



Women's & Gender Studies

Graduate Student Handbook

Welcome to Women's and Gender Studies at UWM!



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Navigating the Women's & Gender Studies Program

Women's and Gender Studies (WGS) at UWM operates as a "Department Like Body" (DLB), which means it runs like any academic department but has faculty with full and joint appointments in WGS. Understanding the structure of the WGS DLB and how it works will help your transition into the new role as graduate student and to succeed in your graduate studies.

Director of Graduate Studies (DGS)

The DGS is your primary contact person during your graduate study at UWM, providing you general guidance and support.

1. The primary responsibility of the DGS is to oversee the progress of master's students and students in the Graduate Certificate program.
2. The DGS serves as an advisor, approves course selection for all MA students, and follows student progress to degree. 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 subsequently change their courses.
3. The DGS provides guidance and approves the selection of MA committees and other concerns for the final degree requirement.
4. The DGS will make available information concerning Graduate School fellowships, forms, policies, and deadlines.
5. You can contact the DGS for questions or concerns related to your graduate study.



Director of Graduate Studies

Dr. Xin Huang

Office: Curtin Hall 525

Email: huang32@uwm.edu

Team Phone: (414) 251-5632

Webpage: <https://uwm.edu/womens-gender-studies/people/huang-xin/>

WGS Graduate Student Representative (GSR)

The graduate student representative represents the MA students and attends the monthly DLB/program meetings. In this capacity, they voice any concerns and questions of the MA students to the DLB committee (or the Chair and the DGS) and ensures that MA students are informed of decisions and issues that concern the graduate program and them as graduate students.

The GSR is elected every fall at the beginning of the semester by all the WGS MA students, and the term for GSR is one-year.

Women's & Gender Studies Chair

The Chair is responsible for the overall WGS program. Chairs are appointed annually by the Dean of the College of Letters & Science and typically serves for three years, though terms may vary. You can also reach out to the WGS Chair with any concerns you may have.



Chair

Dr. Anna Mansson McGinty

Office: Curtin Hall 535C

Teams Phone 414- 251-8037

Email: mansson@uwm.edu

Webpage: <https://uwm.edu/womens-gender-studies/people/mansson-mcginty-anna/>

Undergraduate Advisor Morgan Elizabeth Foster

The undergraduate advisor has primary responsibility for the undergraduate major and minor and prepares the schedule of classes for each semester. You can also reach out to Undergraduate advisor with any concerns you may have related to teaching undergraduates and the undergraduate curriculum.



Undergraduate Advisor

Office: Curtin Hall 529

Teams phone: (414) 251-8231

Email: fosterm@uwm.edu

Office Manager

The Office Manager (OM) manages the program's operations, including financial matters (personnel, contracts, UWM accounts), supplies, and equipment, and provides administrative support for the undergraduate and graduate programs. The OM is often the initial contact person fielding inquiries about Women's & Gender Studies.

Office Manager

Susan Wagner

Office: Curtin Hall 535

Teams Phone 414-251-7895

Email: wagnerss@uwm.edu

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.

Lecturers

Some instructors are lecturers for Women's & Gender Studies and teach undergraduate and sometimes graduate courses. All have advanced degrees (MA, MS, PhD), and some have taught in the program for a number of years. Some lecturers 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/>.

Committees

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 most interests of the program, with authority to determine questions of educational and administrative policy, except for personnel matters and budgetary matters under the purview of the Executive Committee.

The DLB Committee consists of the Chair, faculty with appointments in Women's & Gender Studies, the undergraduate advisor, lecturers who have taught for some time in the program, a graduate student representative, as well as an undergraduate representative. The Office Manager is a non-voting member, together with the student representatives.

The DLB Committee meets every month to discuss DLB related business. The grad student representative will share the agenda with WGS MA students before the meeting, gather their suggestions for agenda items, and communicate the meeting result to all them.

If you have any questions, concerns, or suggestions related to the operation of WGS, the graduate program and you as a graduate student, you may ask the WGS Graduate Representative to bring them to the DLB Committee meeting.

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. It also has responsibility for budgetary matters. UWM policy restricts membership to tenured faculty.

Student Awards Committee

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, academic staff, and instructors and to Women's & Gender Studies affiliates. Applications are submitted to the UWM Panther Scholarship Portal.

MPS Student Awards Committee

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, academic staff, and instructors and to Women's & Gender Studies affiliates. The Office Manager coordinates the submission process.

