2015-16 Joint PhD Student Handbook

Women’s Studies and English
Women’s Studies and History
Women’s Studies and Psychology

1122 Lane Hall
204 S. State Street
Ann Arbor, MI 48109-1290
(734) 763-2047
Fax: (734) 647-4943

www.lsa.umich.edu/women
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INTRODUCTION

This handbook contains information about requirements, policies and procedures, and funding opportunities for the three doctoral degrees offered by the Women’s Studies Department:

English and Women’s Studies
History and Women’s Studies
Psychology and Women’s Studies

Please take the time to read with care the materials on your PhD program. Consult the Director of Graduate Studies, the Graduate Coordinator, or your advisor in Women’s Studies if you have any questions about the guidelines outlined herein. Reread the materials as questions arise.

Please also consult the following:
- Your other joint department's handbook
- Rackham Graduate School Academic Policies
- How to Get the Mentoring You Want: A Guide for Graduate Students at a Diverse University

HISTORY OF WOMEN’S STUDIES GRADUATE PROGRAMS

1982 Women’s Studies Certificate (18 credits) established
1994 English and Psychology joint PhD programs established
1995 Institute for Research on Women and Gender (IRWG) established, including Community of Scholars Program for graduate students
1996 WS Certificate reduced from 18 to 15 credits
1998 First Graduate Chair in Women’s Studies
1999 History joint PhD program established
2001 WS 501 (proseminar for first year joint PhD students) created
2004 Sociology joint PhD program established
2006 Lesbian, Gay, Bisexual, Transgender, Queer Studies Certificate established

WOMEN’S STUDIES GRADUATE CHAIRS

2015-16 Petra Kuppers (English)
2014-15 Lilia Cortina (Psychology)
2012-14 Leela Fernandes (Political Science)
2011-12 Amal Hassan Fadlalla (Afroamerican and African Studies/Anthropology)
2009-11 Adela Pinch (English)
2006-09 Deborah Keller-Cohen (Linguistics)
2003-06 Anne Herrmann (English)
2001-03 Peggy McCracken (Romance Languages)
2000-01 Domna Stanton (Romance Languages)
1999-00 Suzanne Raitt (English)
1998-99 Domna Stanton (Romance Languages)
DOCTORAL PROGRAMS COMMITTEE

The Doctoral Programs Committee (DPC) handles all administrative and policy matters pertaining to the joint PhD programs. The DPC:

- oversees the admissions process
- makes and coordinates funding decisions
- decides on curricular and policy changes
- tracks student progress

The committee is chaired by the Director of Graduate Studies and consists of a liaison faculty member from each participating department. In most cases, the liaison will be a faculty member with a joint appointment in Women's Studies and the department.

Faculty liaisons for 2015-16:

WS and English: Adela Pinch
WS and History: Helmut Puff
WS and Psychology: Abby Stewart

ADVISING

The Women's Studies Director of Graduate Studies is the primary advisor for first-year Joint PhD students. It is recommended that first-year students consult with the Graduate Director at least once a term. The DPC liaison is considered a secondary advisor for first-year students. This person is familiar with both sets of requirements and should also be helpful in constructing a joint program. All fourth and fifth year students will be advised by their dissertation chairs. In all years, the WS Graduate Director continues to be an important resource. Please see your individual program section for more details.

How to Get the Mentoring You Want

The Rackham Graduate School publishes a resource for students who seek to improve the quality of their relationships with faculty. They do update this document every year, and it contains valuable information about managing your working relationships with your faculty advisors. A Guide for Graduate Students: http://www.rackham.umich.edu/downloads/publications/mentoring.pdf

COURSE REQUIREMENTS FOR THE PHD PROGRAMS

The three joint doctoral programs in Women's Studies all have the same basic Women's Studies course requirements. Additional requirements are stipulated by each department.

Required Core Courses in Women's Studies

1. **WS 501: Proseminar in Women's Studies** (1 credit)
   This course introduces students to graduate study in the Joint Women’s Studies PhD program. It is intended to give new students a place to form community, to meet Women’s Studies faculty, to think about Women's Studies as a discipline and the nature of interdisciplinary study, and to begin to discuss professional issues. This course also serves as the Responsible Conduct of Research and Scholarship (RCRS) component for Women's Studies.

