

Graduate Student Handbook
2021

Women's and Gender Studies Department
714 Pray Harrold Hall
Eastern Michigan University
Ypsilanti, MI 48197

Department Head, Interim
Dr. Beth Currans

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Dr. Jacqueline Goodman

Please Note: Current, updated policies apply to all WGST graduate students regardless of year they entered into the graduate program

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WOMEN'S & GENDER STUDIES AT EMU

The Women's and Gender Studies Department has a proud history and a prominent place on the Eastern Michigan University campus. The department has grown since 1975, when EMU offered the first minor in Women's Studies in the State of Michigan, to a vibrant, well-respected department with an undergraduate major and minor, and the state's only stand-alone Master of Arts in Women's and Gender Studies. In 2003, the Women's Studies Program added "Gender" to its name and launched a minor in Queer Studies in 2013.

We attract students - regionally, nationally, and internationally - who choose to study here because of our excellent faculty, small class sizes, and the opportunity for research and community involvement through course work and faculty mentoring, graduate assistantships, and student organizations. The curriculum is flexible, enabling students to tailor their program of study according to their individual career goals. Although the Women's and Gender Studies department is housed in the College of Arts and Sciences, it is a model of interdisciplinary collaboration on the EMU campus, with over 20 Department Members from departments and schools across the University. Our student body is diverse in terms of age, gender and gender identity, sexual orientation, race and ethnicity, religion, country of origin, and socioeconomic status.

WOMENs AND GENDER STUDIES STAFF

Beth Currans, Interim Department Head, Associate Professor: ecurrans@emich.edu
Dr. Currans can assist with any problems or concerns that you encounter during your studies in the program.

Jacqueline Goodman, Graduate Coordinator, Professor: jgoodma9@emich.edu
Dr. Goodman can help you develop a program of study; select courses; choose a capstone, capstone committee members; submit paperwork for your thesis and graduation; and any other matter related to your progress in the graduate program.

Chanda Victoria, Senior Secretary: cbutle13@emich.edu
Chanda can provide forms to fill out; help with course overrides, student travel, offer information about course scheduling; and send messages to faculty.

WGST Faculty Members

Below each faculty member's name are the areas for which they are able to serve on capstone committees.

Beth Currans, Associate Professor: ecurrans@emich.edu
Chair: Grassroots organizing; public protest; public performances; creating and claiming space; LGBTQ studies and theory; disability studies; interdisciplinary feminist studies.

Reader: Any, but especially qualitative, performative, and theoretical projects.

Jacqueline Goodman, Professor: jgoodma9@emich.edu

Chair: Feminist theory; feminist methodology, globalization; workplace and feminist policy;
Family law in U.S. and North Africa

Reader: Any

Dyann Logwood, Assistant Professor: dlogwood1@emich.edu

Chair: Mentoring, Critical Black Feminist Mentoring, Black Feminist Theory, Activism, Social
Movements, Hip Hop, Media, Zines, Gender Based violence, self care, academic service
learning, civic engagement, spirituality, religion

Reader: Any, qualitative methods

Solange Simoes, Professor: ssimoes@emich.edu

Chair: globalization, race

Reader: Any

WGST Department Members

Department Members are affiliated faculty from other departments who regularly teach WGST classes. The areas for which they are able to serve on capstone committees are listed below.

Amanda Allen, Associate Professor of English Language & Literature: aallen36@emich.edu

Chair:

Reader:

Pam Becker, Professor of Technology and Professional Services Management:

pam.becker@emich.edu

Chair:

Reader:

Yvette Colón, Associate Professor of Social Work: ycolon@emich.edu

Reader: social work, Latinx women, women and aging, LGBTQ-affirmative practice, gender
issues in health care (oncology, end of life, pain management), services to families and children,
technology-based service provision, and women and film.

Marilyn Corsianos, Professor of Criminology: mcorsiano@emich.edu

Chair:

Reader:

Elisabeth Däumer, Professor of English Language & Literature: edaumer@emich.edu

Chair:

Reader:

Margaret (Meg) Dobbins, Assistant Professor of English Language & Literature:
mdobbin2@emich.edu
Chair: British literature, Victorian studies, nineteenth-century history and culture
Reader: queer theory, feminist theory, Marxism and economic history, women's literature, LGBTQ+ literature

Natalie Dove, Associate Professor of Psychology: ndove@emich.edu
Chair:
Reader:

Joseph Engwenyu, Instructor of History: jengwenyu@emich.edu
Chair: African Women
Reader: International women's issues; wicked women: notorious, mischievous, wayward, etc.—preference to women who have most significantly violated gender norms.

Suzanne Gray, Associate Professor, University Library and WGST Subject Specialist:
suzanne.gray@emich.edu
Chair:
Reader:

Rob Halpern, Associate Professor of English Language & Literature: rhalpern@emich.edu
Chair:
Reader:

Peter Higgins, Professor of Philosophy: phiggin1@emich.edu
Chair: Political philosophy/theory
Reader: Any, with a preference for capstones with an explicit normative or conceptual component

Melissa Jones, Associate Professor of English Language & Literature: mjones89@emich.edu
Chair:
Reader:

Konnie Kustron, Professor of Technology and Professional Services Management:
kkustron@emich.edu
Chair and Reader: Legal issues relevant to women's and gender studies

Laura McMahon, Associate Professor of Philosophy: lmcmaho1@emich.edu
Chair: Feminist philosophy, social and political philosophy, continental philosophy, phenomenology.
Reader: Feminist philosophy, social and political philosophy, continental philosophy, phenomenology.

Tricia McTague, Associate Professor of Sociology: tmctague@emich.edu
Chair:
Reader:

Kate Mehuron, Professor of Philosophy: kmehuron@emich.edu
Chair: Continental Philosophy; political philosophy; theory/conceptual
Reader: Any but quantitative research

Mary-Elizabeth Murphy, Associate Professor of History: mmurph54@emich.edu
Chair: Women's & gender history; critical race theory; African American women
Reader: Social movements; political activism; feminist methodology

Brenda Riemer, Professor of Sport Management: briemer@emich.edu
Chair and Reader: Issues related to sport sociology, sport psychology, and sport management

WGST Lecturers

Lecturers can serve on creative project committees, but cannot chair them.

Jess Kilborn, Part-Time Lecturer:
Focus: Women's spirituality; women's health; gender performance, moving beyond the binary in sex and gender; sexual assault/rape and gendered violence

Nancy Provolt, Part-Time Lecturer: nprovolt@emich.edu

Salima Zaman, Part-Time Lecturer: szaman@emich.edu
Focus: Global feminism; violence against women; media and body image

Kathryn Ziegler, Part-Time Lecturer: kziegler@emich.edu
Focus: Queer and feminist social movements; Genderqueer representations in history; Third wave feminist theory and practices

CAMPUS RESOURCES

Halle Library

Suzanne Gray is the librarian for Women's and Gender Studies; Sgray17@emich.edu
The Halle Library at Eastern Michigan University is an important resource to support your coursework and capstone project. Suzanne Gray is the Women's and Gender Studies Librarian and is happy to meet individually with graduate students to assist them in reviewing the literature for research papers or capstone projects. Schedule an appointment at: <http://emich.libcal.com/appointments/sgray>.

The library has a specialized database related to women's and gender studies, Gender Watch. Access is available at: <https://guides.emich.edu/az.php?s=36224>. The library catalog and many databases can be searched through Esearch, which can be accessed on the library website: <https://www.emich.edu/library/>.

The collection housed at the Halle Library is geared toward undergraduate study and may not fully meet your needs as a graduate student. However, we can obtain materials from other libraries to support your work through interlibrary loan (ILL) and the Michigan Electronic Library (MEL). More information on these services is available at: https://www.emich.edu/library/services/get_other_libraries.php

We also have an arrangement with the University of Michigan through which students can borrow materials from their extensive collections. The EMU library holds about a million items as compared to nearly 15 million at the University of Michigan, so it is useful for students engaged in graduate level research to search beyond what is available at EMU. Similarly, they have a significantly larger number of database subscriptions that are relevant to research in women's and gender studies. Visitors to UM have access to search their subscription databases from within their campus libraries. More information on guest borrowing from UM or other Michigan libraries is available at: <https://www.emich.edu/library/services/otherlibraries.php>

Writing Center

The University Writing Center for Graduate Studies (UWCGS) offers writing support to all graduate students. UWCGS values diversity and honors all EMU graduate students and the languages they bring with them to the university.

UWCGS offers two types of support:

1. **Asynchronous Feedback** - a writing consultant reviews and comments on your document, provides focused feedback and strategies for development and revision. Feedback is provided in 2 days for each 10 pages of text you submit.
2. **Appointments for Real-time Virtual Consultations** - a writing consultant contacts you within 24-48 hours to schedule a one-hour Google Meet consultation.

