

Women and Gender Studies Program Graduate Manual

Introduction	3
Gender Studies Ph.D. Program Committee (PPC)	3
Gender Studies Ph.D. Program Faculty	3
Graduate Certificate Program	4
Prerequisites.....	4
Application Procedures	4
Certificate Requirements.....	4
Certificate Procedures.....	4
Doctoral Program: Admissions, Specializations and Advising	5
Admissions	5
Reviews and Recommendations.....	5
Changing from Provisional to Regular Admission.....	5
Student Status	5
Admissions Deadlines	6
Deferring admission.....	6
Program Specializations	6
Graduate Advisors	6
Temporary Graduate Advisor	6
Graduate Advisor.....	6
Student/Advisor Meetings	6
Supervisory Committees	6
Choosing an Advisor and Supervisory Committee.....	7
Changing Advisor or Committees:	7
Annual Review.....	7
Doctoral Degree Requirements	8
Residency	8
Continuous Enrollment	9
Foreign Language Requirement.....	9
Program of Study (POS)	9
Required Credit Hours.....	9
Core Courses (12 credit hrs.)	10
Elective Courses within the Specialization (12 credit hrs.)	10
Methods Requirement (6 credit hrs.).....	10
General Electives (42 credit hrs. post-BA, 12 credit hours post-MA).....	10
Dissertation (12 credit hrs.)	11
Transfer credit policy	11
Ph.D. Comprehensive Examination:	12
Exam Structure.....	12
Exam Process and Format.....	12
Calendar	13
Pass/Fail Policy	13
Exam Results Reporting.....	13
Dissertation Proposal	13
Dissertation Proposal Defense.....	14
Candidacy.....	14
Dissertation.....	14

Dissertation Examination:	14
Candidates must take the final oral examination in defense of the dissertation within five years after passing the comprehensive examinations. Exceptions must be approved by the supervisory committee, the head of the academic unit and the dean of the graduate college, and ordinarily will involve passing new comprehensive examinations. Checklist of Student Procedures	
Checklist of Student Procedures	15
Typical Program of Study	16
Graduate Assistants and Associates	17
Description	17
Stipends and benefits	17
Application	17
Criteria for Awarding Graduate Assistant/Associate Positions	17
Time-Length of TA/RA Positions	17
Student Rights and Responsibilities	18
Faculty Responsibilities	18
Shared Faculty and Student Responsibilities	18
Grievances.....	18
Administrative Details	19
Other Funding Options	19
External Sources of Financial Assistance.....	19
Filing a FAFSA.....	19
Appendix A: Pre-Approved Specialization Courses	20
Miscellaneous “Survival Tips”	22
On Arrival	22
Graduate Student Files.....	22
Computer accounts.....	22
University Library	22
Forms	22
Other Funds for Graduate Students	22
Minimum Registration	23
Dates and Deadlines.....	23
Maximum Time Limit.....	23
Politics of Graduate School	24
It's All In the Department.....	24
How's Your Social Life?	25

Women and Gender Studies Program Graduate Manual

Introduction

Women and Gender Studies is an academic unit in the School of Social Transformation in the College of Liberal Arts and Sciences at Arizona State University. This manual, compiled by the Gender Studies Ph.D. Program Committee (PPC), is intended to serve as a guide to both faculty and students in all matters relating to the Gender Studies graduate program. It is a supplement to the *Graduate Catalog*, and cannot fully be understood without reference to, and thorough familiarity with, that bulletin. Students should also be cognizant of the various deadlines established by the graduate college. The graduate college web page <http://graduate.asu.edu> is a very useful additional source of information. This guide is kept as up to date as possible, but is always subject to change.

Gender Studies Ph.D. Program Committee (PPC)

This committee, with the approval of the women and gender studies director, has responsibility for policy-making, oversight, and administration of such matters as admissions, graduate advisors, supervisory committees, examinations, selection and assignment of graduate assistants, standards, recruitment, and so on. It is the committee's purpose to assist and guide the students in their graduate work. Any questions, problems, or suggestions which faculty or students have may be discussed with any of the committee members.

Gender Studies Ph.D. Program Faculty

The gender studies Ph.D. program faculty consists of all faculty who have been approved to chair or serve on Ph.D. committees in Gender Studies. Some of these faculty are members of ASU Tempe campus women and gender studies, while others are based in other units or other ASU campuses. A list of Ph.D. program faculty is available at our web site, and at the graduate college web site.

Criteria for Endorsement to Ph.D. Program Faculty in Gender Studies

1. Tenured, tenure track, or emeritus ASU faculty member or holds appropriate ASU appointment (e.g., research professors or senior lecturers) or affiliation (e.g., Mayo, TGen, BNI, Banner).
2. Holds Ph.D. or equivalent credential
3. Demonstrated record of continuing high quality research in gender studies.
4. Willingness to undertake Ph.D. committee responsibilities.

Criteria for Endorsement to Chair Ph.D. Committees in Gender Studies

1. Tenured, tenure track, or emeritus ASU faculty members *only* (not other affiliations/appointments)
2. Member of the Gender Studies Ph.D. program faculty
3. Holds Ph.D. (not equivalent credential)
4. Demonstrated record of continuing high quality research in gender studies
5. Strong record of successful guidance of student research (e.g. has chaired a completed dissertation or has chaired a completed masters' thesis *and* served on a completed dissertation.).
6. Willingness to undertake Ph.D. committee chairing responsibilities.
7. If emeritus, retired within the last three years.

Graduate Certificate Program

This program provides additional training and certification for graduate students in other fields who are interested in preparing for teaching, research, or applied careers related to Gender Studies.

At this time we are unable to offer certificate students financial aid. (Students should check their home units for other options.)

Prerequisites

- Applicants must have completed their baccalaureate degree.
- Applicants must be graduate students in good standing at ASU, in any degree program. Non-degree students may take courses, but cannot be admitted to the certificate program or earn a certificate unless admitted to a graduate program.
- The graduate certificate program welcomes applications from qualified students without regard to race, creed, color, religion, sex, or national origin.

Application Procedures

- **Application form:** Please complete application form, available from the graduate college web site.
- **Admission:** Admission decisions are made by the graduate director, with advice from the PPC if needed.

Certificate Requirements

The graduate certificate in women and gender studies is a 15 credit program. To receive the certificate, students must:

- Maintain at least a 3.0 GPA and have no more than one grade below a B- in courses taken within the certificate program.
- Complete two required courses: WST 601 (Critical Concepts of Gender) and WST 602 (Mapping the Intersections of Gender)
- Complete three additional courses from a list of approved electives, in consultation with the graduate director.
- No more than 40% of coursework towards the certificate requirements can be completed prior to admission to the certificate program.

