

Women's and Gender Studies Program



Graduate Student Handbook 2026-2027

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Women's and Gender Studies Program
College of Liberal Arts
Towson University
Towson, MD

GRADUATE STUDENT HANDBOOK

This handbook defines program requirements, learning outcomes, and policy expectations by which students plan their program of study. This resource will enable current and future students to optimize their graduate student experience in the Women's and Gender Studies Program. Given such a handbook does not exhaust all possible issues that can arise during the course of graduate study, students are encouraged to ask questions and seek additional information from the Program Director, Graduate Program Director and Women's and Gender Studies faculty.

The Master's Degree in Women's and Gender Studies is set in the liberal arts tradition and explores feminist paradigms and scholarship. Intended as either a capstone interdisciplinary experience or one which bridges undergraduate learning and doctoral program, the M.S. in Women's and Gender Studies captures a multi-faceted intellectual experience, including theoretical, substantive, and experiential content. Requiring thirty-six (36) earned graduate credits, the Program consists of 8 required courses and 2 elective courses. The Program also includes a Culminating Experience (6 credits) with two options: (a) a thesis or (b) a two-semester internship.

Graduates of the program will have the academic preparation to pursue careers in a variety of public and private organizations. They will be prepared to adapt to changing environments in business, health professions and nonprofit organizations within regional, national, or international arenas. Graduates will also be prepared to enter doctoral programs in a range of academic areas. For further information concerning recent graduates of the Women's and Gender Studies Program, contact the Graduate Program Director.

Contact Information:

Graduate Program Director:

Cecilia Rio, Ph.D. Liberal Arts Building Room 3129, 410-704-2859
crio@towson.edu

Director of the Women's and Gender Studies Program

Cindy Gissendanner, Ph.D., Liberal Arts Building Room 3125, 410-704-5456,
cgissendanner@towson.edu

Graduate School Information

Office of Graduate Studies, Administration Building Room 301, 410-704-4723, grad@towson.edu

THE PHILOSOPHY OF THE WOMEN'S AND GENDER STUDIES FACULTY

In addition to the formal policies identified in this handbook, the Women's and Gender Studies Program also has an informal set of operating principles and expectations. The spirit of these is outlined below:

- Faculty view students as motivated junior scholars who are invested in the scholarship and practices associated with the field of women's and gender studies;
- In both formal and informal settings, faculty encourage lively interaction, the sharing of ideas, scholarly collaboration, and mutual support among faculty and students;
- Faculty seek to promote the intellectual development of students, to provide students with appropriate skills, and to foster a close intellectual relationship between faculty and students;
- Faculty are committed to remain easily accessible and welcome student contact for assistance or consultation;
- If students are having difficulty with the program or have concerns they believe are not being addressed, it is their responsibility to bring such matters to the attention of their faculty advisor, the Director of the Program, the Graduate Director, or other faculty associated with the program.
- Members of the faculty expect students to approach their learning and course work with a sense of responsibility, ethics, diligence, and commitment appropriate to study at the graduate level.

WOMEN'S AND GENDER STUDIES FACULTY

CINDY GISSENDANNER, Ph.D.

Liberal Arts Building Room 3125

410.704.5456

cgissendanner@towson.edu

Women's History; LGBTQ Studies; Animal Rights; Labor History; Social Movements

EMILY PARKER, Ph.D., Professor of Philosophy and Religious Studies

Liberal Arts Room 4131

410.704.2860

eparker@towson.edu

Feminist, dis/ability, critical race, and queer theories of identity and difference; 20th century philosophy; environmental ethics; social/political philosophy.

CECILIA RIO, Ph.D., Associate Professor of Women's and Gender Studies

Liberal Arts Building Room 3129

410.704.2859

crio@towson.edu

Women, Work and Family; Political Economy of Race, Class, and Gender in the US; Masculinity; Metropolitan Studies; the Social and Solidarity Economy; Research Methods

KATE WILKINSON, Ph.D., Associate Professor of History

Liberal Arts Building Room 4230

410.704.5744

kwilkinson@towson.edu

Women and Religion; Gender and Sexuality in the Early Christian Era; Feminist Historiography; Comparative Methodologies, including Ethnography

Teaching/Affiliated Faculty

Michaela Frischherz: Associate Professor, Communication Studies Dept.

mfrischherz@towson.edu

Rhetorical Theory and Criticism, Feminist and Queer Critique, Sexuality Studies

Kelsey Hanrahan: Associate Professor, Geography Department, khanrahan@towson.edu

Feminist Geographies, Sub-Saharan Africa, Gender and Ageing, Development and Livelihoods

Jennifer Langdon: Associate Professor, Sociology, Anthropology & Criminal Justice Dept.,

jangdon@towson.edu

Restorative Justice, Domestic Violence, Women and Crime, Sociology of Law

Sarah Oliver: Associate Professor, Political Science Dept., soliver@towson.edu

American Politics, Mass Media and Politics, Gender Politics

ADMISSION REQUIREMENTS
Master's Degree (M.S.) or Graduate Certificate in
Women's and Gender Studies

Students applying to the Women's and Gender Studies Graduate Program shall meet the following standards and requirements:

1. General admission requirements of the Towson University Graduate School. Further details as well as an application may be found at: www.towson.edu/grad/
2. An earned bachelor's degree (as certified) by an official transcript with a minimum undergraduate grade point average of 3.0.
3. A 2.75 undergraduate grade point average is required for conditional admission. (An admission exception policy is in place for eligible candidates, including those whose undergraduate degrees were obtained at least 10 years earlier).
4. Nine credits earned at the baccalaureate level in Women's and Gender Studies and/or the Social Sciences (Anthropology, Sociology, Geography, Political Science, Psychology, Economics, or a social science based interdisciplinary course). Three (3) of these nine (9) credits must include one course in Women's and Gender Studies. Students with no prior course work in Women's and Gender Studies must enroll in either WMST 231, which is an introduction to Women's and Gender Studies or WMST 337, which is a course on feminist theory. Given these two courses (WMST 231 and WMST 337) are undergraduate level courses, students will not receive graduate credit for completion of this requirement. An applicant who has not taken an undergraduate course in Women's and Gender Studies but who has relevant applied experience including, but not limited to, work in a women's center, work for a women's organization, or work on a project focusing specifically on women's and gender issues, may be exempted from the requirement at the discretion of the Program's admissions committee.
5. A detailed essay of 4-5 double-spaced pages emphasizing the applicant's specific plans for focused graduate study, including discussions of (1) projected career goals; (2) prior academic and/or work experiences (volunteer or paid); and (3) how these related to anticipated success in the intended program of study and projected career goals.
6. Two letters of recommendation, **at least one from a college/university instructor from whom you learned in a course setting**, accompanied by a completed Graduate College Recommendation Form (found in the Graduate School Application Packet). Part A of this form should be completed by the applicant and Part B by the recommender and sent with the letter of recommendation. If the student has not been enrolled in an academic program in the past 5 years, two professional letters of recommendation will be acceptable.
7. In addition, Certificate applicants who are currently enrolled in a master's degree program at Towson University or elsewhere shall submit a transcript of their progress in that Master's Program as evidence of good standing.