2. **WS 530: Feminist Theory** (3 credits)
   This course provides an interdisciplinary exploration of various schools of feminist thought. It examines ways in which feminist scholars across the disciplines have theorized power and difference with regard to gender, race, sexuality, class and nation. It also explores the relationship of particular theories to both the production of knowledge and political practice.
3. **WS 601: Approaches to Feminist Scholarship in the Humanities** or **WS 602: Approaches to Feminist Scholarship in the Social Sciences** (3 credits)
   These courses are designed to examine various methodological issues in feminist scholarship in relation to paradigms developed by the disciplines. Students in English and History will take WS 601; students in Psychology will take WS 602.

4. **WS 891: Advanced Research** [Psychology & History—3 credits; English—3 or 6 credits (three if completed over one term, six if completed over two terms at three credits each)]
   WS 891 is an advanced interdisciplinary research project conducted under the guidance of an individual faculty member in the context of an interdisciplinary committee. Discussion of the project at an oral exam serves as the preliminary examination in Women's Studies. The 891 is meant to provide a bridge between coursework and work on the dissertation; it is also meant to integrate knowledge and methods acquired from both Women's Studies and the discipline. Students enroll in this class by registering under a faculty member’s INDI (individual instruction) number using an override from the Women's Studies Department. **Please consult the 891 examination procedures described under each program.**

5. **Additional coursework** (9 credit hours)
   Joint students take **nine hours** (typically three courses) of graduate coursework in addition to their three core courses. These are chosen from among Women's Studies offerings and courses cross-listed with Women’s Studies and other departments. Courses cross-listed with your own department may be used to fulfill this requirement. At least one of the additional courses must be an interdisciplinary course and must include substantial coverage of theoretical issues. Students are also encouraged to include among these courses that focus on sexuality studies and global feminisms.

   **A Sampling of Recent Electives Offered in Women's Studies**
   - WS 519: Queer Women in the 20th Century
   - WS 531: LGBTQ Studies
   - WS 590: Disability Studies
   - WS 603: Feminist Scholarship on Women of Color
   - WS 604: Feminist Practice
   - WS 606: Transnational and Multicultural Feminisms
   - WS 621: Readings in United States Women's, Men's and Gender History
   - WS 698: Queer of Color Critique (Special Topics)
   - WS 698: Feminist Pedagogy (Special Topics)
   - WS 698: Readings in Sadomasochism, Fetishism, and Leather (Special Topics)
   - WS 698: Passing as an Analytic Concept (Special Topics)
   - WS 698: Writing for Publication (Special Topics)
   - WS 698: Gender and Diversity in Organizations (Special Topics)
   - WS 801: Feminism, Posthumanism, and the Humanities (Advanced Seminar)

**INDEPENDENT STUDY AND DIRECTED READING COURSES**

We strongly encourage all Women’s Studies PhD students to enroll in regularly scheduled classes offered each fall and winter terms. If, for some reason, students need an alternative option, they may petition for an Independent Study (WS 580) or Directed Reading (WS 690) to count as one of the Women’s Studies electives.
In order to request one of these courses, the student must have prior approval of a Women’s Studies faculty advisor. Students must also submit an advisor-approved reading list to the Graduate Program Coordinator indicating the student’s intentions of work to be completed during the term. All requests for Independent Study or Directed Reading are subject to the approval of the Director of Graduate Studies.

**COGNATE COURSE REQUIREMENTS**
The Rackham cognate requirement is automatically fulfilled by students enrolled in Women’s Studies joint PhD programs. Your other joint department material may reference “cognate requirements” that do not apply to you as a joint student.

