

**INSTRUCTIONS TO
GRADUATE STUDENTS**

**MA PROGRAM IN
WOMEN'S, GENDER & SEXUALITY STUDIES**

2022 – 2023

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An Overview of Department Roles and Terminology

The Department Chair (Chair)

The Department Chair (Chair) oversees the administration of the Department and its faculty. The Chair, in conjunction with the Department Graduate Committee, supervises the awarding of graduate student funding and ensures that the Department is in compliance with the policies and procedures of the Graduate School and College. Students who have questions or concerns about a specific course or a faculty member should first attempt to resolve the issue with the faculty member. If they are unable to find resolution, students should then consult with the Chair.

The Graduate Director (DGS)

The Graduate Director (DGS), also referred to as the Director of Graduate Studies or the Department Graduate Advisor, advises graduate students on course planning and enrollment and provides support and guidance on questions related to students' academic careers, classes, graduate school policies and procedures, and university resources. All MA and joint degree students should meet with the Graduate Director each semester to plan their coursework. The Graduate Director can also help students identify faculty who will serve as their Thesis, Project, Exam, or Practicum Advisor.

Graduate Advisor

Graduate Advisor. Students each have a Graduate Thesis, Project, Exam or Practicum Advisor. This person is responsible for helping students plan and implement their Thesis, Project, Exam or Practicum, and serves as the Chair of the students Graduate Committee.

The Graduate Committee

The Graduate Committee is a group of faculty identified by the student who provide feedback and evaluation for students completing the Thesis, Project, or Exam option.

Graduate Supervisor

Graduate Supervisor. The Department Undergraduate Advisor also serves as the Supervisor of Graduate Teaching Assistants (GTAs) and Akers Graduate Assistant (GA). The Graduate Supervisor (Dr. Tami Harbolt) serves as the Direct Supervisor for our GTA and GA students. Generally, GTAs also work as teaching assistants in the supervisor's classroom, while GAs assists the supervisor in various recruiting activities. The supervisor assigns work and teaching duties, monitors timesheets, and annually evaluates assistants' work performance.

Department Administrative Specialist

Department Administrative Specialist. The Administrative Specialist (Jan Rayburn) is available to help students with questions around registration, payroll, and other University Resources and Offices.

Culminating Exam Option

In this option students take 37 hours of coursework, in addition to completing a culminating exam.

Students who take the exam will work with a Graduate Advisor and Graduate Committee (at least 3 members total) to construct a reading list/bibliography drawn from their course work. The bibliography should count approximately 30 sources, including both primary and critical materials, which may include historical documents, art objects, book sections or chapters, articles, and more. Consider organizing your bibliography by subject, such as Transnational Feminism, Black Feminist Theory, Feminist Methodology, Feminist History, Community Engagement, etc. This will help you in the focus and formation of exam questions. The bibliography needs to be approved by the Committee.

Culminating Exam questions are developed by the Graduate Advisor and Committee Members and approved by the Graduate Director (DGS). The content of the exam is based on Reading List. Students need to demonstrate that they have studied the texts in their reading list and that they are ready to use their sources autonomously to address a relevant question.

The Culminating Exam is a 72-hour take-home exam*. In both cases, you need to schedule your exam date well in advance with the Administrative Assistant who oversees the administration of the exam. The total maximum length of the exam is approximately 4,500-7,500 words (approximately 6-10 double-spaced pages for each question, not including Works Cited in a style format acceptable to the Committee).

The exam is graded pass or fail. Each member of the Committee is responsible for grading each question. The student must pass all three questions. The Graduate Advisor collects the grades from all committee members and submits them to the Director of Graduate Studies (DGS) and the Graduate Advisor, who then communicates the results to the student.

The Culminating Exam must be taken no later than week twelve of the final semester of coursework. In the case of a non-pass, only the sections of the exam that were not passed are retaken. If needed, students have up to the end of the following semester to submit rewrites.

Timeline

By the end of the fall semester prior to graduation, students should determine their Graduate Advisor and other Committee members, who will sign a form confirming their participation.

By no later than the end of the third week of spring semester, in collaboration with the Committee, students should construct their reading list and have it approved by the Committee.