Scholarship Committee

The Scholarship Committee determines the recipients of scholarships administered by Women's & Gender Studies. Membership is open to Women's & Gender Studies faculty, academic staff, and instructors and to Women's & Gender Studies affiliates. Applications are submitted to the UWM Panther Scholarship Portal.

Resources and Services for Graduate Students at WGS

Feminist Lecture Series and Vilas Trust Lecture Each year WGS invites two outstanding feminist scholars to visit UWM and present their latest research. These events usually include coffee/lunch hours with graduate students, and you will have the opportunity to talk with these scholars and their works in person. **As a WGS MA student, these talks are an important part of your curriculum and you are expected to attend these lectures.**

WGS Lunch and Learn Talk WGS holds monthly Lunch and Learn talks where scholars at UWM present their latest research and work in progress. This is a great opportunity to get to know about scholars at UWM whose work is related to women, gender, and sexuality studies and learn about their cutting-edge research. **As a WGS MA student, these talks are an important part of your curriculum, and you are expected to attend WGS Lunch & Learns as much as you can.**

The Women's & Gender Studies website (<http://uwm.edu/womens-gender-studies/>) This 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.

WGS Office 365 SharePoint This is the virtual WGS office "file cabinet", where you can find shared documents and resources. Many of them are open to you, such as WGS schedule of class, course syllabi, teaching resources, etc. There is a folder for WGS MA and TA where you can find various forms and other resources. <https://panthers.sharepoint.com/sites/WGS/default.aspx>

WGS Mailbox Every MA student has a mailbox at the main office of WGS, Curtin 535. Check regularly for information on program and campus events, forms, correspondence, and papers.

WGS lending library There is a small lending library which includes various Introduction to Women's & Gender Studies textbooks and additional resources. It is located in Curtin 569; you can get the key and may check out books and other materials from the Office Manager.

WGS main office kitchen You are welcome to use the WGS kitchen. Please keep the kitchen area tidy, wash and dry the dishes, mugs and utensils after use.

WGS seminar room You may use the seminar room when no meeting or class is in session.

WGS lunch gathering WGS faculty, staff, lecturers and graduate students often gather in the seminar room for lunch. It is a great opportunity to get to know others and socialize, so bring your lunch and try to join us as often as you can.

WGS Graduate Student Lounge Curtin Hall 904 is designated as the WGS Graduate Student lounge for student to gather and socialize. This is also a seminar room for events such as Lunch & Learns. You can get a key from Susan to access the room.

UWM Golda Meir Library. The librarian with subject responsibility for Women's and Gender Studies is Heidi Anoszko, hanoszko@uwm.edu. webpage: <https://uwm.edu/libraries/people/anoszko-heidi/>

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*.

Women's & Gender Studies Consortium The Women's and Gender Studies Consortium directly serves Women's and Gender Studies students, faculty, staff, and administrators in all University of Wisconsin institutions. The Women's Studies and Gender Consortium is committed to scholarship, teaching and activism that benefit all UW campuses and communities throughout the state. It offers a wide range of workshops and organize an annual conference. <https://consortium.gws.wisc.edu/>

Resources for career service:

UWM Career service email: careerplan@uwm.edu

<https://joinhandshake.com/>; <https://uwm.edu/careerplan/>; <https://www.onetonline.org/>

FYI: Important Advice

Check your mailbox regularly.

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

Check in with Xin Huang, the Director of Graduate Studies (DGS) every semester. You must meet Xin 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 with them.

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.

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.

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, Master's Thesis formatting requirements, and the Graduate Student and Faculty Handbook, among other essential information.

The Master's Toolbox at the Graduate School website is particularly useful for your study at UWM, <https://uwm.edu/graduateschool/masters-toolbox/>.

Graduate School Central Email inbox: UWM Grad School has a central email inbox for all TAs, PAs, and RAs where you can field questions about assistantships and find your way to answers: gs-assistantships@uwm.edu. The staff manage this email won't be able to answer most questions by themselves, but they'll figure out who can and will stay on the thread until everyone has the answers they need.

UWM Multicultural Network

The collective mission of the Multicultural Network at the University of Wisconsin-Milwaukee is to strategically advocate for resources and support services that contribute to the successful recruitment, retention, and graduation of multicultural students. <https://sites.uwm.edu/mcn/about/>

BIPOC Support Group

The Black, Indigenous, and People of Color Support Group is a space for students of color at UWM to connect around the unique challenges they are facing. This is a place for students to feel heard and supported by their peers. Students will have the opportunity to foster connections and relationships among peers with similar experiences. Students will have space to discuss topics including experiences of discrimination, family dynamics, relationships, academic pressure. For more information please contact Amardeep Singh Khahra, Ph.D. at khahra@uwm.edu.