Instructions for all UWCGS support and the link to the submission form can be found on the [UWC webpage](#).

Any questions about UWCGS writing support, including how graduate policies and processes differ from the undergraduate UWCV, can be directed to Beth Sabo at bsabo2@emich.edu.

The UWCGS is a UWC satellite run by Beth Sabo that caters specifically to graduate students, offering face-to-face on-campus support via appointment only, face-to-face online support via Skype, and read-ahead appointments, as well as online support via email. Unlike other UWC locations, the UWCGS limits consultations to once per week. Students can email Beth Sabo (bsabo2@emich.edu) to make or modify an appointment at UWCGS. During the pandemic, graduate students should contact Beth Sabo, the coordinator of the University Writing Center for Graduate Studies, at bsabo2@emich.edu, to submit a document, schedule a Google Meet appointment, or inquire about UWCGS policies and services.

Other Communities at EMU:

The Center of Race & Ethnicity (CORE): <https://www.emich.edu/core/index.php>

The Lesbian, Gay, Bisexual, and Transgender Resource Center (LGBTRC):

<https://www.emich.edu/lgbtrc/>

The VISION Volunteer Center (VISION): <https://www.emich.edu/vision/>

The Women's Resource Center (WRC): <https://www.emich.edu/wcen/>; 734.487.3118

UNIVERSITY POLICIES

In addition to course specific policies and expectations articulated in syllabi and this Graduate Handbook, students are responsible for understanding all applicable University and Graduate

School guidelines, policies, and procedures. Please note: electing not to access the links provided below does not absolve a student of responsibility.

EMU Student Handbook <https://www.emich.edu/studenthandbook/index.php>

Graduate School Policies <http://www.emich.edu/graduate/policies/index.php>

University Course Policies <http://www.emich.edu/studenthandbook/policies/academic.php#univ>

WGST MA PROGRAM REQUIREMENTS

The Master of Arts degree in Women's and Gender Studies requires the completion of 30 credit hours, distributed as follows:

Required Courses (9 credit hours)

WGST 550: Feminist Thought (3CH)

(Offered every Fall and should be taken in the first year)

WGST 540: Feminist Methodology (3CH)

(Offered every Winter and should be taken in the first year)

WGST 608: Capstone Colloquium (3CH)

(Offered every Fall and should be taken in the second year)

Substitution: Disciplinary Methods course.

Restricted Electives (9 credit hours)

Any other three (3CH) WGST graduate-level courses, including cross-listed courses originating in other departments. (Check the schedule for when they are offered.)

Complementary Concentration Courses (6 credit hours)

Complementary concentration courses are non-cross-listed courses originating in other departments that will complement your WGST Program of Study courses, based on your scholarly interests and future career goals. Your complementary concentration courses should be selected on the basis of that which will best enhance your capstone experience, and future career.

Ideally, your complementary concentration courses are connected thematically or disciplinarily to each other. (Some departments offer 1CH and 2CH complementary concentration courses; please note you must fulfill 6 credit hours for your complementary concentration courses.)

Capstone Experience (6 credit hours, unless completing the Course Option)

- 6CH of Practicum, or
- 6CH of Thesis, or
- 6CH of Final Project, or
- 6CH for Course Work Option: 3CH of 699 (independent study), and 3CH of additional WGST elective

For more detailed information on degree requirements, please see https://catalog.emich.edu/preview_program.php?catoid=26&poid=12246&returnto=5381

WGST MA PROGRAM TIMELINE OPTIONS

1)Standard 2-year Program

Recommended Track for Students Completing a Thesis, Creative Project, or Course Option

Fall (1st year) <ul style="list-style-type: none"> ● WGST 550 ● 3CH Elective ● 3CH Elective 	Winter (1st year) <ul style="list-style-type: none"> ● WGST 540 ● 3CH Elective ● 3CH Concentration 	Summer (1st year) <ul style="list-style-type: none"> ● 3 CH for Practicum or any Capstone option
Fall (2nd year) <ul style="list-style-type: none"> ● WGST 608 (or Methods class in another discipline) ● 3CH Concentration 	Winter (2nd year) <ul style="list-style-type: none"> ● 3 CH Capstone 	

2)Accelerated 1½-year Program Optional Track for Students Completing a Practicum

Fall (1st year) <ul style="list-style-type: none"> ❖ WGST 550 ❖ 3CH Elective ❖ 3CH Elective 	Winter (1st year) <ul style="list-style-type: none"> ❖ WGST 540 ❖ 3CH Elective ❖ 3CH Concentration 	Summer (1st year) <ul style="list-style-type: none"> ❖ 6 credits for Capstone
Fall (2nd year) <ul style="list-style-type: none"> ❖ WGST 608/ or Disciplinary Methods ❖ 3CH Concentration 		

3)Extended or Part Time 3-year Program

Optional Extended Track for Students Working Full Time or Who Require Extra Time to Complete their Final Project or Thesis

<p>Fall (1st Year)</p> <ul style="list-style-type: none"> ❖ WGST 550 ❖ 3CH Elective 	<p>Winter (2nd Year)</p> <ul style="list-style-type: none"> ❖ WGST 540 ❖ 3CH Elective 	<p>Summer (1st Year)</p> <ul style="list-style-type: none"> ❖ Optional: Complementary concentration coursework
<p>Fall (2nd Year)</p> <ul style="list-style-type: none"> ❖ WGST 608 or Methods ❖ 3CH Elective 	<p>Winter (2nd Year)</p> <ul style="list-style-type: none"> ❖ 3CH Concentration ❖ 3CH Concentration 	<p>Summer (2nd Year)</p> <ul style="list-style-type: none"> ❖ Optional: Capstone hours
<p>Fall (3rd Year)</p> <ul style="list-style-type: none"> ❖ 3CH for Capstone 	<p>Winter (2nd Year)</p> <ul style="list-style-type: none"> ❖ 3CH for Capstone 	

TIME TO DEGREE COMPLETION:

Master’s degree requirements must be completed within six (6) years of first enrollment in the master’s degree program per the Graduate School’s policy:

<https://www.emich.edu/graduate/documents/policy2021.pdf?v=2020-06-26T20:07:04Z>

If you left the program for some reason, more than six years have elapsed, and you wish to complete your degree, you must file a Petition for an Extension of Time to Degree:

<https://app.emich.edu/gradpetition/views/login>

GRADUATE CERTIFICATE in WGST: 12 CH

A Graduate Certificate in WGST is an excellent way to gain a foundation in Women’s and Gender Studies and enhance your research and scholarship in another discipline with the feminist intersectional approach of WGST. The Certificate has different tracks which students can choose from, (only one track is required), allowing you to focus on the area of study that best compliments your academic and/or professional development. (Financial aid is available when completing the WGST Certificate simultaneously with another MA degree program at EMU.)

Required Courses:

- WGST 550 Feminist Thought (3CH)
- **Globalization Track- WGST 556 - Gendered Globalization: Economic, Political and Cultural Dimensions 3 CH**

or

- **Sexualities Track (3CH)- WGST 575 - Queer Theory 3 hrs**

Electives: (6 CH)

INTERNAL FUNDING OPPORTUNITIES

Several scholarships and funding opportunities are available to graduate students in the form of the awards listed below:

- **WGST Scholarships & Awards**
<https://www.emich.edu/wgstudies/opportunities/index.php>
- **EMU College of Arts & Sciences Scholarships**
<http://www.emich.edu/cas/students/scholarships.php>
- **EMU Graduate School Scholarships**
http://www.emich.edu/graduate/financial_assistance/scholarships/graduate_scholarships.php
- **EMU Graduate Student Travel Assistance Awards**
http://www.emich.edu/graduate/financial_assistance/scholarships/travassist.php

GRADUATE ASSISTANTSHIPS

http://www.emich.edu/graduate/financial_assistance/assistantships.php

A Graduate Assistant (GA) position typically supports instructional, scholarly, and/or program activities for a professor or department.

At EMU, a full-time, academic-year GA appointment provides tuition scholarship for up to 18 credit hours in each academic year (September 1 to August 31) of the assistantship. For GAs appointed to part-time positions or who begin employment after the start of the semester, the number of credit hours will be prorated.

The Women's and Gender Studies Department offers half time Graduate Assistant positions in order to fund as many of our students as possible. Half-time GAs work 10 hours per week (150 hours per semester) with a professor. GA's receive a 5 credit hour tuition waiver in the Fall and a 4 credit hour tuition waiver in the Winter. The stipend for a half-time GA position in WGST is \$2,250 per semester.

Graduate Assistantships may be renewed for up to four enrollment periods. However, students must reapply each semester, as the offer of an assistantship for one semester does not guarantee

that you will be offered one in subsequent semesters. The Department considers academic excellence along with successful completion of the duties in a student's current and past GA appointments when determining renewal.