By no later than spring break, students should consult with Committee members to schedule a date to take the exam. (It is recommended to schedule the exam early enough in the semester that a retake is possible, if necessary.)

When scheduling the exam, students must allow at least three weeks between scheduling the exam and taking the exam. This means, for example, that if a student wants to take the exam by March 30, the exam needs to be scheduled no later than March 9 to give faculty time to prepare exam questions)

Exams must be taken no later than week twelve of the final semester of coursework. Students should be aware that it may be necessary to retake the exam or portion of the exam, pending evaluation by faculty.

Students have up till the end of the following semester after the completion of coursework to retake an exam or portions of the exam.

*Students who need accommodations are welcome to request those. They should work with their adviser to determine.

**Committee members from outside UofL may be approved by the committee chair and DGS.

Applied/Creative Project

Applied/Creative Project: This project lets students integrate and apply their learning in ways tailored to their goals. Examples include but are not limited to a policy proposal, grant proposal, video, podcast, social media campaign, digital education website, curriculum, play, or zine. Students should confer with their Graduate Advisor on types of acceptable projects

Before beginning the project, students must complete a prospectus that states the objective of the project, its anticipated outcomes, its audience, the rationale for the type of project, (grant, podcast, etc.), a tentative reading list or annotated bibliography or literature review identifying sources and methods used, and the relation of the project to WGST. The prospectus must also include a timeline for the project's completion.

After completing their project, students will draw from their prospectus to write an accompanying paper (approximately 10 pages). The paper should indicate how the project relates to the field of WGST; the objective of the project; the audience for the project; and the rationale for the project type (for example, why a podcast is the best way to accomplish the project's objective and reach the targeted audience), and a works cited page.

TIMELINE for Applied/Creative Project

In the semester prior to the semester in which the M.A. will be awarded:

1. In consultation with the DGS, the student must choose a Graduate Advisor from among the graduate faculty of WGST or the affiliated faculty. It will be up to the Graduate Advisor and the student to see to it that all required procedures are followed.
2. With the guidance of the Graduate Advisor, the student will invite two other faculty members to serve, along with the Graduate Advisor, on the Graduate Committee. This committee will aid the Graduate Advisor in evaluating the project. The student will submit the Master's Project Committee form to the department chairperson for approval before enrolling in WGST 698.
3. Under the guidance of the Graduate Advisor, the student should begin working on the prospectus

During the WGST 698 semester:

4. No later than week 3 of the semester, the student will submit the completed prospectus to the Graduate Advisor, and, upon the advisor's approval, the prospectus must be submitted to the WGST chairperson for inclusion in the student's file. Students are urged to complete the prospectus sooner than week 3 of the WGST 698 semester if possible.
5. Upon approval of the prospectus, the student will begin work on the applied/creative project.

6. No later than week 9 of the semester, the student will submit a first draft of the project to the Graduate Advisor.

7. During week 10-13 of the semester, the student should plan to revise the project under the direction of the Graduate Advisor. Students should be aware that multiple revisions/re-submissions may be necessary before the faculty advisor judges it ready for Committee review. With the permission of the Graduate Advisor, students should ascertain from the Committee the date/time convenient for discussion of the project and set the date, time, and place of the discussion.

8. The student must submit the Master's Project Discussion **form** to the WGST chairperson, indicating the date, time, and place of the discussion at least one week before the discussion.

After completing the Discussion, Committee members will sign the approval form and Student Learning Outcome forms. The Graduate Advisor will submit these to the WGST office for recording purposes. In consultation with the Committee, The Graduate Advisor will submit a final grade for the project.

Practicum/Internship in Women's Studies & Gender Studies, WSGT 695

The Practicum or Internship is an independent endeavor outside of the academy that may provide the capstone of the student's academic program. It is intended to give the student professional experience and contacts in one aspect of service, advocacy or policy making. Upon successful completion of an internship or practicum, students will earn 3-6 hours of credit.

