



Graduate Student Handbook 2015-2017

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Department of Women’s Studies Graduate Student Handbook

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I. INTRODUCTION

Welcome to the graduate program in Women's Studies. The faculty are pleased that you have selected Maryland for your doctoral work. We look forward to your active participation and engagement in the intellectual and social life of our department. To help guide you through our curricular requirements and resources, we have developed this handbook for use as a reference throughout your graduate years.

This handbook explains the policies and procedures that apply to all aspects of the graduate program. University of Maryland (UMD) Graduate School policies govern student requirements, and all students must be familiar with these policies (Please see <http://gradschool.umd.edu/policies>). Additionally, it is every student's responsibility to be familiar with policies and procedures that are specific to our department to assure the completion of all requirements and progress toward the Ph.D. degree.

The Graduate Director (referred to throughout this document as the Director of Graduate Studies, or DGS), and the core faculty develop and approve policies regarding the graduate program, often in consultation with the Women's Studies Graduate Committee. The DGS is responsible for ensuring compliance with all university and departmental policies, consulting and advising students on requirements and procedures, monitoring student progress, and reviewing and approving requests for all exemptions. The DGS is also responsible for all the logistical processes of new student admissions, fellowships, prospective students' visits in the spring, student orientation, and all other graduate program events.

Graduate students are welcome to participate in various areas of governance in the department, the college, and the university. Some of these committees are:

- The Women's Studies Graduate Committee - Composed of 2-3 volunteer graduate students, and one or two members of the core faculty, this committee is chaired by the DGS. Graduate students are responsible for deciding who will represent them in the Women's Studies Graduate Committee. This group updates, revises, and develops policies and makes recommendations to the core faculty for ratification.
- The Women's Studies Committee of the Whole. Graduate students select a representative to attend department meetings (except during graduate student reviews, personnel discussions, etc.) and to serve as a liaison on student and department concerns.
- The College of Arts and Humanities (ARHU) Dean's Graduate Council (volunteer and nominated by the DGS).

- The Women’s Studies Graduate Student Association.
- The University Graduate Student Association.
- International Student Association.

Although Women’s Studies is a comparatively small academic unit, we know that keeping lines of communication open is essential for all of the kinds of work we do in the academy and in society. Graduate students are kept abreast of events and information via different electronic communications/listservs and the Women’s Studies (WMST) web site, <http://wmst.umd.edu/>. The DGS sends out the “Graduate Director’s Update” at the beginning of the fall semester; it is also posted on the WMST web site with a limited number of hard copies available in the department. “The Update” lists student and faculty awards, recognitions and laurels from the previous semester, upcoming events, and important deadlines. In the spring, the UMD Graduate School recognizes graduate students across the campus with a week of events that include graduate presentations during Graduate Research Interaction Day (GRID). On the Wednesday of Graduate Student Appreciation week, Women’s Studies hosts a special event for its own graduate students, activities take a number of different formats (e.g. ice-cream social, catered lunch, live performance). At the end of each semester, Women’s Studies hosts Grad Night Out, when graduate students, faculty, and staff enjoy dinner and conversation at a local restaurant.

The Women's Studies department views this document as dynamic, as such the provisions of this handbook are not to be regarded as an irrevocable contract between the student and the department. Changes are effected from time to time in the general regulations and in the academic requirements. There are established procedures for making such changes that protect the institution’s integrity and the individual student’s interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student’s advantage and can be accommodated within the span of years normally required for graduation.

This handbook will be reviewed and revised as necessary every two years. Generally, students should be guided by policies and procedures in the academic year in which they enter the Ph.D. program; some policies may however, apply to all students in the program should any of these such changes occur, they will be conveyed to the student body by the DGS. When the actions of a student are judged by competent authority, using established procedure, to be detrimental to the interests of the university community, that person may be required to withdraw from the university. (See <http://www.gradschool.umd.edu/catalog>)

II. PROGRAM OVERVIEW

All entering students take a selection of courses, including the required core interdisciplinary seminars in the Department of Women’s Studies. All students must pass a general examination given annually in August. Students entering the program with a B.A.

degree are expected to take the general examination by the summer before their fifth semester. Students entering the program with a relevant master's degree are expected to take the general examination the summer before their third semester. Students are also expected to complete a second-year interdisciplinary paper. At the end of the fifth semester, a review of student progress by the departmental faculty is required. The assessment of students' progress is based on their portfolio, which includes the following: GPA, faculty evaluation of required coursework, general examination, the second-year interdisciplinary paper, and the plans for completion of the language requirement. This assessment is the basis for the student's continued participation in the doctoral program.

III. STUDENT LIFE

The following section describes programmatic aspects that students are required to engage in from entry into the program through completion. These include orientation, advising, registration, and full-time status requirements, as well as information about tuition remission.

Orientation for First Year Students

All students begin the program in the fall semester. First year students are required to attend orientation. This half-day of meetings usually takes place one week before the fall semester begins. Students will meet with the DGS to review registration for the fall, develop a tentative plan for spring courses, learn about office procedures, and meet other faculty and staff in the department. In addition, students will attend the Graduate School, Minority Graduate Students, International Students, or other orientations as ways to become familiar with staff, programs, and resources available through the Graduate School.

Advising Procedures

Students will be advised for their first year by the DGS. The DGS will assist students in developing an initial plan of study and exploring research interests and the resources of the university, suggest courses and faculty, and assist in identifying a research focus. By the end of the first year, students will identify an appropriate advisor. Although this advisor will typically serve in this role for the rest of the student's career, students may at any time speak to the DGS to request assistance in transferring to a different advisor.

Research shows that good advisor/advisee interactions and relations can be key elements for successful graduate education. Advisors and students are expected to meet a minimum of three times a semester to evaluate the student's progress, to discuss any unexpected academic difficulties the student may be experiencing and work on solutions, and to plan or review courses for the next semester. It is the student's responsibility to make the appointments and attend the meetings with the advisor and to update the advising forms.

Advising forms are the major method for faculty to record student progress. It is the student's responsibility to keep these forms updated and to assure that all required signatures and exemptions are duly recorded where appropriate. The advising log in the student's folder can also be used by faculty and the DGS to note student concerns.

By the end of the second semester students are also expected to have identified a faculty member (referred to as the "first reader") with whom they will work to complete their second-year interdisciplinary paper. This faculty member may or may not be the student's advisor. It is expected that if students choose a faculty member who is not their advisor, they will do so in consultation with their advisor.

The student's major field committee also serves an important role. Near the beginning of the fifth semester, students must identify a major field committee of at least three faculty who will approve the student's overall course of study, assuring that the student has been adequately prepared in a major field that will support the writing of a dissertation. The committee also approves the overall conceptualization of the student's major field and administers the major field exam. The major field committee must include the student's advisor (who will serve as chair), one affiliate faculty, and one scholar of the student's choice; it could also include an additional faculty member likely to work with the student on the dissertation. (See Section IV below for more information about program requirements.)

Registration Procedures

Prior to registering for any courses, women's studies graduate students must first meet with the DGS (in the first year) or their advisor. After advisement, students are encouraged to register online via Testudo. Graduate student course registration procedures are available online at www.testudo.umd.edu (or in the Schedule of Classes available on campus or from the University Book Center). It is also possible to register for courses in person at the Office of the Registrar, Room 1101 Mitchell Building. Office hours are Monday through Friday, 8:00am to 5:00pm.

Full-Time Status

To be certified as a full-time student, a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding full-time teaching or research appointments are considered full-time students if they are registered for at least 24 units in addition to the assistantship. Private scholarship recipients must maintain full-time student status throughout the semester in order to keep their

UNITS PER CREDIT HOUR

COURSE#	GRADUATE UNITS
000-399	2 units per credit hour *
400-499	4 units per credit hour
500-599	5 units per credit hour *
600-897	6 units per credit hour
799	12 units per credit hour
898-899	18 units per credit hour
UMEI 005**	6 units per credit hour
UMEI 006	2 units per credit hour
UMEI 007	4 units per credit hour
UMEI 008	2 units per credit hour

* Not applicable to Graduate degrees, and not included in cumulative GPA calculations. Audited courses do not generate units and cannot be used in calculating registration status.
**UMEI – UMD English Institute classes required of some international students

International Students

Students on F-1 and J-1 student visas must maintain full-time status throughout each semester according to federal regulations. International students may contact Office of International Programs with questions at (301) 314-7740. If an international student wishes to become part time, he/she must complete an exit plan to be approved by the Office of International Programs. If this plan is not followed, the student risks jeopardizing her visa status. International students who plan are non-native speakers of English must be evaluated by the Maryland English Institute before they can be assigned teaching duties. Students from the United States, United Kingdom, Ireland, English Canada, Australia, New Zealand, Anglophone Africa, or the Commonwealth Caribbean are exempt from the International Assistant Evaluation. For details refer to: <http://marylandenglishinstitute.com/wpdir/english-programs/international-teaching-assistants/>.

Request for Leave from the University

Pre-candidacy doctoral students may take a leave from the university for a semester or a year by requesting a waiver of continuous registration. This request should be filed with the Graduate School 30 days before the beginning of the semester or year for which the

waiver is sought. After consulting with his/her advisor, the student will submit the appropriate forms to the DGS who in turn will send the form to the Graduate School. Once approved, a copy of the form will be placed in the student's department folder. <http://www.gradschool.umd.edu/forms>

Request for Extension of Time to Ph.D.

Students who have advanced to candidacy may request an extension beyond the four-year limit for reasons out of the students' control. A petition for an extension follows the same procedure stated above regarding leave, but has a specific Graduate School form. <http://www.gradschool.umd.edu/forms>

Graduate Student Parental Accommodation Policy

This policy provides a period of up to six weeks during which new parents may postpone completion of academic requirements. This policy is not a leave of absence. Students will maintain status as full-time registered graduate students while adjusting to their new familial obligations. For more details, see http://apps.gradschool.umd.edu/catalog/academic_record.htm#19

IV. REQUIREMENTS AND PROCEDURES FOR COMPLETION OF THE PH.D.

The following sections describe in more detail the necessary requirements for completion of a Ph.D. Although departmental requirements are emphasized, students must also inform themselves of all Graduate School policies relating to their academic life. This handbook briefly mentions many of the Graduate School requirements; fuller accounts and requirements and policies are available on the Graduate School website: http://apps.gradschool.umd.edu/catalog/academic_policies.htm#5

Satisfactory Progress toward Degree for Ph.D. Students

In the Women's Studies graduate program, there are six benchmarks that designate progress towards attaining the doctorate. These are: the general exam, the second-year interdisciplinary paper, major field exam, second-language requirement, the dissertation prospectus and its defense, and the dissertation and its defense.

