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PhD Program in Women’s, Gender, and Sexuality Studies

1. EARLY YEARS: PRIOR TO CANDIDACY

The Women’s, Gender, and Sexuality Studies (WGSS) PhD program is typically a five-year program comprised of different stages through which each doctoral candidate must progress (see Appendix I: Student Timeline and Checklist). Students entering the program will spend their first two and a half years in course work. During this time they will have to fulfill their language and methods requirements, choose a concentration, and find an advisor. After completing one year of full coursework, students move to advanced standing. By December 1st of their fourth year in the program, students will have organized a comprehensive exam committee and completed their exams. A student enters into candidacy once she or he has completed coursework, satisfied their language requirement, received adequate preparation in research methods, passed their comprehensive exams, met their TATTO requirements, and presented the prospectus for their dissertation. The final requirement of the program includes the writing, editing and defense of a dissertation.

The following terms will be used throughout the handbook (descriptions taken from the Laney Graduate School Website):

Full Standing: Students who have completed a bachelor’s degree and who are in their first year of graduate work pursuing studies leading to a master’s degree or the PhD are admitted in full standing. (http://www.gs.emory.edu/resources/progress.php?entity_id=4)

Advanced Standing: Students admitted to PhD programs in full standing move to advanced standing after completing 24 hours of graduate level coursework in good standing, unless their programs require additional course work or other work for advanced standing. (http://www.gs.emory.edu/resources/progress.php?entity_id=4)

Candidacy is an important milestone in the progress towards the PhD degree. It indicates that the student has achieved a substantial level of expertise in his or her field, and has articulated a plan for independent research and writing that has been approved by the faculty of his or her program. (http://www.gs.emory.edu/resources/progress.php?entity_id=5)

1.1. Admissions

All students admitted to the PhD program are provided with full tuition scholarships and full fellowship stipends.

1.2. Course Work

All students, including those with MAs from other programs, must take at least five semesters (two and a half years) of graduate course work in the WGSS doctoral program at Emory. No transfer credits are accepted.

1.2.1 Credit Hours

If you are a graduate student who entered the program prior to fall 2013, your credit hours will be adjusted by the LGS. Effective fall 2013, LGS credit hours are awarded on a one contact hour to one credit hour basis. Students who fulfilled candidacy course requirements prior to fall 2013 are not affected by the credit hour change. Students who entered advanced standing prior to 2013 but did not
fulfill candidacy course requirements by summer 2012 will be notified individually of their remaining course requirements before the start of the fall 2013 semester. This change does not affect the number of courses required for candidacy.

1.2.2. Course Requirements

The following courses are required for the PhD:

1) WGS 700 Pro-Seminar (taken in the first semester of the first year).
2) WGS 751R Feminist Theory (taken in either the Fall or the Spring of the first year; WGS 751R may be taken more than once.)
3) WGS 720 Teaching Women’s, Gender, and Sexuality Studies (this is the departmental TATTO course that students take in the spring semester of their second year; note that there are other TATTO requirements that must be met during the course work period.)
4) WGS 710 Research Design (recommended to be taken in the first semester of third year).
5) 3 courses originating in WGSS and taught by a WGSS core faculty member in addition to the four core courses listed above.
6) A four-course concentration in a discipline other than WGSS: This disciplinary concentration need not restrict students to a single department for the disciplinary course work. The concentration can be achieved by taking courses within a single department OR by pursuing a concentration across selected programs. For example, a disciplinary concentration in anthropology could be achieved by taking suitable courses in, e.g., Anthropology, African Studies, and Religion. If there are questions about what will constitute a discipline or courses appropriate to the concentration, the student should consult their advisor and the Director of Graduate Studies (DGS).
7) A language course(s) relevant to their interests and disciplinary cluster (alternately, students may take a translation exam in their chosen language to meet this requirement). This must be fulfilled before comprehensive exams.
8) A methods course(s) relevant to their interests and disciplinary cluster.
These course work requirements are minimums. Any student may choose or be required by her or his committee to do additional course work.

1.2.3. Grades in Good Standing

The Graduate School stipulates that a B- must be earned in order to remain in good standing. The WGSS Department expects our students to earn more A’s than B’s to be in good standing.

1.2.4. Directed Readings

Directed Reading (WGS 597R) and Directed Research (WGS 599R) should be used for different purposes. A particular research project, on which faculty and student are collaborating, should be the central concern or task of Directed Research. Directed Reading should be used for faculty-supervised reading that is not available to the students through regularly offered coursework. Courses that are 500 or 700 level may include 8 hours of Directed Reading. No more than 4 hours of Directed Reading or Directed Research can be taken in any one semester. Students enrolling in Directed Reading (597R) or Directed Research (599R) must submit a completed, approved Directed Reading/Directed Research Approval form (see Appendix II) to the Graduate Program Coordinator before the student is permitted to enroll in the course.

1.2.5. Advanced Standing
Students will be promoted to Advanced Standing when they have completed 18 hours of course work, usually accomplished by the end of the first year. No more than 3 of these hours may be taken in Directed Reading or Directed Research and at least 15 of the 18 hours must be in course work at the 500 or 700 level. A grade of B- or better must be earned in at least 10.5 hours of course or seminar work taken.

Upon promotion to Advanced Standing, students must complete at least another 27 hours of formal course work, which may include WGS 597R (Directed Reading) or WGS 599R (Directed Research). However, 21 of these hours must be at the 500 or 700 level, and may not be in Directed Reading or Directed Research. Therefore, students can have a maximum of 6 hours of Directed Reading or Directed Research in Advanced Standing, with no more than 3 hours in any one semester.

The final 9 hours of course work (three courses) may be spread out over the entire third year of the program, rather than being taken during the fall semester only.

Students who have finished coursework must still maintain active enrollment, either by registering for WGS 798R Pre-Candidacy Research or WGS 799R Advanced Research. Please consult with the Graduate Program Coordinator as needed.