Guidelines

1. Practicums/Internships are undertaken under the joint supervision of a Faculty Advisor (from the WGST core or Affiliate faculty) and a cooperating off-campus supervisor. Students may enroll in Practicum hours after completing a minimum *of* 18 hours in the program. Dual degree students may not enroll in practicum hours as part of WGST 695 (Dual degree students complete Practicum hours as part of their MSSW requirements at the Kent school). Students may enroll in 3-6 hours of Practicum, taking either 3 hours in the spring, or enrolling for 3 hours in the fall and spring semester during their second year.

2. Students must arrange the course with a WGST Faculty Advisor. The Practicum/Internship agreement must be completed and signed off on by all parties, including the on-site supervisor, Faculty Advisor, the DGS, and Department Chair, prior to the start of the project. A Practicum/Internship Form may be obtained on-line or from the WGST Office. The agreement should detail the objectives of the practicum, the expected activities, and their relationship to the student's educational goals.

3. Students must enroll in Practicum hours no later than the first week of classes of a semester. Therefore, students interested in Practicum experience should begin planning and paperwork well in advance, ideally in the semester prior to enrollment.

4. The Practicum must run a minimum of 150 hours on site per 3 credits. (A minimum of 300 hours is required for students taking 6 credits). However, the number of weeks it will last and hours per week entailed may vary, depending on the needs of the organization and the student's schedule.

5. The practicum/internship must include a written report (paper) or alternative format project to be prepared by the end of the Practicum. The Faculty Advisor may include additional requirements for the paper or alternative project

6. It is the student's responsibility to find an internship/practicum site.

7. The internship/practicum generally should take place outside of The University of Louisville and with the involvement of another organization such as a non-profit, advocacy or educational agency, government office, or business.
8. The internship/practicum must involve a high percentage of professional tasks. Clerical duties must not be the bulk of the experience.
9. The internship/practicum may be paid or unpaid.
10. Before an internship/practicum is approved, a written position description must be agreed upon by the student, the faculty advisor, and the institution involved.
11. A specific individual at the internship/practicum site must be identified as the intern's on-site supervisor.
12. The internship/practicum agreement and position description should be filled out and signed by all parties.

Evaluation

1. Students will keep a journal or log of their work during the internship/practicum. The log should not merely detail the week's activities. It must also be a review of the meaningful learning that takes place. This journal/log will be submitted electronically to the Faculty Advisor at three-to-four-week intervals and in full at the completion of the project.
2. At the completion of the internship/practicum, the student will turn in a paper or another alternative format project (i.e., Vlog, podcast, presentation, or poster) agreed upon by the student and the faculty advisor. The paper must be a minimum of 10 pages; alternative formats must include a works cited list and demonstrate professional engagement with feminist scholarship. The paper or alternative format project offers students the opportunity to assess their learning experience in the Practicum. The assessment should discuss how the applied experience links to two or more of the theoretical concepts they studied in coursework and provide concrete examples from both the practicum and the relevant literature. If appropriate, students may attach supporting materials to the paper.
3. The Faculty Advisor may consult with the internship/practicum supervisor as needed during the internship to monitor progress.
4. The Faculty Advisor will receive journal updates at three-to-four-week intervals throughout the duration of the internship/practicum.
5. The internship/practicum supervisor will submit an evaluation of the intern to the Faculty Advisor at the conclusion of the internship.
6. Students completing 6 hours of practicum over the fall and spring semesters will receive an "I" at the end of the first semester of the Practicum, pending satisfactory completion of 150 hours and consultation with the on-site supervisor. A final grade will be awarded pending satisfactory completion of 300 hours and the submission of the final paper or project
7. The Faculty Advisor will determine the final grade in consultation with the student, review of the student's portfolio (including journal/log and final paper, and if appropriate, supporting material), and an evaluation of the student by the on-site supervisor.

Timeline

Week 1 of the semester. Ideally prior to the start of the semester, but no later than the end of the first week of classes, students must complete all paperwork and enroll in Practicum hours. Required paperwork includes the completion of the job description and the agreement form, which must be signed off on by the student, Faculty advisor, and on-site supervisor.

Students must follow the schedule for submitting their reading logs agreed on with their Faculty Advisor.

Finals week. Students must submit their portfolio (including reading logs and final paper/project) for review by the Faculty Advisor no later than the last day of scheduled exams. The Faculty Advisor must receive the signed evaluation from the on-site supervisor by the same date.

