

**Department of Women's  
and  
Gender Studies**



**Graduate Student Handbook  
2019-2020**

# GRADUATE STUDENT HANDBOOK

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**Department of Women's and Gender Studies**  
**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 Department. 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 Department Chair, 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 a doctoral program, the M.S. in Women's and Gender Studies captures a multi-faceted intellectual experience, including both theoretical and experiential content. Requiring thirty-six (36) earned graduate credits, the Program requires a core component and offers three concentration options: (I) Women, Health and Sexuality, (II) Women in an International Context, (III) Women, Leadership and Social Change. The Program includes a Culminating Experience with three options: (a) a thesis, (b) an internship or (c) a two-course option with portfolio. The thesis option is recommended for students who intend to pursue a doctoral degree.

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, visit the following website: [www.towson.edu/womensstudies](http://www.towson.edu/womensstudies)

**Contact Information:**

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<b>Graduate School Information: Office of Graduate Studies/Graduate Admissions</b>		
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Website: <a href="http://grad.towson.edu">http://grad.towson.edu</a>		

## **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 Department 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 Chair of the Department, 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 GRADUATE FACULTY

**CINDY GISSENDANER**, Ph.D., Chair of Women's and Gender Studies

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

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Feminist, dis/ability, critical race, and queer theories of identity and difference, 20<sup>th</sup> century French philosophy, environmental ethics, social/political philosophy

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

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Women, Work and Family, Race, Class and Gender, Masculinity, Metropolitan Studies, Research Methods

**ESTHER WANGARI**, Ph.D., Associate Professor of Women's and Gender Studies

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Women in International and Global Contexts, Nationalism and Developmental Issues (Africa), Women and Health, Women and Environmentalism, Qualitative Methods

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

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Gender & Health, Leadership, Performance Studies, HIV/AIDS prevention and management

**ADMISSION REQUIREMENTS**  
**Master's Degree (M.S.) or Post-Baccalaureate Certificate in**  
**Women's and Gender Studies**

Students applying to the Women's and Gender Studies Graduate Program shall meet the following standards and/or 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/](http://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. GPA calculations for admission are based upon the last 60 credits of undergraduate and post-baccalaureate study.
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, Economic or a social-science based inter-disciplinary course). Three (3) of these nine (9) units 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.
5. A detailed essay of 4-5 double-spaced pages emphasizing the applicant's specific plans for focused graduate study within the selected concentration, including discussions of (1) projected career goals, (2) prior academic and/or work experiences (volunteer or paid), and (3) how these relate 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.
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 Department Admissions Committee, which consists of the Graduate Program Director, the Chair of the Women's and Gender Studies Department and may include additional faculty from the Department of Women's and Gender Studies.

## **THE MASTER'S IN WOMEN'S AND GENDER STUDIES PROGRAM**

### **LEARNING OUTCOMES**

Upon completion of the Master'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 experiences 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 Master's Program offers three concentrations: (I) Women, Health and Sexuality; (II) Women in an International Context; (III) Women, Leadership and Social Change. The program requires the successful completion of three core courses, a required concentration course, and an elective concentration course. A coherent group of electives, which includes six additional courses, is planned in conjunction with the student's advisor. Within the group of electives students may elect field service experience. Electives carrying a WMST designation or Affiliated Courses may be selected. Finally, a six-credit Culminating Experience consisting of a thesis, an internship, or a two course option with portfolio is required. The Master's Program requirements can be traced along the following schematic:

- A. The **required** core of three (3) seminars, for a total of nine (9) credits:
  - WMST 603 The Diversity of Women (3 credits)
  - WMST 607 Advanced Feminist Theory (3 credits)
  - WMST 609 Applied Research Methods and Skills (3 credits)
  
- B. A concentration in one of three primary areas selected by the student, with a required six (6) credits of concentration core courses. Specific information for each of the three areas of concentration, is provided below. The concentration areas are:
  - (i) Women, Health and Sexuality,
  - (ii) Women in an International Context,
  - (iii) Women, Leadership and Social Change.

### I. Women, Health and Sexuality Concentration

**Required:** WMST 613 Women and Health (3 credits)

**Required:** *One* of the core electives from the following list: (3 credits)

WMST 536	Women and Medicine
WMST 538	Women and Sexuality
WMST 545	Women, Environment, and Health
WMST 581	The Erotic Imagination in Christianity and Hinduism
WMST 670	Women's Health Policy
HLTH 633	Health Care Systems
HLTH 645	Health Care Policy

**Required:** *Five* electives: (15 credits)

\* A required fifteen (15) credits are necessary, and **the student's advisor must approve the course of study.**

\* Any WMST graduate course can serve as an elective to satisfy the electives requirement. In addition Field Experiences and Independent Studies can be included within the 15 credits; these options require meeting specific policies and advisor approval.



