

**DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY
STUDIES**

GRADUATE HANDBOOK 2019-2020

WGSS GRADUATE HANDBOOK 2019-2020

TABLE OF CONTENTS

CONTACT INFORMATION	2
ABOUT	3
ADMISSIONS	3
PHD	3
MA	3
CERTIFICATE	4
PHD REQUIREMENTS	5-10
COURSE REQUIREMENTS	5
TEACHING & SERVICE REQUIREMENTS	6
COMPREHENSIVE EXAMS	8
DISSERTATION PROSPECTUS	9
DISSERTATION	10
LANGUAGE REQUIREMENT	11
INTERNATIONAL STUDENT REQUIREMENTS	12
ATTENDANCE REQUIREMENT	12
CANDIDACY	10
PROGRAM POLICIES AND ADDITIONAL INFORMATION	12-14
ADVISING	12
RESIDENCY	12
DIRECTED READINGS	12
LEAVE FOR FIELDWORK	12
POST FIFTH-YEAR FELLOWSHIPS	13
PROFESSIONAL DEVELOPMENT SUPPORT FUNDS	13
GRIEVANCE POLICY	14
STANDING, PROGRESS, AND ANNUAL REVIEW	14-15
GRADES IN GOOD STANDING	14
ANNUAL REVIEW	14
SATISFACTORY & UNSATISFACTORY PERFORMANCE	15
CERTIFICATE PROGRAM IN WOMEN'S, GENDER, AND SEXUALITY STUDIES	16
APPENDICES	17-25
STUDENT TIMELINE AND CHECKLIST	I
DIRECTED READING/DIRECTED RESEARCH APPROVAL FORM	II
ADVISOR AND COMMITTEE CONFIRMATION FORM	III
COMPREHENSIVE EXAMINATION COMPLETION FORM	IV
PROSPECTUS APPROVAL FORM	V
FIELDWORK CHECKLIST	VI
STUDENT SELF-ASSESSMENT FORM	VII
CERTIFICATE DECLARATION FORM	VIII
CERTIFICATION COMPLETION FORM	IX

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ABOUT

The PhD program in Women's, Gender, and Sexuality Studies at Emory University was established in 1989 and is the longest running WGSS PhD program in the US and the only WGSS PhD program supported by a private institution. The department supports a generous and pluralistic approach to scholarly research on gender and sexuality and provides training in feminist/queer theories and empirical methods.

With 10 core faculty members and over 60 associated faculty, the Department of Women's, Gender, and Sexuality Studies enjoys consistent support from the university administration and continues to grow. Our most recent hires in feminist science studies demonstrate our ongoing commitment to building bridges with other parts of the university, including the Neuroscience Initiative, the Psychoanalytic Studies Program, and the Rollins School of Public Health. Faculty in WGSS have expertise in feminist and queer theory, critical race theory, ethics, feminist anthropology, feminist science and technology studies, globalization, immigration, intersectionality and political representation, labor market inequality, LGBT studies, literary theory, decolonial theory, psychoanalysis, sexual violence in post-conflict societies, social theory, and transnational feminism.

The Department of Women's, Gender, and Sexuality Studies also offers a graduate certificate for students in other PhD programs at Emory University, as well as an undergraduate major and minor.

ADMISSIONS

PHD

The department admits 2-5 students into the PhD program each fall. The deadline for application for admission for the subsequent academic year is December 15. Applicants are not required to hold a Master's degree or previous undergraduate or graduate work in WGSS. All submitted applications are reviewed by a faculty committee, after which a short list of students will be invited to campus for interviews. Accepted students are notified in mid-February and must inform the graduate school if they plan to attend or not by April 15. All admitted students are offered a five year standard fellowship, tuition waiver, and health insurance subsidy; some applicants may be awarded additional competitive fellowships. Information about applying to the graduate program is available on the WGSS and Laney Graduate School websites.