Up to two courses *not used for another ASU degree or certificate* can be transferred from another university (with graduate director's approval). (Courses should be recorded on the transfer section of the student's iPOS.) Up to 9 hours of ASU non-degree credit can be transferred for students who are eventually admitted to an ASU graduate program.

In addition, certificate students are invited but not required to present a research paper/poster at the annual women and gender studies symposium for graduate research on gender.

Please contact the graduate director at any time if you have questions on your progress or course selection.

Certificate Procedures

Once you have completed all requirements, please:

Print and fill out the Progress to Completion form from our web site.

Print and fill out the "Application for Awarding a Graduate Certificate" form from the graduate college web site.

1. Bring both forms *plus a copy of your unofficial transcript* to the graduate director for approval and signature.

Women and Gender Studies Program Graduate Manual

Doctoral Program: Admissions, Specializations and Advising

Admissions

The women and gender studies program welcomes applications from qualified students without regard to race, creed, color, religion, sex or national origin.

Submit to the graduate college:

1. Graduate admissions checklist (http://www.asu.edu/graduate/admissions/application_checklist.html).
2. Graduate college application (<http://www.asu.edu/graduate/admissions>).
3. Résumé or curriculum vitae.
4. Statement of purpose.
5. Application fee as required.
6. Official copies of all undergraduate and graduate transcripts.
7. Official GRE scores (cannot be more than 5 years old).
8. A writing sample of 10-25 pages.
9. Three letters of reference, preferably from faculty or other researchers.
10. Students whose native language is not English must meet ASU's English proficiency requirements. For details, go to <http://www.asu.edu/graduate/admissions/international.html#proficiency>.
11. Application for graduate research/teaching assistantship form: <http://www.asu.edu/graduate/forms>.

For additional financial information, contact the Financial Aid Office at 480-965-3355.

Contact Information

[School of Social Transformation](#) | WHALL 205
wgs.asutempe@asu.edu | 480/965-2358

Reviews and Recommendations

When the student's file is complete, the PPC conducts a preliminary review. The committee will make its recommendations -- accepting or rejecting applicants -- based on how competitive each is relative to the applicant pool. The final recommendation is forwarded to the graduate college, which makes the final decision and notifies both the student and the program.

There are three possible decisions: admit with regular status, admit with provisional status (which stipulates specific requirements or contingencies for the applicant), or denied admission.

Changing from Provisional to Regular Admission

If the student has been granted provisional admission, a status change must be recommended to the graduate college after the provisions for regular admission have been fulfilled. A memorandum written and/or countersigned by the graduate director is sent to the graduate college after the provisions have been met.

Student Status

Students in the Ph.D. program are divided into two categories. *Post-masters* students are those admitted into the 54 credit post-masters Ph.D. program. For simplicity's sake, all other students are referred to in this document as *post-bachelors*, regardless of any additional education or degrees they may have completed.

Admissions Deadlines

January 15 is the deadline for admissions for fall semester. We do not accept new students in spring semester.

Deferring admission

Students who have been accepted into the Program and who wish to defer their admission must send their request in a letter (not email) to the graduate director. With the Director's permission, students may defer admission for one year. Deferring admission is a serious decision, however, and students should not do so without very good reasons. Also, individuals who defer admission are not guaranteed funding for the next year, even if they have received an offer for the current year.

Program Specializations

The Gender Studies Ph.D. program is designed to provide students with the interdisciplinary training in theory and methods needed to conduct original research and scholarship about gender. At the core of the program are four required courses: Critical Concepts of Gender; Mapping the Intersections of Gender; Engendering Methodology; and Research Design and Development. Students also take two research methods courses relevant to their dissertation plus additional courses in one of three areas of specialization:

- **Health, Science and Technology:** Courses in this area explore the impact of gender on health care, health occupations, science, and technology. We have faculty expertise in health and sexuality, bioethics, women's roles as healers and care-givers, HIV/AIDS prevention, gender and technology, and the participation of women in math and science in the developing world.
- **Visual and Narrative Culture:** Courses in this area explore historical and contemporary representations of gender in all genres, including popular culture, literature, theater, art, and scientific, medical, historical, and legal discourse. Our faculty focuses especially on the intersections of gender representations with representations of race, sexuality, and class, as well as on the ways in which representations produce rather than simply mimic gender inequality and polarized identities.
- **Gender, Justice and Social Change:** Courses in this area explore gender dimensions of social structures, institutions, and organizations; the processes of social change and community development; and the ways policies and laws can change gender relations. We have faculty expertise in globalization, transnational feminisms, environment, sustainability, development, immigration, work, social policy, domestic violence, and child welfare.

Graduate Advisors

Temporary Graduate Advisor

During the first semester of studies the student will be assigned o a temporary graduate advisor by the graduate director. The temporary graduate advisor will guide the student until a supervisory committee is formed.

Graduate Advisor

During the second or third semester of studies the student should consult with the graduate director regarding the selection of his/her graduate advisor. Any member of the Ph.D. program faculty in Gender Studies may serve as advisor. Emeriti gender studies faculty may continue to serve as chair of the supervisory committee for three years upon retirement.

Student/Advisor Meetings

Students must meet with their advisor at least once each semester, preferably after the student writes his/her annual statement (see below, *Annual Review*) and before the advisor does so. This is important both because students can benefit from their advisors' help, and because it will help the advisor to write a useful and accurate evaluation for the annual review.

Supervisory Committees

The graduate advisor chairs the student's supervisory committee and, with the student, chooses the two remaining members of the supervisory committee. In addition, students may add a fourth committee member with the approval of his/her Graduate advisor.

Women and Gender Studies Program Graduate Manual

Supervisory committees must include a minimum of two members from the Ph.D. program faculty in gender studies. At least one of these must *also* be from *within* women and gender studies program. In unusual circumstances, and with the approval of the PPC and the graduate college, students may include an individual who is not on the program faculty on her/his committee. The official appointment of the graduate advisor and members of the supervisory committee is made by the dean of the graduate college upon the recommendation of the graduate director.

The function of the supervisory committee is to provide general guidance to the student in her/his doctoral program, to determine and supervise her/his program of study, to oversee the comprehensive examination, to advise and direct her/his dissertation, and to conduct her/his final oral examination. That said, these tasks divide into two segments: one which ends with the comprehensive examination, and one which begins after the examination. Consequently, each graduate advisor and student should meet at some point after the comprehensive examination and before the dissertation proposal defense to decide whether to re-configure the supervisory committee.

The graduate advisor is the primary person to whom the student should turn for help or guidance in connection with her/his doctoral work. This person:

- Advises on the Program of Study
- Administers the specialization and oral segments of the comprehensive examination
- Supervises the dissertation project
- Administers the final dissertation oral examination
- Keeps the gender studies administrative coordinator apprised of any changes in the student's address, status, supervisory committee membership, etc.