Additional benefits of appointment as a Graduate Assistant include close contact with faculty and other graduate students, valuable employment experience within an academic setting, and the opportunity to devote one's energies to scholarship, community engagement, and teaching assistance.

EXTERNAL FUNDING OPPORTUNITIES

- **American Association of University Women**
<http://www.aauw.org/what-we-do/educational-funding-and-awards/>
AAUW has a long history of advancing educational and professional opportunities for women in the United States and around the globe with Fellowships, career development grants, Community action grants and more.
- **American Indian Graduate Center**
<http://www.aigcs.org/scholarships/graduate-fellowships/>
AIGC provides financial support for American Indians and Alaska Natives seeking higher education and supports them in attaining graduate, and professional degrees.
- **National Hispanic Scholarship Fund**
<https://www.hsf.net/scholarship>
The HSF Scholarship is designed to assist students of Hispanic heritage obtain a college degree, including graduate degrees
- **National Women's Studies Association**
<http://www.nwsa.org/awards>
Established in 1977, the NSWA promotes and supports the production and dissemination of knowledge about women and gender through teaching, learning, research and service in academic and other settings.
- **Point Foundation**
<https://pointfoundation.org/>
Nation's largest scholarship-granting organization for LGBTQ students of merit. Point promotes change through scholarship funding, mentorship, leadership development, and community service training.

ADVISING

Incoming graduate students attend two orientations prior to the beginning of the Fall semester: one sponsored by the Graduate School, and the other sponsored by the WGST Department.

Students should meet with the Graduate Coordinator before or at the beginning of your first semester in the MA program to complete a Program of Study; an individualized plan that each student develops in consultation with the Graduate Coordinator. The Program of Study maps out

each student's individual coursework and capstone plan for your Masters Degree. Students should meet with the Graduate Coordinator at the beginning of the second year as well to discuss their progress, potential problems in the program, and to revise their Program of Study if needed. Programs of Study are kept on file both with the Graduate Coordinator and with the office of Records and Registration; used in the final audit for the student's graduation.

Registration

Registration for the Summer and Fall semesters begin in mid-March, and registration for the Winter semester begins in early November. Incoming students are encouraged to register for courses as soon as they are accepted into the program, in conversation with the Graduate Coordinator. Returning students are encouraged to register as soon as registration opens; this helps students secure their best schedule, avoid fees, and helps the WGST department avoid cancellation of graduate courses. Timely registration does not require students to pay their tuition early.

Graduate students must register online for all courses using their myemich.edu accounts. Registration will be blocked if students have past due accounts with the University. Students may not attend classes unless they are properly registered and have paid appropriate fees. Registration for a semester will be considered final at the end of the applicable semester. Tuition is assessed for all credit hours for which a student is registered. Graduate tuition is assessed for all 500-900-level courses. Tuition rates per credit hour are subject to review at each June Board of Regents meeting and may increase. The most current information regarding tuition and fees can be found online at <http://www.emich.edu/sbs/basics/tuition.php>.

Course Overrides

An "override" is special permission to register for a class. Common reasons for overrides include exceeding the course enrollment capacity, waiving a prerequisite or class standing restriction, registering late, and enrolling in Independent Study or Capstone courses. Contact the instructor for whom an override is needed, as these are granted at the instructor's discretion.

The best way to process an override request is to email your request to the instructor, copying the department secretary, Chanda Victoria (cbutle13@emich.edu), who will process your request.

Transfer Credits

Graduate credit from other accredited institutions may be accepted in a graduate degree program at EMU. Acceptable transfer credit(s) will be determined by the WGST department, subject to the approval of the WGST Department Head and the Office of Records and Registration.

Transfer credit must:

- be applicable to the EMU degree program
- have a grade of B or higher (grades of "pass," "satisfactory," or "credit" cannot be transferred unless noted on the transcript key as equivalent to a B or better grade)
- not be out-of-date per the degree time limitation
- be recommended by the advisor and approved by Office of Records and Registration
- be documented as graduate credit on an official graduate transcript from an accredited institution

Transfer credit(s) must be evaluated prior to the graduation degree audit. Official transcripts for courses planned to be transferred to Eastern Michigan University should be on file in the Office of Records and Registration at least one month prior to the end of the semester in which the student plans to graduate. Such credits are recorded on the student's record at the time of approval, even if the course is not ultimately used on the program of study.

Request forms are available from the Registrar at <http://www.emich.edu/registrar/forms/>.

How to apply for graduation

Students must apply to graduate by the last day of the semester in which they wish to graduate. It is strongly suggested that students apply to graduate much earlier than this. There is an application fee of \$110. Check the Records and Registration webpage for fee updates and information about applying to graduate: <https://www.emich.edu/registrar/graduation/index.php>

If students wish to have their name in the April Commencement ceremony program, the deadline to apply for graduation is March 15. Graduating students are encouraged to attend April convocation. For further information about the commencement ceremony, see <https://www.emich.edu/commencement/>.

THE CAPSTONE

Each MA student in Women's and Gender Studies must complete a 6 credit hour capstone experience. Your capstone can take the form of a practicum, thesis, final (creative) project, or coursework option. For detailed information on each option, please see the Capstone Manual (appended to this Handbook).

Choosing a Chair for your Capstone

Students should meet as many WGST faculty and Department Members as you can, early in your graduate study so you will have an idea whom you might like to work with as your capstone chair. When you are choosing a capstone chair, consider the following:

1) It should be a faculty member with whom you communicate well, and 2) It should be a faculty member who appreciates your interests. Though it is ideal that your committee chair has professional knowledge of the subfield(s) that you are most interested in, it is not essential. Most importantly, you should choose a Chair with whom you communicate well and trust. Again, talk to as many faculty as you can to get to know them, their interests, and their style of working with students. Consult with the Graduate Coordinator if you have any questions.

You may also want to consider the following questions when choosing a Chair for your capstone committee:

1) Do I want to work with someone who will keep track of my progress and email me when I go silent, or do I work best when faculty allow me to touch base when I am ready?
2) Do I need written feedback on my writing or do I prefer oral feedback that is more conversational?
3) Do I want to try out new methods of research in this project? If so, you might want a capstone chair with expertise in the method that is new to you.

Meeting with faculty when choosing a chair

To reiterate, in order to make the most informed decision when asking a faculty member to be the Chair of your committee, you should consult with the Graduate Coordinator, and meet with as many faculty as is reasonable. You can meet faculty by having zoom meetings, attending department events, parties, and by setting up appointments to introduce yourself. Once you have found a faculty member who has agreed to Chair your committee, consult with them about other issues such as who else should be on the committee, how to focus your topic, and how to schedule your work plan.

Communicating with your Committee Chair/advisor

After you have found a Chair for your capstone work make sure that you each discuss your expectations. For example, 1) how often does your chair expect you to be in touch with them? 2) How much time do they need with your draft in order to give you written feedback? 3) How available are they to meet and review drafts over the summer, or is communicating via email or zoom sufficient? By discussing these details up front, you will build a strong foundation for communication with your advisor. If you begin to feel overwhelmed or frustrated with your project or progress, schedule a meeting with your capstone chair so that they can help you get back on track.

SCHOLARLY OPPORTUNITIES AT EMU

WGST Lecture Series

The WGST Department hosts a Lecture Series in which speakers are invited to give talks on diverse topics. Graduate students are strongly encouraged to attend and present their work at these events, which are excellent opportunities for engaging in advanced academic discussion and for meeting professional scholars from around the region and from further afield.

Annual Graduate Research Conference

Each year Eastern Michigan University hosts a Graduate Research Conference (GRC) and the WGST Department strongly encourages you to apply. Graduate students of all disciplines, colleges, and degree designations (masters and doctoral) are invited to apply to the GRC, a celebration of graduate student research and creative activity in a professional conference format. Students can present their research in a range of formats, including Oral & Arts Front; Poster; or the 3-Minute thesis. In order to participate in the GRC, students must be enrolled in an EMU graduate program; engage a faculty mentor or advisor to assist with the conference application; be available to present at the GRC on the specified date; and fill out the conference application. Applications are available in February and the GRC generally takes place in March. For more information, see: http://www.emich.edu/graduate/news_events/research_conference/

Other Certificate Programs WGST Students might be interested in

WGST Masters students can similarly enhance their MA by taking an additional Certificate program at EMU, incorporating some of your WGST required Complimentary Concentration courses into the other Certificate program. The following are examples of such programs that may interest WGST students (consult the Graduate Catalog for more information):

- **Graduate Certificate in Community Building (CBLD)**

This 12-13 credit certificate program is designed to develop the competencies of community leaders, professionals and staff of nonprofit organizations in leadership, resource development and program evaluation; in understanding the community as a complex system; in understanding their organizations' potential for civic action; and in understanding how to improve the capacity of their community organizations to meet their missions and strengthen the community. The program also has an external focus: to develop competencies for understanding the community as a social system and improving the social bonds and leadership skills among members of the community.