MA

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. A student must complete all requirements for a terminal Master's degree within five years of admission. Extensions beyond this period will be granted only in extraordinary circumstances. For more information, please consult the LGS handbook and the WGSS DGS.

CERTIFICATE

The Certificate in WGSS is designed for doctoral students in other departments at Emory University. 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.

PHD REQUIREMENTS

COURSE REQUIREMENTS

All students, including those with Master’s degrees, must take at least five semesters (two and a half years) of full time (nine hours per semester) graduate course work in the WGSS doctoral program. No transfer credits are accepted.

The PhD program consists of 60+ hours of coursework, the first 39 of which are content courses taken during the first two and a half years of study.

Graduate courses are three hours each. Graduate students who entered the program prior to fall 2013 will have their hours adjusted to accommodate the LGS credit hour change from four-hour courses to three-hour courses.

Content (non-research/residency) coursework (39 hours) is broken into categories: WGSS Core, WGSS Core Faculty Electives, Disciplinary Concentration, Methods, and Electives. These are taken in the first two and a half years of study.

Additional requirements (15+ hours) are required by Laney Graduate School and the Dept. of Women’s, Gender, and Sexuality Studies.

WGSS CORE

WGS 700	WGSS Proseminar (3)
WGS 751R	Feminist Theory (3)
WGS 752R	Queer Theory (3)
WGS 710	Research Design (3)
WGS 720	TATTO (3)

WGSS CORE FACULTY ELECTIVES

WGS ***	(3)
WGS ***	(3)
WGS ***	(3)

DISCIPLINARY CONCENTRATION

*** **	(3)
*** **	(3)
*** **	(3)
*** **	(3)

ELECTIVES

*** **	(3)
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METHODS: One of the courses above should be a methods course appropriate for the student’s area of study.

TATTO

TATT 600	Summer workshop (2)
TATT 605	Teaching Assistantship (2-4)
TATT 610	Teaching Associateship (2-6)

JONES PROGRAM IN ETHICS

JPE 500	Summer workshop (6)
JPE 610	Workshop, Training, or Lecture (1)
JPE 610	Workshop, Training, or Lecture (1)
JPE 610	Workshop, Training, or Lecture (1)
JPE 610	Workshop, Training, or Lecture (1)

LANGUAGE PROFICIENCY

*** **	Proficiency Course/Exam (3)
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RESIDENCY COURSEWORK

Students must enroll in at least 9 hours every fall, spring, and summer semesters. Depending on their stage in the program, they will either enroll in 9 hours of **WGS 798: Pre-Candidacy Research** or **WGS 799: Advanced Research** every summer in order to maintain residency. Once they have completed content coursework, they will enroll in WGS 798 or WGS 799 every fall and spring as well while preparing for exams, their prospectus, or their dissertation defense.

TEACHING & SERVICE REQUIREMENTS

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 **during the Fall and Spring semesters of the third 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. 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

WGSS requirements for teaching and service, as outlined below, have three main objectives:

- 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;
- 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
- Enable WGSS to fulfill its teaching and research missions.

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, 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.

Teaching Assistantship and Teaching Associateship

LGS requires that all students, including those who are on merit-based fellowships granted either by Emory University 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 University graduates more capable and competitive candidates for a variety of positions in which teaching is required.

The **training** components of TATTO include

TATT 500: LGS sponsored summer 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 University.

WGS 720R: TATTO: Teaching Women's Studies

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.

The **teaching** components of the TATTO program include:

Serve as a **Teaching Assistant** for WGS 100 and WGS 205. Teaching Assistants are expected to:

- Attend all lectures by the professor.
- Teach weekly discussion section associated with the course.
- Keep up with class reading assignments.
- Hold weekly office hours (1 hr. /week) to be available to go over students' papers, review concepts from the readings, and assist students with writing assignments.
- Help with class organization (e.g. take roll, if necessary put course books on reserve, place readings on electronic reserve or Canvas; order and pick up/return films, and other tasks as needed).
- Grading. TA grading expectations will differ among faculty and will range across the duration of the class (e.g. grading full papers, double grading).