Applications for both the Master's Degree and the Certificate Program shall be evaluated by the Women's and Gender Studies Program Admissions Committee, which consists of the Graduate Program Director, the Director of the Women's and Gender Studies Program and may include additional faculty from the Program of Women's and Gender Studies.

THE MASTER'S DEGREE IN WOMEN'S AND GENDER STUDIES PROGRAM

LEARNING OUTCOMES

Upon completion of the M.S. program in Women's and Gender Studies, students will be able to:

- demonstrate an ability to evaluate and critique feminist arguments and theories;
- effectively utilize feminist theories and apply them to women's experience and other gendered social relations;
- identify and evaluate prevailing normative assumptions that underlie social practices and policies that hinder women's agency;
- execute a research proposal that contains all required elements;
- demonstrate an ability to critique social science methodologies from a feminist perspective;
- utilize both feminist and more traditional social science methodologies to analyze women's experiences and other gendered social relations;
- write clearly and knowledgably;
- demonstrate critical thinking;
- demonstrate the ability to use research tools, resources, and various kinds of evidence to develop and critique an argument;
- demonstrate the ability to explain the commonalities and differences that characterize women's lives and gendered relations;
- explain the social and institutional forces (political, social, cultural, economic, religious, etc.) that constrain and construct gendered identities;
- demonstrate an ability to use gender as a category of analysis and critique.

WOMEN'S AND GENDER STUDIES GRADUATE PROGRAM ORGANIZATION

The program is made up of eight (8) required seminars for a total of twenty-four (24) credits; two (2) additional graduate level WMST, LGBT or approved non-program courses for a total of six (6) credits, and, finally, a six-credit Culminating Experience consisting of a thesis or a two-semester internship. The Master's Program requirements can be traced along the following schematic:

A. The **required** core of eight (8) **required** seminars, for a total of twenty-four (24) credits:

1. WMST 601 Women and Gender in the Workplace (3 credits)
2. WMST 603 The Diversity of Women (3 credits)
3. WMST 605 Women in an International Context (3 credits)
4. WMST 607 Advanced Feminist Theory (3 credits)
5. WMST 609 Applied Research Methods and Skills (3 credits)
6. WMST 611 Women, Public Policy and Social Change (3 credits)
7. WMST 613 Women and Health (3 credits)
8. WMST 6xx Performance of Leadership (3 credits)

All above required courses are taught in synchronous online format and are offered over the course of a four (4) semester rotation. Ordering of courses for each student will depend on where in the rotation a student enters the program.

B. Two additional courses for a total of six (6) credits are required. One 600 WMST or LGBT class will be offered online synchronously each semester. Alternatively, students may take (6) credits from the following list of approved non-program courses, most of which are in-person on the Towson University campus

1. ANTH 567 People of the Middle East
2. ANTH 568 Globalization in Cross-Cultural Perspective
3. FMST 550 Fundamentals of Leadership in the Non-Profit Sector
4. FMST 555 Fundraising, Friendraising, and Volunteer Management
5. GEOG 526 Feminist Geographies
6. HCMN 541 Legal and Ethical Issues in Health Administration
7. HIST 506 Women in 20th-Century U.S. History
8. HIST 526 U.S. Lesbian, Gay, Bisexual Transgender, and Queer Histories
9. HIST 599 Making of the Modern Middle East
10. HLTH 615 Qualitative and Quantitative Principles
11. HLTH 633 Health Care Systems
12. HLTH 645 Health Care Policy
13. HRD 606 Organizational Behavior
14. HRD 640 Leadership Theory and Practice
15. HRD 644 Group Dynamics and Team Building

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|----------|-----|--|
| 16. IDHP | 705 | Culture and Health |
| 17. LGBT | 570 | Special Topics in LGBT Studies |
| 18. PHIL | 561 | Biomedical Ethics |
| 19. POSC | 503 | Theory of International Politics |
| 20. POSC | 505 | Urban Government and Politics |
| 21. POSC | 507 | Contemporary International Politics |
| 22. POSC | 550 | Interest Groups and Public Policy |
| 23. POSC | 581 | Seminar: American Government and Public Policy |
| 24. PRWR | 619 | Grant and Community Writing |
| 25. PSYC | 547 | Sex Differences: Psychological Perspectives |
| 26. PSYC | 610 | Advanced Psychology of Aging |
| 27. SOCI | 551 | Deviant Behavior |

C. Culminating Learning Experience (6 credits)

1. Thesis Option

WMST 898 (two semesters)

This option provides an opportunity to consolidate knowledge and skills learned during the graduate experience and relate them to an independent scholarly inquiry about a topic related to the field of Women's and Gender Studies. Please refer to WMST Thesis Guidelines found on p. 14 of this Handbook.

2. Internship Option

WMST 796 (two semesters)

Approximately 210 hours of participation each semester during two consecutive semesters. Please refer to Internship Option Guidelines found on p.19 of this Handbook.

This option provides an opportunity to consolidate knowledge and skills learned during the graduate experience and relate them to an applied experience which integrates the theoretical with an applied experience in an organizational setting allied with the student's field of interest within Women's and Gender Studies.

Post-Baccalaureate Certificate in Women's and Gender Studies Program

Students already enrolled in a Master's Degree Program other than Women's and Gender Studies, or those who wish to enhance their skills and understanding of a specialized arena in Women's and Gender Studies may elect to pursue the Certificate in Women's and Gender Studies. Credits earned in pursuit of the Certificate may be applied toward earning a Master's Degree in Women's and Gender Studies. Culminating Learning Experience options (Thesis or Internship) shall **not** be applied toward credit earned for the Certificate Program. The Post-Baccalaureate Certificate requires 12 hours of earned credit.

- A. Required Courses (6 credits from the following list)
 - WMST 601 Women and Gender in the Workplace (3)
 - WMST 603 The Diversity of Women (3)
 - WMST 605 Women in an International Context (3)
 - WMST 607 Advanced Feminist Theory (3)
 - WMST 609 Applied Research Methods and Skills I (3)
 - WMST 611 Women, Public Policy and Social Change (3)
 - WMST 613 Women and Health
 - WMST 6xx Performance of Leadership

- B. Electives (6 credits)

Select six units in graduate-level (500 or 600 level) WMST or LGBT courses with the approval of the student's adviser.