Advisor Information:
Marti Bombyk, Ph.D.
734.487.0393
mbombyk@emich.edu

- **Graduate Certificate in Nonprofit Management (NPMG)**

This 14-15 credit interdisciplinary graduate certificate is designed to develop management competencies for working professionals in public and nonprofit organizations. It is linked to and enables a student to fulfill the Nonprofit Leadership Program's foundation and professional development competencies and to earn a National Certification in Nonprofit Management and Leadership and the corresponding Certified Nonprofit Professional (CNP) credential. Competency areas cover practical skills for building management capacity of an organization, such as financial management of resources and accountability for performance; governance issues and the legal and ethical environment of nonprofit organizations; human resources; fundraising; and technology and information systems. Course work is focused on management skill development for immediate, practical application of the knowledge gained from the program to nonprofit organizations, rather than on concepts and theory.

Advisor Information:
Rose Jindal, MPA Coordinator
734.487.3113
rsoliven@emich.edu

WGST AFFILIATED STUDENT ORGANIZATIONS

Women's and Gender Studies Student Organization (WGSSO)

The Women's and Gender Studies Student Organization (WGSSO) works to create inclusive feminist spaces on campus. WGSSO is open to undergraduate and graduate students from all fields of study in order to create a more accessible organization.

Triota, the Women's and Gender Studies Honors Society, is incorporated within WGSSO. Students graduating with the required GPA have an opportunity to become members of the honors society. (See below for more on Triota.) The Women's and Gender Studies Student Organization is committed to upholding feminist values and fighting for equality and social justice on Eastern Michigan University's campus and across greater Ypsilanti and Southeast Michigan communities.

Contact: wgsso.emich@gmail.com .

National Women's and Gender Studies Honor Society - Triota

Triota (Iota Iota Iota) is a national academic and service-based Women's and Gender Studies honor society that strives to promote academic excellence, facilitate activism, and maintain feminist values central to women's and gender studies. See the WGST website for eligibility requirements: <https://www.emich.edu/wgstudies/opportunities/student-organizations.php>

Contact: Beth Currans ecurrans@emich.edu or 734-487-1177.

The National Women's Studies Association:

The National Women's Studies Association (NWSA), <https://www.nwsa.org> established in 1977 is the national scholarly association that supports the production and circulation of knowledge about women and gender. They promote feminist scholarship that is comparative, global, intersectional, and interdisciplinary; fostering relationships between scholarship and the understanding of culture and society. Each year, the NWSA holds a conference on educational and social transformation within the latest feminist scholarship, and WGST supports our MA student attendance at the conference. Talk to the Department Head if you are interested in attending the annual NWSA conference.

You can become a member of NWSA as a student for \$90 with proof of student ID. Some benefits of becoming a member include: Being able to network with other feminist scholars, educators, and activists; reduced registration rate for presenting at the annual conference; and ability to apply for NWSA awards and grants.

ACADEMIC INTEGRITY AT EMU

Academic Dishonesty and Plagiarism

<https://www.emich.edu/research/compliance/academic-integrity/aic-policy>

According to the Student Code of Conduct, "engaging in academic dishonesty or plagiarism in any form is subject to disciplinary action under University policies with respect to examinations, course assignments, research projects, grades, and/or academic records, including, but not limited to the following:

Cheating – using or attempting to use unauthorized materials, information or study aids in any academic assignment. Examples of cheating are: looking on someone else's paper; using any kind of "cheat" sheet or other enhancement during a test; allowing someone else to take an exam in your place; submitting the same work more than once for credit; using someone else's homework or lab assignments; collaborating with another student on any assignment or take home test if told that collaboration was not allowed; assisting

another student in committing an act of academic dishonesty by allowing another student to copy homework or an exam; taking an exam for someone else; or giving test information to students in other sections of the same course.

Falsification – falsification or invention of any information or citation in an academic publication. Examples of falsification are: making up data on an assignment; making up a source to cite in a paper; unauthorized altering then resubmitting returned academic work; giving false information to a faculty or staff member to increase one's grade; or attempting to change, actually changing, altering grades or any other unauthorized tampering with grades.

Plagiarism – presentation or use of someone else's work or ideas as one's own. Examples of plagiarism are: quoting a source verbatim, or paraphrasing text from a given source, without properly citing the source; turning in a research paper that was written by someone else; or in any other way passing off someone else's work as one's own; or failing to give credit for ideas or materials taken from someone else.

Other Academic Dishonesty – public posting, selling of, or in any other way, distribution of notes of class lectures, course handouts and outlines, and/or any other University supplied materials without the express written permission of the instructor.”

ACADEMIC EXPECTATIONS IN WGST DEPARTMENT

Minimum Grade Requirements:

The Graduate School requires that students maintain a GPA of at least 3.0 throughout their program. Students who fall below this GPA will automatically be put on academic probation by the Graduate School. The WGST department has high expectations for our students. See the following WGST grading scale for your reference:

A: The grade of A indicates that the quality of work is very good to excellent. *(Analogous to the grade of A or A- for undergraduates.)*

A-: The grade of A- indicates that the quality of work is good, but that improvement is likely necessary for admission to a Ph.D. program. *(Analogous to a grade in the B-range for undergraduates.)*

B (+/-): A grade in the B-range indicates that the quality of work is mediocre to fair, and that significant improvement would be required for admission to a Ph.D. program. *(Analogous to a grade in the C-range for undergraduates.)*

C (+/-): A grade in the C-range indicates that the quality of work is distinctly below what is expected of a graduate student. *(Analogous to a grade in the D-range for undergraduates.)*

F: Failing (Please note that the grade of D (+/-) is not available for graduate students; a final grade of less than C- is failing for graduate students.)

Grade Appeals Process

The EMU Board of Regents outlines grievance procedures for grades. The grade grievance procedure must be followed when the grievance pertains to grades.

Class Attendance

Students are expected to attend all of their Graduate classes and adhere to instructors' course outlines. Expectations regarding class attendance and class participation should be included in the course syllabus distributed by the instructor. Excessive absences and non participation will lead to lowered grades, or in combination with related factors, failing grades.

Students who observe major religious holidays may arrange with their instructors to make up missed classwork, including examinations. If satisfactory arrangements cannot be made with the instructor, students may appeal to the Department Head.

Expectations for a Graduate Academic Workload

Students should expect 2-3 hours of outside reading and writing per week for each 1 credit of coursework. Please take into account the expected workload for each course when registering for graduate courses.

FIRST YEAR REVIEW & DIGITAL FOLDERS

During the first year of study, Graduate Students in the Women's and Gender Studies Program will be responsible for maintaining a digital folder (a Google Doc in My Drive) related to their academic and professional development. Digital folders are self-reflections of your graduate classwork, research, and graduate assistant work. Your folder might contain any of the following: writing projects, nomination letters for awards, travel or conference award applications, copies of research grants or applications, applications for GA positions, publication submissions, faculty assessments, and any other material that shows your progress in the first year of study.

The purpose of the folder is to encourage students to take responsibility for their graduate study. This requires your honest self-reflection on your progress and potential problems you may have faced at this point in your graduate study. What have you learned? How have your analytical, written, and critical thinking skills developed? What opportunities for research and professional development have you pursued? In what areas are you improving? In what areas are you struggling? Digital folders must be forwarded to the Graduate Coordinator who will share them with the Graduate Committee and or Department Head, no later than **March 15th** in the second semester of study.

At the end of the first academic year, the Graduate Committee and or Department Head will read and review all first-year digital folders. Committee members and or the Department Head will send their comments by **April 15** to the Graduate Coordinator, copying the Department Head. The Graduate Coordinator will follow up with students by **April 15**, acknowledging receipt of their materials, and request a student meeting in the event there is a need for an "enhanced plan of study." Students whose folders are assessed as requiring an "enhanced plan of study" or remediation plan will meet with the Graduate Coordinator (Chair of the Graduate Committee) who will consult with the Graduate Committee and or Department Head, to discuss a plan for

future study in the program. Missing digital folders will automatically be marked “Unsatisfactory.”

The purpose of the First-Year Review is to provide an opportunity for self-reflection early in the program, to ensure that as a new student, you are receiving the support you need to succeed in the program. If students have any questions or concerns about the program or their progress, they are encouraged to reach out at any time to the Department Head, the Graduate Coordinator, members of the Graduate Committee, or individual instructors for additional guidance and support.

COMMUNITY RESPONSIBILITY AT EMU

Eastern Michigan University maintains a Code of Community Responsibility, available at <https://www.emich.edu/policies/policy.php?id=124>. The purpose of the Code is to maintain a campus environment that is conducive to learning, protect the university’s educational purposes, maintain reasonable order on campus, and protect the rights of all members of the University community. The Code of Community Responsibility sets forth standards and expectations of behavior applicable to all Eastern Michigan University students.