The amount of time allocated for Teaching Assistantship-related work will not exceed 10 hours/week.

Serve as a **Teaching Associate** for WGS 200. Students are required to serve as Teaching Associates for two semesters, typically in Fall and 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).

Teaching Associates are expected to:

- Attend all meetings scheduled by the WGS 200 faculty supervisor
- Submit a draft of your syllabus to the faculty supervisor for feedback, and receive approval on the final syllabus
- Arrange for at least one WGSS faculty member to observe and evaluate your teaching
- Solicit midterm evaluations from your students and discuss results with the faculty supervisor
- Maintain communication with the faculty supervisor in a timely and regular fashion

Students may choose to pursue extra teaching opportunities in WGSS or in other departments or programs, once they have fulfilled their departmental teaching requirements. Please see the DGS for approval before agreeing to commit to outside teaching assignments.

COMPREHENSIVE EXAMS AND DISSERTATION COMMITTEES

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 students 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 students prepare for their dissertation research by surveying a significant portion of the relevant research literature.

During the second year of course work, each student will establish a committee of three faculty members to direct their examinations. WGSS requires that one member of the committee must be a member of the WGSS core faculty. The student's advisor, who must be a member of the Core or Associated Faculty of WGSS, chairs the committee. Students must consult the DGS when considering the composition of their committee. 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.

The same regulations pertain to the student's Prospectus Committee and Dissertation Committee. These committees are often the same, but this is not a requirement. Faculty members who chair the examination committee in most cases will direct the dissertation, but this is also not a requirement. If changes are made to the committee at any point, the student must submit a new Advisor and Committee Confirmation Form (Appendix III). Students must consult the DGS before making any changes to their committee.

Students are advised to keep their committee size to three faculty members. In some cases, however, a committee of four faculty members – the maximum possible number – may be warranted. This fourth committee member may be Laney Graduate School faculty or tenure-track faculty from another institution. However, a fourth faculty member from another institution may only join the Dissertation Committee once a student is in candidacy. A fourth faculty member from another institution may not join the Comprehensive Exam or Prospectus Exam Committee, though a fourth faculty member from Emory may join at any stage. All committee members from Emory must be Laney Graduate School faculty.

WGSS students are expected to take their comprehensive exams in October of their third year. The date of the exams is standardized for each year (see below). Each student is responsible for contacting the Graduate Program Coordinator for the specific dates corresponding to their third 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 to take their exams **at least 30 days prior to when the exams are scheduled.**

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.

Failure to complete the comprehensive exams by **December 1st of the student's third year** will result in academic probation. Following the exams, a completed **Comprehensive Examination Completion Form (see Appendix IV)** must be submitted to the Graduate Program Coordinator.

Written Examinations

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 their 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.

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.

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. Outside help of any kind on exams is not permitted and will lead to automatic failure of the exam. See LGS handbook, Article 2 on Academic Misconduct for details. If a student disability requires accommodations for an exam, arrangements should be made with the Office of Accessibility Services well before the start of the exam. Those arrangements should be discussed with the DGS and the exam chair, and officially approved by the DGS.

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 University email system. Students should clarify with their committee chair what to do in case an unexpected obstacle arises during the exam period.

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 both take place during the Fall semester of the third year. The oral examination should take place no more than three weeks after the completion of the second written examination, and no later than December 1 of the third year.

DISSERTATION PROSPECTUS

The dissertation prospectus process involves the submission of a written prospectus as well as a formal prospectus presentation. Students must complete the dissertation prospectus *and* have it approved by their committee before **September 15 of their fourth year**. Failure to do so will result in academic probation. In most cases, students will complete and defend their prospectus in the Spring of their third year in order to meet the September 15 deadline. A student may not be admitted to candidacy for the PhD until the prospectus has been approved.