University policies require that students in the Ph.D. program defend the dissertation prospectus and be admitted to candidacy within five years of admission to the doctoral program. The dissertation, in addition to any remaining requirements for the Ph.D., must be completed within four years of admission to candidacy or within nine years of admission to the doctoral program, whichever is greater. Students may request a time

extension for a maximum of one year for completion of their degree after consultation with their advisor and the DGS. Forms are available at: <http://www.gradschool.umd.edu/forms>

Annual Review

Each spring, students will be required to submit materials for the annual review by the core faculty. These materials are: the graduate student report, the WMST worksheet for doctoral students, and a current CV. These items provide documentation of a student's progress to degree and professional activities. Faculty will meet and consider these annual reports in May and students will receive a letter from the DGS at the end of the semester acknowledging their accomplishments, assessing their progress in the program to date, and advising them of any concerns. There are four possible outcomes from the annual review: approved, additional information required with re-evaluation in the fall, inadequate progress, and inadequate progress with decision to terminate. Funding is renewed on an annual basis depending on adequate progress to degree.

Evaluation Procedures

1. Grades

In order to maintain good academic standing, all graduate students must maintain a cumulative GPA of 3.0 for all courses taken at the University. A student whose cumulative GPA falls below 3.0 will be placed on academic probation by the Graduate School. Permission of the advisor and the DGS will then be required to register for courses.

The conventional A through F grading system is used in most graduate-level courses. A "Satisfactory or Failure" (S-F) grading system may be used for certain types of graduate study at the discretion of the graduate program. These include courses that require independent research, special projects, or independent study. Graduate program seminars, workshops, and graduate program courses in instructional methods may also be appropriate for the S-F grading system. (The "Pass-Fail" grading system is a grading option for undergraduates only. However, a graduate program may, in certain cases, allow a graduate student to use the Pass-Fail option for any 100-300 level courses that a student takes; however, graduate credit may not be earned for these courses. The mark of "P" is equivalent to an A or B.) Either the A-F or the S-F grading system may be used in thesis and dissertation research and courses labeled "Independent Study" or "Special Topics."

2. University Policy regarding Scholarly Integrity

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function

properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. Although all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students. The complete Code of Academic Integrity is available online at <http://www.president.umd.edu/policies/iii100a.html>.

Required Core Courses and Elective Courses of Interest

Students entering with a bachelor's degree are required to complete a minimum of 54 credits, including 12 dissertation research credits. Students entering with a master's degree in Women's Studies or a graduate certificate in Women's Studies are required to take a minimum of 34 credits, including 12 dissertation research credits.

Students are required to take WMST 601 and 602 (Approaches to Women's Studies I and II, a year-long introductory course), WMST 618 (Feminist Pedagogy), WMST 619 (Women's Studies Teaching Practicum), WMST 621 (Feminist Theories and Women's Movements: Genealogies), WMST 628 (the Colloquium, required every semester until advancement to candidacy), and WMST 899 (doctoral dissertation).

Students who hold teaching assistantships with the department will be expected to attend WMST 619. This expectation is in keeping with Graduate School's policy that requires departments to ensure that "All graduate TAs serving in any capacity are under the direction and close supervision of a member of the faculty" (<http://www.gradschool.umd.edu/funding/assistantships>).

When students take WMST 618, they must also register for the Teaching and Learning Transformation Center orientation that is given during the last week of August each year. As a graduate teaching assistant in WMST 618 you may be asked, among other things to clarify and supplement the materials discussed in the large lecture session, take responsibility for sessions within the large lecture, monitor class attendance and participation, proctor exams and grade papers. Your time commitments will therefore vary from week to week as you prepare for your individual sections and course expectations. Funded students are expected to meet the requirements for WMST 618, as well as those of a full-time teaching assistantship. **No exemptions will be approved for WMST 618 and students must complete it successfully before they are permitted to teach independently.**

Beyond the required courses and credit hours, students' course of study is determined in consultation with the advisor and must be approved by their major field committee before

taking the major field exam. We encourage students to take courses so as to ensure the breadth of their learning. For example, those who have a B.A. or M.A. with a strong social science background are encouraged to select electives in the humanities and vice versa. Students must also take an adequate number of electives, which may include WMST special topic courses as well as courses taught in other departments and/or independent study, reading, and research courses, which together support a major field with sufficient interdisciplinary breadth and depth in the area and at least two methods/approaches. Although the department does not grant transfer credits for graduate courses taken at other institutions prior to entering our program, such prior courses, with the approval of the student's major field committee, may count in the assessment of the student's preparedness to take the major field exam and begin work on the dissertation.

Since so many graduate courses in all departments are offered as "Special Topics" courses, their content and instructors change each semester and will not therefore be listed by specific title in the University graduate catalog. Every semester, the DGS and her/his assistant construct a list of courses taught by our affiliate faculty and others, which we believe will be of interest to students in the Women's Studies Department. This list is helpful for identifying topics of interest, as well as those that will fulfill the methodologies/approaches required to support the student's major field and dissertation.

WMST 699 (3 credits): Independent Study courses are taken when students, in consultation with their advisor, seeks an individualized learning experience. Students are encouraged to take this educational path for more in-depth research or directed reading in targeted areas of inquiry as they develop and write their second-year paper, prepare for the major field exam, and/or develop a prospectus for their dissertation. Students and the instructor of Independent Study courses should agree to the learning objectives, assignments, and evaluation criteria for grading. At the student's request, a description of the course and completed assignments may be placed in the student's file.

WMST 709: Directed Independent Reading for Major Field Exam. Students who have finished their second-year paper and have not yet taken their major field exam may register for WMST 709. This course can be taken for 1-4 credits in a semester and is repeatable for a total of 12 credits.

WMST 799: Master's Thesis Research. This seminar will develop students' skills in interdisciplinary research, integrating at least two methodologies into the writing of a paper in the format appropriate for submission to a scholarly, refereed, interdisciplinary women's studies journal.

WMST 898: Pre-Candidacy Research. In accordance with the Graduate School policy regarding pre-candidacy research, students who have **not** advanced to candidacy may register for WMST 898. WMST 898 will carry 18 units per credit hour and can be taken for 1-8 credits.

WMST 899: Doctoral Dissertation Research. Only students who have advanced to candidacy (passed general and major field exams, completed the second language requirement, and defended their dissertation prospectus) may register for WMST 899. Once advanced to candidacy, the Graduate School requires students to be registered every semester for WMST 899.- WMST 899 will carry 6 credit hours (108 units) per semester and will be covered by the flat candidacy tuition. Each semester the Registrar's Office will register qualified ABD student for WMST 899 credit, according the student's advisor.

General Exam Procedures

Students entering the program with a B.A. are expected to take the General Exam prior to their 5th semester, although some B.A. students, in consultation with their advisor, may choose to take the exam earlier, prior to their 3rd semester. B.A. students who elect to take the General Exam prior to their third semester should notify the DGS in writing by the first week of March. All students should have completed WMST 601, 602, and 621 as necessary coursework in preparation for the general exam.

In the spring semester, a general exam reading list is prepared by the assistant to the DGS that includes readings from WMST 601, 602, and 621 for the prior two years, as well as other books and articles the faculty consider basic to our field. The list changes annually. The reading list is reviewed by the General Exam Faculty Committee and is then distributed by mid-March to students who intend to take the exam. The cohort of students taking the exam may add a limited number of additional materials (maximum of 20 from the entire cohort), with contributions agreed upon by all of the students taking the exam that year. These additional readings are provided to the chair of the exam committee within 30 days of receiving the reading list. The chair of the committee, in consultation with the other General Exam Faculty Committee members, approves of these additions within 15 days and notifies the student exam group of approval. It is the General Exam faculty committee's responsibility to ensure that there is parity in thematic scope, quantity of materials, and examination expectations from one cohort to the other. The DGS and chair of the exam committee will hold an information session with students to review the process after the reading list is prepared, before students and faculty depart for the summer.

The General Exam Faculty Committee is designated by the department chair and consists of three core faculty members who develop, administer, and grade the exam. The exam date and the names of the committee members will be provided to students by the assistant to the DGS via email no later than June 1.

Students are also encouraged to confer with their advisor and individual department faculty for guidance and support in preparation for the exam and to form study groups over the summer to study for the exam. The department makes available to students prior questions for the general exam; these may be obtained from the assistant to the DGS.

The exam is administered in late summer. The exam is made available at 12 noon of the designated Friday and must be returned by 12 noon the following Monday. Students may elect to receive the exam by email and return it by email. However, we prefer that it be picked up in person and delivered in person. Students who use email take the risk of unexpected electronic delivery problems that can have negative consequences. For example, if the completed exam does not arrive in the Women's Studies office by 12 noon, it would be considered late because it would have extended the time allotted to complete the exam. Therefore, students receive and return the exam via email at their own risk.

All students taking the exam in a given year will receive the same exam. The exam is a written take-home examination that students have 72 hours to complete. Exam grades will be pass, pass with conditions, or fail. The general exam committee will email the DGS the grade results of the exam, and this grade will be recorded on the advising form and signed off by the DGS. After receiving the exam results from the committee chair, the DGS will contact each student with the results. Each student will meet with the examining committee after taking the exam to obtain feedback and discuss his/her grade no later than 45 days from submission of the exam. (This is not an oral defense.) The committee chair will ask the assistant to the DGS to schedule student meetings. The feedback meeting provides the faculty and student the opportunity to discuss their areas of strength and areas that may require improvement. Typically, students come on the same day for the meeting (on average 30 minutes) with all three committee members.

Students who do not return their exam at noon will be disqualified and their paper will not be read. Students who have been disqualified will be allowed to re-take the General Exam. Disqualified students will not be required to meet with the examining committee for oral feedback. The student should, in conversation with the committee, establish a date to retake a newly constructed exam, which must occur prior to the beginning of the spring semester. If the student fails this exam it will be considered her or his first fail. If a student does not return the exam this will be considered a fail.

In the event that a student does not pass the general exam, the chair of the committee will notify the DGS. The student will be required to meet with the committee for oral feedback and to establish a date to re-take the exam. This date must be prior to the beginning of spring semester. Students will be notified of the results by the DGS. If a student fails the exam the second time, he/she may be dismissed from the program.

Second-Year Interdisciplinary Paper

All students are required to produce a 25-40-page (including reference list) second-year interdisciplinary paper no later than October of the student's fifth semester, in time for the advisor's summary assessment and sign-off to be included as part of the student's portfolio review. Students entering with an M.A. who have not completed their second-year interdisciplinary paper by the time of portfolio review will undergo a re-evaluation in

Spring; the second year interdisciplinary paper must be entered into the portfolio by the third week of April for a second review at the end of the Spring semester. Students entering with a B.A. will also have the option of being re-evaluated in the Spring or may submit their second-year paper no later than the second week of August for a portfolio re-evaluation in the third week of August. The B.A. re-evaluation date should be determined only after you have consulted with your advisor.

The second-year interdisciplinary paper provides an opportunity for students to work with faculty within the department and is normally completed under the supervision of faculty within the department. If, for the purposes of field expertise, a student wishes to work with an affiliate, she/he should do so in consultation with the advisor and a request to the DGS.

The second-year interdisciplinary paper is based on original research and/or the analytical synthesis of the literature relevant to the topic, should draw on at least two modes of inquiry (e.g., archival sources, literary analyses, cultural studies of representation, visual culture, discourse analysis, qualitative social science methods—interviews, oral history, ethnography, quantitative methods), and should indicate a familiarity with the appropriate theoretical literature. Students are expected to examine a topic and make use of, and illustrate their knowledge of, more than one disciplinary perspective. Students may revise an already written seminar paper or write a new paper.