Choosing an Advisor and Supervisory Committee

Each graduate student is responsible for choosing his or her graduate advisor. Students are advised to begin by looking at the descriptions of core faculty and affiliated faculty on the Women and Gender Studies web site. In making this important choice, students consider several qualities of a potential Graduate advisor: expertise in a particular topic, geographical area, or methodology; availability; scholarly reputation; and the possibilities for developing a good working relationship. Other members of the student's supervisory committee should help complement the strengths of the Graduate advisor. The relationship between graduate advisors and students should always be professional. Graduate advisors must read students' work critically and provide constructive criticism in a timely fashion. Students should be responsive to constructive criticism and avoid taking it personally. At the same time students should be proactive in choosing both their advisors and their supervisory committee members by taking appropriate courses, reading professors' scholarship, and seeking out professors for scholarly conversations.

Changing Advisor or Committees:

A student may request a change of supervisory committee chair or members at any time by writing a note to this effect to the graduate director. Official approval and action on this are taken by the graduate college, after receipt of their official form for this purpose, and upon recommendation by the director of the Women and Gender Studies.

Annual Review

At the end of each *fall* semester, each faculty member who has taught a *fall* semester core course will be asked to provide a brief assessment of each Ph.D. student's performance.

By March 24 of each year, each student must submit a letter to the graduate director. This letter will list graduate courses taken that year, grades earned, exams taken, research plans, grants submitted, presentations at conference, publications, awards, or any other evidence of progress toward the dissertation and degree.

(Obviously, expectations for students depend on their tenure in the program.) Students may also describe any issues that affected their overall performance in the program (sickness, death of relative, divorce, etc.).

By April 7:

- Each faculty member who has taught a *spring* semester core course should provide a brief assessment of each Ph.D. student's performance.
- Each student advisor should provide a brief assessment of the student's progress and performance
- All faculty will be invited to submit their comments on students to the graduate director.

Students must meet with their advisor at least once each semester, preferably after the student writes his/her statement and before the advisor does so. This is important both because students can benefit from their advisors' help, and because it will help the advisor to write a useful and accurate evaluation for the annual review.

By April 30th of each year, all students in the Ph.D. program will be reviewed by the PPC based in part on these submitted materials. A successful review depends on the student's maintenance of the required minimum GPA and timely progress toward the degree with regard to course completion and grades, development of research skills, preparation for comprehensive examinations, filing of Program of Study, and work on the dissertation. We expect that post-bachelor students will be on track to complete their coursework by the end of their third year in the program, complete their exams by the end of their fourth year, and complete their dissertation by the end of their sixth year; post-master students are expected to reach each stage one year earlier. Students who do not seem on track to finish in a timely manner may be dismissed from the program.

Students should expect to be dismissed from the program for:

- deception or falsification in the admission application
- unauthorized periods of absence from the graduate program
- seriously compromising the relations of the Department with the public
- academic dishonesty (e.g., plagiarism, falsification of research data): see ASU Student Academic Integrity Policy for more details:
http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm
- behaviors inappropriate for the student's intended professional roles
- serious misuse of departmental or university facilities
- failure to pass ASU's official spoken English requirement after three years

The graduate director will write letters for all students regarding their progress, which will also be given to their Graduate advisor and placed in their academic files. If necessary, recommendations regarding continuation or termination, conditions for continuation, and/or awarding of the doctoral degree will be made by the graduate director.

Doctoral Degree Requirements

Residency

To graduate in a timely fashion, students will need to take a minimum of 9 credits per semester In general, Ph.D. degree students should expect to devote the equivalent of at least three academic years beyond the master's degree or five years beyond the bachelor's degree to their program of study.

At least 30 credit hours of the Ph.D. program exclusive of dissertation and research hours must be completed at ASU. These credit hours must be non-audit and must be either in graduate courses or in 400-level undergraduate courses that will appear on the student's program of study.

Women and Gender Studies Program Graduate Manual

Students *must* be full-time at ASU during fall and spring semesters until they meet all Ph.D. coursework requirements. However, students who face exceptional circumstances may petition the PPC for exceptions to this rule. Full-time is defined as 9 credit hours per semester for those without TA/RA positions and 6 credit hours for those with such positions.

Continuous Enrollment

Once admitted to the doctoral program, students must be enrolled continuously, excluding summer sessions, until all requirements have been fulfilled. Doctoral students who want to discontinue their studies for a semester must execute a petition for a leave of absence prior to the semester they will not register, and they must obtain approval from their department and the Vice Provost and Dean of Graduate Studies. Doctoral students who do not obtain an approved leave of absence prior to the start of the semester they will not register, are required to submit a new degree application to reenter their program. The department will have the opportunity to make a recommendation on these applications.

Foreign Language Requirement

We do not require competency in a foreign language, although we strongly recommend it. However, graduate advisors may, at their discretion, require a student to have competency in one or more languages in addition to English.

Program of Study (POS)

The POS outlines the planned course of study for the degree, and serves as a contract between the student and the graduate college. Students should work with their Advisor in deciding on their courses from the beginning of their graduate career. Having a POS helps to eliminate problems should the student change advisors at any point.

All students (whether post-BA or post-MA) must file their POS by October 6 of the semester in which their course credits from previous semesters *plus* the current semester equals 27 credits. They will not be able to register for the next semester until they do so.

The POS must be filled out online (currently <http://www.asu.edu/registrar/forms/pos.html>); students can save it and make changes as they go. To make it easier to get all the necessary approvals within the WGS program, students must also *print* the POS, and bring this printed copy first to their advisor and then to the graduate director for signatures. Once these signatures are obtained, the graduate director will record WGS approval of the POS on the graduate college web site, and request approval of the POS from the College.

Changes to the POS may be requested after it has been filed. Petitions for changes are subject to the approval of the student's advisor, the graduate director, and the graduate college.

Required Credit Hours

Students may be admitted with either a bachelor's or master's degree from an accredited US institution or the equivalent of these from an international institution that is officially recognized by that country and by the graduate college. If admitted with a bachelor's degree, students are required to complete a minimum of 84 semester hours including a minimum of 30 credit hours of coursework and 12 credit hours of dissertation research, plus 42 credit hours of general electives. If admitted with a master's degree, students will be required to complete a minimum of 54 semester hours. Up to 30 credit hours from a previously awarded master's degree may count towards the Ph.D. requirements.

No more than 6 hours of 400-level courses may be counted toward the degree. For course credit to count toward the graduate degree, students must earn a grade of A or B in the course. Typically, failure to pass a required class with a grade of B will be considered evidence of insufficient progress toward the degree and can be grounds for dropping a student from the program at the Annual Review. In exceptional circumstances, and with permission of the Graduate advisor and graduate director, a student may repeat a course once. In addition, students must maintain a 3.5 average GPA and must complete degree requirements in a timely manner to continue in the program.