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

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

Prospectus Requirements

The prospectus should:

- Be between 15-25 pages in length, 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 objects 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 defense of the prospectus. Once the committee has approved the prospectus, the defense can be scheduled.

Prospectus Presentation

The prospectus presentation should occur 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 student must send a publicity flyer to the Graduate Program Coordinator so that they can publicize the defense. 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 is structured as follows:

- It should be no longer than 1 ½ hours in length.
- 20/20/20: Twenty minutes for the student to present; twenty minutes for questions from the committee; and twenty minutes for questions from the audience.
- After one hour, the audience will leave and discussion will continue for one half hour between student and committee.

DISSERTATION

The PhD program in WGSS is completed by writing and successfully defending an interdisciplinary doctoral dissertation.

Committee Members

In accordance with Laney Graduate School policies, students' dissertations committees must include at least three members who are Laney Graduate School faculty. Additionally, WGSS requires that one member of the committee must be a member of the WGSS core faculty. Once these requirements are met, WGSS students may have **one** additional committee member for a total of four. This fourth committee member may be Emory faculty or faculty from another institution. Students must consult their primary advisor and the DGS when considering the composition of their dissertation committee. Additional information may be found on the Laney Graduate School website:

<http://www.gs.emory.edu/academics/completion/index.html>.

The Dissertation Committee can be the same as the Prospectus Committee. If changes are made to the committee following the prospectus presentation, the student must submit a new **Advisor and Committee Confirmation Form (Appendix III)**.

The WGSS Department requires all students to publicly defend the dissertation following completion and approval of the dissertation by all committee members. The student must schedule the dissertation defense with the Graduate Coordinator in consultation with their committee. They must send the Graduate Program Coordinator a publicity flyer to publicize the defense.

The dissertation defense is structured as follows:

- It should be no longer than 1 ½ hours in length.
- 20/20/20: Twenty minutes for the student to present; twenty minutes for questions from the committee; and twenty minutes for questions from the audience.
- After one hour, the audience will leave and discussion will continue for one half hour between student and committee.

LANGUAGE REQUIREMENT

The language requirement must be fulfilled before taking comprehensive exams. Students taking the 210 language course to fulfill their language requirement are advised to take it during the summer after their first year, however, the course may be taken at any point before the start of the third year.

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 toward the student's 4- course concentration.

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) that 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 University, 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:

- Translating a passage of roughly one paragraph
- Summarizing a longer passage

A dictionary may be used in both parts.

INTERNATIONAL STUDENT 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 University graduate programs per semester with the advice and approval of the DGS.

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.

ATTENDANCE REQUIREMENT

Students must attend all WGSS research seminars, department lectures, prospectus presentations, and open dissertation defenses. 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.

CANDIDACY

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 their field, and has articulated a plan for independent research and writing that has been approved by the faculty of his or her program.

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 defended the prospectus for their dissertation. The final requirement of the program includes the writing, editing and defense of a dissertation.

WGSS students matriculating **before Fall 2018** are expected to be in candidacy no later than March 1 of their fourth year of study. WGSS students matriculating **Fall 2018 or later** must enter candidacy no later than September 15 of their fourth year. The Laney Graduate School strongly recommends timely filing of candidacy. Candidacy is a marker of program quality and reflects nationally and internationally on program success. Failure to apply for candidacy at the appropriate time can delay fellowship continuation and in some cases graduation. (Note: Students cannot apply for candidacy and graduate in the same semester.) Students apply for candidacy by completing and submitting the Application for Admission to Candidacy to the Laney Graduate School. The form is available on the LGS website.

PROGRAM POLICIES AND ADDITIONAL INFORMATION

ADVISING

The DGS will serve as the official advisor for all incoming WGSS doctoral students. The DGS will work with incoming students until the student has confirmed who will be their primary advisor. The primary advisor must be Core or Associated faculty in WGSS. The primary advisor must be officially designated by the end of the second year.