\* Non WMST courses that can count toward electives in Women, Health and Sexuality:

FMST 550	Fundamentals of Leadership in the Non-Profit Sector
FMST 555	Fundraising, Friendraising, and Volunteer Management
GEOG 526	Feminist Geographies
HCMN 541	Legal and Ethical Issues in Health Administration
HIST 508	Women in Antiquity
HIST 526	Gays and Lesbians in U.S. History
HLTH 615	Community Health
HLTH 633	Health Care Systems
HLTH 645	Health Care Policy
IDHP 705	Health Care and Culture
LGB 570	Queers, Celebrity and the Media
PHIL 561	Biomedical Ethics
PRWR 619	Writing for Non Profits
PSYC 547	Sex Differences: Psychological Perspectives
PSYC 557	Gender Identity in Transition
PSYC 610	Advanced Psychology of Aging
PSYC 667	Psychological Aspects of Disability
SOCI 535	Medical Sociology
SOCI 550	Sociology of Aging
SOCI 551	Deviant Behavior

## II. Women in an International Context Concentration

**Required:** WMST 605 Women in an International Context (3 credits)

**Required:** *One* of the core electives from the following list: (3 credits)

WMST 545	Woman, Environment and Health
WMST 570	Women's Spiritual Practices
WMST 581	The Erotic Imagination in Christianity and Hinduism
WMST 670	Women in Conservative Religious Movements
ANTH 521	Gender in Cross-Cultural Perspective
ANTH 568	Globalization in Cross-Cultural Perspectives

**Required:** *Five* electives: (15 credits)

\* A required fifteen (15) credits are necessary, and **the student's advisor must approve the course of study.**

\* Any WMST graduate course can serve as an elective to satisfy the electives requirement. In addition Field Experiences and Independent Studies can be included within the 15 credits; these options require meeting specific policies and advisor approval.

\* Non WMST courses that can count toward electives in Women in an International Context:

ANTH 521	Gender in Cross Cultural Perspectives
ANTH 553	Latinas in the Americas
ANTH 567	People of the Middle East

ANTH 568	Globalization in Cross Cultural Perspective
ANTH 569	Tradition and Revolution in Latin American Society
FMST 550	Fundamentals of Leadership in the Non-Profit Sector
FMST 555	Fundraising, Friendraising, and Volunteer Management
GEOG 526	Feminist Geographies
HIST 511	History of Modern Southeast Asia
HIST 599	History of the Modern Middle East
HIST 607	Latin American and the U.S.
POSC 503	Theory of International Politics
POSC 507	Contemporary International Politics
PRWR 619	Writing for Non Profits

### III. Women, Leadership and Social Change Concentration

**Required:** WMST 611 Women, Public Policy and Social Change (3 credits)

**Required:** *One* of the core electives from the following list: (3 credits)

WMST 570	Women's Spiritual Practices
WMST 601	Women and Gender in the Workplace
WMST 670	Women, Gender, and Conflict Resolution
WMST 670	Women and Conservative Religious Movements

**Required:** *Five* electives: (15 credits)

\* A required fifteen (15) credits are necessary, and **the student's advisor must approve the course of study.**

\* Any WMST graduate course can serve as an elective to satisfy the electives requirement. In addition Field Experiences and Independent Studies can be included within the 15 credits; these options require meeting specific policies and advisor approval.

\* Non WMST courses that can count toward electives in Women, Leadership and Social Change:

FMST 550	Fundamentals of Leadership in the Non-Profit Sector
FMST 555	Fundraising, Friendraising, and Volunteer Management
GEOG 526	Feminist Geographies
HIST 506	Women in 20 <sup>th</sup> Century U.S. History
HIST 558	Workers and Work in the United States
HLTH 645	Health Care Policy
HRD 606	Organizational Behavior
HRD 640	Leadership Theory and Practice
HRD 644	Group Dynamics and Team-Building
POSC 505	Urban Government and Politics
POSC 550	Interest Groups and Public Policy
POSC 558	Topics in Public Policy
POSC 581	Seminar: Public Policy
PRWR 619	Writing for Non-Profits
SOCI 531	Deviance and Organizations
SOCI 551	Deviant Behavior
SOCI 557	Social Welfare

\* ADDITIONAL ELECTIVES INFORMATION FOR EACH CONCENTRATION

**Only three (3) 500-level courses may be applied to the Master's Degree. This is a Graduate School policy and there are not exceptions.**

Elective courses, whether carrying a WMST or other department designation, must form a coherent program, meet student's learning needs, and be selected in consultation with the student's advisor. **Students are not permitted to take Non-WMST elective courses other than those on the above-approved lists.** Students should meet with their advisors to select a coherent set of concentration electives.