WGST 698: Master's Project

Students who choose the non-thesis option for the Women's, Gender & Sexuality Studies M.A. must enroll in WGST 698, Master's Project, as a final requirement for the M.A. in Women's, Gender, and Sexuality Studies. There is no syllabus associated with this course, just as there is no syllabus for thesis course hours. However, the faculty advisor may draw up a syllabus if she/he chooses. The student works with an individual faculty member on a project designed by the student with the guidance and support of a faculty mentor. The Women's, Gender, and Sexuality Studies Master's Project, like the thesis project also requires that the final project be read by a committee of three (with the faculty advisor as a committee member) and that the student discuss/defend the project with the committee after completion.

Pre-requisites:

WGST 698 is intended as a final project for the M.A. Students may enroll in WGST 698 only after completing 33 hours of course work toward the M.A. or during the final semester of course work toward the M.A.

Description:

WGST 698, the Master's Project, is a culminating essay based on the student's original research. The purpose of the culminating essay is to give students the opportunity to write an article-length piece intended for publication, typically 20-30 pgs. in length. This essay may be revised and extended from an existing paper or may be an entirely new piece of research. Students should determine the intended audience for their research and select an appropriate journal accordingly.

The culminating article should reflect a thorough knowledge of current research on the proposed topic and should meet the publishing standards of the journal in which the student wishes to publish. In most cases, this means the article must make a case for the significance of the inquiry, identify an unanswered question or problem in the current scholarship on the subject, and offer a conclusion based on original research that addresses the identified gap or shortcoming.

The culminating article is designed to introduce students to the processes of academic publishing; students should therefore be aware that the culminating article will require substantial revisions and that strict adherence to time limits will be a necessity in the successful completion of this project.

The student will work on the article under the guidance of a faculty advisor approved by the department chairperson. Although the faculty advisor is responsible for assigning the grade for the M.A. project, the project also will be evaluated by the student's M.A. Project Committee. The Committee will consist of the faculty advisor, one additional member of the graduate faculty of Women's, Gender and Sexuality Studies or affiliated faculty, and a third member of the graduate faculty outside of Women's, Gender Sexuality Studies. This third member may be a member of the affiliated faculty but may also be unaffiliated with the department.

Procedures and timeline:

In the semester **prior to** the semester in which the M.A. will be awarded:

1. In consultation with the WGST chairperson, the student must choose a faculty advisor from among the graduate faculty of WGST or the affiliated faculty. It will be up to the faculty advisor and the student to see to it that all required procedures are followed.
2. With the guidance of the faculty advisor or the department chairperson, the student will invite two other faculty members to serve, along with the faculty advisor, as the Master's Project Committee. This committee will aid the faculty advisor in evaluating the project. The student will submit the Master's Project Committee form to the department chairperson for approval before enrolling in WGST 698.
3. Under the guidance of the faculty advisor, the student should begin working on a brief project prospectus (3-6 pages) outlining the project and indicating the intended place of publication. The prospectus should
 1. Describe the topic of investigation.
 2. Provide a brief overview of relevant literature on the topic and identify the gap or shortcoming the project will address, or the extension of existing arguments it will offer.
 3. Provide a tentative line of argument, including an indication of the bodies of evidence to be used.
 4. Provide a brief overview of the journal's focus and intended audience.
 5. Make a claim for the project's significance for feminist researchers, particularly for the readers of the journal in which it will appear.

During the WGST 698 semester:

4. **No later than week 3 of the semester**, the student will submit the completed prospectus to the faculty advisor, and, upon the advisor's approval, the prospectus must be submitted to the WGST chairperson for inclusion in the student's file. Students are urged to complete the prospectus sooner than week 3 of the WGST 698 semester if possible.
5. Upon approval of the prospectus, the student will begin work on the research project under the guidance of the faculty advisor. The faculty advisor may request intermediate assignments before submission of the full first draft, such as a literature review section, a sample textual or data analysis, or other portions of the article.
6. **No later than week 9 of the semester**, the student will submit a first draft of the article to the faculty advisor.
7. **During week 10-13 of the semester**, the student should plan to revise the article under the direction of the faculty advisor. Students should be aware that multiple revisions/re-submissions will be necessary before the faculty advisor judges the essay ready for Committee review. With the permission of the faculty advisor, students should ascertain from the Committee the date/time convenient for discussion of the project and set the date, time, and place of the discussion.
 1. The student must submit the Master's Project Discussion form to the WGST chairperson, indicating the date, time, and place of the discussion at least one week before the discussion.