After completing the required WMST courses - 601, 602, and 621 - students working on the second-year interdisciplinary paper may take WMST 799 (graded on an S-F basis) credit to complete this benchmark.

A second reader, who will also be a department faculty member, is required to approve the final version of the paper. Either the second-year interdisciplinary paper's first reader or the second reader should be the student's regular advisor. The second-year paper's first reader will write an assessment of the work, which is included in the student's portfolio, and is responsible for providing a grade of pass, pass with conditions, or fail. Both readers should indicate their approval of the final grade by signing the appropriate section on the advising form. While we note that you are to work with a "first" and "second" reader, we strongly encourage students to work with both readers throughout the writing process.

We encourage students to consider the possibility of presenting the second-year paper at a conference or submitting it for publication. This paper can also serve as the basis for a dissertation prospectus or a chapter.

Conferral of the M.A. in Women's Studies

Students may request conferral of a master's degree upon the successful completion of 31 credits of course work and either the successful completion of the General Exam (the Graduate School refers to this as the "non-thesis option") or the second-year paper, which,

if successfully defended with an oral exam, may serve as the M.A. thesis. To date, the majority of Women's Studies students have elected the M.A. non-thesis option.

Students who want to get an M.A. with/without thesis should follow Graduate School instructions and adhere to Graduate School deadlines.

See <http://www.gradschool.umd.edu/calendar/deadlines>

Portfolio Review Procedures

Portfolio review will occur whether the second-year interdisciplinary paper is completed or not. Evaluation of graduate student progress is a critical component of faculty responsibility. Faculty assessment allows students to obtain feedback on areas of strength and areas that require improvement and assists them in exploring their career plans and options.

Students must complete and submit their portfolios to the DGS by the third week of November in their fifth semester. At this time, the departmental faculty will review each portfolio to determine if the student should continue in the program and will notify the student of her/his status at the end of fall semester.

Students are expected to assemble a current portfolio that includes the following materials that form the basis of the evaluation:

1. Brief student statement of work completed to date and future plans (2-4 pages)
2. Copy of recent transcript
3. Faculty-written evaluations of student's required coursework
4. General Exam grade
5. Second-year interdisciplinary paper's first and second readers' summary, assessment of, and sign-off on this paper
6. Evidence of, or a plan for, language requirement completion
7. Teaching evaluations
8. Updated advisor form with all relevant signatures (also to include identified major field committee members)
9. Updated curriculum vitae

The student's "statement of work completed to date and future plans" should include a summary of credits completed, a list of courses for which the student has received an incomplete grade with plans for completion, major professional activities, a timeline for preparing and taking the major field exam, and a timeline for completion of Ph.D. The procedures for this review involve the following: Students submit their portfolios to the

DGS, who reviews the materials to ensure that they are complete and follows up with students if necessary. A copy of the complete portfolio of each student is then made available to department faculty. A full-day faculty meeting is scheduled for the portfolio review. Usually the advisor presents the student's accomplishments and progress in the program. As part of the review process, faculty will assess the written materials and provide evaluative comments on the student's coursework if they had them in class. The faculty then determines if the student has completed all requirements and has demonstrated adequate progress in the program. The DGS completes the portfolio form for each student and indicates whether it has been approved or if more information is required. Students will be provided a copy of this form.

There are four outcomes of the portfolio review:

1. **Approved:** The student's portfolio is approved and it is determined that the student has made adequate progress. Such determination will be noted in the student's file by the DGS.
2. **Additional Information is Required w/Re-evaluation in Spring (MA/mandatory and B.A./optional) or Summer (B.A. only/ mandatory if re-evaluation did not occur in Spring):** The DGS will inform students of the specific date by which their outstanding materials should be placed in their file. Students entering with an M.A. will undergo a re-evaluation in Spring. Students entering with a B.A. will have the option of being re-evaluated in the Spring, or in the Summer.
3. **Inadequate Progress:** In the case that a student is assessed as having made inadequate progress (for example, long-term incompletes, few courses taken and completed), students will receive a letter with specific conditions to be fulfilled by a specific date. Students will then be reviewed again at the designated time and will be reinstated in good academic standing if conditions are met.
4. **Inadequate Progress w/Decision to Terminate:** In cases where the faculty determines that a student's inadequate progress calls for termination, the DGS will notify the student in person and in writing of the decision that the student should not continue in the program.

The renewal of funding is based on adequate progress to degree.

Portfolio Review/Annual Review Non-submission

If a student chooses not to submit his/her portfolio for portfolio review this will constitute a failed review. Students who choose not to submit their materials for annual review may jeopardize their ability to receive further financial support from the department.

Major Field Committee and Examination

Near the beginning of the fifth semester in the program students are expected to begin identifying department and affiliate faculty who will serve on their major field committee. Students should choose committee members who will facilitate the development of their research interests and approaches to the subject area. By the beginning of the sixth semester, major field committee members should be identified, asked to serve, and noted on the advisor's form.

The major field committee must consist of a minimum of three faculty members, although students may wish to have additional members. The student's advisor (a department faculty member) will serve as chair of this committee; of the other two members, one must be an affiliate faculty, while the other may be any scholar of the student's choice. If the scholar of the student's choice is not from UMD, a copy of the scholar's CV must be included with the major field form. Upon completion of the major field exam the committee members should sign the major field committee form (available from the assistant to the DGS), which the student should then submit to the DGS.

Students are expected to schedule an initial meeting with their major field committee in which the faculty will assist the student in designing and articulating a broad major field and advise on appropriate courses that support the student's field. The major field committee will also assist the student in preparing the reading list for the exam and, together with the student, will determine the format for the exam. Students are encouraged to be in dialogue with their advisor and their committee members as they prepare for the exam. The department has identified the following areas that draw on the strengths of the research faculty (departmental and affiliate). They serve as a guide for the breadth required of a major field and provide a descriptive language for research areas broadly recognized by practitioners of women's studies. Students may select one of these broad major areas or create new designations for their own self-designed field.

- (1) Gender, Race, Racialization, and/or Diaspora Studies;
- (2) Women's Movements, Global and Local;
- (3) Bodies, Genders, Sexualities;
- (4) Gendered Labor: Households and Communities;
- (5) Art, Culture, Technologies, and Social Change.

In defining their field, students should identify the topic area(s) and methodologies/approaches (at least two) on which they draw.

The student is expected to keep in dialogue with members of the major field committee on a regular basis to develop a reading list. The list should include theoretical, empirical, and methodological books, articles, and visual or other media that are representative of the central themes and constructs of the field of specialization. The reading list is expected to be substantial and cover the interdisciplinary perspectives and methodological

approaches on the topic under study. The list can be constructed from both prior coursework and additional research conducted by the student.

Students are expected to take their major field exam within two years of successfully completing their General Exam requirement. In the major field exam, students will demonstrate a strong theoretical understanding of feminist theory, in-depth knowledge of interdisciplinary perspectives in their field of specialization, and a competency in at least two methodologies/approaches appropriate to the exploration of their areas of inquiry.

The major field committee approves the final reading list and prepares and evaluates the exam. The format for administering the exam will be determined by the committee in consultation with the student. For example, the major field exam could be a paper, a take-home written exam, or an oral exam. Exam results will be provided to students within 30 days after the exam is taken in a face-to-face meeting with the exam committee. The exam will be graded pass, pass with conditions, or fail. The chair of the committee is to inform the DGS in writing of the results of the exam. The grade will then be recorded on the advising form by the DGS. Students who do not successfully pass the exam may retake it within 60 days. The inability to successfully pass the exam the second time will result in termination from the program.

Second Language Requirement

The purpose of the second language requirement in Women's Studies is three-fold: 1) to have communication skills in the language of a particular community if one's research is located in a community that is non-English speaking; 2) to be able to read and appreciate the work of scholars working in the field writing in languages other than English; and 3) to be conversant in another language, which provides a scholar another way of intellectual engagement with people and materials. We are not asking that students be fluent in their designated second language, but competency at least at the intermediate level is required.

There are five ways to fulfill this requirement:

1. Evidence of prior coursework: documentation (transcripts or documents) showing passing grades of C or better at the intermediate level within five years of admittance to the Women's Studies doctoral program.
2. TOEFL examination: International students who have passed the TOEFL within the last five years at the time of their exemption request.
3. Successful completion of language courses through the intermediate university level (NB: Tuition remission for undergraduate level [100-300] courses is provided).
4. Successful completion of language exam administered by the department and graded by one department member or affiliate faculty fluent in the language. The Women's Studies language exam tests both comprehension and translation skills.

5. Students may also petition individually to substitute demonstration of competency in an alternative language. The WMST graduate faculty must approve such a substitution by a majority of those voting. "Competency" will be determined by successful completion of an appropriate course or by evaluation by an ad hoc committee or appropriate expert in the field.

The language exam (Item #4 above) is administered by an appropriate faculty person, identified by the DGS, who is fluent in the language. The faculty person selects a women's studies/ feminist article written in the language chosen and is also responsible for grading the exam. Students will write a two-page summary of the article in English (75 percent) and choose one paragraph to translate (25 percent). The exam is administered in an isolated space in Woods Hall. Four hours is the maximum allotted time, a dictionary, and a laptop may be used. Students will be graded for both the two-page summary and the translated paragraph with grades of fluent, good, fair, and no-pass. A student must receive a grade of fluent or good in at least one section. A no-pass grade in either section results in a no-pass for the entire exam.

When the exam is graded, the DGS is informed of the outcome, and a letter signed by both the DGS and the faculty member responsible for that exam is sent to the student. Students should be informed within 45 days of taking the exam (email or phone call), with the official letter following. If the student does not pass the exam, in discussion with the DGS she or he will be permitted to review the exam and plan for the retaking of the test. Students may retake the language exam until they achieve a passing grade. A retesting timetable is determined by the schedules of all parties and the readiness of the student. The exam will be arranged and coordinated by the DGS, with an appropriate faculty member available to grade the completed exam.

The language requirement must be completed before advancement to candidacy. Contact the DGS to arrange to take the exam.

Dissertation Prospectus

Upon successful completion of all coursework and other major requirements for the Ph.D. a student selects a dissertation committee consisting of five persons, including at least two departmental faculty members, one affiliate faculty, and two other scholars of the student's choice. The dissertation chair must be either a departmental or an affiliate faculty member. A form for nomination of dissertation committee members is to be submitted to the DGS with all signatures for approval (see Appendix II). If the scholar of the student's choice is not from UMD, the scholar's CV must be submitted to the DGS for approval. The DGS will bring the scholar's CV to faculty for a vote on his/her appointment as a temporary faculty member. If this vote is successful the form will be sent to the Graduate School for approval. Once received, the DGS will inform the student, place the documentation in the student's file, and provide a copy for the student.

The doctoral dissertation represents an original contribution to the field of Women's Studies and a commitment to its interdisciplinary pursuit of meaningful knowledge. The first step in writing a dissertation is to develop and defend a prospectus that will serve as a guide for the actual writing of the dissertation. The prospectus is prepared under the supervision of the dissertation chair and in consultation with other committee members.