Should a student or faculty member become aware of a course offered by another department which appears to be appropriate to one or more of the concentrations, such courses **MAY** be temporarily approved by the director and chair of the department. There is **no guarantee** of approval and requests must be made well in advance. The course will then be brought to the Graduate Program Curriculum Committee to be considered for inclusion in the approved list of electives.

#### **IV. Culminating Learning Experience (6 credits)**

##### **A. Thesis Option**

WMST 897 \* (one semester), 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 general study of women and the field of interest. Please refer to WMST Thesis Guidelines found on p. 19 of this Handbook.

\*WMST 897, thesis completion during one semester (6 credits) requires Graduate Director and Department Chair approval; **permission is rarely granted.**

##### **B. Experiential Option**

This option provides an opportunity to consolidate knowledge and skills learned during the graduate experience and relate them to an applied or engaged scholarly experience which integrates the theoretical with an applied or engaged experience in an organizational setting allied with the student's field of interest. This culminating experience can be completed in the two following ways.

###### **I. 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. 24 of this Handbook.

###### **II. Two-Course Option with Portfolio**

Two additional graduate seminars/courses with an introspective and analytical portfolio and a reflective essay are compiled and submitted for evaluation. Please refer to Portfolio Option Guidelines found on p. 23 of this Handbook.

## **THE POST-BACCALAUREATE CERTIFICATE IN WOMEN'S AND GENDER STUDIES**

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 Experiential) shall **not** be applied toward credit earned for the Certificate Program.

The Post-Baccalaureate Certificate requires 15 hours of earned credit.

1. Core Seminar Requirements (6 credits total)
  - WMST 603 The Diversity of Women (3 credits)
  - WMST 607 Advanced Feminist Theory (3 credits)
  
2. Electives (9 credits)

Students shall select three (3) WMST courses/seminars, at least two (2) of which at the 600 level or higher. No more than one (2) 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 within the WMST graduate curriculum. An Independent Study requires the approval of the Graduate Director and the Department Chair before a student may register for the Independent Study. **No Independent Study shall be approved retroactively.** This policy also applies to the Certificate Program.

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.

**Field Study:** Field Study (non-culminating experience) /WMST 620 shall not exceed a total of six hours; students opting for the culminating experience WMST 796 shall not enroll nor earn additional field service credits under WMST 620. Students shall submit a field-experience proposal, which must be approved by the field experience faculty advisor, the Graduate Director and the Department Chair before they register for WMST 620.

**No retroactive approval shall be granted.** A field experience shall only be approved if it is associated with a site approved by the WMST Department. The student and field experience faculty advisor shall meet regularly, but **no less than six times, during the field experience semester.** The student shall maintain an analytical journal of her experience; the student shall submit an analytical field experience paper no less than 25 pages in length. The Graduate Director shall correspond with the site liaison to provide information regarding the Women's and Gender Studies Graduate Program expectations regarding field experience for its graduate students. No field experience courses shall apply to 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 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 10<sup>th</sup> 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 WGGT 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 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 departmental offerings preclude the student from meeting the policy. Exceptions shall be made in writing and signed by the Graduate Program Director and the Department Chair.

**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 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 Chair of the Department of Women's and Gender Studies.

**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 examination 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.

Any student with an outstanding Incomplete should make arrangements with her/his 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 by the end of Spring Semester. Similarly, students receiving an incomplete in Spring Semester must make it up their course work before the end of the following Fall Semester. **Any outstanding Incomplete will be automatically converted to an F 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 her/his 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 Chair of the Department of Women's and Gender Studies. 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:**

**Course Rotation:**

WMST 603, 607 and 609 (required core courses) are normally offered on a rotational basis once every three semesters. Students should enroll in such courses as soon as they are offered.

Students should carefully note course offerings each semester, make a clear plan for proceeding through the program, and take the required courses in their own concentration (and any others that are required) as soon as they are offered.