**OTHER REQUIREMENTS**

**Annual Progress Reports**
All students are required to complete the Annual Progress Report (APR) for Women’s Studies by the due date of April 15 each year. All students should plan to meet with their primary advisors as part of this annual review. The purpose of the academic progress report is: 1) to document and reflect on progress as a teacher and scholar; 2) to create an annual opportunity for students to meet with their advisors about their efforts; and 3) to obtain written feedback from advisors. The APR is generated through Qualtrics (new link to be sent out to students every year), and students can save a PDF copy of their responses upon survey completion. Before students begin the APR online, they should:

- Review their transcripts online in Wolverine Access;
- Prepare a brief personal statement (copy and paste into a text box)
- Prepare and update the CV (pdf file upload)
- Compile all teaching evaluations received over the last 12 months, if applicable (pdf file upload)

After students have completed these steps, they should send their responses to their advisor and schedule a meeting. The advisor will need to complete an Advisor Evaluation Form.

History and Women’s Studies Students: Please note that History may require students to fill out a History Annual Progress Report by an earlier deadline than Women’s Studies requires. Please submit History’s form to both History and Women’s Studies. Women’s Studies will provide you with a link to a supplemental form that does not duplicate the information already reported to History.

**Responsible Conduct of Research and Scholarship Training (RCRS)**
Effective for new students beginning in the fall 2014 term, all PhD students are required to complete training in the responsible conduct of research and scholarship before advancing to candidacy. The training requires at least eight hours of face-to-face contact between students and faculty members, with more than one faculty member involved. In keeping with the joint Women’s Studies PhD programs practice not to duplicate requirements required by our disciplinary partners, Women’s Studies joint students should all participate in the RCRS activities through their other departments. This discipline-based plan is particularly important given the wide variation in research and writing norms in our three existing programs (English, Psychology and History). In addition, Women’s Studies will exceed the 8-hour requirement by providing supplemental training that specifically addresses interdisciplinary Women’s Studies training. This supplemental training will be provided in the required first-year course WS 501. The training will center on interdisciplinary discussion around questions of ethics and knowledge production. Specific areas where training will be provided include: (1) Introductory readings taught in the course that address knowledge production and Women’s Studies; and (2) Discussions of publication strategies and professional activity. The above plan will allow students to meet the standards of their disciplines as well as discuss the interdisciplinary dimensions of ethical norms in their research, writing and professional activity.
Preliminary Examinations and WS 891
Preliminary exams are conducted according to the requirements of each department. Please consult descriptions, including committee composition guidelines, under individual programs. WS 891 is an advanced research project conducted under the guidance of an individual faculty member in the context of an interdisciplinary committee. The 891 project and its discussion at an oral exam serve as the preliminary examination in Women’s Studies.

Dissertation Prospectus/Proposal
The prospectus is a student’s proposal or plan for dissertation research and writing. Please file a copy of your prospectus with the Women’s Studies Graduate Office.

The Dissertation
Students normally spend their fourth and fifth years researching and writing the dissertation. The dissertation topic is expected to draw fully from theories and methods in both Women’s Studies and the student’s other discipline. You should expect to meet with the Chair or Co-Chairs of your committee regularly for advice, guidance and discussion as you begin to write the dissertation. In general, your Chair or Co-Chairs will read and comment on any written work before you submit it to the rest of the committee. You should discuss with your chair when it is most appropriate to ask for feedback from other committee members. This kind of consultation is particularly important with an interdisciplinary dissertation. Students are expected to meet with their full dissertation committee at least once a year. It is recommended that all students review Rackham’s Doctoral Students website for official procedures on obtaining the doctoral degree. Rackham offers a detailed step-by-step breakdown of all the Doctoral Steps along the way. For a taste of prior joint PhD student dissertations, students can browse the dissertation titles page of our website with links to DeepBlue.

Dissertation Committee
Joint students, by definition, do not have a cognate committee member, as the committee should be inherently comprised of faculty from both disciplines. The intention of the joint student dissertation committee structure is to have at least one Women’s Studies committee member who is outside of the student’s other discipline. The dissertation committee is comprised of at least four members and must be interdisciplinary. At least one member is to be affiliated with Women’s Studies and at least one is to be drawn from the student’s other department. However, to insure depth of involvement from one unit, we recommend that at least two members be affiliated with either Women’s Studies or the student’s other department.