Required Credit Hours

	Post-Bachelors	Post-Masters
Required Core	12	12
Elective Coursework in Methodology	6	6
Elective Coursework in Specialization	12	12
General Electives	42	12
Dissertation	12	12
Total Semester Hours Required	84	54

Core Courses (12 credit hrs.)

The four required core courses will explore 1) the theoretical and methodological, dimensions of knowledge production, 2) the intersections of gender with other forms of social and cultural diversity, and 3) professional and ethical issues in the field of gender studies. These courses are:

- *WST 601: Critical Concepts of Gender:* An examination of the key concepts, theoretical frameworks, disciplinary and interdisciplinary approaches, and the critical debates that have shaped the field of gender studies.
- *WST 602: Mapping the Intersections of Gender:* An interdisciplinary examination of various theoretical and methodological approaches to the understanding of difference with a focus on the intersections and convergences between race, class, gender, nation, physical ability, and sexuality.
- *WST 603: Engendering Methodology:* An overview of research tools, methodological and epistemological debates, applications, techniques, and ethics pertinent to research in gender studies.
- *WST 701: Research Design and Proposal Development in Gender Studies:* Prepares students for professional careers as researchers in gender studies.

Elective Courses within the Specialization (12 credit hrs.)

All students are required to select one of the three program specializations, and to take 12 credit hours within their specialization. Courses may be selected from within or outside of the gender studies Ph.D. program, and may include readings and conferences, internships, and research hours (i.e., WST 592, 692 or 792). Two of these courses must focus on gender issues, the other two need not. (For example, someone specializing in health, science, and technology might take a course on the U.S. Health Care System.) Appendix A lists pre-approved courses for each specialization.

Methods Requirement (6 credit hrs.)

All students must choose two research methods courses to complete the degree. Due to the interdisciplinary nature of gender studies, these courses can be drawn from a wide array of units across the various campuses of Arizona State University. The graduate director or student's graduate advisor can advise students on the selection of methods courses. Students accepted as post-masters *may* be exempt from these courses if they have previously taken equivalent courses.

General Electives (42 credit hrs. post-BA, 12 credit hours post-MA)

Students who enter the Ph.D. program without credit for a masters degree are required to complete 42 credit hours of general electives; students who receive credit for a masters must take 12 hours of general electives.

Women and Gender Studies Program Graduate Manual

These 42 hours can be general coursework, internship, seminar, reading & conferences, or research (WST 592, 692, or 792). Courses may be selected from within or outside of the Women and Gender Studies Program.

Dissertation (12 credit hrs.)

All students will be required to take 12 credits in WST 799 (Dissertation).

Transfer credit policy

For students entering with advanced standing (i.e., with some graduate work already completed), the graduate director will determine which course credits may be transferred to the gender studies Ph.D. program. These decisions will be based on whether a given course seems appropriate for listing on a student's POS within our Ph.D. program.

Each student's courses (including those taken in women or gender studies programs elsewhere) will be evaluated on a case by case basis. That said, policy varies depending on whether the courses were earned on a non-degree basis or as part of a completed masters degree:

1. For courses that *did not* and *will not* count toward another degree at ASU or elsewhere, students may receive a total of up to 12 credits toward the Ph.D. Three credits on a quarter system are equivalent to 2 credits on a semester system.
2. For courses taken *as part of* a previously awarded masters degree, students may receive a total of up to 30 credits toward the Ph.D. Typically, students with previous degrees in women or gender studies will receive considerable (but not necessarily full) transfer credit, and will be considered *post-masters students*. Students whose degrees are in other fields will typically receive much less transfer credit and will be considered *post-bachelors students*. Only masters degrees, and not other advanced degrees (e.g., MD, JD), are eligible for this 30 credit transfer policy.
3. Under both points 1 and 2 above, students may transfer up to a total of 42 credits. Students a) *may* be allowed to receive transfer credit for Methods Requirement courses, b) *may* be allowed to receive transfer credit for **up to two** specialization courses, but c) *will not* be allowed to transfer credit for core courses.
4. Students can *not* receive course credit for writing theses.

Transfer courses must have been taken in an accredited research university or equivalent, must be acceptable for inclusion in graduate degree programs at that institution, and cannot have been given for life experiences. Only courses with an "A" or "B" grade (or the equivalent in the British-based point system) may be transferred. Grades on transferred credit are not included in calculating the grade point averages. For further information regarding the types of credit that are not transferable, consult the Graduate Catalog.

Foreign universities:

If you received grades on your previous courses of A or B and your courses generally were worth 3 or 4 credits, then your courses will be reviewed for transfer credit in the same way that we review courses from U.S. schools.

1. If your previous courses were based on a point system, we will "translate" them to the U.S. letter grade/course credit system, based on the skills/knowledge you gained from them compared to what you would have gotten from courses within our program. (For degrees from India, generally 70 points or 10 out of 12 points are required to receive credit for a course.) The graduate director will place a memo in the student's file listing (or assigning, if needed) course names and number of transfer credits. The student can then list these courses/credits on their Program of Study when it is filed.
2. If your BA was a three year degree, your masters counts as the fourth year of your BA, and so cannot count toward the Ph.D. as well.

Ph.D. Comprehensive Examination:

Students are required to take one written exam in theory/methods, one written exam in a specialization, and an oral exam, each of which are graded separately. In addition, students are required to pass an oral defense of the dissertation proposal which serves as the official oral comprehensive exam. The written exams should be completed once all coursework is *essentially* completed, and after students have completed a *minimum* of 36 credits (post-masters) or 54 credits (post-bachelors). Students *must* complete WST 601, 602, and 603 before taking the exams but do *not* have to complete WST 701 before the exams.

Exam Structure

The comprehensive examination has three parts.

1. *Theory and Methods*: Students will be evaluated on their ability to use gender as an analytical tool to explore questions about social and cultural organization, structures, and change. Questions will test the student's ability to apply theory and methodological insights to a concrete problem or issue, such as the relationships between globalization, immigration and the gendered division of labor; or how cultural representations of gender influence the public's understanding of health and disease. The goal is to measure the student's ability to create original interpretations with the tools of gender analysis.

This exam is taken at home. It is written and graded by the WGS Theory/Methods Examination Committee, which will provide a standardized reading list, updated regularly, of approximately 75-125 items (books and articles) for each exam.

2. *Specialization*: Exams are given in the gender studies Ph.D. program's three areas of specialization. Students will be evaluated on their understanding of the area they have chosen. Questions will measure the student's ability to apply a gender analysis that is interdisciplinary, transnational, and intersectional to a concrete problem or problems in the specialization.