A prospectus can vary in format depending on the type of study to be developed, the major approaches to be taken, and the consultation and agreements with the dissertation chair and committee members. The prospectus can vary greatly in length, but will typically be 20-30 pages of text. The better thought-through its set of questions, claims, arguments, and proposed methods, the less difficult it will be to complete the dissertation. Students are encouraged to negotiate aspects of the prospectus with their chair and committee members.

Generally, a prospectus has four major sections: the problem/issue to be studied; contributing literatures; research approaches and processes; and the contributions or implications for the field of Women's Studies.

1. Problem/ Issue of Study

The prospectus should begin by articulating the specific problem(s) and/or issue(s) to be explored. In other words, what is the dissertation topic? What are the central question(s) being addressed? What hypotheses (if any) are being tested?

2. Contributing Literatures

What are the major contributing literatures that will inform the study? There should be a discussion of the major bodies of theory, methodology, and scholarship that the student will draw on in the process of exploring the research topic or problem. Additionally, students should specify the particular scholarly contributions they hope to make to that literature.

3. Research Approaches and Processes

What will be the research process? Explain the framework of inquiry and analysis in which the study will engage, including how the research will be organized and conducted, and which methods will be used to gather, examine, analyze, and interrogate sources and answer research questions. A conversation about special tools or resources (if any) needed to conduct research should be included.

4. Contributions/ Implications for the Field of Women's Studies

How does the study contribute to the field of Women's Studies? Anticipate how this study will challenge, modify, and/or extend work in the field. (Students need to consider both the more narrowly defined field(s) in which the project can be situated and also the broader field of Women's Studies.)

5. Additional Materials

In addition, the student may be asked to provide a tentative chapter outline, a selected bibliography (can be comprised of primary and secondary literatures), and a research plan or timeline for completing the research and writing the dissertation.

Procedures for Dissertation Prospectus Defense

When the student has completed a draft of the prospectus satisfactory to the dissertation committee chair, the chair convenes a meeting of the full dissertation committee, at which the student presents the prospectus to the committee. A majority of the committee must be present at the prospectus meeting. However, a full committee is strongly recommended for continuity and scholarly exchange. During this meeting, the student is provided the opportunity to engage with faculty to demonstrate the theoretical and methodological underpinnings of the work. There are four possible outcomes after a prospectus defense: 1) the prospectus may be approved as submitted; 2) the committee may suggest approval with minor revisions; 3) the committee may suggest major revisions to strengthen the prospectus and request that the student resubmit a revised prospectus or significantly revised bibliography for another reading; or 4) the committee may disapprove the prospectus, provide significant feedback on proposed changes, and request another prospectus defense.

Advancement to Candidacy

A student is advanced to candidacy following successful defense of the dissertation prospectus and all other pre-dissertation requirements (required courses, general exam, major field exam, second-year interdisciplinary paper, an approved portfolio review, fulfillment of the second language requirement). It is University policy that students who have been advanced to candidacy and will be automatically enrolled in WMST 899 for six credits each semester until s/he graduates, as advised by the student's advisor.

A student must be admitted to candidacy for the doctorate within five years after admission to the doctoral program and at least six months before the date on which the degree will be conferred. It is the responsibility of the student to submit an application for admission to candidacy to the Graduate School when all the requirements for candidacy have been fulfilled. Applications for admission to candidacy are made in duplicate by the student and submitted to the DGS for further action and transmission to the Graduate School.

Application forms for candidacy may be obtained online at http://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/application_for_admission_to_candidacy.pdf or at the Graduate School Office, Room 2123, Lee Building. Paperwork must be received by the Graduate School prior to the 25th of the month in order for the advancement to be effective the first day of the following month.

Dissertation

A student's dissertation must be completed within nine years after starting the doctoral program, or within four years after advancing to candidacy, whichever is greater. Regular process meetings should be scheduled with the dissertation committee chair while the student is writing the dissertation. Students are also expected to liaise with the members of their committee in order to fully benefit from their respective areas of expertise. After the dissertation is completed, an oral defense is required (and revisions to the dissertation may be requested) before the Ph.D. is conferred.

The Graduate School has a manual and also holds information sessions to assist graduate students in preparing for their doctoral dissertations. Graduate students preparing their M.A. theses and dissertations are required to follow the format requirements outlined in the Thesis and Dissertations Manual.

This manual can be downloaded from the Graduate School website:

http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/etd_style_guide_2014.pdf

All theses and dissertations are submitted electronically. The online submission process is outlined at <http://www.etdadmin.com/cgi-bin/school?siteId=76>.

All students must meet Graduate School deadlines for the submission of required forms and applications for graduation. Doctoral students must submit a Nomination of Dissertation Committee form and two copies of the appropriately formatted dissertation along with a Report of Examining Committee to the Graduate School. Because the deadlines for these requirements vary per semester, students should refer to the Graduate School website, <http://www.gradschool.umd.edu/calendar/deadlines/academic-deadlines>, which has a range of invaluable and important information.

Procedures for Dissertation Defenses in Women's Studies

Doctoral students must defend their dissertations in an oral examination with their committees. When the primary advisor, in consultation with other committee members, has confirmed that the dissertation is ready to be defended, a defense date will then be set. Announcements of the date, time, and location of the examination, as well as the candidate's name and the dissertation title, will be disseminated by the Director of Graduate Studies or the Program Assistant to DGS at least five working days in advance to all members of graduate faculty and graduate students within the graduate program in which the candidate's degree is to be awarded.

All members of a Dissertation Examining Committee must be physically present in the examination room during the entire dissertation defense and during the committee's private deliberations following the examination.

See http://apps.gradschool.umd.edu/catalog/doctoral_degree_policies.htm#4 for rules governing remote participation.

Please note that committee members must be given a minimum of **ten** business days (excludes weekends) to read the dissertation defense draft. Further, should the Dissertation Examining Committee deem it reasonable and appropriate, it may require submission of the dissertation more than ten working days in advance of the examination. It is strongly advised that students confirm the length of time that committee members will need to read the dissertation. This lead-time should be factored into your writing/revision schedule as well as your graduation timeline.

The defense should be held in a UMD facility and be open to all UMD Graduate Faculty. A department may choose (but is not required) to open the defense to the public. In exceptional circumstances the Chair of the Dissertation Examining Committee may choose to have a closed defense. All open defenses should be consistently practiced with all students. The Dean's Representative must be identified at the beginning of the defense. The Dean's Representative may be an active member of the committee and serve as a voting member of the committee.

A Women's Studies doctoral defense will consist of two parts.

- Unless otherwise determined by the chair of the committee, Part 1 will be a public presentation by the candidate on the main aspects of the research reported in the dissertation. During Part 1, questions from the audience to the candidate will be permitted. For questions from persons who are not members of the Dissertation Examining Committee, the Chair of the Dissertation Examining Committee will have discretion to decide whether such questions are germane to the topic of the dissertation and how much time will be allotted for the answers.
- Part 2 will be a formal examination of the candidate by the Dissertation Examination Committee. This part will be open only to the Dissertation Examination Committee, other members of the Graduate Faculty, and graduate students from the candidate's graduate program. Under exceptional circumstances the Chair of the candidate's committee may determine that the defense be open only to the members of the Dissertation Examining Committee and members of the Graduate Faculty. During Part 2, only members of the Dissertation Examination Committee will be permitted to ask questions.
- Attendance at the final discussion and vote will be limited to the members of the Dissertation Examining Committee.

The dissertation cannot be submitted to the Graduate School until four of the five members of the Dissertation Examining Committee have agreed that the dissertation is satisfactory.

It is often the case that a committee will require revisions after the defense; students should factor this into their graduation timeline.

University Policies

Full-time and Part-time student status

To be certified as full time, a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments have full-time status if they are registered for at least 24 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 36 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status. <http://www.gradschool.umd.edu/policies>

Continuous Registration Requirements

According to Graduate School policy, all students must register for courses and pay associated tuition and fees each semester, not including summer and winter sessions, until the degree is awarded. Follow policy information in The Graduate Catalog, <http://www.gradschool.umd.edu/policies>.

Graduation Policy

To receive the M.A. or Ph.D. degree, the student must follow specific deadlines and submit the appropriate forms to the Graduate School, as well as the Office of the Registrar. The student must be registered in the semester of graduation, including winter or summer sessions. Each term's deadlines for graduate degrees can be found at <http://www.gradschool.umd.edu/calendar/deadlines/academic-deadlines>. There is a link on this page under the appropriate semester where the candidacy application can be found.

The direct link to the graduate candidacy application is http://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/application_for_admission_to_candidacy.pdf.

Women's Studies students intending to participate in graduation ceremonies must file the final versions of their dissertations with the Registrar's Office no later than two weeks before the date of the University commencement.

Policy on Academic Probation and Dismissal

According to the Graduate School, students must maintain good academic standing, maintaining a cumulative grade point average of 3.0 or higher for all courses taken at the University. Students whose grade point average falls below 3.0 will be placed on academic probation by the Graduate School. Students who have fewer than 15 credits and whose

grade point average has fallen below a 3.0 by the end of the semester will be dismissed from the Graduate School. Students who have completed more than 16 credits and whose grade point average falls below 3.0 by the end of the semester will be placed on probation for one semester. If there is no improvement by the end of the probationary semester, the student will be dismissed from by the Graduate School.

Please refer to the following URL for a further understanding of the University level policies: <http://www.gradschool.umd.edu/policies>.

V. RESOLVING CONFLICT

Students should know that there are policies and procedures in place to help them resolve conflicts. In issues concerning evaluations or interactions with a faculty member, every effort should be made to resolve the situation informally with the person or persons involved. Students have the right to expect and the requirement to extend thoughtful discretion in communications with advisors and other faculty. Students are encouraged to ask for reasonable confidentiality when it is warranted, and the breach of such confidentiality may be the grounds for initiating a conflict resolution procedure.

Department-Level Resolution Procedures

We encourage students who find themselves in a conflict situation with a faculty or staff member or other students to immediately speak with their advisor or the DGS. If the proposed solutions do not seem satisfactory, students should next write a letter to the chair of the department stating the complaint, the informal steps taken so far, and the results of those steps. If the complaint is with the advisor, speak to the DGS, and vice versa. The department chair may elect to appoint a committee to hear and try to resolve the complaint, and if it is not resolved the chair may refer the student to the Ombuds Office. In the case of a complaint of “alleged arbitrary and capricious grading,” established university policies will be followed. Please refer to the following URL for additional information:

http://apps.gradschool.umd.edu/catalog/other_academic_policies.htm.

Graduate Ombuds Office

The University is a large and complex institution; misunderstandings and conflicts can occur easily. The Ombuds Office provides confidential and informal assistance in resolving these conflicts and promotes fair and equitable treatment within the University.

The Ombudsperson is an impartial, independent, and confidential resource for graduate students at the University who helps to surface and resolve school issues. The Ombudsperson listens to student concerns, clarifies procedures, discusses options, and, when requested, may act as an intermediary. The Ombudsperson does not advocate for an

individual. Rather, the Ombudsperson advocates for a fair process. The Ombudsperson works to promote the University's commit to excellence in graduate education.