**Course Numbering:**

Each 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.

The three-digit course number indicates the following:

- |                |   |
|----------------|---|
| <b>100-499</b> | <b>undergraduate courses</b>  |
| <b>500-599</b> | <b>graduate courses available to all post-baccalaureate students, and are cross-listed with upper-level undergraduate courses, *please note that only three (3) courses at this level will count towards a Master's degree, and only one (1) course at this level will count towards a Graduate Certificate</b> |
| <b>600-699</b> | <b>graduate courses available to all post-baccalaureate students</b>  |
| <b>700-799</b> | <b>graduate courses available only to fully-admitted graduate students</b>  |
| <b>800-899</b> | <b>graduate research and thesis courses</b>   |



## **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 student 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 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, (2) the experiential learning internship option or (3) experiential two-course option with portfolio 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.

**Please note that if no action is taken, the student will be required to complete the third of the options, the two-course option with portfolio. In other words, the student must submit a thesis proposal or a culminating internship proposal and the corresponding form to the Graduate Director and Chair of the Department 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 eighteen (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 Department).
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 Chair of the Women's and Gender Studies Department.** After the Department Chair 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 her/him to register for Thesis Preparation WMST 898. These documents will be maintained in the Women's and Gender Studies departmental 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 Department Chair's written approval.
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 upon 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:

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 thus strongly recommended to submit at least four (4) weeks prior to the official end of the semester in which she/he intends to graduate. Final copies shall be distributed to the Thesis Assessment Committee Chair and to the Chair of the Women's and Gender Studies Department.

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.

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. The Chair 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 and 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 Women's and Gender Studies Graduate Program Director then Department Chair. 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 et cetera early in the first semester of work on thesis.
- Obtain from the Women's and Gender Studies Department Chair 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 of 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 Chair of the Department to enroll in (to obtain a seat code for) the appropriate Thesis preparation courses.

### **Faculty Responsibilities:**

The Faculty of the Thesis Assessment 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 phases. 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 judgment 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 I:** 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 II:** 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 and 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 Director of

the Graduate Program and the Chair of the Department in order 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, grants, 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 Women's and Gender Studies Chair, the *Graduate Internship form* and the *proposal required by that form no later than ten days (10) 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 the site is not local, the student and advisor shall communicate the experience evaluation electronically.
- 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, to their advisor.

### **(3) EXPERIENTIAL LEARNING: TWO-COURSE OPTION WITH PORTFOLIO GUIDELINES**

1. Complete eighteen (18) credit hours of required seminars/courses included in the student's approved Plan of Program Study.
2. Complete *two additional graduate-level courses* with the grade of B or higher. The student's advisor must approve the two additional graduate-level courses.
3. The *Portfolio* must contain the following two components:
  - a. The portfolio must include the papers and examinations from *all* of the required theory, methods, and concentration courses including the additional two courses selected for this option.
  - b. The portfolio must also include a comprehensive introspective essay in which the student focuses on their intellectual and personal growth resulting from their matriculation in the Women's and Gender Studies Graduate Program. The essay should be between twelve (12) and fifteen (15) pages in length, and should speak to the Learning Outcomes for the Portfolio as listed below.

4. *Purpose of Portfolio*: The central objectives of the two-course with portfolio option are to facilitate and to provide substantial evidence of the student's intellectual growth in their chosen area of concentration.
5. *Assessment of the Portfolio* is based on the Learning Outcomes of the Women's and Gender Studies Graduate Program listed in this Handbook (see page 7), and a comprehensive list of guidelines is provided below.
  - a. Portfolios are due 15 November for Fall graduation; 15 April for Spring graduation. Placeholder sheets should be included for final papers from classes not yet complete.
  - b. In accordance with the Department Assessment Portfolio Checklist, the student's advisor will evaluate the student's two-course option portfolio. After the student's advisor has had an opportunity to assess the portfolio, the student and advisor shall meet or correspond to discuss the merits of the portfolio.
  - c. The Portfolio Grade shall be entered as Complete (C) or Incomplete (I)
  - d. The Comprehensive Introspective Essay grade, evaluated both in terms of writing proficiency and content, shall be entered as Satisfactory (S) or Unsatisfactory (U).
  - e. The advisor of the student's Portfolio may require the student to revise the essay and/or portfolio. Revisions are due no later than December 1<sup>st</sup>, for Fall graduation and May 1<sup>st</sup> for Spring graduation.
  - f. An Incomplete or Unsatisfactory evaluation for any portfolio component shall result in denial of approval for the Master's in Women's and Gender Studies degree until such time when the student earns a Complete or Satisfactory grade.
  - g. The portfolio must be approved by the Director of the Graduate Program and the Chair of the Department in order for the student to be cleared for graduation.