This exam is taken at home, and is written and graded by the student's (dissertation) supervisory committee. A reading list of 75-100 items (books and articles) will be developed for this examination by the student's supervisory committee in consultation with the student. The reading list will also include up to 25 items chosen by the relevant WGS Specialization Exam Committee (one for each of our three areas). Both committees will choose readings with the aim of helping students get a firm grasp both of the key debates in one of our three specialization areas and of the literature more narrowly relevant to the students' specific research interests.

3) *Oral comprehensive examination*: If the student passes the specialization exam, an oral examination, conducted by the student's supervisory committee, will follow shortly.

To ensure equity, there should be *no communication* between any faculty members and the student regarding his/her exam between the written and oral examination.

Exam Process and Format

As noted above, reading lists will be prepared for each written exam. Although in writing their exams students *can* draw on relevant readings that are not on the lists, they are only *responsible* for listed readings. However, students will be expected to extrapolate from listed readings to other topics, sources, and situations.

The written examinations will take place at dates set by the Graduate Committee (see calendar below). The theory/methods exam and the specialization exam do *not* need to be taken in the same semester – although it is best to get exams out of the way as soon as is reasonable. In general, it is expected that students will take the theory/methods exam first.

Written exams will be taken at home over a weekend. Exam questions will be given to students at 9:00 AM on a Friday morning and will be due no later than the following Monday at 9:00 AM. Page limits will be set for answers so that the exam will test for the quality of a student's knowledge and analytical skills rather than merely for quantity. The oral exam will follow within approximately two weeks after the specialization exam. The student is responsible for scheduling a room for the oral exam and for coordinating with faculty on their schedules.

Women and Gender Studies Program Graduate Manual

Calendar

	Fall semester exams	Spring semester exams
Student must declare intention to take exam by	Aug. 15	Oct. 15
Committee gives students reading list by	Sept. 30	Dec. 1
Exam given	Late January (theory), early Feb.. (specialization, followed by oral)	Early April (theory), mid-April (specialization, followed by oral):

Pass/Fail Policy

Comprehensive examinations are graded pass, fail, or pass with distinction. If student fails an examination, the examining committee may allow the student to rewrite all or part of the examination once, may request additional work from the student (based on the committee's judgment of the deficiencies in the student's performance), or may require the student to leave the program. Unless approved by the graduate committee, all retakes must be taken at the next examination period.

If the student does not pass an examination in the first or (if permitted) the second attempt, he or she is required to leave the program. Students will be informed of the results by their Graduate advisor.

To retake an exam, students must receive permission both from the committee and from the graduate college. To receive College permission, students must submit the petition found at <http://www.asu.edu/graduate/forms/index.html> under "Petition to the Division of Graduate Studies."

Exam Results Reporting

The student should complete the Report of the Doctoral Comprehensive Exams form after all of the following have been *completed*:

- POS filed with the graduate college;
- All required course work, other than the dissertation;
- All three comprehensive examinations (written plus oral).
- Ph.D. dissertation proposal defense passed (see below)
- Language requirements (if any) are met.

Dissertation Proposal

After successful completion of the comprehensive examinations, the student, in consultation with the Graduate advisor, should prepare a proposal for a research-based dissertation. The proposal should include:

- An introductory statement giving the general ideas of the dissertation, describing the major question it addresses, and placing it in the context of the existing literature.
- A description of the methods, data, and sources proposed for the project and of their strengths and weaknesses. The methods can include, but are not limited to, the specific questions and analytical approaches the researcher addresses.

- An approximate outline of the dissertation.
- A working bibliography, in a format chosen by the Graduate advisor, which includes basic sources already read and key sources needed to realize the project fully.

Dissertation Proposal Defense

The dissertation proposal defense, which is an oral examination and completes the comprehensive examinations, will be scheduled and conducted after the successful completion of the written examinations. The date of the examination is determined by the student and her/his supervisory committee. Passing this examination constitutes a "go-ahead" on the dissertation project. The examination is conducted by the supervisory committee.

Before taking the proposal defense, the student must file his/her Program of Study and apply to finish the comprehensive examinations. Application forms are obtained in the Division of Graduate Studies or on-line at <http://www.asu.edu/graduate/forms/index.html>. These forms are to be obtained at least 3 weeks before the comprehensive examination and filed with the student's Graduate advisor. Exams are only given in early September and early March on dates set by the PPC).

Candidacy

After the successful completion of the foreign language exam (if applicable), the comprehensive exams, and the dissertation proposal oral defense, the student will submit the Report of the Doctoral Comprehensive Exams, signed by the supervisory committee, to the graduate college. Upon approval of this form, the graduate college will write a letter to the Ph.D. student admitting him or her to candidacy. The oral defense of the dissertation must occur within five years of the student's admission to candidacy. Students should consult the graduate catalog for the timing of obtaining format approval, filing for graduation, and scheduling the dissertation defense. Each of these steps must be completed within a specified time period prior to the commencement exercise.

Dissertation

A dissertation is required. There are two options for the dissertation:

1. Book option: These dissertations are written as the first draft of a book manuscript.
2. Article option: These dissertations contain three related but stand-alone pieces, each of which is either a *publishable* article or a *published* article that was written for and during the course of doctoral training. In addition, these dissertations include an introductory chapter and a concluding chapter that preface and draw from all three papers. No more than one article may be co-authored, and the student must be first author on any co-authored articles.

Students and advisors should discuss these options and reach agreement before proceeding.

Approval of the dissertation style formatting must be obtained from the graduate college; a copy of the College's *Format Manual* is available in the graduate college or online at www.asu.edu/graduate/formatmanual. A careful review of the manual well in advance of the preparation of the final copy of the dissertation is strongly recommended, as it outlines all relevant procedures. Students must obtain approval of the format for the final copy of their dissertation prior to submitting it to the graduate college for the oral defense.

Dissertation Examination:

A final oral examination in defense of the dissertation is required and will be scheduled by the supervisory committee with the approval of the Dean of the graduate college. The examination is conducted by the supervisory committee and others appointed by the dean of the graduate college. A simple majority of votes cast is required for a successful defense. The examination will be open to the ASU community and will be publicized through appropriate channels. The date of the exam is scheduled by the dean of the graduate college.

Candidates must take the final oral examination in defense of the dissertation within five years after passing the comprehensive examinations. Exceptions must be approved by the supervisory committee, the head of the academic unit and the dean of the graduate college, and ordinarily will involve passing new comprehensive examinations.

Women and Gender Studies Program Graduate Manual

Checklist of Student Procedures

The following is a list of steps to be taken by the student. All are described elsewhere in this manual and/or in the *Graduate Catalog*. A more thorough description of the steps is given below. These steps must be taken in the indicated sequence.