No more than one 500-level course may be applied to the certificate program.

No Field Experience, Internship, or Thesis seminars shall apply to the Certificate Program.

Students shall meet with the Graduate Program Director before enrolling for any courses/seminars and shall have a Program of Study approved in order to be declared a candidate for a Post-Baccalaureate Certificate in Women's and Gender Studies.

ACADEMIC POLICIES AND PROCEDURES

Independent/Directed Studies – WMST 695/WMST 591: Independent/Directed Studies shall be available only for special learning not offered in the Program's regular Seminars/Courses. No Independent Study shall be approved if a formal course is offered with the WMST graduate curriculum. An Independent Study requires the approval of the faculty supervisor, the Graduate Director and the Program Director before a student may register for the Independent Study. **No independent study shall be approved retroactively.**

Students shall not simultaneously enroll in an Independent Study while they are enrolled for Thesis credits.

No more than a combined total of six credits of Independent Study (WMST 695) and Directed Study (WMST 591) shall be counted as credit toward the Master's Degree in Women's and Gender Studies. No aforementioned Independent Study courses shall count toward a Certificate Program.

Inter-Institutional Enrollment: WMST Graduate Students may enroll in graduate offerings at other University System of Maryland institutions. Credits and grades earned at a host institution shall be placed on the student's Towson University transcript. Tuition and fees for such courses shall be paid at Towson University. Regulations pertaining to such enrollment, including registration forms, may be obtained at the Graduate School Office. The registration form requires signatures from the WMST Graduate Director and the Associate Dean of the School of Graduate Studies and Research. Inter-institutional enrollment is not available for summer or minimester study. This policy also applies to the Certificate Program.

Good standing:

a) Minimum Grade Requirement: The University requires that graduate students have a minimum 3.0 GPA in order to maintain good academic standing, to transfer course work and to graduate. If a degree student's average falls below 3.0, the average must be restored to 3.0 within 9 semester hours completed within a year of the time that the average fell below 3.0, whichever comes first. A student on academic probation who does not restore the GPA to 3.0 as required will be withdrawn from the degree program. The 3.0 average may be restored by repeating courses or by taking additional courses. With approval by the Graduate Program Director, no more than two courses beyond those required in the degree can be used to raise the GPA. All requirements for the program shall be completed within the time limitation policy.

b) Conditional Admissions: Conditional Admissions shall earn a B in each course/seminar during the first nine hours of enrollment in **WMST courses**. Conditionally admitted students may not retake WMST courses to improve grades earned during the first nine hours of enrollment. Conditionally admitted students who do not meet the nine-hour grading standard shall be dismissed from the program before the start of their 10th credit hour of study. This policy also applies to the Certificate Program. Students who do not meet the nine-hour grading criterion shall receive a letter of notification from the Graduate Program Director and be

withdrawn from any registered courses for any courses beyond the initial nine hours within two weeks after the close of grading of their ninth hour of enrollment.

1. Policies regarding removal of conditional status:

Conditional status shall not extend beyond the first nine (9) hours of WMST credit for which the graduate student is enrolled. For the purposes of removal of conditional status, **the first nine (9) hours of credit shall be defined as courses/seminars with the designation of 600 or higher and shall be courses/seminars carrying the WMST designation.** Courses at the 500 level or lower and/or courses carrying a designation other than WMST shall not be used to remove conditional status and shall not be included within the first nine-hours of enrollment.

Until conditional status is removed, the graduate student shall enroll exclusively in courses/seminars which address conditional status removal.

Exceptions to these policies shall be granted only in cases where the program offerings preclude the student from meeting the policy. Exceptions shall be made in writing and signed by the Graduate Program Director and the Women's and Gender Studies Program Director.

c) Repetition of Seminar/Course: Courses for which a grade has been awarded may be repeated only once. The grade of W does not replace a previously awarded grade. When the course is repeated, the student receives the units for the course (counted once) and the higher of the two grades. Grades for courses taken at other institutions may not be used to replace grades for courses completed at Towson. Courses taken for undergraduate credit may not be repeated for graduate degree credits.

Transfer Credit Limitations: All courses transferred into the Women's and Gender Studies Program (Master's Degree or Certificate Program), regardless of institution of origin, must be approved by both the Graduate Program Director and the Women's and Gender Studies Director.

Policy on Incompletes: Towson University's policy on incompletes states that, **Incompletes** are to be given only in the event of a documented medical or family emergency occurring at the **end** of the semester and preventing a student from taking a final exam or submitting coursework by the end of the grading period. An **Incomplete** has never been intended to serve as a way of extending deadlines for students who have fallen behind during the semester, or who have become overwhelmed at the end of a term.

The policy for extending an Incomplete beyond one semester is the same as the policy for awarding one. Extensions of outstanding Incompletes can be granted only in the event of an emergency and only for the period covered by that emergency.

Students with an outstanding Incomplete should make arrangements with their instructor to satisfy the requirements before the end of the following semester. For example, students who receive an incomplete in the Fall semester must complete the course requirements no later than

the end of Spring semester. Similarly, students receiving an incomplete in Spring Semester must make up their course work no later than the end of the following Fall Semester. Faculty may also set an earlier deadline for completion of the missing work. **Any outstanding Incomplete will be automatically converted to an F by the Registrar's Office at the end of the semester in which the Incomplete was to be satisfied.**

For additional information refer to the “**Procedures and Policies**” section of the Towson University Graduate Catalog.

PLANNING THE ACADEMIC PROGRAM OF STUDY

Master's Degree and Certificate Program

Advisor: During the student's first semester, the Graduate Program Director shall act as academic advisor. Students shall meet with the Graduate Program Director early in the first semester to plan a Program of Study for completing the degree. The Program of Study shall also be filed with the Women's and Gender Studies Program Director. Before the end of the first semester, in consultation with the student, the Graduate Program Director shall assign the student a permanent advisor for the duration of the program of study. The student's advisor shall not necessarily act as supervisor of the Master's Degree Culminating Learning Experience.

Course Rotation and Numbering:

Each program or department has one or more 3 or 4 letter codes preceding the three-digit course classification number. The designation for Women's and Gender Studies is WMST and the designation for LGBTQ Studies is LGBT.

