

***Center for Gender, Sexualities,  
& Women' Studies Research  
GRADUATE HANDBOOK***

**University of Florida**

**2016-2017**

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For more information on any of the topics covered in this handbook, please visit the University of Florida graduate student handbook at <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>

## Introduction

Welcome to the Graduate Program at the Center for Women's Studies and Gender Research. The Center for Women's Studies and Gender Research offers an interdisciplinary forum for the study of gender, its function in cultures and societies, and its intersection with race and class.

## Vision

Our vision is to use the tools of women's studies and gender research to produce and support scholars, leaders, and social change agents who work collaboratively and build coalitions to advance knowledge, contribute to their communities, and promote equity and opportunity for all members of our global society.

## Mission

- To offer University of Florida students a broad-based, interdisciplinary approach to the study of women and gender.
- To stimulate individual and collaborative research by UF faculty engaged in the study of women and gender.
- To create contexts in which students and faculty, working together, can foster multi-cultural skills and perspectives related to women and gender.
- To share the benefits of our research and knowledge for the public good, furnish services related to gender issues to the local community as well as to the State of Florida, and to increase national and international collaboration on issues pertaining to women and gender.
- To support a broadly diverse learning and research environment and to increase equity and efficiency in the university community.

For more information and a brief history of the center, please visit <http://wst.ufl.edu/about-us/history/>.

Current and prospective graduate students should familiarize themselves with the center's webpage at <http://wst.ufl.edu/> and the graduate school's webpage at <http://graduateschool.ufl.edu/>.

## University Resources and Contact Information

### Center for Women's Studies and Gender Research

Phone: 352-392-3365

<http://wst.ufl.edu/>

### Office of Admissions

Phone: 352-392-1365

[www.admissions.ufl.edu](http://www.admissions.ufl.edu)

### University Bursar's Office

Phone: 352-392-0181

[www.fa.ufl.edu/bursar/](http://www.fa.ufl.edu/bursar/)

### Graduate School

Phone: 352-392-4643

[www.graduateschool.ufl.edu](http://www.graduateschool.ufl.edu)

### Registrar, Office of the University

Phone: 352-392-1374

[www.registrar.ufl.edu](http://www.registrar.ufl.edu)

### Office for Student Financial Affairs (financial aid)

Phone: 352-392-1275

[www.sfa.ufl.edu](http://www.sfa.ufl.edu)

### Student Health Care Center

Phone: 352-392-1161

[www.shcc.ufl.edu](http://www.shcc.ufl.edu)

## Academic Advising Center

Phone: 352-392-1521

[www.advising.ufl.edu](http://www.advising.ufl.edu)

## International Center

Phone: 352-392-5323

[www.ufic.ufl.edu](http://www.ufic.ufl.edu)

## UF Bookstore and Gator1 Central

Phone: 352-392-0194

[www.bsd.ufl.edu/g1c/bookstore/bookstore.asp](http://www.bsd.ufl.edu/g1c/bookstore/bookstore.asp)

## GatorGradCare (health insurance for graduate assistants)

<http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>

## UF Counseling and Wellness Center

Phone: 352-392-1575

<http://www.counseling.ufl.edu/cwc/Default.aspx>

## Faculty and Staff

(For more information on faculty please visit the [CGSWSR website](#))

- Anita Anantharam, , Associate Professor [aanita@ufl.edu](mailto:aanita@ufl.edu)
- K.L. Broad, Graduate Coordinator, Associate Professor [klbroad@ufl.edu](mailto:klbroad@ufl.edu)
- Manoucheka Celeste, Assistant Professor, [celeste@ufl.edu](mailto:celeste@ufl.edu)
- Laura K. Guyer, Senior Lecturer [lkgyer@ufl.edu](mailto:lkgyer@ufl.edu)
- Tace Hedrick, Associate Professor [tace@ufl.edu](mailto:tace@ufl.edu)
- Angel Kwolek-Folland, Professor [akf@aa.ufl.edu](mailto:akf@aa.ufl.edu)
- Bonnie Moradi, Director, Professor [moradib@ufl.edu](mailto:moradib@ufl.edu)
- Tanya Saunders, Associate Professor, [tanyasau@latam.ufl.edu](mailto:tanyasau@latam.ufl.edu)
- Constance Shehan, Professor [cshehan@ufl.edu](mailto:cshehan@ufl.edu)
- Trysh Travis, Associate Professor [ttravis@ufl.edu](mailto:ttravis@ufl.edu)
- Alyssa Zucker, Associate Director/Undergraduate Coordinator, Associate Professor [azucker@ufl.edu](mailto:azucker@ufl.edu)
- Donna Tuckey, Office Manager [tuckey@ufl.edu](mailto:tuckey@ufl.edu)

