



Women's, Gender and Sexuality Studies

## Graduate Handbook

Master of Arts in Women's Gender  
6H [ X D O L W \ Studies

### Table of Contents

- p. 2 Mission Statement
- p. 2 WGS 6 MA Options
- p. 2 WGS 6 MA Course Requirements
- p. 3 Grades, Academic Eligibility, Academic  
Probation
- p. 4 Graduate Assistantships
- p. 5 MA Tracks
- p. 5 Portfolio Option
- p. 6 Internship Option
- p. 8 Thesis Option
- p. 9 Steps to Completing a Thesis
- p. 11 MA Graduation Check and Diploma

Department of Women's, Gender, & Sexuality Studies offices:  
CMC202  
Mail Point: WGSS CMC342  
University of South Florida  
4202 E. Fowler Ave., Tampa, FL 33620  
<http://sciences/departments/women-gender->

studies/  
fax (813) 974-0336  
phone (813) 974-0982

# Mission Statement



academic semester (including summer semester) will revert to the grade noted on the contract. "I" grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date.

When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be certified for graduation with an "I" grade.

## **Minimum Enrollment & Semester Credit Hours**



coordinator about the committee's recommendation.

## Failing the Writing Portfolio

If a student fails or only provisionally passes all or part of the writing portfolio, the committee may ask the student to do one or more of the following:

Rewrite one or more portions of the papers in the portfolio (by a date and time no later than the end of the following semester)

Register for additional remedial courses

Appear in an oral examination of the material

Submit supplementary written material

Permanently leave the program

## Final Steps for Portfolio Completion

First, an electronic copy of the approved final Writing Portfolio must be submitted to the graduate director or the graduate program coordinator before the last day of classes. The electronic copy will be saved in the WGSS electronic archives, and the title will be added to the WGSS website. Second, the student will complete the top portion of the WGS 6 MA SACS form and return it to the WGS 6 graduate program coordinator for faculty completion.

## The Internship Option

The internship option is recommended for those interested in applied fieldwork or professions in helping, not-for-profit or social justice agencies. The Internship Option requires 6 credit hours of WST 5940 to cover an approved onsite or online internship experience, typically completed over two semesters. The Internship Option is designed to enhance graduate careers in fields where knowledge of women, gender, and/or sexuality is pertinent. Students may not receive internship credit from their long-term, previous, and/or routine employment.

Students interested in an internship should take the initiative to begin considering potential placement sites one or two semesters before planning to begin the internship. Suitable internship sites include those that are relevant to the WGSS curriculum in Women's, Gender,

& Sexuality studies. Nonprofit agencies and organizations are generally more suitable than for-profit concerns, but that is not always the case.

## Internship Eligibility & Credit Hours

A student may register for internship hours:

1. Following successful completion of 18 credit hours toward the MA in Women's, Gender, & Sexuality Studies, including WST 6001 Feminist Issues and Research Methods, WST 6003 Scholarship and Pedagogy in Women's, Gender, & Sexuality Studies, and WST 6560 Advanced Feminist Theory
2. Selection of a willing major professor

Internship students must complete 6 credit hours of WST 5940. Internships typically are completed in a little over one semester, with the second semester dedicated to the development of the internship narrative. A student may need to register for more than 6 internship hours if the internship extends beyond two semesters. As long as a student is working with a faculty member on the internship, then the student must register for a minimum of 2 internship credit hours every semester. A student does not necessarily have to register for internship hours during summer if the student is not actively working with a major professor or committee members over the summer. Student interns should discuss summer semester registration with both the graduate director and the major professor well before the end of the spring semester.

A student must be registered for a minimum of 2 internship credit hours in the semester of graduation.

## Internship Major Professor & Committee Selection

A student interested in completing the Internship Option should select a major professor (who must be willing to serve in that capacity) to guide the experience. Any graduate faculty member in WGSS may serve as an internship major professor.

Together, the student and the major professor will select one or two more committee members from the Department of Women's,

Gender, & Sexuality Studies, from the list of active WGSS affiliate faculty members, or from some other relevant USF academic unit. If the committee has 3 members, at least 2 need to be WGSS faculty.

When the committee has been finalized, the student will complete a “Graduate Student Supervisory Committee Appointment Form.” The completed form, including signatures, goes to the graduate director for a signature before being filed in the student’s departmental records. For internships, this form does not go to the Office of Graduate Studies.

## **Internship Site Selection & Proposal**

The student will work with the major professor to select, propose, and secure an onsite internship.