Contact:

Graduate Student Ombuds Office

2123 Lee Building

(301) 405-3132

(301) 314-3905 (Fax)

<http://www.gradschool.umd.edu/about-us/ombuds-office>

VI. OVERVIEW OF GRADUATE STUDENT FUNDING

WMST Fellowship Students

Fellowships are offered only to graduate students admitted to or enrolled in graduate degree programs at the University of Maryland. Fellows are expected to devote themselves full-time to graduate study and to register full-time as defined by the unit system (refer to page 5).

College and Graduate School fellowships for graduate study are awarded and distributed by the department. The criteria include: demonstrated academic excellence (including GPA and GRE scores), a strong writing sample, outstanding references, innovative or cutting edge research interests, diversity, and a strong research statement with interests that fit with the strengths of the department.

Questions concerning fellowship payments and tuition remission should be directed to the WMST Business Manager.

Duties of WMST Graduate Fellowship Recipients

No service of any kind, during the tenure of a scholarship or fellowship, is to be required of a fellow or scholar by their advisor or their graduate program. Fellows and scholars will carry out independent research under the supervision and guidance of and sometimes in collaboration with faculty. Typically, at the start of their tenure as fellows or scholars, inexperienced students will require more supervision and guidance. Eventually, however, fellows in particular should be treated as junior research associates. In no circumstances are they to be assigned routine technical or administrative duties or given teaching assignments during the years in which they are supported by fellowships or scholarships.

Employment Limits for Fellows and Scholars

According to university policy, full-time fellows and scholars may work on-campus or off-campus for a maximum of 10 hours per week, in addition to holding the fellowship or scholarship. In other words, fellows may be hired on a half-assistantship (which requires

10 hours of work per week) or work 10 hours per week on an hourly basis. This restriction on employment is intended to ensure that students make rapid progress toward their degrees.

Fellowship Stipends

The fellowship stipend is paid out in two equal payments for the academic year. The payment for the fall semester is paid in late August by check payable directly to the student and mailed to their current address on file. Direct Deposit for this payment is available by completing an online form from this website, <http://ares.umd.edu>, “Electronic Forms, Access My Forms, put in your directory ID and password, then select New Form, then Student Account Direct Deposit Authorization.” The payment for the spring semester is paid in January.

For more information, please see The Graduate Catalog online at: <http://www.gradschool.umd.edu/funding/fellowship-information>

Graduate Assistantships

Although the official title of Graduate Assistant is used in all university documents, in general practice, Graduate Assistants are referred to as either Graduate Teaching Assistants (TAs), Graduate Research Assistants (RAs), or Graduate Administrative Assistants (GAs). Qualified graduate students often move between the various kinds of appointments as they progress in their graduate education.

Graduate assistants are appointed for either one regular academic year, 9.5 months, or for 12 months. Some appointments may be for a shorter period. The academic-year appointment begins in mid-August and ends May 31.

Graduate Assistants holding regular 20-hour appointments are considered full-time students by the University if they are registered for at least 24 units (4 credits of 600-level courses) per semester. Graduate Assistants who hold half-time (10 hour) assistantships are considered full-time if they are registered for 36 units (6 credits of 600-level courses). Audited courses do not generate units and cannot be used in calculating registration status. See the following website for more information:

http://apps.gradschool.umd.edu/catalog/assistantship_policies.htm

Graduate Assistants' Workload

Graduate assistants are generally appointed for 20 hours per week. Although non-international students, in exceptional circumstances, may work up to 40 hours, they will need to get overload approval from the Graduate School for anything over 20 hours per week.

Overload approval forms can be found at:

http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/graduate_student_overload_assignment_request.pdf.

Overload requests must be approved by the student's advisor and the DGS. International students may only work a maximum of 20 hours per week while classes are in session.

Salary Classifications

Graduate assistants in their first year will be classified as GA I. Beginning with their second-year, GAs will be classified as GA II. New students with an M.A. degree will be classified as GA II. Once they have advanced to candidacy, students will be classified at GA III.

Deferral of Department Graduate Assistantship

In cases where a student with a commitment of graduate assistantship funding from the department receives an assistantship in another University department, that funding will replace the department's commitment. Exceptions may be made in the case of students who enter the program with a B.A. only, financial circumstances permitting. This exception is a one-time-only approval by the department chair to allow the student to retain the departmental assistantship and defer it for a maximum of one year.

Tuition Remission Eligibility

Full-Time Graduate Assistants (20 hours employment)

Full-time graduate assistants are eligible for 10 credits of tuition remission for each of the fall and spring semesters and (provided that students hold a summer assistantship) 4 credits for the summer sessions combined.

Part-Time Graduate Assistants (10 hours employment)

Part-time graduate assistants are eligible for 5 credits of tuition remission for each of the fall and spring semesters and (provided that students hold a summer assistantship) 2 credits of remission for the summer sessions combined.

Fellows

Fellows are eligible for 12 credits of tuition remission for each of the fall and spring semesters. Tuition remission is posted directly to the student's account in August and January.

Grants, Awards, and Other Forms of Support

There are several major sources of support for graduate students' research and travel, including the Women's Studies Department, the College of Arts and Humanities, and the Graduate School. Generally, the Department attempts to coordinate its awards and its deadlines with other funding sources to maximize opportunities for students. For dissertation research, there are other, external fellowships for which students should consider applying, in consultation with their advisors (e.g. Woodrow Wilson Dissertation Fellowships, AAUW Dissertation Fellowships, NSF Fellowships, etc.). Deadlines for department grants are announced early in the fall semester. Deadlines for other competitions are announced as soon as they are available. Generally, the department has one major deadline for most applications (including most Graduate School grants) in January, so that the faculty can get a clear picture of the varying proposals for funding and consider whom to put forward for particular competitions. Students have the opportunity after this deadline to work further on their applications, incorporating suggestions from faculty.

Travel Grants

In any given year, there is a limited amount of money available for student travel (for presentation or research purposes). If travel funds are available from the department, the chair or DGS will make that known to the students at the beginning of the academic year in September. Students may apply for money at any time throughout the year, provided it is no less than 60 days prior to the date of departure. In conjunction with department travel funds, students may apply for travel funds from the College of Arts and Humanities or the Graduate School (see information below). Students will be notified of decisions regarding the receipt of department travel funds no more than thirty days after completed application is handed in to both the DGS and the department chair. Funds are typically distributed on a reimbursement schedule; money will not be given to the student in advance. However, students may request that their qualifying travel arrangements be paid on the departmental credit card.

Women's Studies Department Travel Grants

When funds are available, the Women's Studies Department provides annual grants for professional travel to all students (in recent years \$300 for travel within the United States). Awards are typically for research or presentations at appropriate conferences. The department chair or DGS will inform students about available funds early in the fall semester. Students may apply for funds at any time throughout the year, provided it is no fewer than 60 days prior to the date of departure. (See Appendix II for Travel Grant Request form.) They will receive decisions about their applications no more than thirty days after their completed applications are submitted to the DGS and the department chair. Prior to travel,

students must complete and submit the Travel Approval Request Form (See Appendix II). See also College of Arts and Humanities Travel Grants, below.

College of Arts and Humanities Travel Awards and Fellowships

The College of Arts and Humanities offers up to 20 awards per year for travel to national or international conferences in support of the professional development of graduate students through the presentation of original research. In the past, there have been three competitions per year, with approximately six awards given in each competition. All proposals go through the DGS; who must rank the submissions with the department's nominating letter. Check with the WMST Program Assistant to DGS for current information and the Arts and Humanities website, link below.

During the spring, the College of Arts and Humanities holds a competition for the Mary Savage Snouffer Fellowship. Students who have advanced to candidacy may compete for departmental nomination for this award. Details regarding this departmental nomination fellowship and a list of many more funding opportunities can be found at: <https://www.arhu.umd.edu/graduate/fellowships/Gradsupport>

Jacob K. Goldhaber Travel Grant

The Jacob K. Goldhaber Travel Grants, awarded by the Graduate School, are intended to help defray the expenses incurred by graduate students who are traveling to scholarly, scientific, or professional conferences to present papers, posters, or other scholarly material. Guidelines have been instituted in order to accommodate as many students as possible and to allow applications to be processed in a timely manner. For further information, please refer to: <http://gradschool.umd.edu/funding/student-fellowships-awards>

WMST Research Support

Bolles/Rosenfelt Dissertation Completion Award

The Women's Studies Department will provide two Bolles/Rosenfelt Women's Studies Dissertation Completion Awards carrying a stipend of \$5000.00 each. This support will vary from year to year based on the availability of funds. The award will be administered over the summer. The Women's Studies Dissertation Completion Award is geared toward advanced doctoral candidates who are in the final stages of writing their dissertation. The support is intended to free students from the need to seek other work during the summer and we ask that recipients not accept any assistantships during this period. The selection process will take into consideration the applicant's ability to clearly delineate the research project's focus, its contribution and significance to the field or research area and the likelihood of completion within the academic year.

Women's Studies Summer Research Award

The Women's Studies Department will provide four summer research fellowships (\$2,500 each). This support will vary from year to year based on the availability of funds. We expect applicants to simultaneously apply for the Graduate School Summer Research Fellowship. This is a "mid-career" award and may be used to complete the field exam or the prospectus.

NWSA Membership Award

The Women's Studies Department's institutional membership to the National Women's Studies Association (NWSA) provides us with three annual memberships. These memberships facilitate an introduction to the organization and their annual conference. Students may receive a membership no more than once during their time in the program. Preference will be given to students who are presenting at the annual conference, and to advanced students, who will be on the job market in the coming academic year and will benefit from having their work in circulation as they approach the job market.

The application date for this award will be in late May. Please submit an abstract of your conference paper and a rationale for your selection.

The University of Maryland Graduate School Fellowships

The University of Maryland Graduate School fellowships are merit-based awards for current University of Maryland graduate students that enable the recipient to focus on graduate study, that do not have to be repaid, and that generally include both a stipend and tuition remission. Graduate School Fellowships differ from Graduate Assistantships, which carry an obligation to teach classes, to work on a research project, or to perform administrative tasks. Graduate School Summer Research awards have been especially important sources of funding for Women's Studies students

The Graduate School's University or Dean's Fellowships are generally offered by graduate programs to incoming students as part of a recruitment package; some are made to current students through competitive awards processes. Applicants to graduate programs and current students should contact the relevant program for more information on fellowships offered within the program.

<http://www.gradschool.umd.edu/funding/student-fellowships-awards>

Residency Status

Complete policies are available at <http://registrar.umd.edu/resreclass.html>. An in-state student is a student whom the university determines to be a permanent resident of

the State of Maryland. Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. The student must demonstrate that he or she:

1. Owns or possesses, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland. The student must provide evidence of a genuine deed or lease and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered. As an alternative, a student may demonstrate that he or she shares living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse.
2. Has substantially all of his or her personal property, such as household effects, furniture, and pets in Maryland.
3. Has paid Maryland income tax on all taxable income, including all taxable income earned outside the State, and has filed a Maryland tax return.
4. Has registered all owned or leased motor vehicles in Maryland.
5. Possesses a valid Maryland driver's license, if licensed.
6. Is registered to vote in Maryland, if registered to vote.
7. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.
8. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.
9. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student's circumstances have raised the presumption.