As an interdisciplinary forum, the Center is also home to over 100 affiliate faculty. For more information please visit the affiliate faculty webpage at <http://wst.ufl.edu/people/affiliate-faculty/>

## Degrees Offered

The Women's Studies Program, administered by the Center for Women's Studies and Gender Research, is an interdisciplinary program designed for students who wish to pursue a Master's degree (MA, thesis or non-thesis) in Women's Studies. In addition, students may apply to pursue a Master's degree while also earning their Bachelor's degree (BA) or a professional law degree (JD). It is also an interdisciplinary forum in which students admitted to other graduate programs (MA and PhD) can pursue one of two certificates in conjunction with their primary degree: A Graduate Certificate in Women's Studies or a Graduate Certificate in Gender and Development. Students pursuing graduate work in the Center for Women's Studies and Gender Research will become acquainted with various feminist (and other appropriate) theoretical approaches and methodologies for examining the role of gender in cultural systems. Gender will be understood in intersection with other categories of difference, including race, ethnicity, social class, sexuality, religion, physical ability, age, and nationality.

### Master of Arts (MA), thesis and non-thesis

A Master's degree with thesis requires at least 30 credits including up to 6 credits of Research for Master's Thesis (6971). All thesis students must register for an appropriate number of credits in 6971 in their final term (3 for fall/spring graduation; 2 for summer graduation). Each candidate must prepare and present a thesis, typically 50-100 pages, that shows independent investigation. It must be acceptable, in form and content, to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, guided by the Graduate School's format requirements.

A non-thesis Master of Arts degree requires at least 30 credits. No more than 6 of those credits can be from S/U courses. Non-thesis students cannot use Research for Master's Thesis (6971). Each master's non-thesis candidate must determine with their advisor by early in their second year whether they will write a paper (1) or present a project (2) in their final semester.

1. Students electing to write a paper should identify a suitable topic in the area of gender and women's studies for a journal article-length work of high quality, possibly with a view toward future publication. This paper is generally shorter than a thesis and does not need to be submitted to the Graduate College, but the student's committee must judge it as a substantive and well-presented work. The work should be original in nature and should not be a regurgitation of a previously submitted seminar paper.
2. Students who elect to carry out a project must submit a proposal to their advisor for approval before undertaking the project. Suitable projects might

include, but are not limited to, the writing of a grant proposal, development of a community-based organization, or production of a creative work. In addition to the project, students typically write an essay of approximately 15 pages detailing the project's significance to gender and women's studies.

Both thesis and non-thesis students must display a printed copy of their thesis/project in the lobby of the Center 10 business days prior to the final examination (oral defense). The document should be in acceptable format as determined by the graduate school editorial office. Once on display, students must notify Ms. Tuckey who will officially announce the defense to the faculty and graduate students of the Center.

### Combined Bachelor of Arts and Master of Arts Degree in Women's Studies

This accelerated program provides more rapid access to research and analytical skills and to knowledge in the field of Women's Studies. Students who have a PhD as their goal (this is not currently available at UF) will be able to shorten time engaged in coursework toward the MA. Qualified undergraduates enrolled in graduate courses will benefit from the more intense level of intellectual engagement involved in graduate training. For more information on the combined degree program, please visit the <https://catalog.ufl.edu/ugrad/current/Pages/combined-degrees.aspx>  
The link to the application is:

<http://www.admissions.ufl.edu/pdf/combdegreerequest.pdf>

#### Admission to the program requires the following:

- Overall GPA of 3.2 or higher
- Minimum GRE (verbal plus quantitative) score of 1100 (old format) or 301 new format
- Completion of WST 3015
- At least 12 credit hours in undergraduate courses that count for Women's Studies credit, including courses taken in the semester of application
- Letters of recommendation from three faculty members affiliated with Women's Studies, including at least one who is a member of the core Women's Studies faculty
- 2-4 page statement of purpose describing the student's academic goals, long-term career goals, and how these relate to the MA in Women's Studies
- Students may apply as early as the second semester of their sophomore year or as late as their senior year

Students admitted to the program may enroll in up to 12 hours of graduate courses toward both the BA and MA degrees during their junior and senior years. In order to receive course credit, students must earn minimum grades of B in those courses. Students will choose either the thesis or non-thesis option for the MA.

NOTE: Bright Futures and/or the Florida Prepaid Tuition Program will pay the undergraduate tuition rate for the graduate courses students take; each student will have to pay the difference between undergraduate and graduate course costs.