Enrollment in 990/995: Continuous Enrollment Policy
The Dean and the Executive Board of the Rackham Graduate School have adopted a continuous enrollment for PhD students at the University of Michigan, effective Fall Term 2010. Once admitted to a PhD program, students register every fall and winter term until their degree is awarded, unless they are on an official Extramural Study or Leave of Absence status. Students will only register for a spring or a summer term if they elect courses, take preliminary examinations, or defend their dissertations. Students must be enrolled during the dissertation defense term and in the term during which all requirements for the degree are met (if different than that oral defense term).

PhD candidates must work actively toward their dissertations. As a candidate, enrollment in the 995 course is not only required due to the Rackham Continuous Enrollment policy, but it also provides library and computer privileges and permits students to take one additional course per term. Those who have not yet achieved candidacy but are working on their dissertations should register for the 990 course.

Rackham Pre-Defense and Post-Defense Meetings
As you approach your dissertation defense, you should consult the Rackham Dissertations Office and schedule a Pre-Defense Meeting. You will need to work closely with this office to insure timely and accurate completion
of all requirements for the dissertation, including the formatting guidelines for your dissertation. Please notify the graduate office in both Women’s Studies and your department of the date of your defense.

EXCERPTS FROM THE Rackham Graduate School Academic Policies

Continuous Enrollment (Rackham section 3.2)
Students in PhD programs must be registered for each fall and winter term until final completion of all degree requirements unless they have received an authorized leave of absence or have been approved for extramural study. Students enrolled in the fall and winter terms have 12-month privileges and are entitled to services during the spring and summer half terms whether or not they are registered. Students in PhD programs are only required to register for the spring or summer half terms to enroll in or audit a course (section 4.3) or to take preliminary exams. Students must register for the full spring/summer term if they are conducting the oral defense of the dissertation and/or finalizing all degree requirements (section 5.5.2).

Extramural Study Status (Rackham section 3.2.1)
A student who enrolls at another institution to pursue study relevant to the PhD for a period that overlaps substantially with a University fall or winter term may be eligible for extramural study status (extramural study is not an appropriate status for a student who is engaged in fieldwork or archival research, or who has an internship but is not enrolled in a formal course of study at another institution).

Leaves of Absence (Rackham section 3.2.2)
Events may occur that make it necessary for a student pursuing a Ph.D. to interrupt his or her progress toward a degree. Since students in Ph.D. programs are required to be continuously enrolled, they may ask for a temporary leave of absence when certain life events make impossible continued active participation in the degree program. A leave of absence enables a student to not register during a fall or winter term and remain in compliance with the continuous enrollment requirement. A leave will be granted to students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons.

Candidacy Requirements (Rackham section 5.1)
Students should achieve candidacy no later than three calendar years after the first enrollment in their Rackham doctoral program. Faculty in each program determine candidacy requirements, and some programs have earlier deadlines for achieving candidacy. Graduate programs should conduct annual reviews to assess progress of students toward meeting candidacy requirements. A student who does not achieve candidacy within three years will be placed on academic probation, unless the graduate program petitions Rackham OARD to request additional time because of extenuating circumstances.

Time Limit for Completing a Doctoral Degree (Rackham section 5.5.1)
Students are expected to complete the degree within five years of achieving candidacy, but no more than seven years from the date of the first enrollment in their Rackham doctoral program. Graduate programs should conduct annual reviews of candidates to assess progress toward completion of the degree. Students who entered their program prior to the fall of 2007 and have not completed their degree within the seven year limit should petition Rackham OARD for an extension of time to degree with a plan for completion. Effective for students entering in the fall of 2007 and later, graduate programs may request an unconditional one-year extension for students deemed to be making satisfactory progress toward the degree, providing a plan and timeline for completion. A program may request an additional one-year extension, but a student who does not complete the degree after two years of extension may be returned to precandidacy status and required to meet candidacy requirements again. Rackham will notify graduate programs of students who have not completed their degree within the stipulated period.
**Academic Probation and Dismissal** (Rackham section 4.7)

Graduate students should periodically discuss their academic progress with their advisors to learn whether they are performing satisfactorily and making sufficient progress toward the degree. Graduate programs should immediately notify students in writing when their performance falls below an acceptable level. In response to a student's academic deficiencies, the University may take any of the following actions: 1) admit a student on probationary status; 2) place a continuing student on probation; 3) require a student to withdraw from the University; or 4) not confer a degree or certificate.