A written proposal demonstrating the student’s knowledge of the internship’s subject area (including literature review) as well as the scope and details of the internship will function as the student’s contract with the committee. The student should attach a confirming letter from the internship site’s contact/supervisor. As a contract, the proposal should detail expectations for the performance and commitments of the student, the internship site’s contact/supervisor (including address, phone, email), the major professor, and the student’s committee members.

Additional issues to consider covering in the written proposal are length and parameters of student’s participation in the internship organization, weekly time commitment to onsite interning, types of reports the student will make to the major professor and committee, the frequency of such t i6 0 Td (o)Tj -0.04 Tw57.60

- d. Date
- e. Major Professor and Committee Member Names
- f. Signature lines for Approvals
- II. Abstract Page
- III. Table of Contents
- IV. Introduction
- V. Background of Internship Site/Project
- VI. Literature Review
- VII. Overview of the Student's Internship
- VIII. Details/Explanation of Internship Project(s)/Work completed
- IX. Reflexive Analysis of the Internship Experience
- X. Conclusion and Takeaways
- XI. Bibliography/References
- XII. Appendices (if any)

## **Oral Defense of Final Internship Narrative**

After distributing an approved draft of the final internship narrative to all committee



major professor or committee members over summer. Thesis students should discuss summer registration with both the graduate director and the major professor well before the end of the spring semester.

Students must be registered for a minimum of 2 thesis credit hours in the semester of graduation.

### **Selection of Thesis Major Professor & Committee**

A student interested in completing the Thesis Option should select a major professor (who agrees to serve in that capacity) to guide the experience. Any graduate faculty member in WGSS may serve as a thesis major professor.

of 10 pages (10.25 x 14.69 inches) (6.55.07w) (thesis)



around your work—whether in stages or all at once—you'll just have to go with it.

**11. With Your Major Professor's Approval, Provide Your Committee Members Copies of Your Completed Thesis.**

Email your committee members to alert them that your completed thesis is ready for them to read. Coordinate a defense date with the committee after getting your major professor's blessing on dates/times. Don't forget to give the committee at least two weeks to live with your thesis before the defense date.

When you've settled on a defense date, notify the WGSS graduate program coordinator and graduate director of the date, time, and location along with your full name, title of the thesis, and committee member names. The graduate program coordinator will post the public flyer for your defense.

**Collect the Necessary Paperwork to Graduate.**

While you're waiting for your defense date, collect all the forms you need to graduate, including those that require signatures, including the Successful Defense of the Masters' Thesis form (<https://www.usf.edu/arts-sciences/documents/graduate-students/successful-defense-form-masters.pdf>) and the WGS 6 MA SACS form (provided by the WGSS graduate program coordinator). Both of these forms will require you to complete the top portions and then return them to the WGSS graduate program coordinator for distribution.

**Defend your Thesis.**

This is an exact repeat of your thesis proposal defense, only now you're defending the completed study. Otherwise, the process is the same (including skipping the PowerPoint-as-teleprompter unless you have relevant visuals to show). Don't forget to schedule the conference room for your two-hour defense.

Your committee may very well require changes/revisions. In fact, you should expect changes and revisions. That's how it goes. Work with your major professor to get them done by the Graduate School's deadline. Don't expect your major professor to drop everything to work with you on those revisions because you're cutting it close to graduation deadlines.

If you pass your defense, congratulations!

Your major advisor should notify the graduate

director and graduate program coordinator of your successful defense. You're nearly ready to graduate...

**14. Wrap Up all the Loose Ends Required to Graduate.**

Get those forms signed, and don't forget to send your final thesis draft (in doc) to your major professor so they can run it through TurnItIn for a plagiarism check. Your major advisor will download the first page of the TurnItIn report which must be attached to the Certificate of Completion and returned to the Office of Graduate Studies.

Also, students must pay to have their manuscript receive an ETD format check by Graduate Studies. This check must be completed

you have defended your final project.

A word of warning: even if all a student's work is completed on time, if this form has not been properly submitted, the student will not graduate.

If the student is a GA and is going to register for less than 9 hours in the final semester, the student's completed "Application for Graduation" must accompany the tuition waiver for the final semester.

## **Graduation Certification**

In order to certify a student's eligibility to graduate, the graduate program coordinator must have received:

- A final clean copy of your portfolio/internship narrative/thesis

- An official notification by the student's major professor about the student's successful completion of their project

pr