the members of Women's & Gender Studies. Ask about what we teach or do, our areas of interest, and our experiences in Women's & Gender Studies and at UWM. Consider all of us a resource.

Take advantage of the UW-System Gender and Women's Studies Librarian. The UW-System Office of the Gender and Women's Studies Librarian maintains an excellent website for resources in Women's and Gender Studies (<http://www.library.wisc.edu/gwslibrarian/>). The office produces a number of helpful electronic publications, such as *New Books on Women, Gender, and Feminism* and *Feminist Periodicals*.

Participate in Women's & Gender Studies. ATTENDANCE IS REQUIRED at the Feminist Lecture Series, the WGS Vilas Trust Lecture, Brown Bag Lunches, MA Orientation, and other program events.

Become familiar with other UWM resources. The UWM Writing Center is available to graduate students as well as undergraduate students. It is located on the first floor of Curtin Hall, with a satellite location in the library. Appointments are necessary. The Center for 21st Century Studies (C21) brings in speakers throughout the year and runs an annual conference in spring. In fall and spring, C21 hosts a Graduate Student Bagel Hour on certain Fridays.

Bookmark the Graduate School Website. (<http://uwm.edu/graduateschool/>) You will find Graduate Student Travel Award and fellowship applications, exception forms, instructions on graduation, descriptions of our MA programs, the Graduate Appeals process, and Master's Thesis formatting requirements, among other essential information.

The MA in Women's & Gender Studies

Credits and Courses

To earn an MA in Women's & Gender Studies, students must complete **30 credits**. Fifteen credits are in required Women's & Gender Studies courses:

- WGS 700 Feminist Issues and Scholarship. 3 cr. G.
- WGS 701 Transnational Feminisms (Advanced Global Feminisms). 3 cr. G.
- WGS 710 Advanced Feminist Theory. 3 cr. G.
- WGS 711 Feminist Epistemologies and Research Practices (Advanced Feminist Research Methods). 3 cr. G.
- One additional 3-credit G or U/G WGS course, excluding: 497, 599, 990, and 999.

The remaining credits are in graduate level courses chosen in consultation with the Women's & Gender Studies DGS. No more than 6 credits may be in undergraduate/graduate (U/G) courses and no more than 6 transfer credits may apply. Students may not count more than 3 credits of independent study (WGS 999).

Other WGS courses include:

- 497 Study Abroad: (Subtitled). 1-12 cr. U/G.
- 500 Advanced Social Science Seminar in Women's & Gender Studies: (Subtitled). 3 cr. U/G.
- 501 Advanced Humanities Seminar in Women's & Gender Studies: (Subtitled). 3 cr. U/G.
- 535 Philosophical Topics in Feminist Theory: (Subtitled). 3 cr. U/G.
- 599 Topics in Women's & Gender Studies: (Subtitled). 1-3 cr. U/G.
- 799 Advanced Topics in Women's & Gender Studies: (Subtitled). 1-3 cr. G.
- 820 Women's & Gender Studies Graduate Practicum. 3cr. G.
- 888 Candidate for Degree. 1 cr. G. (Ungraded place-holding course; may be retaken)
- 990 Research and Thesis. 1-3 cr. G.
- 999 Advanced Independent Work. 1-3 cr. G.

NOTE: New MAs are expected to enroll in WGS 700 their first semester and are strongly encouraged to take WGS 710 at the same time, if possible. All students should take graduate level courses (numbered 700 and above) when they can. Each semester the Office Manager compiles a list of cross-listed courses.

Thesis, Paper or Project, or Examination

Students complete the MA with a thesis, paper, project, or comprehensive examination. All options include an oral defense. See *Final Degree Requirement Options* for more information.

Time Limit

Students must complete all degree requirements within 5 years of initial enrollment.