1.2.6. International Students Course Requirements

For international students who are required to complete ESL coursework, course requirements will be as follows: for each semester of the first year, the student can choose to take 3, 6, or 9 credit hours of regular coursework in WGSS or other Emory graduate programs per semester with the advice and approval of the Director of Graduate Studies.

If a student chooses to take less than 9 hours of regular coursework, the student will receive a one-semester extension of all program requirements (e.g. comprehensive exams, prospectus approval). WGSS will consider providing an additional one semester of funding in such cases.

1.3. Attendance Requirement

Students must attend all the WGSS research seminars, department lectures, prospectus presentations, and open dissertation defenses during the fall and spring semesters. The WGSS research seminars are scheduled on Tuesdays from 11:30am - 1:00 pm. Please take this into consideration when registering for courses outside of the department. If a scheduling conflict arises, the student must inform the DGS and program coordinator of their absence.

1.4. Language Requirement

The language requirement must be fulfilled before taking comprehensive exams.

All students must demonstrate proficiency in a second language, which may be relevant to their research and to their disciplinary concentration. The language requirement does not count as the student’s 4-course concentration. A student must fulfill the language requirement before taking comprehensive exams.

Students may fulfill the language requirement in one of two ways: by taking one course as specified
below or by taking a translation exam in their target language. Emory University 210 language courses, as well as language courses at the literary level (300 level or above) which have been approved in advance by the DGS, will satisfy the language requirement. A grade of “B” or better is required. For courses outside Emory, arrangements for fulfillment of the language requirement will be made by the DGS in consultation with the student’s faculty advisor.

Translation exams are arranged by the individual student in conjunction with the DGS and the appropriate language department. The translation exam typically consists of two parts:

1) Translating a passage of roughly one paragraph and
2) Summarizing a longer passage.

A dictionary may be used in both parts.

1.5 Advising

The DGS will assign each incoming student a WGSS faculty member who will work with them until the student has confirmed who will be their permanent advisor. The permanent advisor must be Core or Associated faculty in WGSS. This process must be completed by the end of the second year of course work, before the student begins preparing for comprehensive examinations.
2. Second Stage: Candidacy and Dissertation

This stage involves establishing a committee, preparing for and completing oral and written exams, and writing and presenting a prospectus, which defines a thoughtful plan for completing a dissertation. Writing and successfully defending an interdisciplinary doctoral dissertation completes the PhD program.

2.1 Exam Committee

During the second year of course work, each student will establish a committee of at least three faculty members to direct her or his examinations. The student’s advisor, who must be a member of the Core or Associated Faculty of WGSS, chairs the examination committee. At least one member of the committee must be a Core WGSS faculty member. Faculty members who chair the examination committee in most cases will direct the dissertation, but this is not a requirement. Failure to form the committee by the end of the third year will result in academic probation. A completed Advisor and Committee Confirmation form (see Appendix III) must be submitted to the Graduate Program Coordinator as soon as the committee is formed.

2.2. Comprehensive Exams

WGSS students are expected to take their comprehensive exams starting in the spring semester of their 3rd year and should be completed by December 1st of their 4th year. Students must have fulfilled all coursework and language requirements, and must have officially cleared any outstanding incompletes before taking their comprehensive exams. Students must notify the DGS and Graduate Program Coordinator that they are planning on taking their exams at least 30 days prior to when the exams are scheduled.

Failure to complete the comprehensive exams by December 1st of the student’s fourth year will result in academic probation.

WGSS comprehensive examinations serve multiple purposes. The exams help prepare the student for future teaching and certify that she/he has a critical understanding of Women’s, Gender, and Sexuality Studies scholarship. They also provide the student an opportunity to synthesize and evaluate interdisciplinary scholarship in ways that both incorporate and go beyond the student’s coursework. The exams should also help the student prepare for her/his dissertation research by surveying a significant portion of the relevant research literature.

One exam is in Feminist Theory. The other exam is focused more specifically on the student’s specific thematic and conceptual interests. The WGSS comprehensive examination consists of written and oral components, both of which are administered by the student’s committee, and coordinated by the WGSS Graduate Program Coordinator.

Previous exam readings lists are on file in the Women’s, Gender, and Sexuality Studies office and will be posted on the WGSS Student/Faculty Blackboard site.

Following the exams, a completed Comprehensive Examination Completion form (see Appendix IV) must be submitted to the Graduate Program Coordinator.
2.2.1 Written Examinations

Content:
Each student will take two written examinations. The first examination field is in Feminist Theory. The other examination is in the student’s area of concentration.

The feminist theory exam will be based on the shared reading list already approved by the WGSS faculty. In addition to this core list, students are permitted to add 5-10 additional readings in consultation with their committee.

The second comprehensive exam will be based on the student’s area of concentration. There should be 40-60 readings on this list. Each student will develop this reading list in consultation with her/his committee. Students should present a copy of their reading lists to the Graduate Program Coordinator immediately following the exams in order for it to be used a departmental resource.

Procedure:
Each student’s committee determines the content of questions. In each exam (feminist theory and area of concentration), the student will answer two of three questions. Committees have the option of allowing the student to submit suggested questions prior to the exam. If the student submits such suggestions, the committee is under no obligation to incorporate them.

Students are permitted to use texts and their own notes for reference. Each essay response to each question should be between 2000 - 2500 words in length, not including citations. Essays must be typed, double-spaced, 1-inch margins, and 12 size Times Roman font.

The chair of the committee collates the questions from the committee members and sends the exam to the graduate program coordinator, who sends the questions at the approved time to the student.

The student sends their answers via email in the given time frame to the committee members and the graduate program coordinator.

Students are advised to take all precautions possible prior to the start of each exam. Files should be backed up. In advance of the exams, the student should verify that their email account is not blocked by the Emory email system. Students should clarify with their committee chair what to do in case an unexpected obstacle arises during the exam period.