RESIDENCY AND DEPARTMENTAL EVENTS

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 University. Students are expected to actively participate in formal and informal departmental events, including research seminars, professionalization workshops, lectures, town hall meetings, recruitment activities, and graduate peer mentoring meetings.

DIRECTED READINGS

Directed Readings (WGS 597R) and Directed Research (WGS 599R) are offered infrequently and must be approved by the DGS. Directed Readings should be used for faculty-supervised reading that is not available to the students through regularly offered coursework. Directed Research is reserved for collaborative research projects between a faculty member and a graduate student. No more than 4 hours of Directed Reading or Directed Research can be taken in any one semester. Students enrolling in Directed Reading or Directed Research must submit a **Directed Reading/Directed Research Approval Form (see Appendix II)**, approved by the DGS, to the Graduate Program Coordinator before enrolling in the course.

LEAVE FOR FIELDWORK

WGSS recognizes that some doctoral 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. To receive approval for fieldwork leave students must pass their Comprehensive Exams, defend their dissertation prospectus, and petition the Graduate Committee for approval of the leave. The Graduate Committee petition must include an account of the research project, a clear explanation of the necessity of the fieldwork leave, and a letter from the primary advisor supporting the plan. The petition must then be approved by the Graduate Committee and the DGS.

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 the primary faculty advisor and submitted to the Graduate Program Coordinator.

POST FIFTH-YEAR FELLOWSHIPS

Students are strongly encouraged to complete all requirements for the PhD by the end of their fifth year. Students who require funding beyond the fifth year are encouraged to seek both internal (Emory University) and external funding opportunities. Examples of internal fellowships include:

- Brown Southern Studies Dissertation Fellowship

- Fox CHI (Center for Humanistic Inquiry) Graduate Dissertation Fellowship
- Dean’s Teaching Fellowship (DTF)
- Woodruff Library Graduate Fellowship
- Emory Writing Center Fellowship

Most awards are highly competitive and have deadlines in the Fall or Spring of the fifth year. It is advisable to research details regarding these fellowships and to begin collecting required documentation before the beginning of the fifth year.

DUAL DEGREE HOURS

WGSS students interested in pursuing a dual degree are expected to apply to each program independently before matriculating to Emory and to follow the prescribed dual degree curriculum. However, in the event a student decides to pursue a dual degree after matriculating into the WGSS PhD program, that student must have the approval of both their advisor and the DGS before applying to the additional degree program. If approved and accepted, students must enroll in a minimum of nine hours of WGSS credits to ensure progress toward the PhD. While working on a dual degree, all WGSS students are held to the same standards of satisfactory progress and will be evaluated annually by the WGSS faculty. Students deemed unsatisfactory while pursuing a dual degree will incur the same penalties—and possible dismissal from the program—as traditional students.

PROFESSIONAL DEVELOPMENT SUPPORT FUNDS

The Graduate School accepts proposals for funding in three categories:

- Conference participation
- Supplementary training not available at Emory University, including language acquisition
- 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. PDS funds are available to all students enrolled in doctoral programs. To receive an award a student must be in good standing. Awards are made by the LGS directly to students.

For conference participation, there is both an annual limit and a cumulative career limit on available funds: students can receive no more than \$1,000 each year, and no more than \$2,500 over their Emory University careers.

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 will influence the assessment of an application. 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 determined 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 competitive faculty review will apply.

For more details on all categories of funding, visit the LGS website.

GRIEVANCE POLICY

If a student has grievances that cannot be resolved by informal discussion with the student's advisor or with the WGSS DGS, the student should present their grievance by letter to the WGSS Graduate Committee via the DGS. The student may request a faculty advocate to assist during the review process. The matter will be treated confidentially. If the WGSS Graduate Committee cannot resolve the grievance, the student may present their grievance to the LGS Committee on Grievances. This committee is composed of three graduate faculty members. Any graduate student who

wishes to present grievances in academic matters to the LGS Subcommittee on Grievances should communicate with the Associate Dean. Student appeals beyond the LGS Committee on Grievances may be addressed to the LGS Executive Council. The Dean of the LGS 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.