The MA/MLIS Coordinated Degree Program

Credits and Courses

Students accepted into the MA/MLIS program complete the following courses:

- WGS 700 Feminist Issues and Scholarship. 3 cr. G.
- WGS 701 Transnational Feminisms (Advanced Global Feminisms). 3 cr. G.
- WGS 710 Advanced Feminist Theory. 3 cr. G.
- WGS 711 Feminist Epistemologies and Research Practices (Advanced Feminist Research Methods). 3 cr. G.
- One additional 3-credit G or U/G WGS course, excluding 497, 599, 990, and 999.
- 15 elective credits, of which 9 are in WGS or WGS cross-listed courses (not SOIS), selected in consultation with the WGS Director of Graduate Studies. 6 credits in SOIS may count as electives.

Total WGS credits: 24 (27 with thesis)

- INFOST 501 Foundations of Library and Information Science. 3 cr. U/G.
- INFOST 511 Organization of Information. 3 cr. U/G.
- INFOST 571 Information Access and Retrieval. 3 cr. U/G.
- INFOST 799 Research Methods in Information Studies. 3 cr. G.
- 18 elective credits selected in consultation with a SOIS faculty advisor.

Total MLIS credits: 30

Students are limited to a maximum of 6 U/G credits and a maximum of 3 credits in WGS 999 Advanced Independent Work. No more than 6 transfer credits may apply.

Students complete the MA with a thesis, paper, project, or comprehensive examination. All options include an oral defense. See *Final Degree Requirement Options* for more information.

Total Credits for MA/MLIS: 54-70

Credits for the two degrees should be completed at same time, rather than sequentially. A student not completing the requirements for the coordinated degree program would need to complete all requirements for an individual program in order to receive a degree.

Time Limit

Students must complete all degree requirements within 7 years of initial enrollment.

The MA/MSW Coordinated Degree Program

Credits and Courses

Students accepted into the MA/MSW program complete the following courses:

- WGS 700 Feminist Issues and Scholarship. 3 cr. G.
- WGS 701 Transnational Feminisms (Advanced Global Feminisms). 3 cr. G.
- WGS 710 Advanced Feminist Theory. 3 cr. G.
- WGS 711 Feminist Epistemologies and Research Methods (Advanced Feminist Research Methods). 3 cr. G.
- One additional 3-credit G or U/G WGS course, excluding 497, 599, 990, and 999.
- 15 elective credits, of which 9 are in WGS or WGS cross-listed courses (not SOC WRK), selected in consultation with the WGS Director of Graduate Studies. 6 credits in SOC WRK may count as electives.

Total WGS credits: 24 (27 with thesis)

Social Work Foundation Curriculum

- SOC WRK 604 Social Systems and Social Work Practice. 3 cr. U/G.
- SOC WRK 662 Methods of Social Welfare Research. 3 cr. U/G.
- SOC WRK 665 Cultural Diversity and Social Work. 3 cr. U/G.
- SOC WRK 705 Individual Behavior and Social Welfare. 3 cr. G.
- SOC WRK 708 Social Work Methods I: Individuals and Families. 3 cr. G.
- SOC WRK 709 Social Work Methods II: Groups, Organizations and Communities. 2 cr. G.
- SOC WRK 721 Field Instruction I. 3 cr. G.
- SOC WRK 750 Social Welfare Policy Development and Implementation. 2 cr. G.

Social Work Advanced Practice Curriculum

Practice Courses (711 or 713; 811 or 915; 820)

- SOC WRK 711 Direct Social Work Practice I. 3 cr. G.
- SOC WRK 713 Community Organization, Planning and Human Service Admin. I. 3 cr. G.
- SOC WRK 811 Direct Social Work Practice II: (Subtitled). 3 cr. G.
- SOC WRK 820 Seminar in Social Work Practice: (Subtitled). 2 cr. G.
- SOC WRK 915 Human Services Administration II. 3 cr. G.

Social Work Advanced Practice Curriculum (*continued*)

Field Courses

- SOC WRK 722 Field Instruction II. 3 cr. G.
- SOC WRK 821 Field Instruction III. 4 cr. G.
- SOC WRK 822 Field Instruction IV. 4 cr. G.

Human Behavior Content (685 or 753 or 771)

- SOC WRK 685 Social Gerontology. 3 cr. U/G.
- SOC WRK 753 Adult Psychopathology. 3 cr. G.
- SOC WRK 771 Development of the Family Over the Life Span. 3 cr. G.