Procedure

Obtain a Graduate advisor

Determine initial members of supervisory committee.

Decide upon program of study, by consultation with Graduate advisor. Get appropriate forms from the graduate college and file them

Notify graduate college on official forms whenever there are changes in your:

(1) program of study, or

(2) Graduate advisor or membership of supervisory committee

Apply to take the comprehensive examination

Consider re-constituting supervisory committee

Submit the "Report of Doctoral Comprehensive Exams to the graduate college"

Submit a copy of the dissertation for format approval and schedule an oral defense of the dissertation

Final oral examination

When

As soon as possible after admission to program

Preferably by the second semester in the program

At start of program, seek advice from graduate director and Temporary (assigned) Graduate advisor. File program of study as soon as possible after regular Graduate advisor selected.

Whenever changes occur

1) After completing WST 601, 602, and 603; the methods requirements; the specialization electives; and the general electives

2) After filing a program of study

3) Application must be filed with the graduate college *at least three weeks* before taking the exam.

After completing comprehensive examination and before dissertation proposal defense

After completion of comprehensive examinations, and approval of dissertation proposal by the supervisory committee

When the Graduate advisor has approved the dissertation and the supervisory committee has agreed to the scheduling of a dissertation defense

Must be taken within five years after passing the comprehensive examinations.

Typical Program of Study

	Post-Bachelor's (84 hours)	Post-Master's (54 hours)
<i>Year One Fall</i>	Concepts of Gender (3) Mapping Intersections (3) Elective (3)	Concepts of Gender (3) Mapping Intersections (3) Methods (3)
<i>Year One Spring</i>	Engendering Methodology (3) Specialization (3) Elective (3)	Engendering Methodology (3) Specialization (3) Specializations (3)
<i>Year Two Fall</i>	Methods (3) Specialization (3) Specialization (3)	Specialization (3) Specialization (3) Methods (3)
<i>Year Two Spring</i>	Methods (3) Specialization (3) Elective (3)	Electives(6) Research Design (3) Doctoral comprehensive exam completed.
<i>Year Three Fall</i>	Research Design (3) Elective (3) Elective (3)	Electives (6) Dissertation (3)
<i>Year Three Spring</i>	Elective (9) Doctoral comprehensive exam completed	Dissertation (9) Dissertation defense.
<i>Year Four Fall</i>	Elective (9) .	
<i>Year Four Spring</i>	Electives (12)	
<i>Year Five Fall</i>	Dissertation (6)	
<i>Year Five Spring</i>	Dissertation (6) Dissertation defense.	
Total time	5 years	3 years

Graduate Assistants and Associates

Description

Women and Gender Studies has funds available to offer graduate assistant and associate positions to a limited number of Ph.D. students. According to university guidelines, students who already have a master's degree or equivalent, or have completed at least 30 hours of graduate work, may be appointed as Graduate Associates. All others may be appointed as Graduate Assistants.

These positions divide into two types: teaching positions and research positions. Teaching assistants and associates (TAs) typically focus on assisting faculty members with lecture preparation and grading, although advanced students may be assigned to teach their own courses. Research assistants and associates (RAs) focus on aiding faculty members with their research, in whatever ways the faculty member considers most useful.

Stipends and benefits

The stipend for TAs is determined by the dean of the College of Liberal Arts and Sciences. In some cases, RA stipends are determined by the dean; in other cases, they depend on the particular source of funding.

Currently, out-of-state and in-state tuition fees are waived for those who have half-time (20-hour) TA or RA positions. The portion of the in-state tuition that is waived depends on whether the position is full-time or half-time. Individual health insurance is also provided for half-time positions. Other special fees such as parking permits are not covered by this waiver.

Application

The Women and Gender Studies Program welcomes applications for Graduate Assistant and Associate positions from qualified students without regard to race, creed, color, religion, sex, national origin, sexual preference, or nationality. All applicants to the program are encouraged to apply.

To be considered for a Graduate Assistant or Associate position, applicants to the Gender Studies graduate program should complete their applications by January 15. Normally the awards are determined by the first week of March proceeding the academic year for which they will be in effect. Applicants are notified at that time.

Criteria for Awarding Graduate Assistant/Associate Positions

Teaching Assistant/Associate positions are normally awarded based on evidence of professional promise (such as letters of recommendation, GPA, and academic success to date) and appropriateness for a specific position.

Research Assistant/Associate positions are usually funded by a faculty member's research grant. In these cases, the criteria for selection, duties, and responsibilities will vary according to the nature of the research, so the interested student should contact the faculty member.

Financial need is not a major consideration in awarding of graduate positions.

Students admitted on a provisional basis are not eligible for Graduate Assistant or Associate positions.

Time-Length of TA/RA Positions

Graduate positions are ordinarily awarded for one academic year. Those in the post-BA program are typically eligible for a total of five years of Assistantships/Associateships, and those in the post-MA for a total of three years. In both cases, renewal is contingent upon satisfactory progress in the program, satisfactory performance of TA/RA duties, and availability of funds. Renewal for subsequent years is *not* automatic, but is based upon the student's performance and progress during the preceding year, in both their degree work and their TA/RA work, as well as on the availability of funds.

TAs/RAs who do not wish to be considered for renewal for the next year should inform the graduate director by March 1st of the current year.

Student Rights and Responsibilities

A half-time TA/RA position requires twenty hours of work per week, and a quarter-time position requires ten.

All TAs/RAs must enroll in at least 6 hours of course work each semester. Half-time TAs/RAs can register for a maximum of 12 hours per semester, and quarter-time TAs/RAs can register for a maximum of 15 hours.

With the exception of RAs funded by individual faculty members, assignments of TAs/RAs to faculty members are made by the graduate director. Students may request specific assignments if they desire and efforts will be made to grant these requests.

Each student has the responsibility of contacting the faculty member or members to whom s/he has been assigned during the week before the semester begins to discuss his/her duties and obligations. The GA is regarded by the faculty, and should regard herself or himself, as a junior member of the gender studies program and the academic profession. As such it is assumed that s/he has a serious interest in the field and a commitment to gender studies as a career. The student's attitude and behavior in the performance of duties reflect not only upon him or herself, but also upon the school and university.

Duties are assigned to Graduate Assistants and Associates both to contribute to students' professional education and to meet the needs of the academic unit. Graduate assistants and associates must accept and meet their responsibilities in a dependable manner.

Although students are not required to work more than their assigned hours, faculty members and students can negotiate flexible schedules. However, if unworked hours are carried over into the following week, the total hours carried over cannot be more than twice the assigned weekly hours.