STANDING, PROGRESS, AND ANNUAL REVIEW

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

GRADES IN GOOD STANDING

The LGS stipulates that a B- must be earned in order to remain in good standing.

ANNUAL REVIEW

Students are reviewed annually by the DGS and the WGSS Core Faculty, and are informed by letter from the DGS if their progress is satisfactory or unsatisfactory. 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 relevant faculty members, including the primary advisor, committee members, faculty teaching WGSS graduate courses, RA and TA supervisors, and the DGS.

Student contributions to the annual review process involve the following:

Student Self-Assessment Packet

The Student Self-Assessment Form (see Appendix VII) is required for 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. The one-page narrative must address the following:

- dissertation topic (years 3-5)
- progress toward exams (years 2-3) or dissertation (years 4 and above)
- committee status (years 2 and above)
- conference participation, progress in the program, and professional development over the past academic year

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:

New Portfolio Item Order for students who matriculated Fall 2019 and after:

Year 1 CV

Year 2 Sample WGS 100 syllabus

Year 3 Teaching Philosophy Statement

Year 4 A list and brief description of granting agencies applicable to your dissertation work

Year 5 Cover letter for your academic or alternative academic (alt-ac) dream job

Past Portfolio Item Order for students who matriculated Fall 2018:

Year 1 CV
2019-2020

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 you 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 should take place in person, unless the faculty advisor is on leave and away from Atlanta.

SATISFACTORY & UNSATISFACTORY PERFORMANCE

The WGSS 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.

Satisfactory

To receive a Satisfactory evaluation pre-candidacy students must:

- Complete each of the required steps of the program according to schedule and with acceptable quality
- Receive more A's than B's in courses in an academic year
- Enter into candidacy by September 15th of their fourth year (August 1 of fourth year for those matriculating before Fall 2018)

To receive a Satisfactory evaluation after admission into candidacy students must:

- Submit drafts of dissertation chapters to the committee chair and/ or members according to the timeline outlined in the prospectus
- Keep in close contact with committee members regarding progress
- Complete necessary IRB procedures and recommended grant applications, when appropriate
- Stay on track to complete the PhD in five or six years, unless the dissertation project requires an additional year for fieldwork or data collection.

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 advisor, a complete explanation of the circumstances, and a plan for completion. There are limits to the number of extensions allowed; please see the LGS handbook for details. Extensions are determined on a case-by-case basis, and are only granted if evidence of progress is provided.

Unsatisfactory

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 enter candidacy by September 15th of the fourth year (August 1 of fourth year for those matriculating before Fall 2018)
- A serious breach of accepted standards of professional ethics or behavior (including but not limited to those stipulated in the LGS Honor Code)
- Failure 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 WGSS 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 assist them during the review process. Based on this performance review, the Executive Committee may:

- Place the student on **departmental probationary status** until the problem has been addressed effectively.
- Recommend to the LGS that** the student's status as a doctoral student be terminated. In some cases the student may be permitted to complete a terminal Master's degree. See the Admissions section of this handbook (p.3) for more information.
- 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.

CERTIFICATE PROGRAM IN WOMEN'S, GENDER, AND SEXUALITY STUDIES

The certificate in WGSS is designed for doctoral students in other departments at Emory University. 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 **either**:

- WGS 751 Feminist Theory
- WGS 752 Queer Theory

Students who declared their intent to pursue the WGSS certificate prior to fall 2017 were required to take WGS 700: Proseminar instead of Feminist or Queer Theory. These students may choose to switch to the new requirements (Feminist or Queer Theory) or remain under the old requirements (Proseminar). Students unsure of the appropriate courses may consult the DGS. 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.