The three-digit course number indicates the following:

- | | |
|----------------|---|
| 100-499 | undergraduate courses |
| 500-599 | graduate courses available to all post-baccalaureate students and cross-listed with upper-level undergraduate courses, *please note that only two (2) courses at this level will count towards a Master's degree, and only one (1) course at this level will count towards Graduate Certificate. |
| 600-699 | graduate courses available to all post-baccalaureate students |
| 700-799 | graduate courses available only to full-admitted graduate students |
| 800-899 | graduate research and thesis courses |

GUIDELINES FOR THE CULMINATING LEARNING EXPERIENCE FOR THE MASTER'S DEGREE IN WOMEN'S AND GENDER STUDIES

CULMINATING EXPERIENCE LEARNING OUTCOMES

Utilizing the knowledge and skills obtained through graduate study, the student will formulate an independent scholarly inquiry focused upon a chosen topic related to the study of sex and gender systems. Further, the student will conduct the investigation with research methodologies appropriate to the subject matter and to the discipline of Women's and Gender Studies.

Through the culminating learning experience the students shall demonstrate high-order critical thinking skills and a clear appreciation of gender and sex systems. In exploring a topic of interest, the student will bring to bear upon the field of Women's and Gender Studies interdisciplinary and multidisciplinary perspectives noting, for instance, the intersections of race, ethnicity, class, sexual and/or gender identity, as well as globalization.

Upon the completion of 18 credit hours, in order to satisfy the culminating learning experience requirement, the student will choose: (1) the thesis option or (2) the experiential learning internship option by obtaining their advisor's approval and signature. Each option is explained further below, including the procedures for culminating experience approval, checklists and so on.

The student must submit a thesis proposal or a culminating internship proposal and the corresponding form to the Graduate Director and Women's and Gender Studies Program Director for approval *TEN DAYS* prior to the beginning of the term in which the culminating experience is to occur.

(1) THESIS OPTION GUIDELINES

1. Before starting the thesis, student must have *completed (18) credit hours* included in the student's approved Plan of Program Study.
2. *Establish the Thesis Committee:* After completion of the required program courses, the student shall identify three faculty members (two of whom shall be appointed in or affiliated with the Women's and Gender Studies Program).
3. *Obtain approval of the Thesis Proposal* from all three Thesis Committee members and complete the Thesis Approval Form.

Typical Thesis Proposal Components

Research/Scholarship Design

Methods: Quantitative or Qualitative data collection procedures

Analytic Strategy

Description of sample (if an empirical study)

Measures

Significance

Outline of Chapters

Bibliography

Time Line

4. Register for *Thesis Preparation Course*.

Following approval of the thesis proposal by Thesis Committee Members, the student shall register for Thesis Preparation WMST 898, 6 credits (3+3, over two semesters).

Registering for Thesis Preparation 898 requires the student to file the Thesis Committee Approval Form and Thesis Proposal with the Women's and Gender Studies Program Director. After the Director of the Women's and Gender Studies Program reviews the Thesis Committee Approval Form for completion, and the Thesis Proposal for consistency with the above guidelines, the student will be issued a seat code that authorizes them to register for Thesis Preparation WMST 898. These documents will be maintained in the Women's and Gender Studies Program files until the thesis is submitted and approved by the Office of Graduate Studies and Research.

5. Although WMST 897, Thesis Preparation for one semester (6 credits) is available, this option is rarely approved and requires both Graduate Program Director and Director of the Women's and Gender Studies Program.
6. If the thesis is not completed in two semesters, the student shall register for one (1) credit of Thesis Continuum WMST 899 each succeeding semester until the thesis is completed. (Such credit does not count toward earned degree credit hours.)
7. Thesis Format Guidelines: Students shall follow the guidelines established by the College of Graduate Studies and Research in preparing the final draft of the thesis. The guidelines include a checklist.
8. If relevant, approval of the Towson University Institutional Review Board (IRB) for the Protection of Human subjects shall be required.
9. There is a *seven-year* time limit on the completion of any graduate program, including all coursework and thesis completion.
10. Thesis credits are not graded until completion of the thesis. The thesis is graded on a P/F basis and thesis preparation courses are graded P/F.

11. The *Thesis Defense Process*

a. *Oral Defense of the Thesis:* After completing the thesis, the student shall pass an oral defense before the Thesis Committee. The Thesis Defense is open to all members of the Towson University academic community and guests invited by the student.

Typically, an oral defense is completed within one to one and a half hours. The first half-hour is devoted to the student's oral presentation focusing on hypotheses, methodologies and conclusions. The remainder of the time is devoted to questions, the first of which will be from committee members followed by questions from any other persons in attendance. Following the questioning period, the Thesis Committee will deliberate and collectively determine the quality of the Thesis. The student will be informed of the Thesis Committee's decision in a private meeting.

It is the responsibility of the Thesis Chair to bring the properly formatted signature page, as required by the College of Graduate Studies and Research.

b. *Announcement of Defense:* The Chair of the Thesis Committee shall file the completed Announcement of Thesis Defense form with the Graduate Program Director at least two weeks before the defense. This announcement will include the date, time, and place of the defense, which the Thesis Committee Chair and the student shall determine in consultation.

The Graduate Program Director shall make arrangements for and formally announce the Defense to the Towson academic community by filing the form with the Graduate School's Associate Dean.

12. *Final approval and submission of Thesis:*

- a) The final approved, signed original thesis and a copy shall be submitted to the Associate Dean of the Graduate School at least two (2) weeks prior to the official end of the semester in which the student intends to graduate. It is preferred and strongly recommended to submit at least four (4) weeks prior to the official end of the semester in which the student intends to graduate. Final Copies shall be distributed to the Thesis Committee Chair, the Graduate Program Director, and to the Director of the Women's and Gender Studies Program.
- b) In preparation for the final submission, the student shall be responsible for correcting all errors such as typographic, format, spelling, grammar and syntax errors, as well as for substantive content, as requested by the committee. The Committee Chair and committee members shall be responsible for determining whether the finished manuscript meets required standards for content and writing.
- c) The Associate Dean of CGSR evaluates the signed manuscript to ensure compliance with disciplinary style and with the stipulations of the thesis guidelines manual. Theses that do not follow the guidelines with regard to disciplinary style shall be corrected by the student before the thesis is approved and the degree granted.