Faculty Responsibilities

Both students and faculty should plan and coordinate TA/RA duties and hours so that no undue burden exists for either person. This is especially important during the last two weeks of a semester.

Students should not be asked to assist a faculty member during the student's scheduled class times. Also, students should not be expected to work more than their assigned hours. However, faculty members and students *may* negotiate flexible schedules, so long as students are never asked to work more than twice their assigned weekly hours.

If a TA is required to prepare, attend, or read preparatory materials for a faculty member's class, the time spent in these tasks counts toward the total assigned hours.

TAs must not be expected to prepare examinations in courses they have not taken unless they have done extensive reading in the area. If a TA is required to grade examinations or papers, the faculty member must provide a complete and accurate key.

Certain duties are considered unacceptable. These include: 1) the required regular teaching of a faculty member's courses. 2) grading *graduate* papers or examinations, 3) extensive typing or other similar clerical tasks, and 4) performance of tasks specifically for the personal convenience of a faculty member, e.g., picking up dry cleaning

Shared Faculty and Student Responsibilities

Throughout the semester, every effort should be made by both the GA and the faculty member(s) to plan and coordinate the assignment of duties and hours so that no undue burden exists for either person. This includes planning around the times required for specific duties, e.g., proctoring examinations, attendance at required meetings, etc. Such coordination of duties is especially important during the last two weeks of a semester.

In general, it is the shared duty of the faculty member and the student to be cognizant of the amount of time to be spent per week on these duties. If discrepancies or disagreements occur, the student must be able to show the approximate time spent on the assigned duties.

Grievances

In the event of any grievance against a faculty member, GAs should feel free to consult the graduate director, or any other member of the PPC. If the problem remains unresolved, the matter may be brought before the entire

PPC. The program director can be consulted at any point. Appeal procedure beyond the program is by petition of the student to the graduate college (see the *Graduate Catalog* for more information).

Administrative Details

GAs are expected to report for duty the first day of orientation and advisement. The graduate college holds an orientation *only* for new *teaching* Assistants and Associates before the semester begins, as well as seminars throughout the semester. New TAs are required to attend the orientation; RAs cannot participate.

Graduate Assistants and Associates must complete various payroll forms at the personnel office in the Academic Services Building. Deadlines for this are quite early in order for the first check to be received on time. Students should inquire about these deadlines from the women and gender studies financial specialist.

All students are entitled to purchase a parking permit. Fees vary according to location and degree of limits or use.

Under normal conditions the Assistant or Associate is provided with shared office space and a mailbox in the unit's main office.

GAs enjoy the same ten percent discount privilege as faculty on certain types of purchases at the university bookstore.

Other Funding Options

External Sources of Financial Assistance

Check the Division of Graduate Studies Website (see Financing Graduate Study) for internal and external fellowships and awards.

Filing a FAFSA

Various loans, work-study grants, and need-based assistantships are available for graduate study. To qualify for this funding, students must be U.S. citizens or permanent residents *and* must complete the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA each year. Students should have a current FAFSA on file in order to meet the eligibility requirements for any special scholarships, grants, and other funding opportunities.

Additional information can be found at the Student Financial Assistance Office (Student Services C219): 480-965-3355 <http://www.asu.edu/fa>.

Appendix A: Pre-Approved Specialization Courses

	1. Health Science and Technology
WST 589	Girlhood and Adolescence: Examines the changing construction of girlhood and female adolescence. Looks at a variety of social and cultural forces that have scripted the lives of girls.
CDE 598	Gender and Human Development: Focuses on the development of gender roles in child education.
PSY 591	Gender and Health: Evaluates gender theories and methods in clinical psychology as they pertain to women's health.
HST 598	Interdisciplinary Perspectives on Women's Health: Transdisciplinary examination of the biological and social factors that influence health and disease in women.
WST 612	Gender and Global Health Disparities: Examines major issues in contemporary international health, and the role of gender, power, and culture in shaping health behaviors and outcomes.
WST 598	The Politics of Women's Health: This course explores how the social position of women in the U.S. affects women's ability to protect their health and the care they receive when they are ill.
WST 691	Seminar: Health, Science and Technology
	2. Justice, Social Change and Sustainability
WST 598	Gender and Globalization in Latin America: Interprets cultural and political factors affecting gender systems and theories in the countries of Latin America.
JUS 620	Gender and Economic Justice: Identifies the social justice ramifications of economic policy, institutions and conditions by exploring the gender dynamics of the new economy with attention to globalization, poverty reduction, and the gender division of labor.
WST 626	Gender and Social Policy: Introduction to the background decision-making processes, and current debates over social policy directly affecting gender in one or more spheres of public life.
WST 598	Gender, Work & the Global Economy: Examines the gendered dimensions of globalization and the transnational struggles by women for workplace democracy and economic justice.
JUS 560	Women, Law & Social Control: Gender issues in the exercise of formal and informal mechanisms of social control, including economic, social, legal factors, both violent and nonviolent.
WST 598 (West)	Gender and International Development: Addresses conceptual, methodological, and theoretical issues concerning gender, development, and internationalism; evaluates theories and models for change.
PAF 548	Women, Politics, and Public Policy: Examines the relationships between women, politics and public policy; multiple perspectives on gender and its intersections with issues of sexuality, race and class.
MAS 598	Women of the Diaspora across Cultures: examines the socioeconomic

Women and Gender Studies Program Graduate Manual

(West)	conditions, political formation and identities of contemporary indigenous, ethnic minority, immigrant and migrant women globally.
	3. Visual and Narrative Culture
WST 640	Visual and Narrative Cultures: This course applies feminist and semiotic theory to examine gender representations in visual and narrative culture including film, dramatic literature, fiction, and autobiography in a global context
SPF 603	Visual Ethnography in Education: Advanced qualitative methods class combining ethnography with the use of video and still photography in data gathering and presentation.
SPA 601	Latin American Feminist Cultural Production: Latin American feminist theory and studies as viewed through cultural production such as literature, film, photography, art.
ENG 554	Feminist Rhetorical Theory: Survey of Feminist Rhetorical Theory in Post-modern and Post-colonial contexts.
MAS 598 (West)	Latina/Chicana Representation: Examines from an interdisciplinary perspective contemporary issues experienced by Chicana/Latina women in the U.S.
WST 642	Theorizing Gender Representation: Examines theoretical work on gender representation and methods of representational analysis with attention to photography, literature, art, and commercial media.
ENG 602	Critical Race and Gender Theory: Principles, strategies and applications of critical, cultural and/or literary theory and/or criticism on race and gender.
THE 598	Gender Identity in Film: Examines the representations of gender in Hollywood cinema with particular focus on films from 1970 to the present.
ARS 598	Women and the Visual Arts: Historical study of art by women in various media from Renaissance to WWII. Related social, political, educational and patronage issues.