#### **Checklist for Two-Course Option with Portfolio:**

- The student shall meet with their advisor to determine the selection of the two graduate courses and complete the "Two-Course Option Form." The advisor retains the original form; one copy shall be sent to the Graduate Program Director and a second copy shall be given to the student.
- Selection of the two graduate courses shall be required before registering for any such courses. No retroactive approval shall be given by advisors for any courses enrolled for this option and without prior approval.
- The student shall be solely responsible for compilation of the Portfolio which shall be separated and noted in its various components and shall include a table of contents.



## **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/> and to search for posted on campus jobs and assistantships go to HANDSHAKE at: <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 7800 York Road Building, Suite 206, 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, Maryland, 21252-0001. Website address is: <https://www.towson.edu/hr/>

**DEPARTMENT OF WOMEN'S AND GENDER STUDIES**  
**COURSE DESCRIPTIONS**

**WMST 533 – Women and Aging (3)**

American society's view of older women and the impact of stereotypes and images on their self-concepts. Prerequisite: 3 units in Women's and Gender Studies or social sciences.

**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 536 - Women and Medicine (3)**

A study of how gender has influenced the structure, content and practice of medicine in the 19<sup>th</sup> and 20<sup>th</sup> centuries with emphasis on disease theory and treatment; physicians' involvement in social policy; and focus on the history of nursing, women's entry into medical practice and women's health movements past and present. Prerequisite: 3 undergraduate units in Women's and Gender Studies or social sciences.

**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 539 – Reproductive Technologies and the Future of Motherhood (3)**

Reproductive science and contraceptive technologies and their effect on contemporary society; focus on ethical and legal issues, and changing definitions of motherhood. Prerequisites: 2 science courses, or one math and one science course.

**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.

**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.

### **LGBT Issues in Contemporary U.S. Society (3)**

This course will focus on six topics: 1) the same-sex marriage debate; 2) immigration law as it pertains to LGBT people; 3) the diverse views of organized religious groups on LGBT rights; 4) political parties and the LGBT movement; 5) LGBT people in the military; and 6) LGBT rights in the workplace. In the first two weeks of the course, we will examine some of the theoretical perspectives that inform the scholarly debates on these topics: queer theory, postmodern theory, feminist theory, critical race theory, and social constructionism vs. essentialism. As each topic is introduced, we will explore the historical context for each issue; the gender, race and class systems that shape conflict surrounding each issue, and the various forms of activism that U.S. citizens have adopted in mobilizing people to advocate for or against certain positions on these issues.

### **Women and Development (3)**

This course uses a global perspective to examine and critique the dominant neo-classical model of economic development that assumes development is gender neutral. The course examines gender, class, race, and nationality bias, among other factors, in the distribution of resources. Further, the course traces various feminist debates that emerged in the 1970's when Women and Development (WID) became a point of reference for feminist involvements with development. The course also evaluates the work done by the United Nations with reference to gender mainstreaming, millennium goals, and international women's conferences. Some of the objectives of the course are to introduce students to the concept of "development" versus economic growth; and that global economic structuring processes have not brought global gender equity.

### **WMST 581 – The Erotic Imagination in Christianity and Hinduism (3)**

Explores use of sexual imagery to understand the human-divine relationship in Christianity and Hinduism. Critical analysis of the ways that erotic religious traditions both re-inscribe and destabilize cultural norms of gender and sexuality. Prerequisites: WMST 231 or RLST 105 or by consent of instructor.

### **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 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 departmental Women's and Gender Studies courses; minimum 3.0 average in Women's and Gender Studies; consent of instructor and of Women's and Gender Studies chair, 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 620 - Field Experience (3, 6)**

Non-culminating field placement for students in organizations or agencies (including governmental) working on projects that serve women. Course includes a proposal, regular meetings with advisor, a journal and a final written report of the project. May be repeated once for a maximum of 6 units by students not electing the WMST 796 Internship option; site of placement may not be repeated. Prerequisites: Completion of a minimum of 9 units toward a master's in WMST and approval of the student's advisor and graduate program director.

**WMST 670 - 679 – 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.

### **Gender and Conflict Resolution (3)**

In this course we will consider the theory and practice of conflict resolution through the lens of gender. Specifically, we will study gender roles in large-scale social conflicts. We will analyze the women as victims and perpetrators of war-related violence as well as their role as peacemakers.