The Code embraces several core philosophies: preservation of the rights of free speech and peaceable assembly; respect for freedom of inquiry and constructive criticism; a conviction that honesty and integrity are key values to the University community; and the belief that all members of the University should be part of a campus environment that respects diversity, including but not limited to differences of culture, gender, gender identity, religion, race, age, sexual orientation, and/or ability.

Any WGST student whose conduct reflects an alleged violation of the University Code of Community Responsibility will be referred to the Office of Wellness and Community Responsibility (OWCR). <https://www.emich.edu/studenthandbook/reportit.php>
Any disciplinary action taken by OWCR is separate from actions that may be taken by the WGST Department. Code violations committed by students in off-campus University related activities (e.g. online activities, practicum, international learning experiences, conferences) will be handled as if the violation had occurred on campus.¹

Reasons for Dismissal from WGST

The conditions under which a student may be dismissed from the WGST program include, but are not limited to:

1. Having a cumulative GPA of less than 3.00
2. Failing to make timely and satisfactory progress on program requirements.
3. Failing to respond to or make adequate progress on an agreed upon “enhanced plan of study” for remediation between the student, Graduate Coordinator, Department Head and or Graduate Committee. Failure to resolve and complete the enhanced plan of study satisfactorily will be followed by either voluntary withdrawal from the program or formal

¹ If an instructor finds that a student is in need of academic and/or professional skill remediation, the instructor will meet with the student, and may request that the Graduate Coordinator devise an “enhanced plan of study” to improve the student’s academic and or professional skills.

dismissal. Such a remediation plan in WGST is separate from academic or university probation.

4. Demonstrating conduct that is a violation of the University Code of Community Responsibility (which may result in a referral to the Office of Wellness and Community Responsibility for campus disciplinary action, including possible dismissal from the University). Code violations by a student in off-campus university related activities shall be treated as if the violation occurred on-campus by the WGST Graduate Committee.

If a student is dismissed, they can appeal to the Graduate School.

Further Disciplinary Actions

The WGST Department seeks to maintain a scholarly, collegial environment conducive to the highest level of learning. Behaviors including, but not limited to the following can undermine learning, and will be subject to disciplinary actions if not curtailed in a timely manner:

1. Unethical, threatening, or unprofessional conduct that represent a risk to others
2. Consistent inability or unwillingness to carry out academic, Capstone, or Graduate Assistant responsibilities
3. Repeated excuses when tasks, assignments, tests, and appointments are not completed in a timely manner
4. Consistent lack of attendance and or participation in classes, at practicum placement, or other required Program functions
5. Inability to tolerate different points of view, constructive feedback, or supervision
6. Demonstrated inability to work effectively and collaboratively with peers, supervisors and/or other professionals

Academic Probation and Dismissal

In order to remain in the Master's program, students must meet both Departmental and Graduate School requirements. See Graduate Catalog: [Academic Probation and Dismissal](#).

Office of the Ombuds

It is recommended that students secure the support from the Office of the Ombuds if they:

- Feel their concerns are not being heard.
- Believe their rights have been violated or they have not been given due process.
- Need help to resolve or mediate a dispute.
- Feel they have been treated unfairly or insensitively.

For more information about the Ombuds and their services, please call 734.487.0074 or visit <http://www.emich.edu/ombuds/>.

HUMAN SUBJECTS RESEARCH

The Eastern Michigan University Human Subjects Review Committee (UHSRC) is the Institutional Review Board (IRB). The UHSRC is responsible for oversight of human subject research conducted by EMU investigators to ensure that ethical principles and federal regulations in research are protected. All EMU faculty, staff, and students who are conducting human subject research **must** submit an application to the UHSRC for review. All studies must be reviewed and

approved **before** beginning any research activities involving human subjects. See: IRB requirements.

TIPS ON APPLYING TO DOCTORAL PROGRAMS

If you are interested in enrolling in a doctoral program, please know that it requires dedication of a significant amount of time and effort. This can be both exciting and somewhat daunting. A PhD will prepare you to potentially become a leading researcher in your field and possibly a university professor. Before applying to doctoral programs we strongly suggest you research the current job market for prospective college professors in your field of interest. You might also want to compare the expectations of different doctoral programs, the funding they provide for their students, and the faculty whose research interests you. You also might want to investigate non-academic careers that require a PhD.

If you decide to apply to a doctoral program, contact individual faculty members in the program whose interests coincide with your own. Talk with EMU faculty about your future plans, and ask about 1) the skills you will need to prepare for a doctoral program, and 2) whether you should work with the EMU Writing Center to ensure that your writing is adequate for doctoral level work.

APPENDIX CAPSTONE MANUAL

INTRODUCTION

The requirements for a Masters Degree in Women's and Gender Studies include a final **Capstone Experience** that is selected from the following options:

- Practicum
- Thesis
- Project
- Coursework

Students should decide which of these Capstone options you would like to pursue as early in your Masters Program as possible. It is preferable to choose by the end of your first semester because fulfilling the necessary steps for each requires planning and time. Discuss your interests with a professor you may wish to work with and the Graduate Coordinator.

You are able to change your Capstone option along the way but remember that you must pay for the credits in which you enroll. For example, if you take three thesis credits but later decide to switch to a practicum or project, you can rewrite your Program of Study to reflect the change but you will need to take additional practicum or project credits required to finish the degree.

You should plan on completing your degree in a timely manner because after six years your credits expire. While it is possible to petition for an extension beyond six years due to extenuating circumstances, it is highly advisable to avoid this route, and plan a reasonable timeline for completion.

Guidelines for choosing a Capstone Committee:

Creative Project: the Chair has to be a WGST department member. Students are encouraged to have their secondary member be an expert in the medium in which they are choosing to work, such as a specialist in government, the arts, or non-profit organization, who can bring special skills and applications to the project.

Thesis: The Chair and outside readers must have a terminal degree, such as a J.D., Ph.D., or MFA, and be tenured or tenure-track faculty.

Practicum: the Chair/supervisor of your practicum must be an active department member and have previously taught a WGST graduate course.

Coursework Option: the Chair and second reader of your committee must be a WGST department member with a terminal degree, such as a J.D., Ph.D., or MFA, and be tenured or tenure-track faculty.

THE PRACTICUM

A practicum offers you the opportunity to explore your intellectual questions while gaining valuable internship/work experience. You should be able to apply the knowledge you have gained during your Master's work in practical ways, as you perform 300 hours of volunteer work at your chosen site. Students are required to take initiative and seek out work sites that will be most productive to your learning experience, where your strengths will be most valuable. Students should consult with the Graduate Coordinator about their practicum work sites, but the ultimate responsibility for connecting with a site and setting up your volunteer work will be your own. Previous practicum and internship sites where WGST students have worked can be found on the WGST website at:

<https://www.emich.edu/wgstudies/opportunities/internships.php>

Why Do a Practicum?

The primary purpose for doing a practicum is to gain work experience and critical knowledge that will deepen your understanding of the key issues and tenets of women's and gender studies. It is a wonderful opportunity to work with experienced mentors in meaningful fields outside of the academy, and is often a way to build a network for your future work in the area of your specialization.

Practicum Guidelines

Time Commitment: You must volunteer a minimum of 300 hours at a site approved by the Women's and Gender Studies graduate coordinator. Under certain circumstances you may be compensated for the work used to meet practicum requirements. However, consent of the graduate coordinator is required in advance of such an arrangement. Students will sign a contract with the Graduate Coordinator outlining their goals and responsibilities for the Practicum. The actual work should be at the level of a professional employee working at the site. In other words, students should not perform clerical work unless professional employees at the site include those tasks as a regular part of their job.

Registration for the Practicum Credit Hours: Request that the on-site supervisor send the graduate coordinator a letter with the following information: (1) Agreement to accept you for practicum placement; (2) A general description of your anticipated duties; and (3) Your anticipated work schedule at the practicum site.

Upon receipt of the letter the graduate coordinator and program secretary will input permission into the computer system for your registration for the appropriate credit hours. You must take a total of six hours of practicum credit, combining either WGST 686 [1], 687 [2], and 688 [3]; **OR**

WGST 687 [2] and 689 [4] in any sequence without repeating any course number. Your grade will be an Incomplete in all six credit hours until your practicum hours are completed and your written work has been submitted.

Written Work (Electronic submissions preferred): Upon completion of the 300-hour commitment, you must submit a typed copy of your journal and a 15-18 page critical reflection paper to the graduate coordinator (see below).