Miscellaneous “Survival Tips”

On Arrival

Upon arrival on campus the new graduate student should contact the graduate director. In addition, the Women and Gender Studies Program will provide a packet containing a copy of this manual and other relevant material. Normally, the graduate director will have an orientation meeting for new graduate students during the week before classes begin.

Graduate Student Files

Graduate students' files are kept in a locked file cabinet in the women and gender studies office. They are not kept in individual faculty members' offices since there are many occasions when they are needed by the gender studies PPC and others. They are available to faculty members at any time. Faculty members are encouraged to place evaluation memos in the files of graduate students for use in writing letters of recommendation and similar appraisals.

Among other things, the file will contain:

- The student's application for admission, transcripts of previous work, the student's biographical statement and narrative, letters of appraisal, GRE scores, and a copy of the recommendation sheet carrying the PPC's recommendations to the graduate college.
- A copy of the letter from the graduate college to the student indicating whether she/he is a regular, provisional, or non-degree student (if provisional or non-degree, note restrictions in the Graduate Catalog).
- For second year and later Ph.D. students, letters from the annual evaluation of Ph.D. students.

Students have the right to see their files, upon request. However, letters of recommendation for which the student waived her or his right of examination must be removed before the student is allowed to view the file.

Computer accounts

ASU computer accounts (including email) are available to all instructors and students at the Computer Commons, Room 105. For information see <http://www.asu.edu/it/tempe/cac/>.

University Library

The normal loan period for doctoral students is 90 days. Graduate research associates may check out books for 90 days.

Ph.D. students are eligible for assigned library carrels. Application forms and specific qualifications are available at the library circulation desk.

The university has excellent on-line resources including an on-line catalog, web-based indexes, and on-line journals. Go to <http://www.asu.edu/lib/libraries/hayden/> .

Forms

Most forms such as program of study, financial aid, can be obtained from the graduate college web page, currently found at: <http://www.asu.edu/graduate/forms> .

Other Funds for Graduate Students

Travel grants may be available for graduate students in degree programs whose papers have been accepted for presentation at national or regional meetings. Usually the school provides some funding and matching funding may be available from the graduate college or through the Graduate Student Association. Go to the graduate college web page for details on travel funds and other sources of funding for graduate students (Currently found as: <http://www.asu.edu/graduate/financial/>).

Minimum Registration

All graduate students doing research, working on theses or dissertations, taking comprehensive or final examinations, or who are using university facilities or faculty time, must be registered for a minimum of one hour of appropriate graduate level credit in the department/school in which they are pursuing their degree program.

Dates and Deadlines

The university calendar found in the current Graduate Catalog lists deadlines for applying for graduation, submission of a dissertation to the graduate college, and the last date to hold an oral defense of a dissertation. Check these and other dates carefully. These dates can also be found on the graduate college web page.

Maximum Time Limit

Candidates must take the final oral examination in defense of the dissertation within five years after passing the comprehensive examinations. Exceptions must be approved by the supervisory committee, the head of the academic unit and the dean of the graduate college, and ordinarily will involve passing new comprehensive examinations.

Politics of Graduate School

The following is a collection of suggestions for the successful navigation of the graduate school process. These pointers are provided to help graduate students anticipate situations and avoid potential problems.

It's All In the Department

- DON'T underestimate the importance of the department. Think of yourself not as being enrolled in a university, but as enrolled in a department.
- DON'T get caught up in department gossip. Mess is mess.
- DON'T volunteer information about your graduate school funding to people who have no influence on these funds. Your money is your business.
- DON'T leave your advisor in the dark. Keep him or her informed about your activities and keep notes of all agreements. When you meet about anything, send an email with notes about your meeting, asking if you recall everything discussed. This is when crossed messages or misunderstandings will get corrected.
- DON'T assume anything. Always check information out and verify it in writing, e.g., policies, requirements, deadlines. Any form you turn in to the department or graduate college, make a copy for your own files. Paperwork gets lost.
- DON'T see yourself as *just* a graduate student. Start acting professionally now in the way you plan your semester activities, in the way you dress, and in the way you conduct yourself.
- DO identify faculty and student advocates to help you should the need arise. Identify them BEFORE a problem arises. They can be outside your department.
- DO think of yourself as a future colleague of the faculty in your department. Academia is a small world, so what you do now, whether good or bad, you will carry with you when you become a faculty member.
- DO establish good rapport with the office staff. Your department chair is important and so is your advisor, but the secretaries run the show.
- DO conduct yourself in a mature, professional, and civil manner in all interactions with faculty and staff.
- DO be aware of time constraints and other demands imposed on faculty members and staff.
- DO maintain positive relationships with the faculty, especially your advisor. You never know whom you will need.
- DO create a calendar that clearly plots the steps and self-imposed deadlines required for degree completion. If you don't plan, your chances for success are reduced.
- DO keep a file of all written correspondence and catalogs. Document everything; you never know what you might have to prove later.
- DO ask for letters of recommendation in the right way. When you request letters, bring any forms that need to accompany letters. Bring your vita as a reminder of what you've accomplished and a brief memo highlighting items you'd like to have in your letter. Finally, bring addressed, stamped envelopes for each of the organizations or institutions where your letter writers will be sending your letters. Too often students forget and faculty use their own envelopes and stamps to send out letters. One or two is no problem, but a stack of letters is too much to ask out of faculty's own pocketbooks, since many students ask for such letters every semester.

How's Your Social Life?

- DON'T let dating, partying, hanging in the gym, watching TV, or other social activities interfere with your schoolwork. Make time for these activities, but keep everything in proper perspective. If you're watching TV more than a couple of hours a week, it's probably a mistake.
- DON'T let relationship problems disrupt your studies or dramatically alter your academic pursuits. It isn't worth it.
- DON'T let family or friends distract you from your goal: True friends and supportive family members will understand.
- DON'T get so involved in your schoolwork that you neglect a healthy relationship. A truly healthy relationship will enable you to complete your program faster.
- DO get involved in study groups and other academic endeavors. Two heads are better than one. Find dissertation support groups when the time comes.
- DO socialize with fellow students. You don't have to like them a whole lot, but you do have to work with them. Remember, they will be your colleagues, maybe at different schools, but remember, academia is small.
- DO remember to say "please" and "thank you." They are small gestures that are always appreciated.
- DO establish healthy functional relationships that don't interfere with your academic progress. Life is not all graduate school, so you will need these relationships to sustain and reaffirm your goals.
- DO make time for enjoyable activities outside of academic work.
- DO get involved in service to your community that allows you to share your talents. Your community needs this, and so do you. But don't let this interfere with your academic work: learn to say "no" as well as "yes."