2. The latest date the discussion may occur is one week before the final day of exams for that semester. Keep in mind that a student may be asked for further revisions because of the project discussion.
8. **During week 13-14 of the semester**, upon the faculty advisor's approval of the article for Committee review, the student will distribute copies of the essay to the Committee. Committee members must be given copies of the essay at least seven days before the scheduled discussion. In other words, the project must be ready to send to committee members two weeks before the final day of exams.
9. **During week 13-14 of the semester**, the student will meet with the M.A. Project Committee at the time and date specified to discuss the completed project. The student will submit the Master's Project Approval form, signed by the Committee, to the WGST chairperson.

Evaluation criteria:

The M.A. project, like the M.A. thesis, is the culmination of a student's work in the WGST M.A. program. To receive a passing grade in WGST 698, the student's work must demonstrate a high level of competence related to the learning objectives for the Women's, Gender, and Sexuality Studies M.A.

Learning Outcomes:

1. Students will gain advanced knowledge of interdisciplinary feminist research and theories in the social sciences and humanities.
2. Students will be able to apply an appropriate research method to a chosen research question on women or gender.
3. Students will gain an understanding of the intersection of gender with other structures of power, such as race, class, ethnicity, nationality, and sexuality.
4. Students will learn to use the conventions of writing appropriate for a professional scholarly audience.

Evaluation of the M.A. Project:

Based on the learning outcomes for the M.A., the WGST faculty has identified a set of expectations for the M.A. project. A grade will be assigned to the M.A. project by the project advisor based on the criteria listed below:

- Engagement with current critical discussion relevant to the student's focus area
- Appropriate use of existing literature to frame an original research question
- Selection of appropriate research design to address research question
- Assessment of and response to relevant scholarship
- Attention to the impact of variables such as race, class, ethnicity, nationality, and sexuality on research question
- Clearly stated argument

- Coherent structure/organization
- Appropriate citation and use of supporting evidence
- Correctness in matters of mechanics and syntax
- Appropriate diction

In addition, failure to meet deadlines set by the faculty advisor will adversely affect the student's final grade on the M.A. project.

"A" work is excellent; "B" is good; "C" is minimally adequate.

WGST 699: Master's Thesis

Pre-requisites:

Students who choose the thesis option (WGST 699) for the Women's, Gender and Sexuality Studies M.A. may enroll after completing 18 hours of coursework and after taking both WGST 601 and WGST 602 or approved substitution.

Description:

- The thesis will consist of a student conducting independent, original research and placing this research within the context of relevant theoretical and empirical literatures. The thesis paper will be between 40-70 pages. If the student is conducting research on/with living people, s/he is required to get approval from the UofL., IRB (Institutional Research Board) before conducting any research. IRB approval can take up to two months after students submit all the required paperwork, so students are advised to start this process early.

The thesis option will fulfill six credit hours under WGST 699. Students must sign up for 3 hours of WGST 699 in the semester preceding the semester that the student receives the M.A. and 3 hours in the semester in which the student receives the M.A.

Procedures:

1. Before signing up for WGST 699, the student must gain the sponsorship of a member of the graduate faculty of the Women's, Gender, and Sexuality Studies Department (WGST) or of the affiliated faculty who agrees to act as thesis director of the specific project the student is proposing. Students who are unsure who to approach for sponsorship should consult the WGST graduate director for advice. It will be up to the thesis director and the student to see to it that all required procedures are followed. **Students sign up for WGST 699 by using the Independent Study form.**

2. The student proposes a prospectus under the supervision of the thesis director. The prospectus -- which should be about six pages, including bibliography -- describes a research project of a length between 40 and 70 pages, The M.A. prospectus should

1. Describe the topic of investigation
2. Provide an overview of relevant literature on the topic and identify the gap or shortcoming the thesis will address, or the extension of existing arguments it will offer.
3. Provide a tentative line of argument, including an indication of the bodies of evidence to be used.
4. Describe the research methods that will be used.
5. Make a claim for the thesis project's significance for feminist researchers by discussing how the thesis is expected to contribute to the literature in this area when completed.
6. Include a preliminary bibliography of the most relevant primary and secondary material.