1. Time Log. You must maintain a TIME LOG of the days and hours you work on your practicum. Your on-site supervisor at the conclusion of your practicum experience must verify this time log.
2. Journal. Throughout the practicum you must keep a JOURNAL (daily or weekly) detailing the work you do on-site as well as your observations and feminist analysis of your experiences. Entries should reflect both a recounting of activities performed and your reflective connections between these experiences and the knowledge you gained in your studies in the Women's Studies Program. Each week, you will be expected to incorporate or to cite at least one theoretical text or method that you find applicable to that week's journal experiences.
3. Critical Reflection Paper. This paper should provide a summary of your practicum experience and substantial reflection on your experience incorporating relevant feminist scholarship as it applies to your work experience. This scholarship can be disciplinary or interdisciplinary in nature. Its guiding concepts, research methods, arguments, and theory must be directly related to your work experience subject area and representative of acceptable feminist scholarship in the field of Women's and Gender Studies. It must be written in a scholarly format, with consistent use of a scholarly style format, also regarding the use of Internet resources (MLA style; Chicago style). (Consult your Practicum Chair for the required written format.)

Expectations of On-Site Supervisors: We request that on-site supervisors be willing to notify the graduate coordinator of any difficulties students are having or causing at the placement site. We also ask that on-site supervisors do the following:

1. Placement Letter. Send an initial placement letter with the following information: (1) Agreement to accept you for practicum placement; (2) A general description of your anticipated duties; and (3) Your anticipated work schedule at the practicum site.
2. Supervisor Evaluation Form. The on-site supervisor sends, upon completion of your practicum, the completed evaluation form that assesses your performance.

Due Dates and Grading Procedure

1. Grading Procedure. The graduate coordinator grades practicum Portfolios, using the above Practicum Criteria.
2. Due Dates for Portfolio Submission. (A) A draft of your critical reflection paper should be submitted 3 weeks prior to the final grading period in which you expect to receive a

practicum grade. This gives the graduate coordinator and director ample time to review the draft and to provide editing suggestions. (B) Your entire portfolio must be submitted by the first day of the final grading period. This gives the graduate coordinator and director enough time to evaluate your portfolio.

Grading Criteria

The Practicum Portfolio is graded on a 100 point scale. The grading scale corresponds to the university scale. Electronic submission of portfolio items is preferred.

100 Total Possible Points (Points deleted for insufficient performance on specific items)

ON-SITE SUPERVISOR INPUT (30 Possible Points)

On-Site Supervisor Evaluation (15 possible points) (based on the completed form by your on-site supervisor of the quality of your service)

0	Unsatisfactory
5	Satisfactory
10	Good
15	Excellent

Time Log (15 possible points). The days and hours that you worked on your practicum (verified by your on-site supervisor evaluation at the conclusion of your practicum experience).

Journal (20 points).

- Organization and presentation of journal ("Presentation" includes grammar, punctuation, typos, sentence construction errors)
- Appropriate daily or weekly recounting of activities
- Reflective connections between work activities and WGST scholarship

Critical Reflection Paper (50 points). See above requirements for the paper.

WOMEN'S and GENDER STUDIES DEPARTMENT
Eastern Michigan University
Supervisor Evaluation of the Practicum Student

Organization _____

Address _____

Site Supervisor Name _____ Date _____

Title _____

Phone _____ E-Mail _____

Student _____

Please rank the student as Not Acceptable, Below Average, Average, Very Good or Excellent in the following categories.

Ability to accept criticism

Ability to communicate

Attendance

Cooperation with others

Dependability

Initiative

Quality of Work

Overall Performance

Is the student's time log accurate? Yes ___ No ___

Frequency of student/supervisor meetings: Biweekly ___ Weekly ___ Monthly ___

Was the student's project or work of immediate, long-term, general or no benefit to your organization? (please circle the most appropriate description)

**WOMEN'S AND GENDER STUDIES DEPARTMENT
EASTERN MICHIGAN UNIVERSITY**

**Practicum (WGST 686,687,688,689) Masters Capstone Contract between Student,
Graduate Advisor and Work Site Agency**

Please return signed copy to:
Dr. Jacqueline Goodman, Graduate Coordinator,
Women's & Gender Studies Department, jgoodma9@emich.edu

Date: _____

Student Name _____ EID: _____ Phone _____

E-mail _____

On-Site Internship Organization _____

Phone _____

Address _____

On-Site Supervisor _____ Phone _____

Supervisor E-mail _____

Graduate Coordinator: Dr. Jacqueline Goodman E-mail: jgoodma9@emich.edu

A Practicum offers students an opportunity to provide community service while exploring intellectual questions and gaining valuable work experience. Registration for the Practicum for **graduate students** is subject to approval by the Graduate Coordinator.

Registration: Secure the agreement of the Graduate Coordinator or Department Head if the Graduate Coordinator is unavailable. Email the department secretary, Chanda Victoria cbutle13@emich.edu to secure your electronic permission (override) to register for WGST Practicum credits. She will give you the following information:

CRN# Semester/Year # Credit Hrs. Professor's Name

Project Description:

1. Give a brief description of the proposed Practicum Project (in five sentences or less)

Explain how your practicum project is linked to your scholarly and activist goals.

Specific On-Site Duties. (300 hours)

1. Please describe in 5 sentences or less the specific duties you will fulfill.
List all work assignments and the dates by which they are to be completed. Your Practicum work site supervisor must sign below.

1) _____
Assignment Due date

2) _____
Assignment Due date

3) _____
Assignment Due date

4) _____
Assignment Due date

5) _____
Assignment Due date

Signature of Practicum Work Site Supervisor/ Printed Name Date

I agree to complete all work by the dates specified above:

Signature of Student Printed Name Date

Secure the approval of the Graduate Coordinator or Department Head if Coordinator is unavailable :

Signature of Grad Coordinator

Date

THE THESIS

The requirements for completing a thesis are set out in the Graduate School's *Thesis Manual*. This manual is updated each year and is available online at http://www.emich.edu/graduate/students/thesis_capstone/. It is your responsibility to familiarize yourself with the updated *Thesis Manual*. Much of the material below is taken directly from the manual, but not everything in the manual appears here.

What is a Thesis?

A thesis is the documentation of your original research or scholarship that serves as partial completion of graduation requirements for a master's degree. Typically, a thesis completes the tasks identified below.

- a) Introduce a problem and explain its background.
- b) Ask one or more research questions or state one or more hypotheses as appropriate.
- c) State objectives of the research or project.
- d) Conduct a literature review, and explain what other scholars have written on the topic.
- e) Design and describe a research method or project procedures; or explain the critical assumptions/methodology employed.
- f) Collect and analyze data according to your research method, and explain research findings or outcomes; or analyze the object (e.g., work of art or scholarly writing) of study and develop your argument; or develop innovative theoretical analysis.
- g) Form conclusions and identify issues for further inquiry.

One of the greatest strengths of the Women's and Gender Studies program is its interdisciplinarity. This means that different students will take different methodological approaches to their theses. It is crucial that you understand the kind of approach you want to take in your thesis early enough to take the sorts of methods courses that will enable you to complete your research in a timely and scholarly manner.

Theses vary in length; however, 70-100 including works cited is common.

Why Write a Thesis?

The primary purpose for writing a thesis is to develop a new understanding about a specific topic. It is a piece of scholarship that your thesis supervisor and/or committee will help you craft, refine, and polish. It is a wonderful opportunity to work with experienced researchers and faculty mentors. The work is then shared around the world by way of the Internet through inclusion in

EMU's Halle Library online repository and submission to ProQuest, where thesis abstracts are provided in electronic format.

Your thesis may serve many functions, such as:

- Adding to the body of knowledge in your discipline
- Becoming the basis for presentation of your research at professional and academic conferences
- Being adapted for publication as an article or book
- Attracting interest from current or potential employers
- Supporting your application to another degree program.

The Thesis Process

As stated above, the thesis is an extended research or critical document focusing on a specific issue or problem of importance to scholars. A master's thesis prepares you for further work in your field and serves as the basis for publications and presentations. It is useful (but not essential) for students planning to continue graduate studies towards a Ph.D.

The work for the thesis must be conducted under the ongoing supervision of a thesis committee, consisting of a thesis committee chair and two readers.

The Graduate School provides a *Thesis Manual* to guide students embarking on this process. This manual also contains the four **forms** required during the thesis process:
<http://www.gradschool.emich.edu/downloads/downloads.html>

The following are some general procedures that all students who elect to do a thesis should follow:

1. Thesis Topic and Committee Chair

Begin thinking about the thesis early in your program: whether writing a thesis will be an appropriate option given your goals and interests, and what kinds of interests and outlooks might lead to a thesis project. Discuss your interests with one or more faculty members. Determine which faculty members might serve as your thesis committee chair and reader(s). The committee may include a faculty member from another department whose expertise is relevant to the project. You should discuss this option with your thesis director. It is within any faculty member's discretion whether or not to direct a thesis or serve on a thesis committee.

Tips:

There are two important things to consider when choosing a thesis committee chair:

- Does this person have expertise and or interest in the research field?