A student whose cumulative GPA falls below a B (5.00 on a 9.00 point scale) in a given term or half term will be placed on academic probation for the following term or half term of enrollment. During the probationary term, the student will not be awarded a graduate degree or certificate and cannot transfer credit to a Rackham master's program, be advanced to candidacy, or be allowed to change his or her program (i.e., dual degree, degree level, etc.). Upon the recommendation of the graduate chair, and with the consent of the Graduate School, a student may be given an opportunity to correct the scholastic and/or academic deficiency. Graduate programs may also require students to achieve minimum grades in the overall program of study and/or in particular courses.

**ADMINISTRATIVE HOME IN WOMEN’S STUDIES**

The Women’s Studies Department is the administrative home for all joint PhD students. That means that all students should contact Women’s Studies first for all progress, funding, and Rackham milestone inquiries. In most cases, Women’s Studies will be able to answer student questions. In some cases, Women’s Studies may direct students to the other joint department. But all students should view Women’s Studies as the primary point of contact since Women’s Studies has the administrative responsibility for students during their entire student career at Michigan. Women’s Studies will make sure to inform the other joint department on relevant matters.

**PETITIONING**

Requests for exceptions to any Women’s Studies program regulations must be made to the Women’s Studies Director of Graduate Studies. In some cases, the Director of Graduate Studies may wish to consult the DPC. A Petition for Modification or Waiver of Regulation form may also need to be filed with Rackham.

**SATISFACTORY PROGRESS**

Satisfactory progress is defined as maintaining an appropriate academic record, reaching the various stages of progress in the program at or near the expected time, and, for students supported by GSIships, giving evidence of satisfactory teaching. Cases of students not maintaining satisfactory progress will be reviewed by the Graduate Director and referred, if necessary, to the DPC.

To maintain satisfactory academic standing, graduate students must make satisfactory progress toward their degrees and have a minimum Rackham cumulative grade point average (GPA) of "B" (5.0 on a 9 point scale) as well as a minimum GPA of "B" for all graduate courses taken for credit and applied towards the degree programs. Students who fall below this average are placed on academic probation.

Students are expected to finish Incompletes in a timely manner.

The Women’s Studies Department takes satisfactory progress into account in awarding teaching support and internal fellowships.
Stages of Satisfactory Progress

- Completing the Annual Progress Report each year
- A satisfactory third-term review (English)
  Fourth-term screening (History)
  fourth-term review in WS (Psychology)
- Achieving candidacy
  typically by the 3rd year (English, Psychology)
  by the summer term after the 3rd year (History)
- Completing prelim exams and WS 891 by the beginning of the 4th year
- Submitting an approved dissertation pre-prospectus in the 3rd year (English) and prospectus typically by the 4th year (all programs)
- Completing the degree within 10 terms of support (Psychology) or 12 terms of support (English/History)

Please keep both Women’s Studies and your department informed of any exceptions made to requirements and your progress on requirements. If your progress involves filling out forms, please file them with both units.

MATERIAL'S DEGREES

The University of Michigan does not offer joint Master’s degrees. Students may, however, apply to receive an MA in English, History, or Psychology on the way to completing the requirements for the joint Women’s Studies PhD.

MA Degree in English, History, or Psychology

To receive an MA from a student’s other department while continuing in the joint WS PhD program, students must complete all requirements for the MA as stipulated by the other department. To request the MA:

- Complete a Rackham “Dual Degree/Program” form, available from either WS or the other department.
- Apply to graduate through Wolverine Access.

Students are not required to request an MA degree. For those students who do wish to receive one, they must file the application whether or not they plan to attend graduation ceremonies. Degree conferrals happen only three times a year: April, August, and December. If students do not submit the necessary paperwork by the Rackham graduation application deadline, they will not receive the degree until the end of the following term. Exact deadlines vary year to year.