## MA/JD Joint Degree Program

The faculties of the [Levin College of Law](#) and of the Women's Studies program in the College of Liberal Arts and Sciences have approved a joint degree program culminating in both a JD degree, awarded by the College of Law, and an MA in Women's Studies (thesis or non-thesis), awarded by the Women's Studies program. Under this joint degree program, a student can obtain both degrees in approximately one year less than it would take to obtain both degrees if pursued consecutively. For more information, please visit the joint degree program's webpage at <http://wst.ufl.edu/graduate-studies/majd-program/>

## Graduate Certificates

The [Women's Studies Certificate \(WST\)](#) is designed for graduate students from any discipline who wish to focus on interdisciplinary issues related to feminist theory and practice. All graduate students in an MA or PhD program from all colleges at UF are eligible to enroll in this program. Applications for the certificate must be submitted to the Graduate Coordinator in Women's Studies. For more information visit <http://wst.ufl.edu/graduate-studies/graduate-certificates/graduate-certificate-in-womens-studies/>

The certificate in [Gender and Development \(GAD\)](#) is designed for graduate students from any disciplines who wish to focus on issues related to gender and development. All graduate students in an MA or PhD program from all colleges at UF are eligible to enroll in this program. Applications for the certificate must be submitted to the Graduate Coordinator in Women's Studies. For more information visit <http://wst.ufl.edu/graduate-studies/graduate-certificates/graduate-certificate-in-gender-and-development/>.

## Concurrent degree -MA in Women's Studies and MA in Mass Communications (MAMC) with specialization in Journalism

When appropriate, the Center for Women's Studies and Gender Research will work with individual students to develop a collaborative degree program with the College of Journalism and Communication. At the University of Florida, students may apply to complete Master's degrees in two different programs or two Master's degrees in the same program concurrently. Those interested should discuss the proposed study with the office of Graduate Student Records (392-4643, 106 Grinter) before applying. Written approval is needed from each academic unit and the Graduate School Dean. The student must be officially admitted to both programs through regular procedures. No more than 9 credits from the first program may be applied toward the second. For more information visit <http://www.wst.ufl.edu/wst/graduate/concurrent.php>.

## Academic Program

### The Graduate Coordinator versus Chair/Advisor

The Graduate Coordinator will advise incoming students for their first year until a Chair/Advisor is selected. Students should select a chair and form a committee in conjunction with the thesis/non thesis chair by the end of the first year, preferably by the mid-point of their second semester. The Graduate Coordinator will still be available to help the student navigate the intricacies of the program, but the student's advisor will guide the student in regard to their individualized program of study and professional development beginning at the end of the spring term of their first year in the program.

### Plan of Study

(See the forms section)

Regular planning of coursework for the MA is required by completing and updating the MA Plan of Study and turning it in to the Graduate Coordinator before registration each semester. Access the Women's Studies and Gender Research MA plan of study form at <https://sites.clas.ufl.edu/wst/files/MA-Plan-of-Study.pdf>

### The Supervisory Committee

All MA students, both thesis and non-thesis, should assemble a supervisory committee to be set by the end (preferably by mid-semester) of the spring semester of the first year. The committee, chaired by the student's advisor, observes and guides the student's academic progress.

The supervisory committee for a **master's degree with a thesis** should consist of at least two Graduate Faculty members (but preferably three), unless otherwise specified. The chair must be from the academic unit recommending the degree (i.e. Center faculty with Graduate Faculty status). If a minor is designated, the committee must include a Graduate Faculty member from the minor department. The supervisory committee for a thesis program must approve a thesis topic and the plans for carrying out the research. The committee must meet when the thesis is at least 50% completed to review procedures, progress, and expected results and to make suggestions for the completion of the study. The final comprehensive exam (oral defense) must be attended by the entire supervisory committee in compliance with Graduate Council policies. Only the supervisory committee members may sign the signature pages for the thesis. Unanimous approval is required.

A supervisory committee for a **master's degree without thesis** should consist of at least one Graduate Faculty member (but preferably two), unless otherwise

specified. The chair must be from the academic unit recommending the degree (i.e. Center faculty with Graduate Faculty status). If a minor is designated, the committee must include a Graduate Faculty member from the minor department. A final comprehensive exam (oral defense) is required for all non-thesis degree program.