The prospectus is submitted to the thesis director, along with a proposed slate of readers. Readers for the M.A. thesis include the thesis director, one additional member of the Graduate Faculty of WGST or the affiliated faculty, and a third member of the graduate faculty outside of WGST. The readers, once approved, become the student's Thesis Committee. Both the Thesis Committee and the prospectus must be approved by the thesis director at least three months prior to the final oral examination - and preferably at least five months before the final oral examination. As soon as the Thesis Committee has been approved, the student must arrange with the Chairperson of Women's, Gender Sexuality Studies to submit a Thesis Dissertation Advisory Committee form to the Graduate School.

3. The student conducts her/his research and writes the thesis with input from the thesis director. The thesis director may instruct the student to make drafts available to readers for response, but usually the thesis director and the student work to produce a final draft for readers.

4. The thesis director schedules the final oral examination, a defense of the work, after checking with the other two readers that the thesis is ready for defense. Each reader must receive a final typed copy of the paper at least one week before the scheduled oral defense. The last possible date to hold the oral examination is one week before the last day of classes. The student will be asked for further revision because of the defense.

The student must arrange with the Chairperson of Women's, Gender Sexuality Studies to submit a Thesis Dissertation Final Oral Examination Schedule form to the Graduate School listing the paper's title; student's social security number, and the time and place of the oral defense **at least two weeks prior to the defense**. All members of the graduate faculty of the University will be invited to attend the defense, but only the members of the Thesis Committee have a voice in approving the project. To be passed on this examination, the thesis may not receive more than one abstention or dissenting vote.

5. Before the end of the semester in which the student expects to be awarded the degrees/he must produce the following copies of the approved thesis: one unbound signed for the Graduate School, one bound copy for the thesis director, and one bound (hard cover) copy for Women's, Gender, and Sexuality Studies - along with a 150-word abstract. The date when this is due is specific to the semester and will be provided by WGST by mid-semester.

Criteria for evaluation

The M.A. Thesis is the culmination of a student's work in the WGST M.A. program. As such, the thesis should embody the learning outcomes set by the Department of Women's, Gender, and Sexuality Studies for the M.A.

Learning Outcomes:

1. Students will gain advanced knowledge of interdisciplinary feminist research and theories in the social sciences and humanities.
2. Students will be able to apply an appropriate research method to a chosen research question on women or gender.
3. Students will gain an understanding of the intersection of gender with other structures of power, such as race, class, ethnicity, nationality, and sexuality.
4. Students will learn to use the conventions of writing appropriate for a professional scholarly audience.

Evaluation of the M.A. Thesis:

Based on the learning outcomes for the M.A., the WGST faculty has identified a set of expectations for the thesis. A grade will be assigned to the thesis by the thesis director based on the criteria listed below:

- Engagement with current critical discussion relevant to the student's focus area
- Appropriate use of existing literature to frame an original research question
- Selection of appropriate research design to address research question
- Assessment of and response to relevant scholarship
- Attention to the impact of variables such as race, class, ethnicity, nationality, and sexuality on research question
- Clearly stated argument
- Coherent structure/organization
- Appropriate citation and use of supporting evidence
- Correctness in matters of mechanics and syntax
- Appropriate diction

"A" work is excellent; "B" is good; "C" is minimally adequate.

WGST 699: Master's Thesis

Check list

Students who choose the thesis option (WGST 699) for the WGST M.A. degree may enroll after completing 18 hours of coursework and after taking both WGST 601 and WGST 602 (or whatever substitute has been approved by the graduate director of WGST).