Panther International Pal (PIP) Mentor Program

The Panther International Pals (PIP) program match new student (PIP Mentee) who is interested with a current student PIP Mento to help ease student's transition to campus and Milwaukee, create stronger ties among our student population, and help each student gain more cultural understanding.

https://www.isssconnect.uwm.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=1B6C35F3-E519-8C1D-8AF6F8186EA594A1

Complete the General Application at UWM Panther Scholarship Portal

Once you fill out the general application, you will be considered for all the scholarships at UWM you qualify for based on your profile. <https://uwm.academicworks.com/>. Make sure to register at the Scholarship Portal asap. You only need to fill out the General Application once during your MA study at UWM.

Online Resources for Graduate Students:

- **UWM Golda Meir Library Tours and Workshops:** We offer a variety of instructional services by request. By Request Workshops and Tours may be requested by UWM faculty, staff, and students. You can request a workshop for yourself or for a group. Workshops are normally scheduled in the Golda Meir Library, but some workshops may be delivered on-site at your group meeting, classroom, or residence hall. Contact Kristin Woodward (kristinw@uwm.edu), Teaching & Learning Team Lead, for details. Course Instructors: To bring your class to the library for instruction, see the Course Integrated Instruction page. Researchers and Students: To request one-on-one help with your research, please complete the Research Consultation Request form. Fill out this form to get an appointment: <https://uwm.edu/libraries/user-services/instruction/requestworkshop/>
- **Are you a college student struggling to afford food?** The latest COVID-19 relief bill changed strict eligibility requirements for college students- allowing more students to qualify for FoodShare (SNAP) benefits. If you're struggling to afford groceries, FoodShare may be able to help. You can connect by calling 211 or this site: <https://access.wisconsin.gov/access/>.
- **UWM's Food Pantry:** The food pantry's mission is to ensure that the entire UWM community has access to nutritious food and key necessities in a welcoming and educational space. For more information about locations and hours available, as well as ways to help support the food pantry, please visit their website here: <https://uwm.edu/studentassociation/uwmfcp/>.
- **PantherCycle:** Hey Panthers! Get in the spirit by joining PantherCycle. This is the perfect place to make a difference in the UWM community by giving household items and furniture you no longer want/need, or your time to other UWM students. Join and get all the things you need to furnish your off-campus rental or room. And remember, you can be fined up to \$5,000 for throwing trash on the curb. Check out the website for more information and details on how YOU can join in the effort! Here is the link to the website: <https://uwm.edu/neighborhoodhousing/panthercycle/>.
- **MENTAL HEALTH RESOURCES:** We know your mental health is important for your academic success. The Norris Health Center and the University Counseling Services offer various ways to nurture your mental health: formal counseling appointment, informal Let's Talk sessions, and multiple virtual platforms such as Silvercloud (<https://uwm.edu/norris/mental-health-topics/>) and You@UWM (<https://uwm.edu/norris/youatwum/>).
- **Writing Center:** It's easy to view our hours and to reserve online appointments via our online scheduler: www.writingcenter.uwm.edu. Then you can "meet" your tutor via our online scheduler, too, at your reserved time. Text back & forth with the tutor or use audio/video options--it's your choice. To see further specific info about how our online appointments work: <https://uwm.edu/writing-center/appointments/online-tutoring/>.

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 Feminisms in Global Context. 3 cr. G.
- WGS 710 Advanced Feminist Theory. 3 cr. G.
- WGS 711 Feminist Epistemologies and Research Practices 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 WGS/MLIS Coordinated Degree Program

(Effective Fall 2016)

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 Feminisms in Global Context. 3 cr. G.
- WGS 710 Advanced Feminist Theory. 3 cr. G.
- WGS 711 Feminist Epistemologies and Research Practices. 3 cr. G.
- One additional 3-credit G or U/G WGS course, excluding 497, 599, 700, 990, and 999.
- Select 9 elective credits in WGS or WGS cross-listed courses (not SOIS), in consultation with the WGS Director of Graduate Studies. Of these electives, 3 credits may be thesis credits (WGS 990).

Total WGS credits: 24 (maximum of 6 U/G cr; and maximum 3 cr of WGS 999)

- 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 are typically 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.