Research

- SOC WRK 793 Evaluation of Practice. 2 cr. G.
- SOC WRK 794 Evaluation of Programs. 2 cr. G.

Social Policy

- SOC WRK 851 Social Issue and Policy Analysis: (Subtitled). 2-3 cr. G.

Total MSW Credits: 52 (*Minimum for those admitted to the MSW Advanced Curriculum*)

Students are limited to a maximum of 6 U/G credits and a maximum of 3 credits in WGS 999 Advanced Independent Work. No more than 6 transfer credits may apply.

Students complete the MA with a thesis, paper, project, or comprehensive examination. All options include an oral defense. See *Final Degree Requirement Options* for more information.

Credits for the two degrees should be completed at the same time, rather than sequentially. A student not completing the requirements for the coordinated degree program would need to complete all requirements for an individual program in order to receive a degree.

Time Limit

Students must complete all degree requirements within 7 years of initial enrollment.

Financial Support

Women's & Gender Studies

Women's & Gender Studies offers two need-based scholarships and two travel awards annually. Please see the WGS Office Manager for complete details.

- **Women's & Gender Studies Scholarship** One \$2,000 scholarship to be awarded annually. Open to graduate and undergraduate students.
- **Florence L. Healy Scholarship in Women's & Gender Studies** Open to undergraduate and graduate students. Number of scholarships and amounts vary, depending on the availability of funds.
- **Women's & Gender Studies Student Travel Award** Subject to the availability of funds, two awards of up to \$250 per academic year. Open to WGS MA students only for travel to present scholarly or creative work at an event hosted by an academic or professional organization. You must apply **in advance** of your travel.

The Graduate School

The Graduate School currently offers two fellowships for full-time graduate study at the Master's level. Each fellowship comes with a monthly stipend for the academic year, coverage of in-state tuition and remission of out-of-state tuition, and eligibility for state-sponsored health insurance. Fellowship recipients are responsible for paying segregated fees. Graduate School fellowship stipends count as financial aid. NOTE: Students interested in applying for the DGSF or AOP must notify the Director of Graduate Studies, because the DLB must nominate students for the fellowships. For more information, go to <http://uwm.edu/graduateschool/types-of-funding/>

- **Graduate Student Travel Award** is offered by the Graduate School for travel support of up to \$500 (total) for enrolled master's students. The money is to be used to present scholarly or creative work at an event hosted by an academic or professional organization related to your discipline. You must apply to the Graduate School **in advance** of your travel.
- **The Distinguished Graduate Student Fellowship (DGSF)** is for new and continuing UWM graduate students. The DGSF is a one-year, non-renewable fellowship. In addition, fellowship recipients may benefit from a \$1,000 travel award that will accompany each fellowship award.
- **Advanced Opportunity Fellowship (AOP)** is for new and continuing qualified UWM graduate students who are members of groups underrepresented in graduate study or who are otherwise disadvantaged. Applicants must be American citizens or permanent residents of the United States. The AOP is renewable. Fellows may benefit from a one time, non-renewable \$1,000 travel award that will accompany each fellowship award.

Graduate Teaching Assistantships

Women's & Gender Studies currently offers two 33% graduate teaching assistantships. The position includes a tuition waiver, access to insurance, and a small monthly stipend. Two GTA positions are available to incoming students each year, and GTAs are offered for a maximum of two years, if eligibility requirements are met. Students who did not receive a GTA offer with admission are not likely to receive one the following year.