- Can this person provide me with the kind of mentoring I need to do a thesis?

It will be easier to get a thesis committee chair if you choose a topic that interests him or her.

Take the time to talk very specifically about the kind of guidance you feel you will need and ask your Thesis Committee chair about how s/he approaches directing a thesis. Make sure you are on the same page in terms of your expectations and needs.

Each project should have a Committee Chair and at least two readers. At least half of the committee should be Women's and Gender Studies faculty or department members.

2. Proposal

Once you've decided on a topic, and your topic has been approved by the Chair of your thesis committee, you must write a draft of your **Thesis Proposal**, to which your Chair and committee members will respond. The proposal should include a statement of the problem, your objectives, methodological approach, and a working bibliography. Your Committee Chair typically will work with you through at least a few drafts of the proposal before approving it, by signing the

Thesis Proposal Approval form, which then should be passed along for the other signatures required by the form. This form is available here and is included at the end of this section of the guidebook:

http://www.emich.edu/graduate/students/thesis_capstone/forms_thesis/2013masters_thesis_proposal_approval.pdf

If your thesis involves research on animals or human subjects, this is also the time when you need to develop and submit the **Permission to Conduct Research on Human or Animal Subjects form**. The form and information are available here:

http://www.ord.emich.edu/compliance/compliance_subdir/human.html

3. Registering for Thesis Credits

Once your Thesis Committee Chair and readers have signed your **Thesis Proposal Approval Form**, you should register for Thesis Credits. This can happen *only* after you have an approved thesis proposal.

4. Writing the Thesis

You should submit drafts of each section or chapter of the thesis to your Thesis Chair and other reader(s) for their comments and suggestions for revision. Usually, an entire manuscript can be submitted only after individual sections have been revised and approved.

No papers written to meet the requirements of another course may be included in your thesis in the same form in which they were written, although it is perfectly acceptable if ideas for your thesis grow from your previous work in the program.

If any part of your thesis results from a collaborative effort, you must describe your contribution precisely. Any collaborative efforts must be negotiated in advance and approved by your thesis director and reader(s).

If you make a major change in your thesis or abandon it completely, you must inform your Thesis Committee Chair to find out if you must submit a new **Thesis Proposal Approval Form** to continue with the thesis option.

5. Submitting the Completed Thesis

NOTE: Make sure to check the University and Departmental deadlines for thesis submission and take them into consideration as you plan your thesis writing schedule with your director. If you plan to complete your thesis in the Summer semester, make sure your committee members will be available when you need them. Failure to meet deadlines can delay your graduation.

When you complete the final draft of your thesis, you will submit it to your Thesis Committee Chair and readers for review. You are responsible for the readiness of this draft—format, documentation, grammatical conventions, editing, and proofreading—and must consult the **Graduate School Thesis Manual**, which has very specific requirements for format.

When your Chair and readers feel the thesis is ready, they will sign the **Thesis Approval Form**. You will then submit the finished thesis and signed approval form to the Department Head to review and sign. Once you have received all the requisite signatures, you will submit a paper copy of the thesis to the Graduate School for review and final approval. Along with your thesis, you need to submit the following forms:

- **Document Approval Form**
- **Rights and Permission Form for Electronic Thesis, Dissertation, or Capstone Project**

Both are available here: http://www.emich.edu/graduate/students/thesis_capstone/forms.php

36. Deadlines

The dates for submission of the thesis for graduation are particularly important. Because a thesis takes time to write and must be done in conjunction with your thesis committee, who need time to read it and provide feedback, it is best to select the term you wish to graduate, and work backward from that date. This will provide you with a timeline that you can use to organize your approach to your thesis.

Generally, deadlines for graduation dates are:

Graduation Date	Thesis due to Department Head	Thesis due to Graduate School
December	November 1	November 15
April	March 1	March 15

June	May 15	June 1
August	July 1	July 15

8. Thesis Credit

Credit is granted after the thesis has been accepted by your thesis director, readers, Department Head, and the Graduate School. You may register only once for thesis credits, and no grade will be assigned (other than "I") until the project is completed and approved. This means you can take more than one semester between registering for and completing your thesis. When you submit your thesis, make sure to request that your thesis director submit a change of grade request.

9. Authority

The Graduate School is the final authority for setting manuscript guidelines for theses. Accordingly, you should become familiar with the **Thesis Manual** developed by the Graduate School and follow its procedures and format specifications.

Tips for the Writing Process:

- It helps to use a previous project/essay (perhaps something done for a course) in which you are still interested as a starting point for your thesis topic.
- Most students start out with a thesis topic that is much too broad in scope. Expect to refine your idea as you advance in the research and writing stages.
- Understand that you will be moving between research and writing. If you try to do all your research before you begin writing, it will be harder to get to the writing stage. Try to start writing a little bit everyday.
- Be consistent and precise about keeping track of your sources throughout your writing process. It will save you LOTS of time at the end.
- See: <http://www.emich.edu/library/help/citing.php>
- Even if your Thesis Committee Chair expects regular progress reports, sharing work regularly with a peer writing partner who can read and respond to your work can also be a very helpful way to keep yourself motivated to write.
- Try to touch the thesis everyday. Make it a daily habit. Committing to doing even just an hour of work on it per day can get you done much faster than you think.
- One way of dealing with the fear of the blank page that leads us to procrastinate is to stop writing before you run out of things to say. Leave yourself a note of where you want to go next, and you will find it easier to get back into writing the next day.

- Sometimes the best thing you can do is to give yourself a break. If you are feeling burned out, rather than pretending to work and feeling guilty that you are not really being productive, give yourself an official vacation. Investing in your mental health means you can come back feeling refreshed, making yourself more productive in the end.
- Remember, the best thesis is a FINISHED thesis.

Summary

- a) You must file your signed **Thesis Approval Form** before you are allowed to register for thesis credits.
- b) Think about what you'd like to work on before you approach potential committee members.
- c) Be familiar with the graduate school's timeline for completion and required forms.
- d) Enjoy researching and writing!

Examples of past WGST theses:

MaryAnn Kozlowski, "Beyond "Real Life": Activism and Harassment in the Social Justice Blogosphere": <http://commons.emich.edu/theses/423/>

Erika Behrmann, "Investigating Trait Attribution through Gendered Avatar Play: An Analysis of The Sims 3": <http://commons.emich.edu/theses/372/>

Leah Davidson (2019) "Inclusive Language: Combating the Phobias and Providing Resources for High School Students- A Content Analysis of Student Handbooks Regarding Discrimination, Harassment, Bullying and Teen Dating Violence"

**WGST Master's Thesis Proposal
Approval Form**

Student Name: _____ Date of Meeting: _____

Program of Study ID# E _____

TENTATIVE TITLE OF PROPOSED PROJECT _____

COMMITTEE REPORT ON PROJECT PROPOSAL

After review of the justification, the committee certifies that:

- The proposal is satisfactory and the candidate may proceed.
- The proposed research does NOT involve the use of human or animal subjects
- The proposed research involves human subjects and will be sent to the College Human Subjects

Review Committee before data collection

- The proposed research involves animal subjects and will be sent to the Institutional Animal Care &

Use committee (IACUC)

- The proposed research involves invertebrates (animal subjects that do not require IACUC oversight)

- The proposal is not satisfactory and the following deficiencies must be corrected:

Description of deficiencies

SIGNATURES

Chair Name _____ Signature

Member Name _____ Signature

Member Name _____ Signature

Member Name _____ Signature

ACKNOWLEDGEMENT OF PROPOSAL APPROVAL

Date _____ Program Coordinator/Dept. Head

Signed original form remains in the student's departmental/program file.

THE CREATIVE PROJECT

What is a Final Project?

The final project provides an opportunity to explore avenues not available through the thesis or practicum. Projects are not traditional research papers, nor are they based on internships with local organizations. Rather, projects are frequently creative works, but can also provide students with the opportunity to explore forms of writing outside the scope of a thesis, such as policy papers, a novel, or curriculum workbooks. Examples of past projects include theatrical scripts, novels, performance art, art installations, and videos. The quality and quantity of work that comprises a project is commensurate with the quality and quantity of work that goes into researching and writing a thesis. In other words, a project *is not simply a shorter version of a thesis with a smaller committee.*

All projects should include a 20 page written justification that explicitly connects the project to the theory and practice of Women's, Gender, and/or Queer Studies. This justification should explain why you chose the particular project form, and it should connect the project to a set of texts approved by the project's director and consultant(s). While a majority of the texts may be specific to the project form, for example discussions of performance art or filmmaking practice, some texts must address feminist theory and methods.

1. Project Topic and Committee Chair/Supervisor

Begin thinking about the project early in your program. Discuss your interests with one or more faculty members. Determine which faculty members might serve as your Project director and consultants. It is within any faculty member's discretion whether or not to direct or consult about a project.