Scheduling:
These exams will be administered once in the fall semester and once in the spring semester, over a set period of time.

Fall Exams:
1st Monday in October: Exam #1 (Feminist Theory) made available by 9:00 AM
2nd Monday in October: Exam#1 (Feminist Theory) must be completed and submitted to committee members and the graduate coordinator by 5:00 PM
3rd Monday in October: Exam #2 (Area of concentration) made available by 9:00 AM
4th Monday in October: Exam #2 (Area of concentration) must be completed and submitted to committee members and the graduate coordinator by 5:00 PM
The fall comprehensive oral exams must be completed before the Thanksgiving Break.

**Spring Exams:**
1st Monday in March: Exam #1 (Feminist Theory) made available by 9:00 AM
2nd Monday in March: Exam #1 (Feminist Theory) must be completed and submitted to committee members and the graduate coordinator by 5:00 PM
3rd Monday in March: Exam #2 (Area of concentration) made available by 9:00 AM
4th Monday in March: Exam #2 (Area of concentration) must be completed and submitted to committee members and the graduate coordinator by 5:00 PM

The spring comprehensive oral exams must be completed by the end of the third week of April.

2.2.2. Oral Examination

An oral examination of one to two hours, administered by the student’s committee, will be held after the committee has read both of the written examinations. The oral exam is an opportunity for the student to clarify, discuss, and/or expand on the written exams. Committee members may also ask the student to discuss other issues presented by the materials in the reading lists, but not covered in the written exams.

The written and oral examinations should take place within the same semester. The oral examination should take place no more than three weeks after the completion of the second written examination.

2.2.3. Examination Evaluation

Based on the student’s performance on both the written and oral examinations, the committee may grant one of the following grades: Pass or Fail. A student who fails an exam may take another exam (new questions, same or revised reading lists) within six months. If a student fails twice, she/he may not continue in the WGSS PhD program.

2.3. Dissertation Prospectus

The student’s dissertation prospectus committee can be the same as the comprehensive exam committee, but this is not a requirement. However, at least one member of the committee must be a Core WGSS faculty member.

The dissertation prospectus process involves the submission of a written prospectus as well as a formal prospectus presentation. The prospectus presentation can be taken no sooner than two months after the completion of the comprehensive exams. Students must complete the dissertation prospectus and have it approved by their committee by March 1st of their fourth year. Failure to do so will result in academic probation. A student may not be admitted to candidacy for the PhD until the prospectus has been approved.

A completed Prospectus Approval Form (see Appendix V), along with a copy of the prospectus, must be submitted to the Graduate Program Coordinator.

2.3.1. Prospectus Writing

The written prospectus must address the following:
• The length of the prospectus must be between 15 and 25 pages long, excluding bibliography
• Introduce the student’s project
• Discuss the student’s preparation and qualifications for studying the topic
• Explain the significance of the dissertation within WGSS and other fields to which the dissertation speaks
• Discuss the methods, approaches, and object of study
• Include a preliminary chapter outline
• Include a timetable for completion of the dissertation
• Include an appended bibliography

The written prospectus must be approved by the student’s committee prior to scheduling the oral presentation of the prospectus. Once the committee has approved the prospectus, a presentation can be scheduled.

2.3.2. Prospectus Presentation

The prospectus presentation can be scheduled no earlier than two weeks following approval of the written prospectus. A final draft of the prospectus must be distributed to the committee at least two weeks prior to the scheduled presentation, and the Graduate Program Coordinator must be notified at that time also so that they can publicize the presentation. The timing of the prospectus presentation must be coordinated by the student, in consultation with her or his dissertation committee. The prospectus presentation will be announced by the Graduate Program Coordinator. The prospectus presentation is only open to students, prospectus committee members, the department of WGSS, and members of other academic units of the university. This is a formal presentation. Video cameras and photography are not permitted. If students wish to record their student presentation portion only, they must receive permission from the chair of their committee. No filming will be allowed during the question-answer period.

The prospectus presentation must address the following:

• Should be no longer than 1 ½ hours in length.
• The student presentation should be 20-30 minutes, followed by questions from the committee and members of the audience.
• Students are encouraged to incorporate relevant feedback from the audience as they write their dissertation.

2.4. Dissertation & Defense

Your Dissertation Committee can be the same as the Prospectus Committee. However, at least one member of the committee must be a Core WGSS faculty member. If changes are made to the committee following the prospectus presentation, the student must submit a new Advisor and Committee Confirmation Form (Appendix III).

A defense of the dissertation is required, following preliminary approval of the dissertation by all committee members. The defense may be open. This decision is left to the discretion of the student and her/his committee. Participation by non-committee members should be regulated by the dissertation advisor.
The PhD program in WGSS is completed by writing and successfully defending an interdisciplinary doctoral dissertation.
3. Teaching & Service

During their time in the PhD program, WGSS graduate students develop their skills as teachers and researchers. Students are required to perform four semesters of service in total. All students will have the opportunity to serve as a Research Assistant (usually in the second semester of first year) and/or as a Teaching Assistant (usually in the second year). All students are required to spend two semesters as a Teaching Associate. One teaching associateship must be completed in order to meet the requirements for candidacy. The first teaching associateship should be completed in your third year, and the second teaching associateship must be completed at the latest by the end of fifth year. Please consult with your advisor and the DGS about your research and teaching trajectory.

The DGS will consider the overall situation to determine the most appropriate plan of RA/TA/TAssoc assignments and distribution for each student.

Students may choose to pursue extra teaching opportunities in WGSS or in other departments or programs, once they have fulfilled their departmental teaching requirements.

3.1. TATTO

LGS requires that all students, including those who are on merit-based fellowships granted either by Emory or by outside agencies or foundations, participate in the Teaching Assistant Training and Teaching Opportunity (TATTO) Program (see LGS Handbook). WGSS is a partner in the TATTO administered by LGS. The program provides teacher training and experience for doctoral students, making Emory graduates more capable and competitive candidates for a variety of positions in which teaching is required.