## Academic Standing

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated (i.e. not rounded up; a 2.99 GPA is a 2.99 GPA and will not be rounded up to a 3.00) and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Academic standing is further determined by annual evaluation (see below). Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

## Annual Evaluation of Students

Student progress is evaluated continuously by the Center faculty. This evaluation is based on the quality of the student's academic work, research and professional accomplishments, assigned assistantship work, the student's professional and ethical conduct, and completion of degree requirements. In addition to continuous evaluation, students are evaluated annually. By the end of the spring semester of each year, students are required to complete a self-assessment by completing the Student Progress Report Form. In addition, Center faculty will review the progress of all students and determine whether the student is continuing in good standing. Each student's advisor and Graduate Coordinator will then give the student formal written feedback. If a student is deemed not to be making satisfactory progress, the written feedback will identify the performance areas/behaviors that are problematic, actions/outcomes required to reach a level of satisfactory progress, a time-table for achieving these outcomes, and future consequences (e.g., probation, dismissal) for not achieving these outcomes. These actions are not confined to the annual evaluation and may be initiated by faculty at any time as part of continuous evaluation.

## Research Topic Panel Presentation

As a feminist research community, the CWSSR strives to foster space for engaged discussion of research. To that end, once a year in the Ustler conference room, we will sponsor a panel presentation by first year graduate students about their MA thesis or project plans. Each first year graduate student will spend 5-8 minutes presenting their research topic ideas and research plans (to the degree that they have developed them thus far) to the group. Second year graduate students and core faculty will attend, listen, and offer constructive feedback.

## Timeline to degree

### Year 1:

- August
  - One week prior to class: department orientation and graduate school orientation
  - Complete MA plan of study
  - Classes begin
- September-December
  - WST 5933 Proseminar, elective courses
- January-April
  - WST 6508 Advanced Feminist Theory, other coursework in the Center; students begin to narrow down focus on thesis, taking WST-cross-listed classes in other departments as appropriate.
  - Students present topic and preliminary plans for thesis/project to Center faculty and students for feedback in the Research Topic Panel Presentation, organized by the graduate coordinator.
- May
  - Choose advisor, decide on thesis/non-thesis, and form committee
- Summer
  - Research, interviews, etc. Must complete IRB Protocol if students intend to work with Human Subjects. Info on IRB available here: <http://irb.ufl.edu/>

### Year 2:

- Fall
  - Students work with advisor to register for classes; continue to keep grad coordinator informed on coursework
  - Complete research and prepare for Spring defense
  - Complete appropriate forms to graduate
- Spring
  - Finish final term requirements
  - Schedule defense with advisor and book the conference room
  - Thesis students will need to defend thesis by graduate school deadlines listed in the Graduate School Catalog which is updated annually: <http://gradcatalog.ufl.edu/>
  - Thesis students need to meet first submission deadlines with the graduate school editorial office: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>
  - Non-thesis students will have a later defense date in the Spring term
  - Non-Thesis students do not need to submit their paper/project write-up to the graduate school editorial office

## Financial Aid

Qualified graduate students in every department are eligible for fellowships, assistantships, traineeships, and other financial aid awards.

Graduate assistantship (GA) appointments, which include tuition remission and stipends, are available through the CWSGR. Students receive a letter of appointment within a few months of their acceptance to the program. The process for selecting GA positions is determined by the admissions committee and is based on a combination of factors including GPA, GRE scores, letters of recommendation, and writing samples provided by the applicant.

A limited amount of need-based funding is available through the Vada Allen Yeomens Fellowship Fund.

Information on external fellowships, small grants, and other funding opportunities is available on the Office of Research website: <https://research.ufl.edu/faculty-and-staff.html> The Community of Science Funding Opportunities database and the GrantsNet Database are keyword searchable and highly recommended as information resources. The University Libraries hosts a website with information about funding: <http://www.uflib.ufl.edu/funding/>. The Graduate School posts information that it receives concerning external <http://graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/minority-programs-ogmp/funding-opportunities/> Loan applications are available from the Student Financial Affairs Office (S107 Criser Hall) or online at <http://www.sfa.ufl.edu/>.

## Academic Honesty

Students enrolled in the Center for Women's Studies and Gender Research must abide by the University of Florida Honor Code. For an explanation of cheating, plagiarism, falsification of documents, term papers, etc. please consult the following URL:

<http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>

Students who fail to abide by the honor code will be subject to a minimum penalty of a failing grade for the assignment and a maximum penalty of a referral to the Dean of Students office for judicial proceedings.

## Social Media

Authorization to present a social media account as an official University activity must come from the Vice President with jurisdiction over the unit as well as the Vice President for University Relations or his/her designee. Registration and general guidelines are available at <http://aa.ufl.edu/policies/social-media-account-approval/>

Individuals may not portray yourself as acting on behalf of the University or any part of the University, such as the Health Science Center, IFAS, a college, department or any other unit, or present a social media account as an official University account unless authorized to do so.