Checklist for Thesis Process

- Discuss and determine thesis topic in consultation with Thesis Advisor and other relevant scholars.
- Select a Thesis Committee Chair. This may be your advisor or another scholar familiar with the topic.
- Select a Thesis Committee with the help of Advisor or Committee Chair. Prior to soliciting their membership on the Committee, discuss concepts, methodology and frameworks for input to determine whether their expertise fits the topic and interests. **Students shall NOT begin work on a proposal until they have a full committee in place.**
- Write and submit the thesis proposal to the Committee during the semester before registering for thesis credits. Submit Thesis Committee Approval Form and copy of proposal no later than ten (10) days prior to the beginning of the semester to the Graduate Program Director and then the Director of the Women's and Gender Studies Program. The Thesis Committee Approval form will then be forwarded to the Office of Graduate Studies. Committee members shall meet to agree on standards and expectations for the thesis such as number of chapters, length, scope of literature review, etc. early in the first semester of work on the thesis.
- Obtain from the Director of the Women's and Gender Studies Program the Special Course Permit and register for thesis credits. Students should consult with their Thesis Chair/Advisor regarding which semester(s) to register for thesis credits and the number of credits to be taken in a given semester. While it is possible for students to register for all thesis credits in one semester, it is not advisable. If the thesis is not completed in the semester(s) for which all required thesis credits have been earned, and students have completed all other graduate program course requirements, the student must register for 1 credit of Thesis Continuum. The Dean of the Graduate College shall be listed as the faculty for all Thesis Preparation Courses. For further clarification, writing guidelines for a model thesis can be found in the form section of this handbook.
- If necessary, submit the application for approval of the use of human subjects to the Towson University Institutional Review Board (IRB) for the Protection of Human Subjects.
- Submit final draft to the Committee Members at least three (3) weeks prior to the scheduled defense.
- In consultation with committee Chair, schedule the Defense of Thesis. At least two weeks prior to the defense date, notify Graduate Program Director of the event and file a Defense Announcement form with the Graduate Program Director.
- With the aid of the Graduate Program Director, file a copy of the "College of Graduate Studies and Research Thesis Format Review."
- Prepare for and conduct the Oral Defense of the Thesis. Be sure to note, at the time of Oral Defense, the thesis should be completed and in its final form.
- Within two weeks of the Oral Defense, make any required minor and/or editorial corrections to the thesis draft and submit the revision to the Thesis Committee for final written approval.

- After final approval, ensure that the Thesis Advisor has submitted all necessary paperwork to the College of Graduate Studies and Research Office through the Graduate Program Director and that the student is registered for Thesis or Thesis Continuum the semester of graduation.
- Prepare the thesis for final submission to the College of Graduate Studies and Research Office, the Thesis Advisor, and the Women's and Gender Studies Graduate Program Director. Explicitly follow the manuscript preparation requirements of the College of Graduate Studies and Research Office.
- Submit the original printed version of the final thesis and a copy to the College of Graduate Studies and Research Office at least two weeks prior to the last day of classes in which the graduate student intends to graduate.
- Contact the Associate Dean of the College of Graduate Studies and Research after five working days for the results of the submission process evaluation of the thesis.
- After final approval, the student may wish to have the thesis professionally bound.

Student Responsibilities

Students shall consult and follow the College of Graduate Studies and Research's *Graduate Thesis Guidelines*.

The student shall bear primary responsibility for the Master's thesis, from the inception of the idea to the preparation of the final document.

The student shall submit the Thesis Proposal to the Committee Chair by a date determined by the Chair/Thesis Advisor and the student, but no later than ten days prior to the semester in which the Thesis Preparation course begins.

The student shall submit the first draft of the thesis to the Committee Chair by a specific date to be determined by consultation between the Committee Chair and the student. The student shall initiate subsequent meetings and draft submissions of the thesis to the Committee Chair. The student shall obtain the necessary permission from the Director of the Women's and Gender Studies Program to enroll in (to obtain a seat code for) the appropriate Thesis preparation courses.

Faculty Responsibilities

The Faculty of the Thesis Committee shall bear sole responsibility for thesis topic approval and final approval of the thesis and are obligated to read and render feedback to each thesis draft.

The Committee Chair shall normally act as Thesis Advisor to the student, meeting frequently through all phases of the research and writing. The Committee Chair shall call meetings of the Thesis Committee as appropriate to ensure that the thesis is in final form at the time of the thesis defense.

The Committee Chair shall circulate drafts of the **thesis proposal** and make certain that the entire Committee renders a judgement by the end of the semester before the Thesis Preparation Course is scheduled.

The Committee Chair shall circulate drafts of the thesis, call meetings as appropriate and make certain that all Graduate School forms are appropriately approved, signed and filed with the Director of the Graduate Program who shall forward them to the Graduate School.

The Committee Chair shall determine that the Thesis is in final form before the occasion of the Thesis Defense.

(2) EXPERIENTIAL LEARNING: INTERNSHIP GUIDELINES

1. Required course: WMST 796 (6 credits which must be taken over two semesters)
2. Student must have *completed eighteen (18) credit hours* included in the student's approved Plan of Program Study.
3. *Internship duration* will be approximately 210 hours of work (15 hours per week) each semester during two consecutive semesters totaling 420 hours.
4. Students may not complete the experiential learning internship where they are currently or have been previously employed.
5. *Record keeping requirement* of the internship experience:
 - a. During both semesters of the internship, the student must maintain a weekly log of hours and description of all activities.
 - b. In addition to the log, the student must keep a reflective journal connecting the applied experience of the internship with theoretical and empirical knowledge of the Women's and Gender Studies discipline. Journal entries will be submitted on a weekly basis during both semesters of the internship.
6. *Scholarly Paper*

Semester 1: No later than the final day of the first semester the student must submit a comprehensive paper topic proposal in which the student articulates a statement of the problem, frameworks, and methodologies of their scholarly essay. Further the proposal must demonstrate an appreciation of the connections between the experiential learning experience and the theoretical knowledge gained throughout the student's course of study.

Semester 2: No later than two weeks before the end of the second semester the student must submit their scholarly paper, which must be at least twenty-five (25) pages in length, to their advisor.

7. *Grading Procedures:*

First Semester

Discussion at advisor sessions	20%
Portfolio, including log, introspective analysis, and research paper proposal	60%
Site Supervisor's evaluation	20%

Second Semester

Discussion at advisor sessions	10%
Portfolio, including log and introspective analysis	20%
Site Supervisor's evaluation	10%
Research Paper	60%

8. *Final Internship Portfolio:* The student shall be solely responsible for compilation of the Internship Portfolio which shall be separated and noted in its various components and shall include a table of contents. The portfolio must be approved by the Graduate Program Director and the Director of the Women's and Gender Studies Program for the student to be cleared for graduation.
9. The student must organize all of the above-discussed materials into the portfolio. Hence, the portfolio must include:
- a) The logs and reflective journal entries for both semesters.
 - b) The research proposal
 - c) The research paper
 - d) Materials produced during the internship. (This is optional and may include reports, flyers, internal and external communications, grant proposals, etc.)

Checklist for Internship Process

- The student shall select the experiential learning/internship site in consultation with the student's advisor. Only approved sites can host an internship.
- The student shall file with the Graduate Program Director and the Director of the Women's and Gender Studies Program, the *Graduate Internship form and the proposal required by that form no later than ten (10) days before the internship is to commence.*
- The student shall meet at least every two (2) weeks with their advisor to review the internship experience.
- If appropriate, during semester 1, the student shall submit the paper proposal to the Towson University Institutional Research Board.
- No later than *two weeks before the end of the second semester the student must submit their scholarly paper*, which must be at least twenty-five (25) pages in length.