The MA/MSW Coordinated Degree Program

(Effective Fall 2016)

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 Feminisms in Global Context. 3 cr. G.
- WGS 710 Advanced Feminist Theory. 3 cr. G.
- WGS 711 Feminist Epistemologies and Research Practices 3 cr. G.
- One additional 3-credit G or U/G WGS course, excluding 497, 599, 700, 990, and 999.
- Select 9 elective credits in WGS or WGS cross-listed courses (not SOC WRK), in consultation with the WGS Director of Graduate Studies. Of these electives, 3 credits may be thesis credits (WGS 990).

Total WGS credits: 24 (maximum of 6 U/G cr; and maximum 3 cr of WGS 999)

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 MA WGS/MSW credits: 52 *(Minimum for those admitted to the MSW Advanced Curriculum. For students without a social work baccalaureate or otherwise needing the Foundation Coursework, the total credits will sum to 74.)*

For the coordinated WGS MA/MSW degree program students can substitute 6 credits in Social Work courses for 6 credits of WGS courses. Similarly, the Social Work master's program will accept 6 credits of WGS course work to satisfy the 6 required elective credits for the MSW degree. Because the MSW degree has a distinction in the number of credits required depending on bachelor's degree type, the total number of credits required to complete the Coordinated WGS/MSW program will range from 52 credits (24 from WGS and 28 from MSW when holding a bachelor's in social work) to 74 credits (24 from WGS and 50 from MSW when a bachelor's degree is from another discipline).

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 are typically 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 several scholarships annually. Please visit <https://uwm.edu/womens-gender-studies/scholarships/> or see the WGS Office Manager for complete details.

- **Florence L. Healy Scholarship in Women's & Gender Studies** Two scholarships are typically awarded each year. The amount and number are subject to the availability of funds. Open to graduate as well as undergraduate students.

Women's & Gender Studies Student Travel Award Two awards of up to \$250 per academic year, subject to the availability of funds. 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. Contact the DGS if you are thinking about applying for this award.

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 do count as financial aid.

- **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.

NOTE: Applications and other fellowship information are available on the Graduate School website <http://uwm.edu/graduateschool/types-of-funding/>. Students interested in applying for either the AOP or Graduate School Fellowship **must** contact the Director of Graduate Studies before the end of the fall semester. Students are nominated by WGS for these fellowships.

The Graduate School also offers support for conference travel:

- **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. <https://uwm.edu/graduateschool/types-of-funding/travel-awards/>

UWM Panther Scholarship Portal

This portal is your one-stop source to UWM scholarships. Once you fill out one general application, you will be considered for all the scholarships at UWM you qualify for based on your profile. You may also see scholarships on your dashboard that you can apply to. These are scholarships that require additional information. <https://uwm.academicworks.com/>

Make sure to register at the Scholarship Portal asap, with the ePantherID credentials that you use to log into your PAWS account. You need only fill the General Application once during your MA study at UWM.

Graduate Teaching Assistantship

Women's & Gender Studies currently offers two graduate teaching assistantships each year. 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

- Attend the Introduction to Women's & Gender Studies lectures
- Teach two discussion sections of Introduction to Women's & Gender Studies

The first semester of the GTA is probationary. These are the guidelines for GTA eligibility:

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).

Teaching Support from the Office Manager:

- Access to the copier – The copier can be used for class materials and the Office Manager will assign GTAs a copy code.
- Office supplies – GTAs are welcome to use office supplies located in the main office. Please let the Office Manager know if/when additional supplies are needed.
- Copies of syllabi from previous semesters –These 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.
- Assistance with AV equipment for a class
- Assistance recording grades in PAWS

Scheduling your sections:

- The Chair prepares the schedule of classes each semester; they will contact GTAs about scheduling their WGS 200 or 201 sections.

Office: GTAs share an office and have a mailbox in the main office. Office keys will be distributed at the start of the contract period. Keys are to be returned to Office Manager when the GTA contract ends.

Resource for Teaching Introduction to WGS

Sarah Cooke, a previous WGS MA/MLIS student did a project which is very useful:

“Intro to WGS Course Resources “ by Sarah Cooke

<https://panthers.sharepoint.com/sites/wgsintroresources?CT=1592234445022&OR=OWA-NT&CID=b3df8dc2-a05e-3a17-4162-f1b4c09f82ba>

Support for Difficult Teaching Experiences

As a GTA of an introductory level Women’s and Gender Studies classes, you are charged with teaching topics that may confront discriminatory thinking. While it can be exciting to encourage students to think critically about certain content, it can at the same time be emotionally taxing when students employ discriminatory language or actions through class assignments and discussions. If, at any time, you feel unsafe or threatened by a student as a result of a student’s bigoted language or actions, or unable to address, teach, or grade assignments on a certain topic in class due to personal trauma, please look to Director of Graduate Studies (DGS) for support. You can also reach out to the WGS undergraduate advisor and/or the WGS Chair with any concerns you may have.