First Year Responsibilities

- Fall:**
- Attend the GTA mentor's Introduction to Women's & Gender Studies class
 - Attend all mentoring meetings and participate in mentoring activities
 - Prepare syllabus for spring Introduction to Women's & Gender Studies class
 - Complete other duties as assigned by the mentor
- Spring:**
- Teach one section of Introduction to Women's & Gender Studies (200 or 201)
 - Attend all mentoring meetings and participate in mentoring activities
 - Complete other duties as assigned by the mentor
 - Participate in classroom observations

Second Year Responsibilities

- Fall:**
- Teach one section of Introduction to Women's & Gender Studies (200 or 201)
 - Attend all mentoring meetings and participate in mentoring activities
 - Complete other duties as assigned by the mentor
 - Participate in classroom observations
- Spring:**
- Teach one section of Introduction to Women's & Gender Studies (200 or 201)
 - Attend all mentoring meetings and participate in mentoring activities
 - Complete other duties as assigned by the mentor
 - Participate in classroom observations

The first semester of the GTA is probationary. These are the guidelines for GTA eligibility for second-year support:

Students may be awarded a GTA position in Women's & Gender Studies for a maximum of two years. A second year of GTA support is not automatic. Eligibility for a second year of support is contingent upon satisfactory progress toward the degree and satisfactory performance of teaching and mentoring responsibilities. Failure to meet teaching responsibilities in any semester may result in the loss of the teaching assistantship.

Course Load

GTAs must be enrolled in a minimum of six credits each semester. This does not include summer or UWinteriM (tuition remission is **only** available for fall and spring semesters). GTAs are strongly encouraged to take three classes during the first semester, when they are not teaching.

Teaching Details

- GTAs share an office and, like all MAs, have a mailbox in the main office.
- The copier can be used for class materials (the Office Manager will assign GTAs a copy code). Additional office supplies are available.
- The Office Manager can also help coordinate AV equipment for a class and assist with recording grades in PAWS.
- There is a small WGS lending library in CRT 569. Check out books and other materials from the Office Manager.
- The Department keeps copies of syllabi from previous semesters which may be helpful in designing your class and are available from the Office Manager. GTAs must submit a copy of their syllabus to the Office Manager each semester.
- The Office Manager has office keys and will distribute them at the start of the contract period. Keys are to be returned when the GTA contract ends.
- The Assistant Chair prepares the schedule of classes each semester; they will contact GTAs about scheduling their WGS 200 or 201 sections.

Going through the Program

Advising

The Director of Graduate Studies (DGS) guides prospective students through the application and admissions process and helps incoming students choose their first semester classes.

Once at UWM, new master's students should introduce themselves to the Director of Graduate Studies early in the first semester. New MA students must meet with the DGS to fill out a Program of Study Form before registering for spring classes. All MA students must meet with the DGS before registration each semester to discuss course selection and progress toward the degree. Notify the DGS of any changes in your course selection or progress.

After completing **twelve** credits, students should begin to discuss final degree requirements (thesis, paper, project, or exam), potential MA Committee Chairs, and future plans with the DGS. See *Completing the MA* for more information.

Make an appointment with the DGS to discuss the program or Graduate School policies, deadlines, fellowships, or graduation procedures. **Keep in touch.**

In addition to the DGS, feel free to ask any member of Women's & Gender Studies for advice, help or informal mentoring.

Independent Studies

MA students may sign up for WGS 999 Advanced Independent Work, a graduate-level independent study, for a maximum of three credits. An independent study should not cover subject matter available through regular courses. It can be used for advanced work that extends knowledge a student has acquired through classes or provide the opportunity for advanced work on material not taught in any graduate class.

Students must request an independent study with a faculty member **before** enrolling in WGS 999. They should choose the subject or materials they want to study in advance of making a request. Please bear in mind that faculty members receive no compensation for an independent study, and some may be unable to make the necessary time commitment.

If a faculty member agrees to an independent study, the student and professor decide on the work to be performed. The student must complete an **Independent Study Form**, signed by the student and professor, and give it to the DGS for approval. This should be done before the independent study starts or no later than the first week of classes. The form is important and becomes part of a student's file. For instance, if at a later date, a student wants to substitute an independent study for another course requirement (with the consent of the necessary parties), the form can be used to show that a substitution is warranted. Without it, there is no way to verify the content of an independent study.