VII. PAYROLL PROCEDURES AND BENEFITS

Payroll and Paychecks

All graduate assistants and international fellowship students must see the department business manager to complete all necessary forms. International students will have to complete non-residency forms, which can be obtained from the business manager.

Graduate assistants and international fellowship students are paid biweekly (every other Friday). Students should use direct deposit for paychecks. There are 22 pay periods in a year beginning in mid-August and ending in June.

Health Insurance

Because the service provided by the Health Center is limited and many students do not have adequate health insurance coverage, a voluntary group insurance policy is available to students. This policy provides benefits at very reasonable rates for hospital, surgery, emergency, laboratory, and x-ray purposes; some coverage for mental health services; and a major hospital provision. For additional information and application forms, see the brochure available in the Health Center or check the website at <http://www.health.umd.edu/PaymentandInsurance>.

Click on the link, <http://www.firststudent.com/> for more information about enrollment for graduate students with fellowships.

Graduate teaching, research, and administrative assistants are also eligible for the State Employee Insurance Plan options. Please note that fellows and hourly employees are not eligible for this particular plan. For further information, contact the WMST business manager or University's personnel benefits office. (<https://uhr.umd.edu/benefits/>)

Health Insurance Plan for Fellows

Graduate fellows supported by **University Fellowships**, **Dean's Fellowships**, or **prestigious external fellowships** are eligible to receive a reimbursement of one-half of the annual United Health Care (UHC) insurance premium for *individual coverage*.

The UHC plan must be purchased *prior* to submitting a request for reimbursement to the Graduate School. The Health Insurance Reimbursement Request Form can be found at http://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/health_insurance_reimbursement_request_form.pdf.

University or Dean's Fellows must provide a Health Insurance Reimbursement Request Form, proof of payment, and copy of insurance card. Holders of **prestigious external fellowships** must present, *in addition*, a copy of the fellowship MOU or contract.

Wylie Dissertation Fellows are entitled to a sum of \$800.00 credit to help for the student's individual health insurance premium for one semester of coverage. The sum is automatic and need not be requested.

The following graduate fellows are *not* eligible for this subsidy: fellows holding *internal* fellowships other than University or Dean's Fellowships; fellows holding half or full-time assistantships entitling them to employee health insurance benefits; and fellows who are part-time students.

For information on the United Health Care plan, please visit the University Health Center website at <http://www.health.umd.edu/PaymentandInsurance>. United Health Care offers online enrollment at <http://www.firststudent.com/>.

Tuition Remission

Graduate assistants/fellows do not have to submit the tuition remission form. Tuition remission credits will be posted by the campus benefits office and the Graduate School and paid according to the following schedule:

Full fellowships with no augmentation (i.e. no associated assistantship appointment) will receive up to 12 credits of tuition remission per semester.

Full fellowships (over \$15,000 stipend) combined with half an assistantship will receive 7 credits of tuition remission. The remaining five credits will be paid through the tuition remission attached to the assistantship.

Partial fellowships that are less than \$15,000 will receive no tuition remission.

Partial fellowships that are less than \$15,000 and are an augmentation to a half-time assistantship will receive tuition remission up to a maximum of 5 credits.

Graduate Fellows Holding Prestigious External Fellowships

Graduate students holding prestigious external fellowships may be eligible for fellowship tuition remission. A Memorandum of Understanding (MOU) or contractual agreement must be filed with the Graduate School. Unless otherwise specified in the MOU or contract, fellowship tuition remission credits up to 10 credits will be awarded as follows:

- A prestigious external fellowship carrying an annual stipend of at least \$15,000 may be awarded up to 10 credits of tuition remission per semester.
- A prestigious external fellowship carrying an annual stipend of at least \$7,500 may be awarded up to 5 credits of tuition remission per semester.
- A prestigious external fellowship carrying an annual stipend of less than \$7,500 is not eligible for tuition remission.

VIII. INTERNATIONAL STUDENTS

The Office of International Student and Scholar Services can be reached at (301) 314-7740.

English Language Proficiency

All international students applying to any graduate program at the University of the Maryland must provide evidence of English Language proficiency. Please refer to the following website for information on this requirement: (<http://globalmaryland.umd.edu/offices/international-students-scholar-services>). It is important that students pass their language proficiency exam, since failure to do so can delay their progress to degree. Students should also note that proficiency courses are not covered by tuition remission, and admission is provisional until students pass their proficiency exam.

IX. FACULTY, STAFF, AND AFFILIATE FACULTY

Departmental Faculty

Elsa Barkley Brown, Associate Professor and Director of Undergraduate Studies

Bobby Benedicto, Assistant Professor

LaMonda Horton-Stallings, Associate Professor

Katie King, Professor

Alexis Lothian, Assistant Professor

Robyn Muncy, Professor of History and Interim Chair

Michelle V. Rowley, Associate Professor and Director of Graduate Studies

Catherine Schuler, Associate Professor

Ashwini Tambe, Associate Professor and Editor, *Feminist Studies*

Bonnie Thornton Dill, ARHU Dean and Professor

Ruth E. Zambrana, Professor and Director, CRGE

Evelyn Beck, Professor Emerita

Lynn Bolles, Professor Emerita

Seung-kyung Kim, Professor Emerita

Claire Moses, Professor Emerita

Deborah Rosenfelt, Professor Emerita

Staff

Ms. Cliffonia Royals Pryor, Program Administrative Specialist

Ms. Catalina Toala, Business Manager

Dr. JV Sapinoso, Assistant Director and Academic Advisor

Affiliate Faculty

AFRICAN AMERICAN STUDIES: Sharon Harley, Associate Professor; Sangeetha Madhavan, Associate Professor

AMERICAN STUDIES: Jason Farman, Associate Professor and Director of the Design | Cultures + Creativity Program; La Marr Jurelle Bruce, Assistant Professor; Christina Hanhardt, Associate Professor and Director of Graduate Studies; Nancy Raquel Mirabal, Associate Professor and Director USLT Program, Jo Paoletti, Associate Professor and Director of Undergraduate Studies, Professor; Sheri Parks, Associate Professor and Associate Dean, ARHU; Mary Corbin Sies, Associate Professor; Nancy Struna, Professor; Psyche Williams-Forson, Associate Professor and Chair; Janelle Wong, Associate Professor and Director of Asian American Studies

ANTHROPOLOGY: Janet Chernela, Professor; Judith Freidenberg, Professor; Michael Paolisso, Professor and Director of Graduate Studies; Thurka Sangaramoorthy, Assistant Professor

BAHA'I CHAIR FOR WORLD PEACE: Hoda Mahmoudi, Chair

CLASSICS: Lillian Doherty, Professor and Chair; Judith Hallet, Professor

COMMUNICATION: Linda Aldoory, Associate Professor; Sahar Mohamed Khamis, Associate Professor; Shawn Parry-Giles, Professor and Director of Graduate Studies; Elizabeth L. Toth, Professor and Chair

CONSORTIUM ON RACE, GENDER, AND ETHNICITY: Laura Logie, Assistant Director

EDUCATION: Steven J. Klees, Professor

ENGLISH: Marta (Tita) Chico, Associate Professor; Kimberly Ann Coles, Associate Professor; Theresa Coletti, Professor; Merle Collins, Professor; Jane Donawerth, Professor and Director of Writing Programs; Jessica Enoch, Associate Professor and Director, Academic Writing; Sheila Jelen, Associate Professor and Director, Comparative Literature; Linda Kauffman, Professor; Marilee Lindemann, Associate Professor and Executive Director of College Park Scholars; Shirley Wilson Logan, Professor; Zita Nunes, Associate Professor and Senior Faculty Advisor for Diversity and Inclusion; Randy Ontiveros, Associate Professor and Director, English Honors; Carla Peterson, Professor Emerita; Sangeeta Ray, Professor; Laura Rosenthal, Professor; Martha Nell Smith, Professor; Mary Helen Washington, Professor

FAMILY SCIENCE: Leigh Leslie, Associate Professor

FEMINIST STUDIES: Karla Mantilla, Managing Editor

FRENCH AND ITALIAN: Mercédès Baillargeon, Assistant Professor; Caroline Eades, Associate Professor; Carol Mossman, Professor and Director, SLLC; Valerie Orlando, Professor, French and Francophone Literatures, Head of the Department of French & Italian.

GEOGRAPHICAL SCIENCES: Martha Geores, Associate Professor

GERMANIC STUDIES: Hester B.A.er, Associate Professor; Elke Frederiksen, Professor; Julie Koser, Assistant Professor; Rose-Marie Oster, Professor and Chair; Gabriele Strauch, Professor Emerita, German SLLC

HISTORY: Janna Bianchini, Associate Professor; Gay Gullickson, Professor Emerita; Clare Lyons, Associate Professor; Sonya Michel, Professor; Robyn Muncy, Professor;

Karin Roseblatt, Associate Professor; Mary Kay Vaughan, Professor Emerita; Madeline Zilfi, Professor

INSTITUTE FOR PHILOSOPHY AND PUBLIC POLICY: Xiaorong Li, Adjunct Assistant Professor

INTERNATIONAL EDUCATION POLICY AND HIGHER EDUCATION: Jing Lin, Professor (International Education Policy); Kerry Ann O'Meara, Associate Professor (Higher Education); Nelly P. Stromquist, Professor (International Education Policy)

JAPANESE: Michele Mason, Associate Professor

JEWISH STUDIES: Maxine Grossman, Associate Professor and Director, Religious Studies

JOURNALISM: Maurine Beasley, Professor Emerita; Linda Steiner, Professor

LGBT EQUITY CENTER: Luke S. Jensen, Director

MCKELDIN LIBRARY: Judith Markowitz, Librarian for Women's Studies

NATIONAL WOMEN'S STUDIES ASSOCIATION: Allison Kimmich, Executive Director

PERSIAN STUDIES: Fatemeh Keshavarz, Director and Director of SLLC

PHILOSOPHY: Susan Dwyer, Associate Professor and Executive Director of the Honors College

PSYCHOLOGY: Karen O'Brien, Professor

SOCIOLOGY: Patricia Hill Collins, Distinguished University Professor; Sonalde Desai, Professor; Meredith A. Kleykamp, Assistant Professor; Kris Marsh, Associate Professor; Melissa Milkie, Professor; Linda Moghadam, Undergraduate Program Director; Julie Park, Assistant Professor; Rashawn Ray, Assistant Professor

SPANISH AND PORTUGUESE: Sandra Cypess, Professor; Mehl Penrose, Associate Professor; Ana Patricia Rodriguez, Associate Professor

THEATRE: Faedra Carpenter, Associate Professor; Leslie C. Felbain, Associate Professor; Laurie Frederik Meer, Associate Professor and Director of the Latin American Studies Center

X. RESOURCES

Minority Student Resources

For a complete listing of active student organizations, including the Black Student Union, Latino Student Union, Asian American Student Union, and others please visit this site:

<http://orgsync.umd.edu/>.