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.

When you enter the WGS MA program, the DGS will be your temporary faculty advisor. 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.

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

Faculty Advisor

Your permanent faculty advisor will mentor and work with you individually and support your graduate study in WGS. Your faculty advisor may also serve as your M.A. Committee Chair and help you identify appropriate committee members. We encourage you to begin to take steps, within your first few weeks in the program, toward determining which faculty member you would like to work with as your permanent advisor.

Identify a faculty advisor

In your first fall semester while taking WGS 700, you will be introduced to all of the WGS faculty and learn about their research and teaching interests. You should identify a WGS faculty member either whose research and teaching interests intersect with your interests, and who could thus help you carry out your graduate studies, or whose mentoring style works for you. We encourage you to schedule meetings with faculty members with whom you are interested in working. You can also find information about WGS faculty at: <https://uwm.edu/womens-gender-studies/our-people/>

Establishing (and changing) advising relationship

Once you identify the faculty member with whom you would like to work, you should then establish the advising relationship. Ask the faculty member if they would be willing to serve as your MA advisor. Once the faculty has agreed to serve as your graduate advisor, please fill the "WGS MA Faculty Advising Form" and send a copy to WGS Director of Graduate Studies for record.

You should identify and establish your faculty advising relationship before the end of your first semester.

If you have changed your research interest and feel that other faculty member might better help you with your study, or you would like to work with other faculty for other reasons, you are free to change your faculty advisor. In that case, please go through the above-mentioned process and documentation again, and inform your existing faculty advisor and the Director of Graduate Studies about the change.

You must meet with your faculty advisor before registration each semester to discuss course selection and progress toward the degree and notify the faculty advisor of any changes in your course selection or progress.

After completing **twelve** credits, you should begin to discuss final degree requirements (thesis, paper, project, or exam), potential MA committee members, and future plans with your faculty advisor. See *Completing the MA* for more information.

In addition to the DGS, feel free to ask any faculty 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 hand it in to the DGS for approval. This should be done before the independent study starts or no later than the first week of classes. The **Independent Study Form** is important and becomes part of a student's file. For instance, if at a later date, a student wishes to substitute an independent study for another course requirement (with the consent of the necessary parties), the **Independent Study Form** can be used to show that a substitution is warranted. Without the form, 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: You may choose to complete a MA Project for the fulfillment of a WGS MA degree. The project can be a creative or artistic project that is research-based or a research-based practical project. Please discuss the topic, format, and structure of your MA Project with your MA Committee Chair and members in advance.

An MA project contains two parts:

1. The project

The project could take any form of your choice (with communication in advance with your chair), it could be an archive, a community collaboration, a campaign, an event, or a creative work such as graphic story, play, video, performance, etc..

2. Project Statement

The project statement describes the objectives and rationale of the project, explains the key concepts and ideas that guide and inform the project. The statement should be 4-8 pages.

Master's 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 should be Women's & Gender Studies faculty or Women's & Gender Studies faculty affiliates. Student requests to include a non-faculty or non-affiliate member on an MA Committee must be approved by the DGS.

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 submit an exam list for approval and choose a committee; choose a paper to revise and choose a committee or submit a proposal for a new paper that includes a timeline, bibliography, and brief rationale; submit a project proposal, and choose a committee.

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 can be found 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.

Last Steps Before Your Leave the WGS Program

1. Have your committee Chair sign the second part of your MA Committee and Defense Form and send to the DGS for filing.
2. Give the Office Manager a copy of your thesis, paper, project or exam for your academic file.
3. Return your keys to the TA office and WGS main office to the Office Manager
4. WGS MA student exit interview

Your insights about your experiences will help us to understand the program from your perspective in order to see what works and what changes we should make for the future. The DGS will contract you for exit interview. You can provide your feedback in one of several ways (or a combination): a formal letter, a less structured written response, and/or a virtual meeting.

5. WGS MA Student paper/project/thesis donation

The WGS MA Thesis/Paper/Project Archive is established to support WGS instruction, research, and especially to support student learning. Donation to the archive is voluntary. If you would like to donate your MA Thesis/Paper/Project to the Archive, please fill out the WGS MA Thesis/Paper/Project Donation form and send a copy of your MA Thesis/Paper/Project to Susan Wagner wagnerss@uwm.edu.