This checklist is provided as an easy guide to what students need to do; however, students must refer to the WGST instructions for the Master's Thesis for more complete information on these bullet points. **The student's faculty director will provide specific deadline dates for prospectus, preliminary drafts, final draft, and final revision.**

Checklist for WGST students choosing the thesis option {WGST 699}:

- Secure faculty sponsorship for thesis project. Faculty sponsor will be your "thesis director." This must occur no later than the summer before the student signs up for thesis.
- If thesis involves human subjects, begin process of IRB submission as soon as possible but no later than week 4 of first semester of thesis enrollment.
- Sign up for thesis hours, using the Independent Study form.
- Write prospectus, under supervision of thesis director. This should be completed no later than week four of the first semester.
- Consult thesis director about possible two readers for thesis project and inform WGST graduate director of ideas for possible readers.
- Contact proposed readers, with prospectus, to request participation in thesis project. This should be done by the end of the first semester of thesis work.
- File thesis/dissertation Advisory Committee Form with WGST and Graduate School. Conduct thesis research and writing under direction of thesis director. Thesis research should be completed by week three of the second semester of thesis-hours enrollment; Thesis writing should begin no later than week three of the second semester of thesis hours enrollment.
- At the beginning of semester two of thesis work, check with faculty director about graduate school deadlines.
- After approval by thesis director of final draft of thesis, distribute copies to other readers. Arrange time/place for oral defense and submit form to WGST and Graduate School about oral defense - this form should be submitted two weeks (at least) before the defense is scheduled). Oral defense date and final submission dates will be provided by the thesis faculty director based on Graduate School deadlines for that semester.
- Be sure to bring copies of signature page to oral defense.
- Turn in final approved copies of thesis to graduate school, WGST, and thesis director.

WGST 698/699 MA Project versus Thesis

What do WGST 698 (Master's Project) and WGST 699 (Master's Thesis) have in common?

Both require that the student do original research on a topic significant to women's/gender studies scholars, and that the student situate the research within the existing secondary literature relevant to the question.

- Both require that the student do pre-enrollment planning and meeting.
 - Both require that the student work under the direction of a faculty advisor and utilize the Independent Study form for enrolling.
 - Both require that the student do a prospectus.
 - Both require that the student's work be reviewed and approved by the faculty advisor and two additional readers.
 - Both require multiple revisions of drafts.
 - Both require a final oral defense, after which more revisions are usually required. Both share the same criteria for evaluation.
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- How do WGST 698 (Master's Project) and WGST 699 (Master's Thesis) differ?
WGST 698 requires an article-length paper, while WGST 699 requires a multi-chapter work of 40-70 pages.
 - WGST 698 = 3 credit hours; WGST 699 = 6 credit hours.
 - WGST 698 is completed in one semester; WGST 699 is taken over two semesters, 3 hours in one and 3 hours in the second. The thesis involves research/writing that is beyond the scope of a project a student could complete in one semester.
 - While both a thesis and project may involve human subjects and thus require IRB approval, it is more appropriate for students doing research on human subjects to select the thesis option because of time constraints.
 - WGST 698 requires that the student's final product be ready for submission to an academic journal, and so requires that the student research a target journal's submission requirements, audience, etc.
 - WGST 698 does not require submission to the Graduate School; WGST 699 does require submission, and the thesis must conform to physical guidelines specified by the Graduate School.
The final submission deadline is earlier for WGST 699 because it needs Graduate School Review.

What are the advantages of each option? For students who plan to go on to work on the Ph.D., both the thesis and M.A. project have advantages and drawbacks. For students who do not plan to go on, there is no clear (general) advantage to either option. Students should think about how they plan to use the M.A. project or Thesis after graduation.

- The thesis offers the possibility for students to investigate a question/problem in more depth and detail than a 25-30-page article would allow. For a student who wants this experience of depth and detail, the thesis option is a good choice regardless of the student's post-M.A. plans. For students who want to go on to Ph.D. work and who know that they want to continue to work on the thesis area, the thesis could be a foundation for later dissertation work. For a student who is undecided about going on to Ph.D. work, the thesis could provide a "mini-dissertation" experience that might help the student decide.
- The M.A. project results in a paper that is proposed as an article in a journal. It is a stand-alone article-length paper, which could be sent out for publication. A student going

on to Ph.D. work should send the final M.A. project out to a journal for consideration. The student could also use this as a writing sample for Ph.D. applications. A student not planning to go on to Ph.D. work might send the M.A. project as a work-sample to a prospective employer.