3.1.1. Training Component

The training components of TATTO include:
- TATTO 600 (LGS sponsored summer teaching workshop)
- WGS 720 (WGSS Teaching Workshop)

The first stage of TATTO training is the summer workshop, which usually runs for three days prior to the beginning of the Laney Graduate School Orientation period. It involves a series of training sessions, which may include lectures, seminars, and practice-teaching mini-workshops. Students are expected to enroll in the summer workshop following their first year of graduate study at Emory.

The second stage of TATTO training for WGSS students is WGS 720 “Teaching Women’s, Gender, and Sexuality Studies.” This is a 3-credit course devoted to issues in teaching WGSS. Students enroll in WGS 720 in the spring semester of their second year of graduate course work.

3.1.2. Teaching Component

The teaching components of the TATTO program include:
- experience first as a Teaching Assistant for a faculty member in WGSS
- experience as a Teaching Associate
The TATTO requirements for training and teaching are minimums set by the Laney Graduate School. WGSS, like other individual programs and departments, requires some additional service from students in the PhD program. WGSS requirements for teaching and service, as outlined below, have three main objectives:

1) to provide an opportunity for every student to acquire significant exposure to faculty members and administrators, developing academic skills and connections which might otherwise be difficult to establish in an interdisciplinary program;

2) to contribute to the professional development of students in the program (including an introduction to the art of balancing research, teaching, and administrative duties and to juggling and reconciling different professional obligations in general); and

3) to enable WGSS to fulfill its teaching and research missions.

Students who complete the required stages of the TATTO Program become eligible for nomination for sixth-year aid as teaching fellows, through the Dean’s Teaching Fellowship competition. Those who do not receive Dean’s Teaching Fellowships from the Laney Graduate School are strongly encouraged to investigate other opportunities for both internal and external funding.

3.2. Research Assistantship

The weekly load for Research Assistants will vary, depending on the project and the faculty involved. This load should not exceed twelve hours per week. These hours cannot be carried over. If a student is not required to fulfill twelve hours of work in one week, the extra hours cannot be carried over into the following week.

Students work as Research Assistants for a semester or more. Research Assistants will either assist faculty members with their research or participate in the planning and organizing of an extraordinary project (such as a conference, colloquium, or program), which will provide students with significant training and exposure to a range of questions and disciplines. In either case, the objective is that the students develop connections with faculty and/or administrators who could train them in skills significant to their profession.

When assisting a faculty member with a research project, the Research Assistant might, for example, compile a bibliography, check quotations, or proofread a completed manuscript. The Research Assistant could work in conjunction with a faculty member in the planning and development of a new course again, compiling bibliography and proposing designs for certain areas of the syllabus. Faculty members who receive assistance will be reminded of their obligation to provide Research Assistants with some training and experience in methods, sources, and procedures.

A research assistant might also assist either a faculty member or an administrator in planning and organizing a conference. Tasks for the Research Assistant may include reserving facilities, participating in discussions and/or voting on submission and acceptance of abstracts, and contributing to the development of a conference program.

The faculty member and/or administrator with whom the Research Assistant works for a semester will provide the DGS with a written evaluation of the work performed by the Research Assistant at the end of the semester.
3.3. Teaching Assistantship

PhD students in WGSS are required to serve as Teaching Assistants for up to two semesters. The assistantship requirement is normally satisfied in the student’s second year, following training in the TATTO summer workshop at the end of their first year.

LGS defines the Teaching Assistantship as a controlled, carefully monitored initial teaching opportunity that varies from department to department and that should add up to ten or twelve hours per week of discussion, laboratory, and supervision, etc. these hours cannot be carried over. If a student is not required to fulfill twelve hours of work in one week, the extra hours cannot be carried over into the following week. Under this rubric, WGSS students work with a faculty member in an undergraduate course. Teaching Assistant responsibilities may include leading discussion sections for large lecture courses (such as offered by other departments), grading, leading one or two class sessions, offering tutorials or meetings with students, and meeting with the faculty instructor to discuss the class.

At the end of the course, the assigned faculty member(s) will submit to the DGS a written evaluation of the Teaching Assistant’s performance, as well as the relevant TATTO forms.

**Expectations of Teaching Assistants**

1. Attend all classes (if you must be absent, email your instructor)

2. Keep up with class reading assignments.

3. Hold weekly office hours (1 hr/week) to be available to go over students’ papers, review concepts from the readings, etc.

4. Help with class organization (e.g. take roll, if necessary put course books on reserve, place readings on electronic reserve or Blackboard; order and pick up/return films, etc.).

5. Grading. TA grading expectations will differ between faculty and will range across the duration of the class (e.g. grading full papers, double grading).

6. Teaching. At the discretion of the individual faculty, students might have the opportunity to teach one-two class sessions independently. The format of presentation and discussion leadership will be discussed in advance with the faculty member.

7. The amount of time allocated for teaching assistantship-related work will not exceed 10 hours/week.

3.4. Teaching Associateship

Students are required to serve as Teaching Associates for two semesters, typically starting spring of their third year. To be eligible for a Teaching Associateship, the fourth and final required stage of the TATTO Program, the student must have fulfilled all other TATTO requirements (the summer workshop, WGS 720, and a Teaching Assistantship).
LGS defines the Teaching Associateship as a teaching opportunity with greater responsibility than that of the Teaching Assistantship. Students will generally be assigned to teach a section of WGS 100 “Introduction to Women’s Studies” under supervision. The course syllabus is developed in accordance with departmental guidelines for teaching WGS 100 and in consultation with the faculty instructor of WGS 720.