Counseling Center

The University of Maryland Counseling Center provides comprehensive psychological and counseling services to meet the mental health and developmental needs of students and others in the campus community. To help foster academic, personal, and career development in students, a wide range of counseling, consultation, and educational services are offered. It supports the academic goals of the University through consultation

with faculty, staff and campus organizations. The Counseling Center is located in the Shoemaker Building and can be reached at (301) 314-7651, or <http://counseling.umd.edu>.

Services are tailored to meet the needs of individuals based on their specific disabilities. Presently, the services provided by Disability Support Services (DSS) include but are not limited to testing services for students needing accommodations for classroom exams; interpreting and captioning services for individuals who are deaf and hearing impaired; readers for students and faculty who are blind and visually impaired as well as for individuals who have learning disabilities; priority registration services; library and laboratory assistance; note-taking services; campus transportation services; and classroom and campus-wide accommodations.

In order to receive services through DSS, a student, faculty, or staff person with a documented disability must make themselves known to DSS. This involves meeting with one of the senior staff members of DSS, completing the intake process, and providing appropriate documentation.

Contact DSS at the Counseling Center, 0106 Shoemaker Building, (301) 314-7682.

Computer Facilities

For a complete list of computer labs (including equipment located in them) see <http://it.umd.edu/as/cl/index.html>

Division of Information Technology (DIT) Help Desk

McKeldin Library Room 1221

Walk-in hours: Monday - Friday, 8am - 5pm;

Telephone support hours: Mon-Thur, 8am-10pm, Fri, 8am-6pm

Phone: (301) 405-1500

<http://helpdesk.umd.edu/>

Resources

Resources for Women's Studies doctoral students are rich. The University is home to *Feminist Studies*, the scholarly journal founded in 1972 (40 years in existence), and has close ties with the National Women's Studies Association, the field's professional association providing institutional support and organizing conferences. The departmental website (www.wmst.umd.edu) is a primary source of information on events dealing with women's issues in the department, on campus, and in the community. It also provides information about the program, about Women's Studies students, faculty, affiliate faculty, alumnae/i and links to past editions of **Bridging**, the Women's Studies Newsletter, and other campus resources.

The research center, The Consortium on Race, Gender, and Ethnicity (<http://www.cрге.umd.edu/>), in which Women's Studies is a major participant, is a university-wide initiative promoting research, scholarship, and faculty development that examines intersections of race, gender, ethnicity, and other dimensions of difference.

The University of Maryland Libraries, a member of the Association of Research Libraries (ARL), holds over 3,000,000 volumes, subscribes to over 32,000 periodicals and almost 300 electronic databases. The collections of the Libraries represent a vast variety of formats and languages, including books, journals, newspapers, manuscripts, audio-visual materials, and information resources in electronic format. The Libraries are very proud of our collections in Women's and Feminist Studies, which include a huge number of materials, from electronic journals to books to archival collections. In addition to an annual Libraries' budget allocation for this subject area, the collections are supplemented by an annual gift of about 350 monographs from the journal *Feminist Studies* and other gifts in kind opportunities.

Student and Public Transportation

Students may come and go from campus on a number of public transportation options. A student-run shuttle service, Shuttle-UMD, provides transportation for university students, faculty, and staff to and from campus on a regular schedule. For shuttle information, including routes and schedules, call (301) 314-2255 or visit <http://www.transportation.umd.edu/shuttle.html>. This web site also lists information on other transportation services, such as the Washington Metro subway system, local bus services (including Ride On, the MTA Commuter Bus, and Greyhound), commuter rail options (the MARC train), and Amtrak train schedules.

Parking

All students who plan to attend the University and who plan to park a motor vehicle on campus should register with the Department of Transportation Services (DOTS) for a parking permit. Students who are not registering for a parking permit must park in an hourly lot or a daily lot.

Your student account will be charged after you apply for a permit for annual or semester-only parking fees for commuter students, or resident annual parking fees (if living in university housing). For information regarding resident parking and other options for traveling to and from campus visit the transportation web site at <http://www.transportation.umd.edu>. Lot availability can also be found on this web site.

All persons associated with the university requiring disabled parking (including those displaying a State disabled permit or tag) must purchase and display a UMDCP-DOTS hanging permit for the current year. Only persons for whom the disabled parking privileges

are extended are authorized to park in these special parking areas. Family members driving these vehicles must utilize their assigned parking area.

To apply for a parking permit, fill out the online form available on Testudo at <http://www.transportation.umd.edu/student.html>.

Health Care

The University Health Center, a nationally accredited ambulatory Health Care Facility, is located on Campus Drive directly across from the Stamp Student Union. The Health Center provides primary care for the treatment of illness and injury, in addition to preventative services. Services include (but are not limited to): dental care, women's health clinic, allergy clinic, social services, and anonymous HIV testing. A comprehensive health education program includes: sexual health, stress management, smoking cessation, alcohol and substance abuse treatment, and CPR certification. The Health Center also houses a pharmacy, laboratory, and radiology department.

Every currently registered student is eligible to use the University Health Center. Students are charged a fee for most visits with our providers. For more information and costs for services provided by the University Health Center please visit their website at <http://www.health.umd.edu>.

XI. CONTACT INFORMATION

Departmental Contact information

Women's Studies
4302 Chapel Lane
2101 Woods Hall
University of Maryland
College Park, MD 20742
Phone: (301) 405-6877
Fax: (301) 314-9190
Email: womensstudies@umd.edu
Web: <http://wmst.umd.edu>

Faculty

Name	Extension	Email
Elsa Barkley Brown	57710	barkelybrown@umd.edu
Bobby Benedicto	50836	rbenedic@umd.edu
LaMonda Horton-Stallings	56878	lhortons@umd.edu
Katie King	57294	katking@umd.edu
Alexis Lothian	52446	alothian@umd.edu

Robyn Muncy (Interim chair)	57293	rmuncy@umd.edu
Michelle V. Rowley	50981	mrowley1@umd.edu
Catherine Schuler	54552	cschuler@umd.edu
Ashwini Tambe	57209	atambe@umd.edu
Bonnie Thornton Dill	50949	btdill@umd.edu
Ruth Zambrana	50451	rzambran@umd.edu
Evelyn Beck (Emerita)		etb@umd.edu
Lynn Bolles (Emerita)		lbolles@umd.edu
Seung-kyung Kim (Emerita)		skim2@umd.edu
Claire G. Moses (Emerita)		cmoses@umd.edu
Deborah Rosenfelt (Emerita)		dsr@umd.edu

Staff

Name	Extension	Email
Cliffonia Royals Pryor	56880	choward3@umd.edu
Catalina Toala	54675	ctoala@umd.edu
JV Sapinoso	56827	sapinoso@umd.edu

Campus offices

Graduate School 2123 Lee Building Phone: (301) 405-0376 Fax: (301) 314-9305 Web: http://www.gradschool.umd.edu/	Counseling Center Phone: (301) 314-7651 Web: http://www.counseling.umd.edu/
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Graduate Student Legal Aid Office
Web: <http://umdepartments.orgsync.com/org/gradlegalaid/home>
Room 3125, South Campus Dining Hall
Phone: (301) 405-5807

For a links to other helpful student services on campus, visit
<http://www.gradschool.umd.edu/catalog/>

XII. HELP

For questions about payroll, benefits, GA tuition remission: Business Manager
For general questions about the graduate program and policies: Graduate Director and Program Admin Specialist
For travel approval requests: Business Manager
For orders of supplies: Program Admin Specialist
For questions about and help with registration: Assistant Director and Advisor

For questions about your individual progress in the program: Your advisor or Director of
Graduate Studies

For questions about fellowship payments, fellowship tuition remission: Barbara Ferguson,
Graduate School (301) 405-0371

APPENDIX I

Women's Studies Core and Other Courses, and Suggested Electives

APPENDIX I

Women's Studies Core and Other Courses, and Suggested Electives

Core Women's Studies Courses:

WMST 601 Approaches to Women's Studies I (3 credits)

This course examines fundamental concepts in Women's Studies. It looks at how feminisms have shaped and been shaped by the processes of knowledge production within and across disciplinary boundaries, cultures, and paradigms. The course works to develop an understanding the genealogies of Women's Studies as an institutional site and as a set of responses to issues of power, domination, oppression, and other loci of difference.

WMST 602 Approaches to Women's Studies II (3 credits)

A continued examination of fundamental concepts in Women's Studies. It looks at the range of critical research tools and methodologies in the field and the ways in which scholars, readers, and activists have responded to issues of power, domination, oppression, and other loci of difference.

WMST 618 Feminist Pedagogy (3 credits)

An examination of the higher education classroom from a feminist perspective through theory and analysis. This seminar is designed to provide students with experience in teaching situations.

WMST 621 Feminist Theories and Women's Movements: Genealogies (3 credits)

This course will examine the various theories that feminists have offered to explain the matrix of domination from the nineteenth century to the present. It is structured so that students will learn the key debates that produced new insights and shifted the ground of subsequent feminist theorizing within multiracial feminisms and to examine those debates within global perspectives. We will also examine how dominant theoretical frameworks have been developed at specific historical moments and question their purpose in the moment of that construction and their current usefulness.

WMST 628 Women's Studies Colloquium (1 credit)

This colloquium is designed to bring together students and faculty with both advanced knowledge and strong interest in the field of Women's Studies. The colloquium will support graduate students' research, and include the presentation of work in progress by program faculty and scholars from other campuses.

WMST 899 Doctoral Dissertation Research (6 credits)

For students who have been advanced to candidacy and are working on their final dissertation.

Other Women's Studies Courses:

WMST 619 Women's Studies Teaching Practicum (1 credit)

This course is designed to provide ongoing supervision to Women's Studies graduate students teaching undergraduate courses and present to them professional research skills and strategies in feminist pedagogy that presume that feminist teaching is "praxis," a place where theory and practice merge.

WMST 698 Special Topics in Women's Studies (1-3 credits)

Prerequisite: WMST 400 or permission of department. Repeatable to 6 credits if content differs. Advanced work in selected topics in Women's Studies.

WMST 699 Independent Study (1-3 credits)

Prerequisite: permission of instructor. Research and writing on specific readings on a topic selected by the student which is approved and supervised by a faculty member of the Women's Studies Department.

WMST 708 Research Seminar in Women's Studies (3 credits)

Prerequisite: Graduate student standing and permission of instructor. Repeatable to 9 credits if content differs. This seminar provides an opportunity for those students interested in pursuing feminist research and teaching to synthesize and explore feminist analyses of university life, including research and writing methods, learning styles, curricular issues, and the "chilly climate" for women.

WMST 709 Directed Independent Reading for Major Field Exam (1-4 credits)

WMST 799 Master's Thesis Research (1-6 credits)

This seminar will develop students' skills in interdisciplinary research, integrating at least two methodologies into the writing of a paper in the format appropriate for submission to a scholarly, refereed, interdisciplinary women's studies journal.

WMST 898 Pre-Candidacy Research (3-6 credits)

For students who have not advanced to candidacy and are working on their dissertation.