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

PHD PROGRAM

APPENDIX I: STUDENT TIMELINE AND CHECKLIST

Timeline applies to students matriculating fall 2018 and after. Students who began the PhD prior to fall 2018 should refer to previous handbooks for the appropriate timeline.

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

- WGS 710 and WGS 798 in fall
- Teach WGS 200 TATTO Associateship in fall and spring
- Ensure that language requirement has been completed
- Comprehensive exams in the fall
- Prospectus in the spring

YEAR FOUR

- Candidacy by September 15
- Full time dissertation work
- Possible fieldwork or data collection outside of Atlanta

YEAR FIVE

- Teach second TATTO Associateship, if applicable
- Full time dissertation work

FINAL STEPS

- Defend Dissertation
- Complete application for degree

Students are expected to complete their dissertations and apply for their degrees within six years. If a student has not completed the degree at the end of the seventh year, the program may grant a one-year extension.

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

PHD PROGRAM

APPENDIX II: DIRECTED READINGS/DIRECTED RESEARCH APPROVAL FORM

General Statement of Purpose and Goals: What do you hope to accomplish during the semester?

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

Credits for Directed Reading/Directed Research: _____ Semester/Year: _____

Student's Name _____ ID# _____

Student's Signature _____ Date _____

DGS Signature _____ Date _____

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

PHD PROGRAM

APPENDIX III: ADVISOR & COMMITTEE CONFIRMATION FORM

Name _____ ID# _____

Advisor's Name _____

Committee Members

Student's Signature

_____ Date _____

Advisor's Signature

_____ Date _____

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

PHD PROGRAM

APPENDIX IV: COMPREHENSIVE EXAMINATION COMPLETION FORM

Student's Name _____ ID# _____

Advisor's Name _____

Committee Members

WRITTEN EXAMINATIONS

1. _____ Date _____
Area/Title; Pass, Partial Pass or Fail

2. _____ Date _____
Area/Title; Pass, Partial Pass or Fail

ORAL EXAMINATION

_____ Date _____
Pass or Fail

Advisor's Signature

_____ Date _____

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

PHD PROGRAM

APPENDIX V: PROSPECTUS APPROVAL FORM

Student's Name _____ ID# _____

Title

Date Presented _____

Advisor's Name _____

Advisor's Signature

_____ Date _____

I approve this prospectus and the student's entry into candidacy

Committee Members' Signatures

_____ Date _____

I approve this prospectus and the student's entry into candidacy

_____ Date _____

I approve this prospectus and the student's entry into candidacy

_____ Date _____

I approve this prospectus and the student's entry into candidacy

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

PHD PROGRAM

APPENDIX VI: 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:
 - Anticipated dates of fieldwork
 - Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
 - 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 fee and completion of registration.

Preparing for International Fieldwork

(above requirements plus)

- Provide the following information to Graduate Coordinator:
 - Field address, phone, email
 - Address and phone of emergency contact in U.S.
 - Information on all funding granted for field work, including amounts, dates, etc.
 - Copies of grant proposals
 - Provisions for continuation of registration and payment of fees.
 - Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
 - 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 Program Coordinator U.S. address, phone, etc.
- Submit receipts for expenses within 10 days of return from fieldwork to ADA or Graduate Program Coordinator.