All accounts are subject to review for adherence to policy at any time.

Only approved accounts can use University branding, including but not limited to logos, trademarks and name and may be linked to by University websites.

All posted content must adhere to currently applicable UF policy and federal and state rules, regulations and policies, including but not limited to the UF Human Resource Services social media policy, UF Acceptable Use Policy, the Student Code of Conduct, and current copyright and trademark law.

Revealing restricted records, data, or information via social media is strictly prohibited. Examples relating to restricted records so protected include but are not limited to Social Security numbers, some financial information, employee or medical information, limited access employee records pursuant to Florida Statute, trade secrets, copyrighted materials, and other materials that the University has agreed shall be maintained confidentially.

For more information on University of Florida Social Media policies, please visit <http://hr.ufl.edu/manager-resources/policies-2/social/>

## Residency

Florida statute requires the claimant (the student or dependent student's parent/legal guardian who is claiming residency) to be a U.S. citizen or permanent resident or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. The claimant must have established and maintained a legal Florida residence at least 12 months before the first day of the semester for which in-state status is sought.

In-state status is only for those residents who reside in the state permanently with established legal domicile in Florida. Permanent Florida residency is demonstrated by the absence of ties to any other state and establishment of a bona fide domicile in Florida.

Permanent residence is evaluated for the domicile year associated with the initial term of entry to UF or the term for which you are seeking reclassification. In most cases, a copy of a federal income tax return substantiating residency and dependent or independent student status will be required.

If you are attempting to change your residency status, you must be admitted to the university, have completed one term of enrollment as a non-Florida resident and provide documentation of 12 months of legal residence in Florida.

For more information on establishing Florida residency, please visit <http://www.admissions.ufl.edu/residency/qualifying.html>

## Privacy/FERPA

The Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment, is a federal law that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level.

At the University of Florida, the privacy of education records is also protected by Florida Statute Section 1002.22 and University of Florida regulations. The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

- The right to inspect and review their educational records within a reasonable period of time and no more than 45 days after the institution has received the request

- The right to request to amend inaccuracies in their educational records

- The right to limit disclosure of some personally identifiable information

- The right to file a complaint with the Family Policy Compliance Office if they feel their FERPA rights have been violated.

FERPA requires institutions to provide students with annual notification of these rights. UF's annual notification appears in the undergraduate and graduate catalogs. Students who suspect that a FERPA violation has occurred, should contact the Vice President for Student Affairs (155 Tigert Hall; 352-392-1265), or the University Privacy Office (G4 Tigert Hall; 352-273-1212) or they can contact the Family Policy Compliance Office within the U.S. Department of Education.

For more information on confidentiality and privacy information, please visit <http://www.registrar.ufl.edu/ferpa.html>

## Student Employment

To search and apply for on-campus jobs, including all Federal Work-Study (FWS), Federal Community Service, and OPS positions, go to GatorJobs at <https://jobs.ufl.edu/> Choose "Search Postings." For "Job Category," choose "Student."

Search for off-campus jobs through the Career Resource Center using your Gator CareerLink Account at <http://www.crc.ufl.edu>.

Learn more about Federal Work-Study, Veteran's Affairs Work Study, Other Personnel Services, and Federal Community Service at the Student Financial Affairs Web site, <http://www.sfa.ufl.edu/programs/employment/>.

## Gatorlink Email

It is the responsibility of every student to maintain and check their Gatorlink email address as it is the primary means of communication.

For information concerning policies for the use of Gatorlink email and the acceptable use of university computing resources, please visit <http://helpdesk.ufl.edu/self-help/gatorlink-e-mail-setup/> <http://www.it.ufl.edu/policies/email/gatorlink/>.

## Graduate Assistants United

Graduate Assistants United is your labor union! We represent all Teaching Assistants, Research Assistants, and other Graduate Assistants at the University of Florida. When you are a Graduate Assistant (GA), you are more than just another student, you are also an employee of the University. GAs perform over half of the academic work (teaching and research) at UF, and serve in many other support roles across campus. Our skills keep the University running smoothly. UF works because we do! For more information on GAU, please visit <http://www.ufgau.org/>.

## Forms

- MA Plan of Study
- Gender and Development Certificate Application
- Women's Studies Certificate Application
- Thesis/Project Defense Rubric
- Graduate Internship Application
- Graduate Independent Study
- GA Evaluation
- Graduate Student Evaluation
- Gender and Development Certificate Learning Outcomes Assessment
- Women's Studies Certificate Learning Outcomes Assessment