6. WGS alumni network communication

We hope that you would keep in touch with us. Should you like to be included in future WGS alumni networking communications (networking and mentorship events, alumni programming, invitations to social media groups), please provide a long-term use email (non-UWM) to the Office Manager, and if you would like, a social media account name for potential networking and invites.

7. Join the UWM Alumni Association

As a UWM graduate, you are part of a worldwide network of more than 195,000 Panthers. Here, on the alumni association website, you'll find everything you need to connect to your alma mater and proudly show your black-and-gold pride. Stay connected and get involved with alumni events and volunteer opportunities, update your contact information or submit a class note for the UWM Alumni Magazine.

<https://www.alumni.uwm.edu/s/1902/m19/home-alum.aspx?gid=2&pgid=61>

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.
Identify a Faculty Advisor	Before the end of your first semester	Complete the MA Graduate Advising Form	MA Graduate Advising form	Send a copy of the form to the DGS
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, Paper, or Project	
	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.
Exit the Program		Before the last day of the semester	1. Return office keys 2. WGS MA student exit interview 3. Consider donating your paper/project/thesis to WGS Library 4. Leave contact information for WGS alumni network communication	WGS MA Student paper/project/thesis donation form	The DGS will contact you for an exit interview.
Graduation!					

Women's & Gender Studies MA Program of Study
 (Effective Fall 2022)

Date: _____

Student Name: _____

Student Number: _____ Semester/Year Entering Program: _____

1. Required Coursework:

Term	Course No.	Course Title	Credits	Grade
Fall	WGS 700	Feminist Issues and Scholarship	03	
Spring	WGS 701	Feminisms in Global Context	03	
Fall	WGS 710	Advanced Feminist Theory	03	
Spring	WGS 711	Feminist Epistemologies and Research Practices	03	
Spring	WGS 740	Queer Theory	03	

Substitutions:

			03	
			03	

*U/G or G elective cannot be WGS 497; 599; 990; 999

2. Electives:

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



Curtin Hall 535
P.O. Box 413 Milwaukee, WI 53201-0413
phone (414) 229-5918
fax (414) 229-6855
email: wgs@uwm.edu

Women's & Gender Studies MA Faculty Advising Form

Student Name: _____ Email: _____

MA Program: _____

Semester/Year Entering the Program: _____

Faculty Advisor

Name: _____ Email: _____

Department(s): _____

Signature : _____ Date: _____

Please submit a copy of the form to:

Xin Huang
WGS Director of Graduate Studies
Curtin Hall 525
Huang32@uwm.edu

**Women's and Gender Studies
Independent Studies (WGS 999) Form**

Name of Student _____ Faculty Advisor _____

Independent Studies Title _____

Course Instructor _____ Term/Year _____

Study Proposal (Attach additional sheet if necessary) - Include the following information:

1. General statement of subject matters.
2. Description of student's activities and schedule (read books, consult journals, conduct interviews, perform experiments, etc.). Please include the reading list and reading schedule.
3. Description of how student will be evaluated --oral reports, exams, papers, etc.

Signature

Student _____

Date _____

Faculty Advisor _____

Date _____

Independent Study Instructor _____

Date _____

Director of Graduate Studies _____

Date _____

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

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: _____

Women's and Gender Studies Library

WGS MA Thesis/Paper/Project Archive Donation Form

The UWM WGS MA Thesis/Paper/Project Archive is grateful for the generosity of all donors who contribute their MA Thesis/Paper/Project for our archive. The WGS MA Thesis/Paper/Project Archive is established to support WGS instruction, research, and especially to support student learning. The donation to the archive is voluntary.

I, Donor, voluntarily donate my MA ☐ Thesis ☐ Paper ☐ Project to UWM WGS MA Thesis/Paper/Project Archive, and hereby affirm that the Materials may be made freely available for users of the UWM WGS library.

Restrictions on usage

- ☐ Please feel free to cite
- ☐ Please do not cite
- ☐ Please do not cite without the permission from the author

Author Name			
Degree Name/Year			
Type of the Material	<input type="checkbox"/> MA thesis	<input type="checkbox"/> MA Paper	<input type="checkbox"/> MA Project
Form of the Material	<input type="checkbox"/> Digital	<input type="checkbox"/> Print	
Title			
Keywords			
Committee Chair/Members			

Abstract and other information (e.g. hyperlinks)	Abstract:	
Preferred post UWM Contact Information	Email	
	Other contact information	

Name

Signature

Date