MA Degree in Women’s Studies

The MA in Women’s Studies is only available to students who are leaving the joint PhD program after two years. Students who choose to leave the program or, in exceptional cases, are asked to leave the program after a formal review, may request an MA degree in either Women’s Studies or their discipline. To be eligible to receive an MA in Women’s Studies, a student must have completed all coursework requirements for the PhD including WS 891.

ACCOMMODATIONS FOR GRADUATE STUDENTS WITH DISABILITIES

It is the policy of the University of Michigan to maintain an academic and work environment free of discrimination and harassment for all students, faculty and staff. The University’s commitment to diversity and inclusiveness extends to students with disabilities.

The Rackham Graduate School, in collaboration with Services for Students with Disabilities, Office on Institutional Equity and Academic Human Resources, launched a centralized administrative process for providing accommodations for all graduate students with disabilities, regardless of employment status.
Students seeking academic accommodations should register with Services for Students with Disabilities (SSD) office. For more information, please visit the Rackham website.

TEACHING OPPORTUNITIES
The purpose of these guidelines is to distribute teaching opportunities fairly while meeting the specific teaching needs of the department. If you have further questions or concerns, please direct them to the Director of Undergraduate Studies (who oversees GSI hiring) or the Director of Graduate Studies (who is responsible for graduate student funding commitments). Final decisions on GSI positions will be made jointly by the two directors.

Generally, all joint PhD students are guaranteed at least two terms of teaching in their other department and two terms of teaching as a Graduate Student Instructor (GSI) in Women’s Studies. Students may apply for additional terms of teaching in both their other departments and Women’s Studies, and some students may be guaranteed additional terms of teaching. Joint PhD students with History and Psychology most often teach in their respective disciplinary departments for a year before applying to teach in Women’s Studies. Joint PhD students with English typically teach in Women’s Studies in their 2nd year and in English in their 3rd year. Priority for GSI positions will be given to students in the terms designated in their admission offers. Women’s Studies tries to accommodate all teaching requests from joint PhD students for the designated year of their programs, but this may not always be possible. Terms of employment are subject to successful progress per the terms of the GEO contract.

Even if you have been guaranteed teaching in Women’s Studies, you must go through the application process, and you may be required to interview for a GSI position.

Consult email announcements and/or website in early February for available teaching positions for Fall term. Winter term teaching positions will be posted in October.

- Application materials available early February and early October.
- Fall term applications due early March; Winter term applications due in October
- Applicants notified by mid-April or mid-November

Notes on the GSI Positions in Women’s Studies
The majority of GSI fractions in Women’s Studies are a 0.5, offering full tuition, health insurance and stipend.

Your letter of admission may guarantee you two terms of teaching in WS, but we cannot promise you either an assignment to a particular course or when you will be offered the opportunity to teach. It may not be possible to offer everyone two terms in the same year or in the same course.

Women’s Studies has GSI positions in the following courses: WS/Anthro 212 The Global HIV/AIDS Epidemic, WS/Nurs 220 Women and Health; WS/AC 240 Introduction to Women’s Studies; WS 245 Introduction to LGBTQ Studies; WS/Soc 270 Gender and the Law; WS 300 Men’s Health; WS 400 Women’s Reproductive Health. Additional GSI opportunities may arise from term to term.

In order to provide teaching experience to as many students as possible, no student may teach the same course for more than six terms.

Most GSI positions involve leading discussion sections in a large, faculty-taught lecture class. In some courses, you may be invited to give a lecture. Instructors for WS 220 typically prefer students as GSIs who can commit for both fall and winter terms. Teaching WS 240, in addition to leading discussion sections, involves collaborating with the instructor and the other GSIs on the syllabus over the summer or the previous term and
delivering up to two lectures during the term. Students will be offered positions in WS 240 according to the following criteria:

- Women’s Studies joint PhD students have priority over all other applicants.
- In most cases, priority will be given to students in the designated WS GSI year outlined in their funding packages.
- Need for diversity: We try to form a team made up of people from different disciplines and who represent diversity in race, ethnicity, sexuality, and nationality.
- Faculty teaching Women’s Studies courses other than 240 sometimes have to consider expertise that WS students may not have. Thus, joint PhD students are not always given priority over other applicants in these courses. However, faculty are directed to give priority to joint PhD students when they do have the necessary qualifications for the position.