### **Women in Conservative Religious Movements (3)**

Since the 1970s conservative and 'fundamentalist' religious movements have been on the rise, both world-wide and in the US. To the surprise of many who are engaged in the feminist struggle, women join and actively participate in these movements, which tend to support traditional, patriarchal structures. In this course, we will analyze women's participation in a diverse range of conservative religious movements in the past 40 years, including: Evangelical Christianity, contemporary Islamist movements, Orthodox Judaism, and Hindu Nationalism.

### **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)**

Same as WMST 898, but taken during one semester. Requires approval of graduate director and Chair of Women's and Gender Studies. Rarely approved.

### **WMST 898 – Thesis (3)**

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 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 DEPARTMENT  
GRADUATE PROGRAM**

Acknowledgement of Women's and Gender Studies Master's or Graduate Certificate Program  
Requirements and Declaration of Concentration for M.S.

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.

I declare my Concentration as: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Graduate Program's Signature

\_\_\_\_\_  
Date

**TOWSON UNIVERSITY  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
GRADUATE PROGRAM**

**Post-Baccalaureate Certificate Plan of Study** (15 credits)

Name of Certificate: \_\_\_\_\_

Name of Student: \_\_\_\_\_

**I. Required Core Courses: (6 Credits)**

603 Diversity of Women Semester \_\_\_\_\_ Grade \_\_\_\_\_  
607 Advanced Feminist Theory Semester \_\_\_\_\_ Grade \_\_\_\_\_

**II. Electives (9 credits graduate courses; 620, 796, 897-899 excluded; 500 level courses limited to one; courses outside WMST by permission of Graduate Director only)**

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 DEPARTMENT  
GRADUATE PROGRAM**

***WMST Master of Science Plan of Study*** (36 Credits)  
*Women, Health and Sexuality Concentration*

**Student Name:**

**Phone/Email:**

**Advisor:**

**I. Required courses for all students in program (9 Credits)**

WMST 603 Diversity of Women	Semester _____	Grade _____
WMST 607 Advanced Feminist Theory	Semester _____	Grade _____
WMST 609 Applied Research Methods & Skills	Semester _____	Grade _____

**II. Concentration courses (6 Credits)**

***Required: (3 credits)***

WMST 613 Women and Health	Semester _____	Grade _____
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***Concentration Elective: (3 credits)***     **Advisor:** Circle one.

WMST 536 Women and Medicine		
WMST 538 Women and Sexuality	Semester _____	Grade _____
WMST 545 Women, Environment and Health	Semester _____	Grade _____
WMST 581 Erotic Imagin.: Christianity & Hinduism	Semester _____	Grade _____
WMST 670 Women's Health Policy	Semester _____	Grade _____
HLTH 633 Health Care Systems	Semester _____	Grade _____
HLTH 645 Health Care Policy	Semester _____	Grade _____

**III. Electives: (15 credits)**

***Selected from approved electives for concentration with approval of advisor***

Elective 1: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 2: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 3: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 4: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 5: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

**IV. Culminating Experience: choose one: (6 Credits)**

**1. Thesis**

*One Semester\**: WMST 897 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
(\*permission needed for this option and is rarely given)

*Two Semesters*: WMST 898 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
WMST 898 Semester \_\_\_\_\_ Grade \_\_\_\_\_

*Thesis Continuum*: WMST 899 Semester \_\_\_\_\_ Grade \_\_\_\_\_

\*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.

**2. Internship (two consecutive semesters)**

WMST 796 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
WMST 796 Semester \_\_\_\_\_ Grade \_\_\_\_\_

**2. Two-Course Option with Portfolio (two additional graduate courses)**

Course 1: \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Course 2: \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Portfolio completed: Semester \_\_\_\_\_ Grade \_\_\_\_\_

Reflective essay completed: Semester \_\_\_\_\_ Grade \_\_\_\_\_

**TOWSON UNIVERSITY  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
GRADUATE PROGRAM**

***WMST Master of Science Plan of Study*** (36 Credits)  
*Women in an International Context*

**Student Name:**

**Phone/Email:**

**Advisor:**

**I. Required courses for all students in program (9 Credits)**

WMST 603 Diversity of Women	Semester _____	Grade _____
WMST 607 Advanced Feminist Theory	Semester _____	Grade _____
WMST 609 Applied Research Methods & Skills	Semester _____	Grade _____

**II. Concentration courses (6 Credits)**

***Required: (3 credits)***

WMST 605 Women in an International Context	Semester _____	Grade _____
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***Concentration Elective: (3 credits)***     **Advisor:** Circle one.