Suggested Electives:

Students are encouraged to check TESTUDO for courses in other departments. The following departments may offer courses of interest:

American Studies (AMST), Anthropology (ANTH), Criminology and Criminal Justice (CCJS), Comparative Literature (CMLT), Communication (COMM), Education Counseling and Personnel Services (EDCP), Measurements, Statistics and Evaluations (EDMS), Education Policy Studies (EDPS), English (ENGL), Family Science (FMSC), Government and Politics (GVPT), History (HIST), Sociology (SOCY), Theatre (THET)

APPENDIX II

Forms

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Portfolio Review Form.....	E 1
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Graduate Certificate Application	I 1
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WMST Advising Form

Name: _____ Date Admitted: _____

UID: _____ Expected Degree Date: _____

Local Address: _____

Permanent Address: _____

Phone: (w): _____ (h): _____

Email: _____

WMST Advisor(s): _____

Remarks: _____

Courses Taken and Planned

1 st Semester – Date:

2 nd Semester – Date:

Financial Arrangements/Plans:¹

Financial Plans:

3 rd Semester – Date:

4 th Semester – Date:

Financial Plans:

Financial Plans:

¹ Please indicate for each semester if you have a GA, RA, TA or other form of financial assistance.

5 th Semester – Date:

Financial Plans:

6 th Semester – Date:

Financial Plans:

7 th Semester – Date:

Financial Plans:

8 th Semester – Date:

Financial Plans:

9 th Semester – Date:

Financial Plans:

10 th Semester – Date:

Financial Plans:

Portfolio, Exams, and Requirements

General Exam:

Date: _____

Examining Committee:

Grade: Pass _____ Pass with Conditions _____ Fail _____

Interdisciplinary Paper:

Approved by: _____ Date _____
(Faculty Advisor)

(2nd Reader) Date _____

Grade: Pass _____ Pass with Conditions _____ Fail _____

Major Field:

Three Person Major Field Committee	Date
_____	_____
_____	_____
_____	_____

Description: _____

Approved: Yes _____ No _____

Major Field Exam:

Date: _____

Grade: Pass _____ Pass with Conditions _____ Fail _____

Language Requirement:

Pass _____ Fail _____ Exempt _____ Date: _____
(Signature of Director of Graduate Studies)

M.A. Degree:

Thesis Title: _____

Date Conferred: _____

With Thesis: _____

Without Thesis: _____

Dissertation:

Advisor _____

Committee _____

Dissertation Prospectus: _____

Date Approved: _____

Title: _____

Methodologies: _____

Admission to Candidacy (Date): _____

Dissertation Credit (899) (12 hours required) Completed: _____

Dissertation Title:

Defense Date: _____

Grade: Pass _____ Pass with Conditions _____ Fail _____

Semester of Graduation _____

Department of Women's Studies

Annual Graduate Student Report

Type in the following requested information, save the form, and email it to your advisor **and** to the Director of Graduate Studies or the Graduate Program Management Specialist.

Name:

Advisor(s):

- WMST program advisor:
- Thesis or Dissertation primary advisor (if different from above; may be an affiliate):

Initial semester admitted:

Professional achievements, accomplishments (please include a complete list of conference papers, publications, exhibitions, awards, etc.)

Issues or problems you're having, or help you need.

List all kinds and amounts of financial support received from the university or an outside fellowship in the past year:

- Do you have an assistantship or fellowship outside of the Department? If so, where?
- How many hours per week did you work for your assistantship? (Not how many you were *supposed* to work but, on average, how many hours you *did* work).
- How many hours per week on average did you work for pay outside the university?

Have you taught here at the University in the last year? If so, list course numbers/titles and units (e.g., WMST, AASP, etc.)

Do you have any incompletes on your transcript? If so, in what courses, with whom, and which semester/year; and what is your plan for completing it/them?

If required, have you filed the Human Subjects form with IRB? If so, when?
If so, please make sure an approved copy is in your student file.

Have you filed an extension for Human Subjects? Is so, when? If so, please make sure an approved copy is in your file.

What is your sense of your progress toward your degree? Please give a (projected) date of completion (month and year) for the six benchmarks outlined below:

- General Exam –

- Completion of 2nd Year Interdisciplinary Paper –

- Portfolio Review (6th Semester) –

- Major Field exam -

- Dissertation Prospectus –

- Dissertation Defenses -

ALONG WITH THIS FORM, REMEMBER TO EMAIL AN UP-TO-DATE CV **AND** AN UP-TO-DATE **WMST WORKSHEET FOR DOCTORAL STUDENTS** to the Graduate Program Management Specialist, Cliffonia Royals-Howard, choward3@umd.edu.

The information on this report should cover the calendar year from **APRIL 1 (previous year) - MARCH 31 (present year)**.

**WOMEN'S STUDIES
WORKSHEET FOR DOCTORAL STUDENTS**

Name: _____

Address: _____

Tel: (W) _____ **(H)** _____

Email: _____

Advisor: _____

Entering Year _____ **Expected Grad Year:** _____

COURSE WORK:

- entering with BA, 54 credits minimum, including 12 dissertation research credits; plus appropriate elective course selection.
- entering with MA/WMST grad certificate, 34 credits, including 12 dissertation research credits; plus appropriate elective course selection.

1. REQUIRED COURSES YEAR AND SEMESTER

WMST 601 _____

WMST 602 _____

WMST 618 _____

WMST 621 _____

WMST 628 _____

WMST 899 _____

5. GENERAL EXAM: _____

6. INDEPENDENT STUDY (WMST 699): _____

7. 2nd Year - INTERDISCIPLINARY PAPER (WMST 799), 3-6 credits:

8. MAJOR FIELD EXAM

ADVISOR: _____

COMMITTEE MEMBERS: _____

FIELD(S) OF INTEREST AND APPROACHES/METHODOLOGIES:

9. LANGUAGE EXAM

LANGUAGE: _____

COMPLETED : _____

TEST RESULTS: _____

FACULTY SUPERVISOR: _____

10. PROSPECTUS

CHAIR: _____

COMMITTEE MEMBERS: _____

11. DISSERTATION

DRAFT TITLE: _____

FINAL TITLE: _____

CHAIR: _____

COMMITTEE MEMBERS: _____

DEAN'S REPRESENTATIVE: _____

Department of Women's Studies

Major Field

Student's Name: _____

Student's Address: _____

Student's E-Mail: _____

Student's Area(s) of Concentration: _____

Methodologies/Approaches: _____

Committee Chair: _____

Committee Members: _____

Date of Major Field Exam: _____

Signature of Director of Graduate Studies, Department of Women's Studies

University of Maryland
Department of Women's Studies
Portfolio Review
(by Departmental Faculty in 6th Semester)

Name of student _____

Date of review _____

Advisor _____

Total credits _____

Incompletes:

Semester	Course Title

Title of Interdisciplinary Paper:

Major Field Area(s):

Committee formed: ___ yes ___ no

Expected semester of Major Field Exam: _____

Portfolio status: ___ approved ___ more information required

To be reviewed again _____
(Date)

Information needed:

cc: student file, student

Fellowship Worksheet

Name:

Advisor:

Status progressing to the degree:

Proposal Title:

List the name of fellowship according to your preference/progress to degree status:

1.

2.

3.

Notes:



**University of Maryland
Department of Women's Studies**

Dissertation Committee

Name: _____ UMID: _____

Advisor: _____ Date: _____

Title of dissertation: _____

Expected date of defense: _____

Committee members:

Name/ Title	Department	Signature
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Chair: _____

Dean's Rep.: _____

Faculty Member: _____

Faculty Member: _____

Faculty Member: _____

Committee approved by Director of Graduate Studies: _____yes _____no

Notes:

cc: student, file



UNIVERSITY OF MARYLAND
TRAVEL APPROVAL REQUEST FORM

DATE:

UNIT: WMST

TRAVELER INFO

TRAVELER'S NAME:	
SSN:	
PHONE NO.:	
E-MAIL:	
MAILING ADDRESS:	

TRAVEL INFO

TRAVEL FROM: (name of airport if flying)	
TRAVELING TO:	
DEPARTURE DATE:	
RETURN DATE:	
TRAVEL AGENCY: (Travel-On; Globetrotter; Omega)	
PURPOSE OF TRAVEL:	

EXPENSES (estimate) – Please include all expenses regardless of payment method, including expenses that will be on a University Travel Card.

KFS ACCOUNT NUMBER TO CHARGE:	_____
AIRFARE / RAIL (including taxes, agency fee)	\$
LODGING / HOTEL	\$
PER DIEM / TRAVEL MEALS	\$
PHONE / FAX / COMMUNICATION	\$
GROUND TRANSPORTATION (taxis, buses)	\$
CAR RENTAL	\$
MOTOR POOL VEHICLE RENTAL	\$
PERSONAL CAR MILEAGE	\$
CONFERENCE FEE	\$
TRAVEL INSURANCE	\$
OTHER (please explain below)	\$
TOTAL:	\$
PLEASE NOTE WHETHER PER DIEM CASH ADVANCE WILL BE NEEDED FOR THIS TRIP. ** ALL REQUESTS FOR CASH ADVANCES MUST BE DONE AT TIME OF APPROVAL REQUEST.**	
CASH ADVANCE NEEDED YES <input type="checkbox"/> NO <input type="checkbox"/>	

Brief explanation of "other" expenses: _____

Advisor's Signature: _____

Department Head Approval: _____

Date: _____



**Application for Graduate Women's Studies
Certificate Program, at College Park**

Date	E-mail	Telephone
Name	UID Number	
Address		

Undergraduate Information		
Institution	GPA	
Major	Degree	Year
What Women's Studies courses have you taken?		
Work, volunteer experience, and/or other relevant activities; if necessary, attach a separate sheet		
		Year

Graduate Information		
Graduate Program	Degree	Year
Other graduate courses/programs		
What Women's Studies courses have you taken?		

Application Materials	
In order to process your application, the Women's Studies Department needs the following materials: <ul style="list-style-type: none"> ○ Copy of transcripts of work completed to date, both graduate and undergraduate. ○ Brief biographical statement and statement of purpose. Discuss those aspects of your personal history that relate to the development of your interest in Women's Studies and explain the relevance of a Women's Studies Certificate to your intellectual and professional goals. ○ Writing sample. ○ I have requested letters of recommendation from the following: 	
Referee	Telephone
Referee	Telephone
Please mail your completed application and materials to: Director of Graduate Studies Women's Studies Department 2101 Woods Hall University of Maryland College Park, MD 20742-7415	Due Dates: <ul style="list-style-type: none"> ○ November 15 for the spring semester ○ April 15 for the fall semester

**WOMEN'S STUDIES GRADUATE CERTIFICATE
STUDENT DATA FORM**

Name: _____ Date Admitted: _____

SSN: _____ Home Department/Program: _____

Expected Degree and Date: _____ WMST Advisor: _____

Local Address: _____

Permanent Address: _____

Phone: (work) _____ (home) _____

Remarks: _____

Courses taken in Women's Studies

Course number and title	Instructor	Semester/ Yr	Grade
WMST 601: Approaches to Women's Studies I			
WMST 602: Approaches to Women's Studies II			
WMST 621: Feminist Theories and Women's Movements: Genealogies			
1.			
2.			
3.			

Note: Upon completion of the certificate, candidates graduating in Spring should inform the Department no later than the first week of February. Candidates graduating in Winter should inform the Department no later than the first week of October. This notification will ensure that your certificate notation is processed along with your application for graduation.