Additional Teaching Associate responsibilities include:

- attending all meetings scheduled by the WGS 100 faculty supervisor;
- submitting a draft of your syllabus to the faculty supervisor for feedback; and receiving approval on final syllabus;
- arranging for at least one WGSS faculty member to observe and evaluate your teaching;
- soliciting mid-term evaluations from your students and discussing results with faculty supervisor;
- maintaining communication with faculty supervisor in a timely and regular fashion.

At the end of each semester of service as a Teaching Associate, the faculty member responsible for the course or another faculty observer will submit to the DGS a written evaluation of the Teaching Associate’s performance.

Students may request specific Research Assistant, and Teaching Assistant assignments from the DGS. In teaching assistantship cases, the possibility of a specific assignment should be discussed with the relevant faculty member before it is proposed to the DGS. Students will receive an email from the Graduate Program Coordinator requesting such proposals by mid-semester, for assignments the following semester.

However, the department will place graduate students in teaching positions according to the following criteria:
- Departmental course needs (introductory courses must be filled first)
- Preferences of faculty teaching the courses in which the Teaching Assistant would participate.
- The individual student’s level of expertise in the subject matter of courses (at the 300-level and beyond) as demonstrated by previous course work or other indicators.
4. Standing in Program

4.1. Residency

PhD candidates in WGSS are normally expected to maintain residency while receiving a stipend. Residency has proven to be a major factor contributing to the timely completion of the dissertation. It ensures ready access to research materials and other important services, and facilitates contact with advisors and committee members. PhD candidates make an important contribution to the daily life of the WGSS program and to the community of scholars and mentors, both graduate students and faculty, who comprise WGSS at Emory. Advanced graduate students can make optimum progress in the research and writing of their dissertations, can best prepare for the realities of future academic careers, and can most truly enrich our program when they are present to engage actively in the on-going conversations among us, through participation in formal and informal intellectual and social events (such as colloquia; workshops on pedagogy, dissertation-writing, the job-market, etc; lectures; town-hall meetings; and graduate student group meetings and events).

4.2. Leave for Fieldwork

WGSS recognizes that some PhD students will need to spend one or more semesters outside of Atlanta to complete fieldwork necessary to their dissertation research. Students who wish to be exempted from residency requirements for fieldwork must petition the Graduate Committee before the end of the semester prior to the semester(s) they are planning to be away. They must have passed their Comprehensive Exams, had their dissertation prospectus accepted by their committee, and must present to the Graduate Committee an account of their research project (explaining the necessity of fieldwork), with a letter from their advisor supporting their plan. The petition must then be approved by the Graduate Committee.

All Laney Graduate School TATTO requirements, including at least one semester as a Teaching Associate, must be met before fieldwork leave is granted.

A completed Fieldwork Checklist (see Appendix VI), must be approved by your faculty advisor and submitted to the Graduate Program Coordinator.

4.3. Extension of Time to Complete Requirements for the PhD

A student must complete all requirements for the PhD, including the dissertation, within eight years of admission to Advanced Standing (reached after having earned 12 credits). Extensions beyond this period will be granted only under extraordinary circumstances and as described below. The student must submit a written request to the DGS prior to the end of the term in which the eight-year limit is reached, allowing the Department sufficient time to consider this request fully. This request must state the circumstances that make an extension necessary, and must describe a plan and schedule for completion of remaining degree requirements. Any subsequent requests for extensions will be expected to detail progress according to this plan and to justify any modifications proposed.
The Department may grant a maximum of 3 one-year extensions. The Department will notify in writing the Dean of the Graduate School of each extension granted or denied, and forward to the Dean the student’s written request and the Department’s official response. Students not on official extension will have their enrollment blocked or risk having their registration cancelled.

The Department, at its discretion, may require re-examination or other demonstration of the currency of a student’s preparation beyond the eight-year limit.

A student beyond the eight-year limit who fails to obtain an extension from his/her program, or who exhausts the extension granted without completing requirements for the degree, will no longer be considered a degree candidate. No request for an additional extension of time will be considered except by application to the Dean of the Graduate School, and none will be granted except in extraordinary circumstances.

A student on extension may not request a leave of absence.

4.4. Annual Review, Status, & Progress

Students must maintain satisfactory performance to remain in good standing and retain eligibility for fellowship awards, professional development funds, or stipends during residency.

Students are reviewed annually by the DGS and the WGSS Core Faculty, and are apprised by letter from the DGS as to whether their progress in the program is satisfactory. In addition to considering the timely completion of basic requirements (coursework and grades; language requirement; exam status), the DGS and Core Faculty consider written feedback from appropriate faculty members. Evaluations of student progress are generally solicited from the students’ advisors as well as from faculty teaching WGSS graduate courses and from those who have had WGSS PhD students as Research or Teaching Assistants.

Student contributions to the annual review process involve the following:

4.4.1. Student Self-Assessment Form

The Student Self-Assessment Form (see Appendix VII) is required by all WGSS students in years 1-5. Post fifth-year students will only be required to complete and submit a one-page self-evaluation narrative (see below).

4.4.2. Self-Assessment Information Packet

The information packet must include a CV, and a one-page narrative. The one-page narrative must address the following:
- dissertation topic
- progress toward dissertation
- status of your committee
- information not in your cv that should be highlighted in terms of conferences, accomplishments, progress through the program, and intellectual and professional development during the past academic year.

4.4.3. Portfolio Items
As part of the annual assessment process, students will build a professional academic portfolio that helps prepare them for the job market. Each student will submit a portfolio item as listed:

Year 1 – Only the above-mentioned CV
Year 2 – Sample WGS 100 syllabi
Year 3 – A list and brief description of granting agencies applicable to your dissertation work
Year 4 – Cover letter for your dream job
Year 5 – Teaching Philosophy Statement

Prior to submitting these materials to the Graduate Program Coordinator, students must make an appointment with their faculty advisor to discuss and review their completed Student Self-Assessment Form, the Self-Assessment Information Package, and the relevant Portfolio Item. This review is best done in person but may take place via email.