WMST 545 Women, Environment and Health	Semester _____	Grade _____
WMST 586 Women's Spiritual Practices	Semester _____	Grade _____
WMST 581 Erotic Imagin.: Christianity & Hinduism	Semester _____	Grade _____
WMST 670 Women in Conservative Religious Mvmnts	Semester _____	Grade _____
ANTH 521 Gender in Cross-Cultural Perspectives	Semester _____	Grade _____
ANTH 568 Globalization in Cross-Cultural Prsptvs	Semester _____	Grade _____

**III. Electives: (15 credits)**

***Selected from approved electives for concentration with approval of advisor***

Elective 1: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 2: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 3: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 4: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 5: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

**IV. Culminating Experience: choose one: (6 Credits)**

**1. Thesis**

*One Semester\**: WMST 897 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
(\*permission needed for this option and is rarely given)

*Two Semesters*: WMST 898 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
WMST 898 Semester \_\_\_\_\_ Grade \_\_\_\_\_

*Thesis Continuum*: WMST 899 Semester \_\_\_\_\_ Grade \_\_\_\_\_

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**2. Internship (two consecutive semesters)**

WMST 796 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
WMST 796 Semester \_\_\_\_\_ Grade \_\_\_\_\_

**3. Two-Course Option with Portfolio (two additional graduate courses)**

Course 1: \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Course 2: \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Portfolio completed: Semester \_\_\_\_\_ Grade \_\_\_\_\_

Reflective essay completed: Semester \_\_\_\_\_ Grade \_\_\_\_\_

**TOWSON UNIVERSITY  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
GRADUATE PROGRAM**

***WMST Master of Science Plan of Study*** (36 Credits)  
*Women, Leadership and Social Change*

**Student Name:**

**Phone/Email:**

**Advisor:**

**I. Required courses for all students in program (9 Credits)**

WMST 603 Diversity of Women	Semester _____	Grade _____
WMST 607 Advanced Feminist Theory	Semester _____	Grade _____
WMST 609 Applied Research Methods & Skills	Semester _____	Grade _____

**II. Concentration courses (6 Credits)**

***Required: (3 credits)***

WMST 611 Women, Public Policy and Social Change Semester \_\_\_\_\_ Grade \_\_\_\_\_

***Concentration Elective: (3 credits)***      **Advisor:** Circle one.

WMST 586 Women's Spiritual Practices	Semester _____	Grade _____
WMST 601 Women and Gender in the Workplace	Semester _____	Grade _____
WMST 670 Gender and Conflict Resolution	Semester _____	Grade _____
WMST 670 Women in Conservative Religious Movts.	Semester _____	Grade _____

**III. Electives: (15 credits)**

***Selected from approved electives for concentration with approval of advisor***

Elective 1: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 2: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 3: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 4: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

Elective 5: Number and title: \_\_\_\_\_  
Semester \_\_\_\_\_ Grade \_\_\_\_\_

**IV. Culminating Experience: choose one: (6 Credits)**

**1. Thesis**

*One Semester\**: WMST 897 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
(\*permission needed for this option and is rarely given)

*Two Semesters*: WMST 898 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
WMST 898 Semester \_\_\_\_\_ Grade \_\_\_\_\_

*Thesis Continuum*: WMST 899 Semester \_\_\_\_\_ Grade \_\_\_\_\_

\*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.

**2. Internship (two consecutive semesters)**

WMST 796 Semester \_\_\_\_\_ Grade \_\_\_\_\_  
WMST 796 Semester \_\_\_\_\_ Grade \_\_\_\_\_

**3. Two-Course Option with Portfolio (two additional graduate courses)**

Course 1: \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Course 2: \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Portfolio completed: Semester \_\_\_\_\_ Grade \_\_\_\_\_

Reflective essay completed: Semester \_\_\_\_\_ Grade \_\_\_\_\_

**TOWSON UNIVERSITY  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
GRADUATE PROGRAM**

**Change of Concentration Approval Form**

Name of Student: \_\_\_\_\_

Present Concentration:

Women, Health and Sexuality \_\_\_\_\_  
Women in an International Context \_\_\_\_\_  
Women, Leadership and Social Change \_\_\_\_\_

New Concentration:

Women, Health and Sexuality \_\_\_\_\_  
Women in an International Context \_\_\_\_\_  
Women, Leadership and Social Change \_\_\_\_\_

Signature of Previous Concentration Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Signature of New Concentration Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date \_\_\_\_\_

Director of Graduate Program: \_\_\_\_\_ Date \_\_\_\_\_

**TOWSON UNIVERSITY  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
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)

Department Chair Approval \_\_\_\_\_ Date \_\_\_\_\_



**TOWSON UNIVERSITY  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
GRADUATE PROGRAM**

**Graduate Internship Declaration Form**

**Circle One: WMST 620 Field Experience      WMST 796 Culminating Internship**

**I. Student Name:** \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**II. Articulation of Internship/Field Study 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 Departmental Supervisor** \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

Departmental 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 \_\_\_\_\_

Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TOWSON UNIVERSITY  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
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					
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  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
GRADUATE PROGRAM**

**Two-Course Option with Portfolio Declaration**

**Requirements:**

1. Two additional courses (6 credit hours) beyond the core courses, concentration required courses and electives for a total of 36 credits.
2. The completion of a professional portfolio which includes papers, examinations and professional products from all required theory, skills and concentration courses.
3. A 12-15 (minimum) page, reflective essay which includes the following analysis of the portfolio:
  - a) Strength and weaknesses of the portfolio content;
  - b) Intellectual and personal growth as a consequence of matriculation in the Women's and Gender Studies Master's Degree Program;
  - c) Demonstration of portfolio material as an indication of intellectual growth
4. The portfolio shall be evaluated by the student's advisor. Reassembling of the portfolio as well as rewriting of the essay may be required by the portfolio evaluator.
5. Deadlines for Portfolio submission to Advisor: November 15 for Fall Commencement  
April 15 for Spring Commencement

**Courses selected:**

Course Number and Title \_\_\_\_\_

Rationale for Selection \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Rationale for Selection \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TOWSON UNIVERSITY  
WOMEN'S AND GENDER STUDIES DEPARTMENT  
GRADUATE PROGRAM  
Two-Course Option with Portfolio Checklist**

Name \_\_\_\_\_ Semester/ Year Graduating: \_\_\_\_\_

Concentration: \_\_\_\_\_

**I. PORTFOLIO: COURSE MATERIAL AND REFLECTIVE ESSAY**

**(Due 15 Nov. for Fall graduation; 15 April for Spring graduation)**

<b>Required Courses</b>	<b>Exams/ Papers/Products</b>	<b>Student Comments</b>
WMST 603 (Diversity)		
WMST 607 (Theory)		
WMST 609 (Methods)		

**Concentration Courses**

- 1.Required Course: \_\_\_\_\_
2. Additional Concentration : \_\_\_\_\_

**Additional courses for Two-Course Option as Culminating Experience**

1. Course Title and No. \_\_\_\_\_
2. Course Title and No. \_\_\_\_\_

**Reflective Essay (12-15 pages)**

(The reflective essay shall indicate the integration of student's intellectual growth as indicated by papers, examinations and other professional products included in the portfolio.)

**II. ASSESSMENT OF PORTFOLIO**

**Evaluation of the Reflective Essay will be based on student's demonstration of these WMST learning outcomes:**

- a. knowledge of research methods, ability to analyze critically social, economic, political content of women's issues;
- b. knowledge of and ability to apply feminist theories;
- c. knowledge of the intersection of race, class, sex, and gender in the changing global economy;
- d. knowledge of how social forces shape the experiences of people in general and women in particular;
- e. primary or secondary research focused on the student's area of concentration
- f. ability to write analytically and clearly, using standard English, with attention to grammar, syntax, spelling and punctuation

**Course Material: Complete** \_\_\_\_\_ **Incomplete** \_\_\_\_\_ **List missing items** \_\_\_\_\_

**Reflective Essay (content and writing skills): Satisfactory** \_\_\_\_\_ **Unsatisfactory** \_\_\_\_\_

**Date of Portfolio Evaluation meeting between Advisor and Student:** \_\_\_\_\_

**Signature of Advisor:** \_\_\_\_\_ **Date of final approval:** \_\_\_\_\_

**Signature of Graduate Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 \_\_\_\_\_

Department Chairperson \_\_\_\_\_  
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 \_\_\_\_\_

Department/Program: WOMEN'S AND GENDER STUDIES DEPARTMENT

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**

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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** \_\_\_\_\_



**TOWSON UNIVERSITY  
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 questions.

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., have **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.