GRADUATE ASSISTANTSHIPS AND OTHER EMPLOYMENT OPPORTUNITIES

The Graduate Assistantship Program offers a limited number of graduate assistantships each year to qualified students. Students apply for assistantships either on campus or off campus for a period of either 10 or 12 months, full-time (20 hours per week) or half-time (10 hours per week). There are also a limited number of graduate teaching assistantships in certain programs. Students must submit an assistantship application and a resume. For more information, go to the website: <https://www.towson.edu/academics/graduate/assistantships/> /<https://www.towson.edu/careercenter/hire/>

Towson University's Career Center provides information on student employment, federal work-study, on-campus job listings, and the student employment incentive program. The Career Center is located in the University Union, room 225, phone: 410-704-2233. There is more information at: <https://www.towson.edu/careercenter/>

For additional employment opportunities, contact the **Office of Human Resources**, located in the Administration Building at 7720 York Road, Towson, MD, 21252-0001. Website address is: <https://www.towson.edu/hr/>

WOMEN'S AND GENDER STUDIES PROGRAM

COURSE DESCRIPTIONS

WMST 535 - Women, Work, and Family (3) Women's work examined historically and cross-culturally from an interdisciplinary perspective. Women's work in traditional societies, effect of industrialization on women's work in contemporary societies. Prerequisite: 3 units in social science or history.

WMST 538 - Women and Sexuality (3) Examination of the politics of sexuality, the interaction between cultural definitions and evaluations of women's attempts to achieve sexual autonomy. Emphasis on how the meaning of sexuality changes over time, how women respond to these changes, and how they affect women. Prerequisite: 3 undergraduate units in Women's and Gender Studies or social sciences.

WMST 545 – Women, Environment and Health (3) Relationships between economic development, health and the environment from a global perspective with a focus on women's roles in environmental management; how women's activism effects social and public policy agendas. Prerequisites: None.

WMST 550 – Bmore: Baltimore and Urban Communities (3) An interdisciplinary examination of several significant political, economic, and cultural issues facing Baltimore and other urban communities. The central focus of the course will be on

poverty, discrimination, economic development, and the criminal justice system—with special attention paid to gender, race, class, and youth activism.

WMST 570 - Topics in Women's and Gender Studies (3) An interdisciplinary examination of selected issues, themes or topics in Women's and Gender Studies. Variation in content in different semesters; may be reelected. Prerequisite: 1 Women's and Gender Studies course or consent of instructor.

WMST 585 Masculinities in Perspective (3) Examines the social construction of masculinity in the United States. Topics include men at work, male sexuality, men and violence, pornography, significant relationships, fatherhood and family life, pop culture, male centered social movements, and changes over the lifecycle. Special attention will be paid to race, class, sexuality, age and other differences.

WMST 586 Women's Spiritual Practices (3) Often, the question of the relationship between women and religion is posed from the 'top down.' One asks about women in authoritative scriptures, the role of women in religious hierarchies, the implications of different theological positions for women. The course takes the opposite approach and investigates women's religiosity in their day-to-day living. Thus, we will pay more attention to women's *practices* involving food, clothing, storytelling, travel, singing, health/cures, devotional reading, household altars, etc. than to *beliefs* about the place of women in any one tradition. The course will draw on material from many traditions including Christianity, Islam, Hinduism, and indigenous religion.

WMST 588 Gender and Religion in the African Diaspora (3) An exploration of the intersection of gender and religious experience in the African diaspora communities of the Americas and Caribbean from the 1700s to present. Emphasis on feminist and race critical analysis and fieldwork methodologies.

WMST 591 - Directed Reading in Women's and Gender Studies (1-4) Independent reading in Women's and Gender Studies with emphasis on interdisciplinary relationships. Topics selected by student in consultation with the instructor. May be repeated for a maximum of 6 units. Prerequisite: 15 units in interdisciplinary or Women's and Gender Studies Program courses; minimum 3.0 average in Women's and Gender Studies; consent of instructor and of Women's and Gender Studies Program Director, Graduate Program Director or advisor.

WMST 601 - Women and Gender in the Workplace (3) Examination of the organization of work and the role of gender in the division of labor, power and authority, income and other rewards, in diverse work settings. Prerequisite: 9 units in Women's and Gender Studies and/or the social sciences and graduate standing.

WMST 603 - The Diversity of Women (3) Examination of feminist scholarship on race, class and sexualities, particularly with regard to the distribution of power within a variety of institutions. Application of theory to fieldwork and contemporary activism.

Prerequisite: 9 units in Women's and Gender Studies and/or the social sciences and graduate standing.

WMST 605 - Women in an International Context (3) Examination of the diverse experiences of women in a variety of national and international contexts. Particular attention is devoted to how global forces impact women's lives today and the diverse ways in which women struggle against inequality. Prerequisite: 9 units in Women's and Gender Studies and/or the social sciences and graduate standing.

WMST 607 - Advanced Feminist Theory (3) Major feminist theories on women's experience, emphasizing the areas in the graduate concentrations: workplace, health, public policy and international. Prerequisite: 9 units in Women's and Gender Studies and/or the social sciences and graduate standing.

WMST 609 - Applied Research Methods and Skills (3) How to interpret, evaluate, and conduct research about women and gender issues in organizations and society, using the computer, the Internet, and statistical software for accessing and producing information. Prerequisite: 9 units in Women's and Gender Studies and/or the social sciences and graduate standing.

WMST 611 - Women, Public Policy, and Social Change (3) How public policy affects the experiences of women and men and groups to which they belong. Includes study of components of public policy-making, case studies of gender-related public policy, and methods of instituting change. Prerequisite: 9 units in Women's and Gender Studies and/or the social sciences and graduate standing.

WMST 613 - Women and Health (3) An interdisciplinary study of women's health from a holistic perspective that builds on socioeconomic, political and biological aspects of women's health. Prerequisite: 9 units in Women's and Gender Studies and/or the social sciences and graduate standing.

WMST 617 – Gender, Leadership and Social Movements (3) Examination of the intersections of gender with other power systems such as race, class, disability, sexuality and gender identity in leadership theory and praxis in a variety of historical and contemporary social movements.

WMST 670 – Special Topics in Women's and Gender Studies (3) Topics pertaining to WMST graduate concentrations. May be repeated for a maximum of 9 units. Prerequisite: 9 credits in Women's and Gender Studies and/or the social sciences and graduate standing.

WMST 695 - Independent Study (3)

Study and research including writing a research paper on a selected topic in Women's and Gender Studies. Prerequisite: 15 undergraduate or 9 graduate units in Women's and Gender Studies; graduate standing and consent of Women's and Gender Studies prior to registration.