4.4.4. Satisfactory Performance

Satisfactory performance means:

- Completing each of the required steps of the program according to schedule and with acceptable quality
- Receiving more A’s than B’s in courses in an academic year
- Students must be accepted into candidacy by August 1 of their fourth year in the program with no exceptions in order to receive stipends or professional development funds in the fifth year.

Satisfactory performance after admission into candidacy means:

- Submitting drafts of dissertation chapters to the student’s committee chair and/ or members according to the timeline outlined in the prospectus
- Keeping in close contact with committee members regarding progress, responding promptly to all responses from committee members
- Completing necessary IRB procedures and recommended grant applications
- Staying on track to complete the PhD in five or six years unless the program of study within the student’s interdisciplinary concentration requires an additional year for fieldwork or data collection as approved by dissertation chair

Students may request deadline extensions for any of the program requirements (except admission into candidacy) by submitting a petition through the DGS to the Graduate Committee requesting an extension. All petitions must be accompanied by a letter of support from the adviser, a complete explanation of the circumstances, and a plan for completion; extensions are granted only under extraordinary circumstances.

4.4.5. Unsatisfactory Performance

Unsatisfactory performance includes one or more of the following:

- Receiving any grade of C+ or lower (including “administrative” F’s)
• Receiving more B’s than A’s in an academic year.
• A grade point average (GPA) in any semester lower than 3.0
• Accumulating more than one grade of Incomplete at any given time
• Maintaining a grade of Incomplete for more than one year after the end of the semester during which the incomplete was received
• Receiving a failing grade on a comprehensive examination
• Failure to complete and submit the dissertation prospectus to one’s advisor by March 1st of the fourth year
• A serious breach of accepted standards of professional ethics or behavior (including but not limited to those stipulated in the Graduate School Honor Code)
• Failing to exhibit professional level competence at reading, writing, speaking, or understanding English by the end of the first year
• Failure to progress toward completion at an acceptable rate
• Failure to communicate with committee or department

If the student’s performance is deemed unsatisfactory in the regular year-end review, the Department’s Executive Committee will undertake an additional review of the student’s record. Students will be notified that they are under review prior to formal Executive Committee action. Students may request a faculty advocate to aid them during the review process. Based on this performance review, the Committee may:

• Place the student on departmental probationary status until the problem has been addressed effectively.

• **Recommend to the Laney Graduate School** to terminate the student’s status as a doctoral student, and allow the student to complete a terminal masters degree (see Section 4.7. of this handbook).

• **Recommend to the Laney Graduate School** to terminate the student from the program outright.

To summarize, the review process outlined above involves the following steps:

• The Department Executive Committee reviews all students at the end of the academic year.

• The Director of Graduate Studies sends each student a letter indicating the outcome of the review.

• A student whose performance is deemed unsatisfactory will receive an additional review by the Department Executive Committee to decide whether to place the student on probation, recommend a terminal masters, or recommend termination to the graduate school.

• The DGS will communicate the outcome of this additional review to the student in writing. In the event that the Committee decides upon options two or three above, the student will have the option to appeal the decision.

• A student who receives a report of unsatisfactory performance may request an appeal meeting for which the student may request the presence of a faculty advocate.
4.5. Post Fifth-Year Fellowships

Students are strongly encouraged to seek both internal (Emory) and external funding opportunities to supplement their five (5) years of stipend support. Examples of internal fellowships include:

- Brown Southern Studies Dissertation Fellowship
- CHI (Center for Humanistic Inquiry) Graduate Dissertation Fellowship
- Dean’s Teaching Fellowship
- OUCP (Office of University-Community Partnerships) Fellowship
- SIRE (Scholarly Research and Inquiry at Emory) Fellowship
- Woodruff Library Graduate Fellowship

Most awards are highly competitive. It is advisable to research details regarding these fellowships and to begin collecting required documentation well in advance.

4.6. Professional Development Support Funds

The Graduate School accepts proposals for funding in three categories:

(1) Conference participation
(2) Supplementary training not available at Emory, including language acquisition
(3) Research

These professional development support (PDS) funds are awarded on the basis of two general considerations: the merit of the proposed activity, and the importance of the activity to the student’s program of study. A student’s advisor and the DGS are in the best position to judge the merit of the proposal and whether it contributes to the student’s education. Therefore, these individuals will make the primary decisions about whether a graduate student request should be supported. **Before submitting a formal proposal to LGS for funding, the student must communicate these plans to the DGS and to the Graduate Program Coordinator.**

In general, the funds are available to all students enrolled in doctoral programs. To receive an award a student must be in good standing, both in LGS and in the program. Awards are made by the LGS directly to students. Each category of funding has further eligibility and award criteria.

For conference participation, there is both an annual limit and a cumulative career limit: students can receive no more than $1,000 each year, and no more than $2,500 over their Emory careers. Within these limits on total reimbursement, students may attend as many conferences as they need.

Supplementary training and research support are not subject to cumulative career limits. However, the amount of past support and the size of the current request affect how an application is reviewed. Support in either category up to a $2,500 threshold will be awarded on the basis of DGS and advisor approval, while support above the threshold will be reviewed by a faculty committee on a competitive basis. The thresholds are cumulative in nature: in either category, when a student’s current request plus any past awards exceeds $2,500, the faculty review will apply.

*For more details on all categories of funding, visit the LGS website.*
4.7. MA in Women’s, Gender, and Sexuality Studies

WGSS does not admit students for a terminal MA degree. Students in the PhD program may, however, elect to receive an MA degree upon satisfying LGS and WGSS program requirements for the MA degree: 24 hours of course work plus an MA thesis. Alternatively, a student may apply for the MA degree after being admitted to candidacy for the PhD. In this case, all LGS and WGSS program requirements for the doctoral degree must be satisfied except for the dissertation.