Exceptions to Graduate School Requirements and Policies

For various reasons, students sometimes need to request an exception to Graduate School requirements or rules. A student, for example, may be unable to complete the MA in the required time period. Students who want to request an exception must fill out a *Graduate School Request for Exception Form*. An explanation of the process and the form are available at: <http://uwm.edu/graduateschool/appeals-exceptions/>

Graduate Appeals Process

An explanation of the graduate appeals process for academic appeals and for academic or non-academic misconduct can be found on the Graduate School website at: <http://uwm.edu/graduateschool/appealing-academic-decisions/>



Completing the MA

Final Degree Requirement Options

All master's students must complete a final degree requirement which consists of a thesis, master's paper or project, or a comprehensive written exam. All options include an oral defense.

Thesis: Students choosing this option must follow Graduate School format requirements and deadlines (<http://uwm.edu/graduateschool/thesis-dissertation-formatting/>) and submit their thesis to the Graduate School electronically. A thesis is typically an academic research paper of 50 pages or more that demonstrates the student's ability to formulate an argument or research question, carry out an independent investigation, analyze information (quantitative and/or qualitative), and present the results in a clear, systematic form. The thesis includes a review of relevant scholarship and makes an original contribution to the field.

Master's Paper: The paper is a more limited scholarly product than the thesis, between 30 and 40 pages in length, which often takes the form of a scholarly essay of publishable quality. Like the thesis, the paper should demonstrate the student's ability to formulate an argument, analyze data, present results in a clear, systematic form, and show familiarity with relevant scholarship. It is usually an extension of work previously done in a class.

Master's Project: The project can be a creative or artistic project that is research-based or a research-based practical project.

Exam: The exam covers central issues and texts in the field of Women's & Gender Studies. Students select 25 items from the "major area list" compiled by the Women's & Gender Studies Program Committee and prepare a list of 15 items for a "minor area" of the student's choosing. NOTE: 1 item = 1 book = 3 articles. Lists are approved by Women's & Gender Studies faculty with graduate faculty status.

Students should consult with Women's & Gender Studies faculty or affiliates when preparing their minor area list. The exam is an open-book, open-notes exam, and students have roughly 72 hours to write their answers. Each answer should be 10-12 pages, but they can be a bit longer (not shorter). For more information, see *Timeframe*.

Choosing an MA Committee Chair

All students need to select a professor to chair their MA Committee, regardless of degree option. The MA Committee Chair must have graduate faculty status and be either a WGS faculty member or a WGS faculty affiliate. Students should first discuss their choice of MA Committee Chair and potential committee members with the DGS before asking a professor to serve as Chair. This should be done well before the end of coursework (see *Timeframe* below). The MA Committee Chair is typically a faculty member with expertise in the student's area of interest, often the professor for whom the student wrote the paper expanded into a thesis or master's paper, and/or someone who taught the student in a graduate class.

Professors receive multiple requests from graduate students to chair or serve on committees, so students should ask faculty as early as possible. Fellowships, sabbaticals, and other leaves may affect a faculty member's availability.

Forming an MA Committee

In consultation with the MA Committee Chair, students select the other two members of the committee. Once a committee is formed, students begin to complete an **MA Committee and Defense Form** and submit it to the DGS. For all options, at least one committee member must be Women's & Gender Studies faculty with graduate faculty status. The other members can be WGS faculty, WGS faculty affiliates, or others with relevant experience. Student requests to include a non-faculty or non-affiliate member on an MA Committee must be approved by the WGS Director of Graduate Studies.

NOTE: If a student decides to change the MA Committee Chair, it is important to notify the original Chair as a matter of courtesy as well as the other committee members. Students must immediately inform the DGS of any changes to the committee.

Timeframe

Two factors significantly influence the timeframe for completing the final degree requirement: faculty availability and sufficient time to write and defend the thesis, paper, project or exam, within the Graduate School graduation deadlines.

Students are **very strongly** encouraged to act well in advance of the deadlines below:

After completion of 18 credits, students follow one of two paths, depending on December or May/August graduation:

- By October 15 (May) or March 15 (December), students should notify the DGS of their choice of format (thesis, paper, project, or exam).
- By December 1 (May/August) or May 1 (December), students should formalize their final degree requirements. For all options, they should select an MA Committee Chair and committee. At this time, students should submit an exam list for approval, choose a paper to revise or choose a topic for their project.