Tips:

There are two important things to consider when choosing a project director:

- Does this person have expertise in the research field?
- Can this person provide me with the kind of mentoring I need to finish this project?

It will be easier to get a director if you choose a topic that interests her or him.

Take the time to talk very specifically about the kind of guidance you feel you will need, and ask your prospective director how s/he approaches directing a project. Make sure you are on the same page in terms of your expectations and needs.

Each project should have a director and at least one consultant. At least half of the committee should be Women's and Gender Studies faculty or department members.

2. Proposal

Once you've decided on a topic, and your topic has been approved by the director of your committee, you must write a draft of your **Project Justification**, to which your director and consultants will respond. The proposal should include a statement of the problem, your objectives and approach, and a working bibliography. Your director typically will work with you through at least a few drafts of the proposal before approving it by signing the **Project Proposal Approval form**, which then should be passed along to the others who are required to sign the form. Unlike the thesis, this form does not need to go to the graduate school. Instead, it will remain in the student's file in WGST.

If your project involves research on animals or human subjects, this is the time to develop and submit the **Permission to Conduct Research on Human or Animal Subjects form**. The form and information are available here:

http://www.ord.emich.edu/compliance/compliance_subdir/human.html

3. Registering for Final Project Credits

Once your director has signed your **Project Proposal Approval Form**, you should register for Project Credits. This can happen *only* after you have an approved project justification.

4. Completing the Project

You should stay in regular contact with your committee and receive feedback as you prepare your project. This might mean having your committee read drafts or workshop aspects of a performance piece. Because the form of the project varies so widely, exactly what kind of feedback you'll need will also differ, making it particularly important to be in communication with your committee.

If you make a major change in your project or abandon it completely, you must inform your director to find out if you must submit a new **Project Proposal Approval Form**.

Tips for the Writing Process:

- It helps to use a previous project/essay (perhaps something done for a course) in which you are still interested as a starting point.
- Many students start out with a topic that is much too broad in scope. Expect to refine your idea as you advance in the research and writing stages.
- Understand that you will be moving between research and writing. If you try to do all your research before you begin writing, it will be harder to get to the writing stage. Try getting started writing a little bit everyday.
- Be consistent and precise about keeping track of your sources throughout your writing process. It will save you LOTS of time at the end.

- See: <http://www.emich.edu/library/help/citing.php>
- Even if your director expects regular progress reports, sharing work regularly with a peer writing partner who can read and respond to your work can be a really helpful way to keep yourself motivated to write.
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- Sometimes the best thing you can do is to give yourself a break. If you are feeling burned out, rather than pretending to work and feeling guilty that you are not really being productive, give yourself an official vacation. Investing in your mental health means you can come back feeling refreshed, making you more productive in the end.
- Remember, the best project is a FINISHED project.

**WGST Master's Project Proposal
Approval Form**

Student Name: _____ Date of Meeting: _____

Program of Study ID# E _____

TENTATIVE TITLE OF PROPOSED PROJECT _____

COMMITTEE REPORT ON PROJECT PROPOSAL

After review of the justification, the committee certifies that:

- The proposal is satisfactory and the candidate may proceed.
- The proposed research does NOT involve the use of human or animal subjects
- The proposed research involves human subjects and will be sent to the College Human Subjects

Review Committee before data collection

<https://www.emich.edu/research/compliance/human-subjects/index.php>

- The proposal is not satisfactory and the following deficiencies must be corrected:

Description of deficiencies

SIGNATURES

Chair Name _____ Signature _____

Consultant Name _____ Signature _____

Consultant Name _____ Signature _____

ACKNOWLEDGEMENT OF PROPOSAL APPROVAL

Date _____ Program Coordinator/Dept. Head _____

Signed original form remains in the student's departmental/program file.

The Committee Chair of the Creative Project has to be a WGST department member. Students are encouraged to have their secondary committee member be an expert in the medium in which they are choosing to work, such as a specialist in government, the arts, or non-profit organization, who can bring special skills and applications to the project.

Outside readers of thesis projects must have a terminal degree, such as a J.D., Ph.D., or MFA and be tenured or tenure-track faculty.

To advise a practicum, the faculty member must be an active department member and have previously taught a WGST graduate course.

THE COURSEWORK CAPSTONE PAPER

The Coursework Paper Capstone option provides students with the opportunity to expand the depth of their knowledge in an area of research that the student has already written about in a previous course they took. The student will achieve this greater depth of research by (a) taking an Independent Study course (WGST 699) with the instructor of any previous Women's and Gender Studies graduate course, and b) by taking one additional restricted elective course in WGST. The student will work closely with this faculty member to revise and expand upon the existing research paper, which the student will submit to a peer-reviewed venue (e. g., a professional journal or national conference).

WGST 699 - Independent Study 3 hrs

WGST 500-699 Any approved restricted elective 3 hrs

Registering for Final Capstone Coursework Paper Credits

Once your Chair/Supervisor has signed your **Coursework Paper Proposal Approval Form**, you should register for Capstone Coursework Paper Credits. This can happen *only* after you have an approved proposal. Register for WGST 699 (Independent Study with the Chair/Supervisor of your Capstone Coursework Paper), and you must register for one additional WGST 3CH course.

Writing your Coursework Capstone Paper

Just like with a thesis, the Coursework Capstone is the culmination of your original scholarship that serves as partial completion of graduation requirements for a Masters degree. Typically, a publishable paper completes the tasks identified below.

- a) Introduce a problem and explain its background.
- b) Ask one or more research questions and or state one or more hypotheses as appropriate.
- c) Conduct a literature review, explaining what other scholars have written on your specific topic and research question.
- d) Develop a theoretical perspective as you conduct your literature review that addresses your research question and hypothesis.
- e) Design and describe your research method, explain the critical assumptions/methodology employed.
- f) Collect and analyze your data or concepts according to your research method. Analyze your findings or the object of study (e.g., work of art or scholarly writing).
- g) Develop and summarize your theoretical arguments in light of your findings.
- g) Form conclusions and identify issues for further inquiry.

Because the Women's and Gender Studies program is interdisciplinary, students will take different methodological, theoretical, and disciplinary approaches to their Capstone Coursework Papers. Work closely with the Chair of your Capstone Committee to ensure that you are on the same page regarding what needs to be further developed from the original coursework paper that you wrote (ie. additional literature reviewed, refinement of your methodological approach, more evidence to support your argument, stronger development of your argument, or greater depth of theoretical analysis).

General Writing Tips for the Coursework Capstone Paper:

- Although you have already written a first draft of your paper, to ensure that it is publishable will require that you continue to conduct more research, go deeper into the literature, refine your theoretical ideas, the structure of the paper, and your writing.
- It helps to touch the project everyday. Make it a daily habit. Committing to doing even an hour of work on it per day can get you to the finish line faster.
- Be consistent and very precise about keeping track of your sources throughout your writing and research process. It will save you a lot of time at the end.
- See: <http://www.emich.edu/library/help/citing.php>
- Even if your Committee Chair expects regular progress reports, sharing your work or ideas with a peer writing partner can be a helpful way to keep yourself motivated to write.
- Leave yourself a note of where you where you want to go next at the end of your work session, you'll find it easier to get back to work the next day
- Sometimes the best thing you can do is to give yourself a break. If you are feeling burned out, rather than feeling guilty that you are not being productive, give yourself an official vacation. Investing in your mental health means you can come back tomorrow feeling refreshed.

**WOMEN'S AND GENDER STUDIES DEPARTMENT
EASTERN MICHIGAN UNIVERSITY**

Masters Capstone Coursework Paper Contract with Capstone Chair (WGST699)

Date: _____

Student Name _____ EID: _____ Phone _____

E-mail _____

Advisor Name _____ Phone _____

Advisor E-mail _____

Registration: Secure the agreement of the Advisor and Graduate Coordinator or Department Head if the Graduate Coordinator is unavailable. Email the department secretary, Doreen Mendelson dmendelss@emich.edu to secure your electronic permission (override) to register for WGST 699 Independent Study credits. She will give you the following information:

CRN#	Semester/Year #	Credit Hrs.	Professor's Name
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Project Description:

1. Give a brief description of the proposed Course Option Paper (in five sentences or less)

2. Please describe your main arguments and method

3. List your schedule of work completion below (assignments and the dates by which they will be completed.)

4. Your Coursework Advisor and Second Reader must sign below.

1) _____

Assignment

Due date

2) _____
Assignment Due date

3) _____
Assignment Due date

4) _____
Assignment Due date

5) _____
Assignment Due date

Signature of Advisor Printed Name Date

Signature of Second Reader Printed Name Date

I agree to complete all work by the dates specified above:

Signature of Student Printed Name Date

Secure the approval of the Graduate Coordinator or Department Head if Coordinator is unavailable :

Signature of Grad Coordinator Date