4.8. Certificate Program in Women’s, Gender, and Sexuality Studies

The Certificate in WGSS is designed for doctoral students in other departments at Emory. Graduate students must obtain consent from their advisor before beginning the program, which constitutes the equivalent of one of the student’s fields for the doctorate. Students are strongly encouraged to begin the program no later than their second year of studies. A Certificate Declaration Form (see Appendix VIII) must be completed and submitted to the WGSS Graduate Program Coordinator when entering the program. Please note all courses to be counted toward the certificate must be taken for a letter grade.

All certificate students are required to take WGS 700 ProSeminar.

In special cases, students may take one of the following theory courses following permission of the instructor:

- WGS 751 Feminist Theory
- WGS 585 Queer Theory

For any other courses to satisfy the theory requirement, students must get approval from the DGS prior to taking the course.

- Three (3) other WGSS graduate courses (12 hours total). These may be WGS courses or courses cross-listed with WGSS. Courses relating to women or women’s issues which do not have WGS course numbers must be approved by the WGSS DGS. A syllabus should be submitted with the request for approval.

- An interdisciplinary paper, which may develop out of a research paper for a course and which should be about the length of a publishable article (20-30pp). This paper is typically approved by a member of the Core or Associated WGSS Faculty. The faculty member then notifies the WGSS Graduate Program Coordinator of its approval. The paper may also be submitted to the WGSS DGS for approval. (A dissertation chapter may be submitted in lieu of an interdisciplinary paper.)

- Attendance at four events (i.e. research workshops or major lectures, etc.) over the course of one academic year. In order to get credit for attending an event, students must submit to the Graduate Program Coordinator a one-paragraph summary including a header which contains the student's name, event title, event location, and event date. Submissions will be reviewed and validated by the Director of Graduate Studies and will be stored in student files maintained by the department as part of the record of completion of the certificate. Students may choose to submit four summaries at once or to send them in one at a time as they are completed. If a student is considering attending an event but is unsure about its eligibility for this requirement, he or she is responsible for contacting the Graduate Program Coordinator to find out whether or not the event
qualifies. The Graduate Program Coordinator will keep a record of attendance in the student’s file and will confirm once the full attendance requirement has been met.

When all requirements for the certificate have been fulfilled, the student will complete the Certificate Completion Form (see Appendix IX) and submit this to the WGSS Graduate Program Coordinator for course work verification. In the term prior to graduation, the student must notify the Graduate Program Coordinator of his or her intent to graduate. At that time, the Graduate Program Coordinator will complete and submit appropriate documentation to LGS. The certificate will post to the transcript with the final degree.

4.9. Grievance Policy

If a student has grievances that cannot be resolved by informal discussion with the student's advisor or with the WGSS Director of Graduate Studies, the student should present his or her grievance by letter or meeting or both to the WGSS Graduate Committee via the Director of Graduate Studies. The student may request a faculty advocate to aid during the review process. The matter will be treated confidentially. If the WGSS Graduate Committee cannot resolve the grievance, the student is free to present his or her grievance to the Laney Graduate School Sub-Committee on Grievances. This subcommittee is composed of Executive Committee members chosen by lot at the beginning of each academic year by the Laney Graduate School. Any graduate student who wishes to present grievances in academic matters to the Laney Graduate School Subcommittee on Grievances should communicate with the Assistant Dean. Student appeals beyond the Sub-Committee on grievances may be addressed to the Graduate School Executive Committee. The Dean of the Laney Graduate School or an elected faculty member designated by the Dean will preside, and consistent with policy that the faculty has final authority in academic matters, the decision of the Executive Committee is final.
Appendix I

Department of Women’s, Gender, and Sexuality Studies
PhD Program

STUDENT TIMELINE AND CHECKLIST

Year One
- Full-Time coursework, both semesters
- Research Assistantship (RA) in spring
- GS TATTO Workshop in summer after year 1

Year Two
- Full-Time coursework, both semesters
- TATTO Teaching Assistantship (TA)
- WGS 720R (TATTO course) in spring
- Select advisor and committee by the end of year 2

Year Three
- Full-Time coursework in fall
- Teach WGS 100/TATTO Associateship in spring
- Ensure that language requirement has been completed
- Prepare for and schedule exams
- Complete interdisciplinary concentration and methods course requirement

Year Four
- Teach second TATTO Associateship in fall
  (If doing fieldwork during fourth year, complete second TATTO Associateship in fifth year)
- By December 1, complete oral and written exams
- By March 1, present and obtain approval for prospectus
- Ensure that all LGS TATTO requirements have been met
- By August 1, ADVANCE to candidacy. Complete and submit forms to department
- Possible fieldwork or data collection outside of Atlanta

Year Five
- Teach second TATTO Associateship, if applicable
- Full time dissertation work
- Possible fieldwork or data collection outside of Atlanta
- Maintain regular contact with committee members

Final Steps
- Defend dissertation
- Complete application for degree

* = Initiated by student  ! = Form required

Appendix II
Department of Women’s, Gender, and Sexuality Studies  
PhD Program

DIRECTED READING/DIRECTED RESEARCH APPROVAL FORM

General Statement of Purpose and Goals: what you expect to accomplish during the semester

Plan of Study: how you propose to accomplish your goals (e.g., what books do you plan to read, what kind of paper(s) you will write (etc.) (attached reading list if finalized)

Credits for Directed Reading/Directed Research: ________________

Semester and Year: ________________________________

______________________________________________  __________________________________________
Student name                                          Director of Graduate Studies name

______________________________________________
Signature

______________________________________________
Date
APPENDIX III

Department of Women’s, Gender, and Sexuality Studies
PhD Program

ADVISOR and COMMITTEE CONFIRMATION FORM

DATE

__________________________________________

STUDENT NAME

__________________________________________

ADVISOR NAME

__________________________________________

COMMITTEE MEMBERS:

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Advisor’s signature

__________________________________________

Date
APPENDIX IV

Department of Women’s, Gender, and Sexuality Studies
PhD Program

COMPREHENSIVE EXAMINATION COMPLETION FORM

Student Name __________________________________________

Advisor________________________________________________

Committee Members:

_____________________________________________________

_____________________________________________________

_____________________________________________________

WRITTEN EXAMINATION
FIELDS:

1. (Area/Title and Pass, Partial Pass or Fail) ___________________________ Date ____________

2. (Area/Title and Pass, Partial Pass or Fail) ___________________________ Date ____________

ORAL EXAMINATION

Pass or Fail _______________________________________________ Date ____________

Advisor’s signature______________________________

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APPENDIX V

Department of Women’s, Gender, and Sexuality Studies
PhD Program

PROSPECTUS APPROVAL FORM

DATE

NAME

TITLE

COMMITTEE

Advisor

Advisor’s signature
Appendix VI

Department of Women’s, Gender, and Sexuality Studies
PhD Program

Graduate Fieldwork Check List

Preparing for Domestic Fieldwork:

_______ Ensure all paperwork for the department and LGS have been completed (updated committee forms, candidacy forms, etc.)

_______ Provide the following information to Graduate Coordinator:

1. Anticipated dates of fieldwork
2. Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
3. Anticipated return date

_______ Meet with committee members to inform them of fieldwork plans.

_______ Submit change of address to Graduate School and Registrar/Bursar’s Office for payment of fees and completion of registration.

Preparing for International Fieldwork: (above requirements plus)

_______ Provide the following information to Graduate Coordinator:

1. Field address, phone, email
2. Address and phone of emergency contact in U.S.
3. Information on all funding granted for field work, including amounts, dates, etc.
4. Copies of grant proposals
5. Provisions for continuation of registration and payment of fees.
6. Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
7. Copy of (I-9, I20,I94)

Returning from Fieldwork:

_______ Alert the ADA and Graduate Coordinator if you will be teaching upon your return.

- Fall teaching- deadline Feb. 1st
- Spring teaching- deadline Sept. 1

_______ Provide Graduate Coordinator U.S. address, phone, etc.

_______ Submit receipts for expenses within 10 days of return from fieldwork to ADA or Graduate Program Coordinator.
APPENDIX VII

Department of Women’s, Gender, and Sexuality Studies
PhD Program

STUDENT SELF-ASSESSMENT FORM

NAME: ____________________________ YEAR in PROGRAM: ______

COURSEWORK

Total number of coursework hours completed: ______

WGS 751 Feminist Theory completed: ________________
(Semester/year taken)

Language requirement completed: _____________________________
(Indicate exam or course; semester/year taken)

Methods requirement completed: _____________________
(Course; semester/year taken)

Four-course disciplinary concentration: (list courses taken and/or planned that fulfill this requirement)
1.
2.
3.
4.

Incompletes not yet finished: _____________________________
(Include course(s) and semester(s) taken)

TATTO REQUIREMENTS

LGS Summer Graduate TATTO Workshop: _________________
WGSS TATTO Course (WGS 720): ________________
(Semester/year taken)

Teaching Assistantship(s):
_____________________________________
(Semester/year taken)

(Indicate courses, professors, semester/year completed)

Research Assistantship(s):
_____________________________________
(Indicate faculty mentor, semester/year completed)

Teaching Associateship #1:
_____________________________________
(Indicate course taught; semester/year completed)

Teaching Associateship #2:
_____________________________________
(Indicate course taught; semester/year completed)

COMMITTEE MEMBERS

Exam/Dissertation Chair: _______________________
(Name and department)

Exam/Dissertation Committee Members (include department):

#1:________________

#2:________________

#3:________________

COMPREHENSIVE EXAMS and PROSPECTUS

Exam #1(Feminist Theory): _______________________
(Date completed or planned)

Exam #2: _______________________
(Topic area, date completed or planned)

Oral Comprehensive Exam: _______________________
(Date completed or planned)

Prospectus Defense: _______________________
(Date defended or planned)

Dissertation Topic:
APPENDIX VIII

Department of Women’s, Gender, and Sexuality Studies
PhD Program

CERTIFICATE STUDENT DECLARATION FORM

DATE __________________________

STUDENT ID # __________________________________________________________

STUDENT NAME __________________________________________________________

DEPARTMENT __________________________________________________________

AREA OF STUDY __________________________________________________________

CURRENT YEAR IN PROGRAM ______________________________________________

ESTIMATED YEAR OF GRADUATION __________________________________________

EMAIL ADDRESS _________________________________________________________

LOCAL PHONE NUMBER __________________________________________________

NAME OF ADVISOR _________________________________________________________

ADVISOR or DGS SIGNATURE ______________________________________________
Appendix IX

DEPARTMENT OF WOMEN’S, GENDER, AND SEXUALITY STUDIES
PHD PROGRAM

CERTIFICATE COMPLETION FORM POST 2008

Student Name ____________________  ID __________________  Date__________

Contact information _________________________________________________

Forwarding email address _____________________________________________

Anticipated Graduation ______________________________________________

I. Coursework Completed:

_________ (semester) WGS 700 Pro Seminar

OR designated substitute

_________ (semester) course name and title

Three additional courses in Women’s, Gender, and Sexuality Studies:

_________ (semester) course name and title

_________ (semester) course name and title

_________ (semester) course name and title

II. Interdisciplinary Paper (20-30 pp):

Title _______________________________________________________________

Faculty reviewer Signature _____________________________________________

Date of approval _____________________________________________________

III. WGS Events Attendance

Verified by Director of Graduate Studies/WGS Graduate Coordinator

IV. Which WGSS faculty served on your committees? _______________________

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V. Have you taken a job, if so where? ______________________________

VI. Have you applied for jobs in WGSS, and if so where? ______________________________

DEPARTMENTAL APPROVAL

__________________________________________
Director of Graduate Studies signature and date