EXAM OPTION: Once the entire exam list is approved, the MA committee has three weeks to formulate questions. In addition, there must be a minimum of ten days between the date the exam answers are submitted and the date of the defense.

Enrollment and Application for Master's Graduation

The Graduate School requires all graduate students to be enrolled during the semester they complete their degrees, including summer. Many students enroll in WGS 888 Candidate for Degree, which is a one-credit, ungraded course designed to meet this requirement. It can be taken more than once, if a student does not graduate when expected. It is the least expensive option.

NOTE: GTAs who plan to graduate in August may apply to L&S for a summer tuition waiver for WGS 888. See the Director of Graduate Studies for details.

Early in the semester they intend to graduate, students must fill out a *Graduate School Application for Master's Graduation* via their PAWS account and pay a fee. If students do not graduate that semester, a new application must be submitted for the new semester of intended graduation (no additional fee). The application and other graduation requirements are at:

<http://uwm.edu/graduateschool/masters-toolbox/>

Each semester, the Graduate School sets graduation deadlines for completion of all degree requirements. When scheduling the defense, students should allow enough time between the defense and graduation deadline in the event that the committee asks for revisions or the thesis has formatting problems. Check with the DGS or Graduate Student Services (Mitchell Hall 261; 229-6569) for deadlines.

Arrange a time for the defense as far in advance as feasible. The last few weeks of the semester fill quickly with dissertation defenses, MA defenses, and preliminary exams, so the sooner students find a date that works for the committee, the better.

NOTE: Students should give the Office Manager a copy of their thesis, paper, project or exam for their academic file.

Sample Timeline for Completing the MA Program

Milestones	When	What to Do	Documentation	Notes
Introduction	First week of starting your MA program.	Meet the Director of Graduate Studies (DGS) and introduce yourself.		Notify the DGS of any changes in your course selection or progress.
Declare program of study.	Before registering for your first spring classes.	Meet with the DGS to discuss course selection. Complete the <i>MA Program of Study Form</i> .	<i>MA Program of Study Form</i>	Notify the DGS of any changes in your course selection or progress.
Course choice.	Before course registration for each semester.	Meet with the DGS to discuss course selection.		Notify the DGS of any changes in your course selection or progress.
Consider final degree requirements.	After completing 12 credits .	Meet with the DGS to discuss final degree requirements (thesis, paper, project, or exam), potential MA major professors, and future plans.		
Choose your format (thesis, paper, project, or exam).	After completing 18 credits , by Oct 15 (May graduation) or Mar 15 (Dec graduation).	Notify the DGS of your choice of format (thesis, paper, project, or exam).		
Choose an MA Committee Chair.	By Dec 1 (May graduation) or May 1 (Dec graduation).	Ask professor to serve as the Committee Chair.		Ask faculty as early as possible.
Form an MA Committee.	By Dec 1 (May graduation) or May 1 (Dec graduation).	<ol style="list-style-type: none"> 1. Consult with the MA Committee Chair and select the other two members of the committee. 2. Complete the Declaration of Committee Form. 3. Submit the form to the DGS for signature approval. 	<i>MA Committee and Defense Form</i>	Ask faculty as early as possible. If you change the MA Committee Chair, notify the original Chair as well as the other committee members, and immediately inform the DGS.

Milestones		When	What to Do	Documentation	Notes
Finalize and provide documentation of your plans.		By Dec 1 (May/Aug graduation) or May 1 (Dec graduation).	<ol style="list-style-type: none"> 1. Submit an exam list for approval. 2. Or choose a paper to revise. 3. Or submit a proposal for a new paper. 4. Or submit a project proposal. 	<ul style="list-style-type: none"> • Exam list • Title of paper to revise • Proposal for a new paper (include timeline, bibliography, and brief rationale) • Project proposal 	
Apply for graduation.		Early in the semester you intend to graduate. Watch for informational emails from Graduate School and WGS office manager.	<ol style="list-style-type: none"> 1. Complete the Graduate School Application for Master's Graduation in PAWS. 2. Pay the required fee. 	<i>Application for Master's Graduation</i>	If student does not graduate that semester, a new application must be submitted for the new semester of intended graduation.
Thesis or Paper Option	Set defense date.	1-2 months before the defense.	<ol style="list-style-type: none"> 1. Coordinate with your Committee to set up a defense date. 2. Reserve a room with the Office Manager for the Oral Defense. 		
	Submit your thesis or paper.	2 weeks before the oral defense, 1 month before graduation deadline.		Thesis or Paper	
	Oral defense.	Oral defense date.	Defend thesis/paper by answering questions.	<i>MA Committee and Defense Form</i>	
	Revisions (if needed).	1-2 weeks after the defense.	Revise and submit final version of thesis/paper.	Finalized Thesis or Paper	Submit final copy to Office Manager for student file.