WMST 796 – Internship in Women’s and Gender Studies (3 credits, in two semesters = 6 credits) Intensive hands-on experience in approved organization related to student’s concentration. Written report required upon completion. Must be taken in two separate semesters for a total of 6 units. Prerequisites: Minimum of 9 units completed in graduate program in Women’s and Gender Studies and consent of student’s graduate advisor. *(See Guidelines for Internship/Experiential Learning in this handbook.)*

WMST 897 - Thesis (6) Original research on a topic related to the student’s concentration using acceptable research methods and design. May be based in extensive library, survey or field research. A thesis prospectus detailing the nature and scope of the investigation and the methods to be employed must be submitted and approved in advance to the student’s advisor and the graduate director. Must be taken in two separate semesters for a total of 6 credits. Prerequisites: Completion of a minimum of 21 units toward the M.S. in WMST and completion of WMST 609. *(See Guidelines for Thesis in this handbook.)*

WMST 898 – Thesis (3) Same as WMST 897, but taken during one semester. Requires approval of graduate director and Director of Women’s and Gender Studies Program. Rarely approved.)

WMST 899- Thesis Continuum (1) Continuum of thesis beyond the 6 units.

WOMEN’S AND GENDER STUDIES
GRADUATE PROGRAM FORMS

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TOWSON UNIVERSITY
WOMEN’S AND GENDER STUDIES PROGRAM
GRADUATE PROGRAM

Acknowledgement of Women's and Gender Studies Master’s or Graduate
Certificate Program Requirements

I, _____, have met with the Director of the Graduate Program and discussed the requirements of the Master of Science Degree in Women's and Gender Studies Program or the Certificate Program in Women’s and Gender Studies. I have read the Graduate Catalog and Women’s and Gender Studies Graduate Handbook policies and fully understand the requirements of the Program as described therein.

Student's Signature

Date

Director of Graduate Program’s Signature

Date

TOWSON UNIVERSITY
WOMEN'S AND GENDER STUDIES PROGRAM
GRADUATE PROGRAM

Post-Baccalaureate Certificate Plan of Study (15 credits)

Name of Certificate: _____

Name of Student: _____

I. Required Courses: (6 Credits)

603 The Diversity of Women (3) Semester _____ Grade _____

607 Advanced Feminist Theory (3) Semester _____ Grade _____

II. Electives (9 credits of WMST-designated graduate courses; 620, 796, 897-899 excluded)

1. Course number & title: _____ Semester _____ Grade _____

2. Course number & title: _____ Semester _____ Grade _____

3. Course number & title: _____ Semester _____ Grade _____

Student's Program Advisor Approval: _____ Date _____

Graduate Program Director Program Approval: _____ Date _____

Approved for graduation:

Graduate Director Signature

Date

TOWSON UNIVERSITY
WOMEN'S AND GENDER STUDIES PROGRAM
GRADUATE PROGRAM

WMST Master of Science Plan of Study (36 Credits)

Student Name:

Phone/Email:

Advisor:

I. Required courses for all students in program (24 Credits)

WMST 601	Women and Gender in the Workplace	Semester_____	Grade_____
WMST 603	The Diversity of Women	Semester_____	Grade_____
WMST 605	Women in an International Context	Semester_____	Grade_____
WMST 607	Advanced Feminist Theory	Semester_____	Grade_____
WMST 609	Advance Research Methods & Skills	Semester_____	Grade_____
WMST 613	Women and Health	Semester_____	Grade_____
WMST 670	Performance of Leadership	Semester_____	Grade_____

II. Additional Courses: (6 credits)

One offered each semester, Possible Courses Include

WMST 585	Masculinities in Perspective
WMST 586	Women's Spiritual Practices
WMST 588	Gender and Religion in the African Diaspora
WMST 670	Special Topics in Women's Studies

1st additional course Semester_____ Grade_____

2nd additional course Semester_____ Grade_____

III. Culminating Experience: choose one: (6 credits)

1. Thesis Option

WMST 897 (6 credits) Women's Studies Thesis – 1 semester (rarely approved)
or

WMST 898 (6 credits, 3 credits each semester) Women's Studies Thesis –
2 semesters (recommended)

*Students who do not complete their thesis within the two semester time frame for which they registered for thesis credit, must sign up for WMST 899 each semester until the thesis is officially completed. Failure to do so will result in the student not being granted permission to graduate by the graduate school/registrar.

WMST 897 Semester _____ Grade _____

WMST 898 Semester _____ Grade _____

WMST 898 Semester _____ Grade _____

2. Internship Option (6 credits) 2 semesters, 3 credits each semester
WMST 796 Internship (2 consecutive semesters)

WMST 796 Semester _____ Grade _____

WMST 796 Semester _____ Grade _____

TOWSON UNIVERSITY
WOMEN'S AND GENDER STUDIES PROGRAM
GRADUATE PROGRAM

Independent/Directed Study Approval Form

I. Student's Name: _____

Telephone _____ Email _____

WMST 695 Semester _____

WMST 591 Semester _____

II. I have previously taken WMST 695 or WMST 591. (limit of 6 credits)

Title of Study: _____

Name of Instructor: _____

Course: WMST ____ Semester _____ Grade _____

III. On a separate paper(s), single spaced, please address the following:

1. Objectives of the Independent Study
2. Relationship of the Independent Study to student's academic and career program
3. A bibliography of required readings.
4. Course requirements **(all students taking WMST 695 must complete a 25 page**

paper (minimum) as mandated by the College of Graduate Studies and Research). The instructor may require a lengthier research paper.

5. Calendar of proposed meeting days and times.

IV. Faculty Supervisor

Phone _____ Email _____

I agree to supervise this student in the work described herein, have made clear to the student the requirements of the course, the meeting schedule, the criteria of evaluation and the nature of the grading.

Faculty Supervisor Signature _____ Date _____

V. Student Affirmation

I agree to fulfill the assignments as described in the attached statement of objectives and requirements. I understand what is required of me, the criteria that will be used for evaluation, and the nature of the grading.

Student's Signature _____ Date _____

Graduate Director Approval _____ Date _____

(Transcript checked)

Women's and Gender Studies Program

Directors Approval _____ Date _____

TOWSON UNIVERSITY
WOMEN'S AND GENDER STUDIES PROGRAM
GRADUATE PROGRAM

Graduate Internship Declaration Form

WMST 796 Culminating Internship

I. Student Name: _____

Phone _____ Email _____

II. Articulation of Internship Learning Goals:

On a separate paper, single spaced, please address the following:

1. Internship Field Study Goals (Relationship of the Internship/ Field Study to Student's Academic and Career Program)
2. Specific Internship Field Study Duties and schedule to equal 210 hours/semester

III. Sponsoring Organization _____ Phone _____

Address _____

Off-Campus Supervisor: _____ Phone _____

E-mail _____ Fax _____

I agree to supervise this student in the work described herein and to supply any information as specified herein to aide the instructor's final evaluation of the student. I understand that this internship is to be a learning experience for the designated project/experiences only, and not for other tasks.