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

PHD PROGRAM

APPENDIX VII: STUDENT SELF-ASSESSMENT FORM

Name _____ ID# _____

COURSEWORK

Year in Program _____ Total number of hours completed _____

WGS 700 WGSS Proseminar Completed _____
(Semester/year taken)

WGS 751 Feminist Theory Completed _____
(Semester/year taken)

WGS 752 Queer Theory Completed _____
(Semester/year taken)

WGS 710 Research Design Completed _____
(Semester/year taken)

WGS 720 WGSS TATTO Completed _____
(Semester/year taken)

Three WGSS Electives (*list courses taken and/or planned*)

1. _____
2. _____
3. _____

Four-course Disciplinary Concentration (*list courses taken and/or planned*)

1. _____
2. _____
3. _____
4. _____

Three Electives (*list courses taken and/or planned*)

1. _____
2. _____
3. _____

APPENDIX VII: STUDENT SELF-ASSESSMENT FORM (CONTINUED)

Coursework Continued

Methods Requirement Completed _____

(Course; semester/year taken)

Language Requirement Completed _____

(Indicate exam or course; semester/year taken)

TATTO REQUIREMENTS

LGS Summer Graduate TATTO Workshop _____

(Semester/year taken)

Research Assitanship(s) _____

(Indicate faculty member; semester/year completed)

Teaching Assitanship(s) _____

(Indicate courses, professors; semester/year completed)

Teaching Associateship #1 _____

(Indicate course taught; semester/year completed)

Teaching Associateship #2 _____

(Indicate course taught; semester/year completed)

JONES PROGRAM IN ETHICS (JPE) REQUIREMENTS

JPE 500 (Summer Workshop/Orientation) _____

(Summer of beginning year)

Three JPE 610 Workshops, Trainings, or Lectures (*list semester/topic taken*)

1. _____

2. _____

3. _____

APPENDIX VII: STUDENT SELF-ASSESSMENT FORM (CONTINUED)

COMMITTEE MEMBERS

Exam/Dissertation Chair and Department _____

Committee Members (*include department*)

COMPREHENSIVE EXAMS AND PROSPECTUS

Exam #1 (Feminist Theory) _____
(Semester/year taken)

Exam # 2 (Concentration Area) _____
(Topic, date completed or planned)

Oral Comprehensive Exam _____
(Date completed or planned)

Prospectus Defense _____
(Date completed or planned)

Dissertation Title/Topic

Student's Signature _____ Date _____

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

CERTIFICATE PROGRAM

APPENDIX VIII: STUDENT DECLARATION FORM

Name _____ ID # _____

Email _____ Phone _____

Department _____

Major Program of Study _____

Current Year in Program _____

Anticipated Semester/Year of Graduation _____

Major Advisor (*print*) _____

Advisor Signature

_____ Date _____

Student Signature

_____ Date _____

WGSS/LGS PROCESSING

GPC/DGS SIGNATURE _____ DATE _____

WGSS COPY _____

MAJOR DEPT. COPY _____

LGS COPY _____

DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

CERTIFICATE PROGRAM

APPENDIX IX: CERTIFICATE COMPLETION FORM

Name _____ ID # _____

Email _____

Forwarding Email Address _____

Anticipated Graduation _____ Field of Study _____
(Semester/year)

CERTIFICATE REQUIREMENTS

I. Coursework

WGS 751: Feminist Theory or WGS 752: Queer Theory. Students declaring the certificate before fall 2017 may use WGS 700: Proseminar in lieu of WGS 751 or WGS 752.

(Semester/year taken)

Three additional courses in Women's, Gender, and Sexuality Studies

(Course; semester/year taken)

(Course; semester/year taken)

(Course; semester/year taken)

II. Interdisciplinary Paper or Dissertation Chapter

Title _____

Faculty Reviewer _____ Date _____

III. WGS Events Attendance (*Four events, verified by the WGSS DGS or GPC*)

(WGSS DGS or GPC Signature)

APPENDIX IX: CERTIFICATE COMPLETION FORM (CONTINUED)

Which WGSS faculty served on your committees?

Have you taken a job? If so, where?

Have you applied for jobs in WGSS? If so, where?

APPROVAL: CERTIFICATE OF WOMEN'S, GENDER, AND SEXUALITY STUDIES

Director of Graduate Studies Signature

Date

WGSS/LGS PROCESSING

WGSS COPY _____

MAJOR DEPT. COPY _____

LGS COPY _____