Milestones		When	What to Do	Documentation	Notes
Exam Option	Reading period.	Once the exam list is approved.	Do the reading and keep in touch with Committee Chair about your progress.	Approved reading list	Arrange a time for the defense as far in advance as feasible.
	Set exam date.	3 weeks before the exam date, (4-5 weeks before graduation deadline).	1. Set exam date and inform your Committee. 2. Reserve a room with the Office Manager for the Oral Defense.		Allow enough time between the defense and graduation deadline.
	Write the exam.	Exam date.	Write the exams.	Exam questions prepared by the committee	
	Oral defense.	Minimum 10 days after your exam.	Defend exam papers by answering questions.	<i>MA Committee and Defense Form</i>	
	Revisions (if needed).	1-2 weeks after the defense.	Revise and submit final exam answers.	Finalized Exam papers	Submit final copy to Office Manager for student file.
Graduation!					

MA Program Forms



Women's & Gender Studies MA Program of Study
 (Effective Fall 2016)

Curtin Hall 535
 P.O. Box 413
 Milwaukee, WI
 53201-0413
 414 229-5918 phone
 uwm.edu/womens-gender-studies
 wgs@uwm.edu

Date: _____

Student Name: _____

Student Number: _____ Semester/Year Entering Program: _____

1. Required Coursework:

Term	Course No.	Course Title	Credits	Grade
	WGS 700	Feminist Issues and Scholarship	03	
	WGS 701	Transnational Feminisms (Advanced Global Feminisms)	03	
	WGS 710	Advanced Feminist Theory	03	
	WGS 711	Feminist Epistemologies and Research Practices (Advanced Feminist Research Methods)	03	
	WGS *		03	
*U/G or G elective cannot be WGS 497; 599; 990; 999				

Substitutions:

			03	
			03	

2. Electives:

Term	Course No.	Course Title	Credits	Grade
			03	
			03	
			03	
			03	
			03	

Independent Study Form
WGS 999 Advanced Independent Work

Curtin Hall 535
P.O. Box 413
Milwaukee, WI
53201-0413
414 229-5918 phone
uwm.edu/womens-gender-studies
wgs@uwm.edu

Student Name

Student Number

Semester/Year

Faculty Supervisor

Credits to be Earned

Describe in detail the work to be pursued (required reading, papers, etc.). Attach additional pages if necessary:

Student Signature

Date

Faculty Signature

Date

Director of Graduate Studies Signature

Date

MA Committee and Defense Form
Complete and return to the Director of Graduate Studies

Curtin Hall 535
P.O. Box 413
Milwaukee, WI
53201-0413
414 229-5918 phone
uwm.edu/womens-gender-studies
wgs@uwm.edu

Student Name

Student Signature Date

PART 1

Master's Committee: At least one member of the committee must be Women's & Gender Studies faculty with graduate faculty status. The other two members of the committee must be Women's & Gender Studies faculty or faculty affiliates. With approval, one member may be a Women's & Gender Studies instructor with a terminal degree or other qualified scholar.

Committee Chair, Affiliation

Signature Date

Member 1, Affiliation

Signature Date

Member 2, Affiliation

Signature Date

Substitute, Affiliation

Signature Date

Committee Approved: _____
Director of Graduate Studies Date

PART 2

Defense Date: _____

Defense Decision: _____

Committee Chair Signature: _____