Off-Campus Supervisor Signature _____

Date _____ Position _____

IV. Women's and Gender Studies Program Supervisor of Internship

Name _____

Email _____

Phone _____

I approve this student's placement and agree to monitor, evaluate, and assign the final grade certifying the credit for this Internship/Field Study.

Program Supervisor's Signature _____

Date _____

V. Student Affirmation:

I agree to fulfill the assignment as described in the attached statement and understand the requirements, evaluation process and the elements of grading associated with the Internship/Field Study.

Student Signature _____ Date _____

Graduate Director's Signature _____ Date _____

Women's and Gender Studies Program

Director Signature _____ Date _____

TOWSON UNIVERSITY
WOMEN'S AND GENDER STUDIES PROGRAM
GRADUATE PROGRAM

Internship Evaluation of the Student by Supervisor

Student _____

Name of Organization _____ Date _____

Address _____

Off-Campus Supervisor:

Name _____

Title _____

Phone _____ E-Mail _____

A. Please rank the student in the following categories:

	Not Acceptable	Below Average	Average	Very Good	Excellent
Ability to accept criticism					
Ability to communicate					
Ability to Learn					
Attendance					
Attitude of Student					

	Not Acceptable	Below Average	Average	Very Good	Excellent
Cooperation with others					
Dependability					
Initiative					
Judgment					
Self-confidence					
Quality of Work					
Overall Performance					

B. Please describe the project(s) performed by the student:

C. Estimation of time the student spends weekly on internship experience work:

D. Frequency of student/supervisor meetings:

E. Was the student's project or work of immediate, long-term, general, or no benefit to your organization?

F. Please indicate any particular strengths and/or weaknesses you feel that this student possesses:

G. What letter grade would you suggest in assessing the student's overall performance? Explain.

**TOWSON UNIVERSITY
COLLEGE OF GRADUATE EDUCATION AND RESEARCH**

Thesis Committee Approval Form

Student's Name _____

Chair, Thesis Committee _____	_____
Signature	Typed Name

Member _____	_____
Signature	Typed Name

Member _____	_____
Signature	Typed Name

Approvals:

Graduate Program Director _____	_____
Signature	Date

WMST Program Director _____	_____
Signature	Date

Dean, College of Graduate Studies & Research _____	_____
Signature	Date

Note: The student shall solicit committee members' agreement to serve on committee BEFORE beginning work on proposal. This form, however, indicates the committee members' approval of the FINAL proposal draft.

**TOWSON UNIVERSITY
COLLEGE OF GRADUATE EDUCATION AND RESEARCH**

Thesis Defense Announcement

Student's Name _____

WOMEN'S AND GENDER STUDIES PROGRAM

Chair, Thesis Committee _____

Title of Thesis: _____

Date of Defense: _____

Time of Defense: _____

Location: _____

**TOWSON UNIVERSITY
COLLEGE OF GRADUATE EDUCATION AND RESEARCH**

Thesis Format Review

To: Dean of College of Graduate Studies and Research

From: Student Name: _____

Phone: _____ **E-mail:** _____

Enclosed is a draft of my thesis. This thesis was defended successfully on _____ (Date). The format of this draft has been approved by my Thesis Committee Chair. I am now asking for final approval of the format from the College of Graduate Studies and Research. After making any corrections the College of Graduate Studies and Research requires, I will deliver two (2) copies on the appropriate paper. I have included a piece of the paper that I intend to use for the final copies. Please inform me if this paper is not suitable.

Areas Reviewed by the College of Graduate Studies and Research

Quality of the Paper (25% rag)	Yes:	No:
Appropriate Margin Spacing in Text	Yes:	No:
Correct Positioning of Page Numbers	Yes:	No:
Correct Page Numbering in Table of Contents	Yes:	No:
Correct Font Style and Size	Yes:	No:
Correct Line Spacing in Text	Yes:	No:
Correct Ordering of the Preliminary Pages	Yes:	No:

Appropriate Reference Style used in text	Yes:	No:
Correct Table Names	Yes:	No:
Correct Figure Names	Yes:	No:
Correct Reference Style in Bibliography	Yes:	No:
Correct Headers and Chapter Titles	Yes:	No:

Thesis Committee

Chair Signature: _____ **Date** _____

Phone Number: _____ **E-mail** _____

COLLEGE OF GRADUATE EDUCATION AND RESEARCH

Guidelines for Analyzing & Assessing Research

Use this template to assess the quality of any research project or paper. All research has a fundamental **PURPOSE** and goal. Research purposes and goals should be clearly stated. Purposes should be explicitly distinguished. All segments of the research should be relevant to the purpose. All research purposes should be realistic and significant.

All research addresses a fundamental **QUESTION**, problem or issue. The fundamental question at issue should be clearly and precisely stated. Related questions should be articulated and distinguished. All segments of the research should be relevant to the central question. All research questions should be realistic and significant. All research questions should define clearly stated intellectual tasks that, being fulfilled, settle the question

All research identifies data, **INFORMATION**, and evidence relevant to its fundamental question and purpose. All information used should be clear, accurate, and relevant to the fundamental question at issue. Information gathered must be sufficient to settle the question at issue. Information contrary to the main conclusions of the research should be explained.

All research contains **INFERENCES** or interpretations by which conclusions are drawn. All conclusions should be clear, accurate, and relevant to the key question at issue. Conclusions drawn should not go beyond what the data imply. Conclusions should be consistent and reconcile discrepancies in the data. Conclusions should explain how the key questions at issue have been settled.

All research is conducted from some **POINT OF VIEW** or frame of reference. All points of view in the research should be identified. Objections from competing points of view should be identified and fairly addressed.

Research is based on **ASSUMPTIONS**. Clearly identify and assess major assumptions in the research. Explain how the assumptions shape the research point of view.

All research is expressed through, and shaped by, **CONCEPTS** and ideas. Assess for clarity the key concepts in the research. Assess the significance of the *key* concepts in the research.

All research leads somewhere (i.e., has **IMPLICATIONS** and consequences). Trace the implications and consequences that follow from the research. Search for negative as well as positive implications. Consider all significant implications and consequences.

This assessment document adapted from The Miniature Guide to Critical Thinking Concepts and Tools, Foundation for Critical Thinking, 2008.