PEDAGOGICAL TRAINING
All students teaching for the first time are required to take a CRLT GSI training course. The week before fall term, all WS GSIs are required to attend a Women’s Studies teaching development workshop. In addition, students are encouraged to take the graduate elective course on Feminist Pedagogy.

LSA TEN-TERM RULE
The ten-term rule specifies that no graduate student may receive more than ten terms of support from the College of LSA, including teaching and fellowships. A term (or the equivalent partial terms) of support is defined as a full term in which the student has a complete tuition remission and a stipend, whether or not that stipend is earned by teaching. Non-teaching terms of support from departmentally administered Regents and departmental fellowships thus count towards this limit.

The following count towards the College's ten-term rule:
- All college and departmental fellowships
- Departmental Fellowships
- Departmentally-administered Regents Fellowships
- Sweetland Writing Center Fellowships
- All GSI appointments of 0.25 or greater
- All teaching appointments of any fraction that were defined in the offer letter as constituting a term of support

Rackham fellowships (e.g. Rackham Merit, One-Term Dissertation, Humanities Research, and Predoctoral fellowships), Humanities Institute, CEW, external Mellons, TOFs, and IRWG fellowships do not count toward the College’s ten-term rule. For complete information, please see: http://www.lsa.umich.edu/students/forgraduates

CONFERENCE TRAVEL & RESEARCH GRANTS FROM WOMEN'S STUDIES
The WS Department is able to offer graduate students in the joint PhD programs a grant of $800 per year. These funds are available by application and may be used for travel to conferences (for accepted presentations or confirmed job interviews), travel to research collections, or for other research expenses. Students may also be eligible to receive conference travel funding from their other departments.

A few things to note:
- The $800 is per fiscal year (July 1-June 30) and does not accrue.
- Students are still expected to use their Rackham Conference Travel Grant prior to applying to Women's Studies for funding. The Rackham Travel Grants are also renewable each fiscal year.
Students are still expected to use their Rackham Graduate Student Research Grant prior to applying to Women's Studies for research travel funding. (More info on Rackham Research Grants is below.)

In some unusual circumstances, we may consider applications for more than $800.

A few rules about WS research and travel grants:

- Students must apply to use their WS funding prior to attending the conference. The application form with an itemized budget must be submitted, along with the conference proposal acceptance notification, for approval before the conference begins.
- Once the application is approved and depending on the student’s timeline, the grant can be disbursed via the financial aid office to the student’s account.
- If students are receiving any need-based financial aid (e.g. student loans), then please make sure to indicate that on the application form. Awards disbursed through the university's financial aid office can have a negative impact on any "unmet need" in a financial aid package, and the department can take precautions to ensure that this does not adversely impact students.
- Students are responsible for submitting itemized receipts for their trip within two weeks of their return. Failure to submit receipts accounting for the full grant amount will jeopardize any future funding from the Women's Studies Department. Please submit all receipts.

**Funding for Conference Job Interviews**

As mentioned above, Women's Studies will also accept applications for travel funding to conferences specifically for the purpose of job interviews. In the instance of a job interview being held at a conference, we would be willing to fund a student’s conference travel (up to $800 per annual WS funding allotment) without a student being required to present at that conference. Universities are increasingly using the conference interview as standard protocol, and we are seeking to better serve our students on the job market. We understand that students may receive a job interview at a conference that they had not initially planned on attending. If students are receiving WS conference travel funding for the purpose of a job interview, we would expect those students attend panels and presentations as an active conference participant. As with conference presentations, students still need to supply us with a copy of their interview confirmation when applying for funding prior to the conference.

To summarize, you must have a confirmed conference proposal acceptance OR a confirmed job interview at a conference in order to receive Women's Studies funding for conference travel; we cannot fund students who wish to attend a conference for networking purposes or simply for the experience.

**RACKHAM RESEARCH GRANTS**

All PhD students are eligible for $1500 pre-candidacy and $3000 post-candidacy by application through the Rackham Research Grant program. Awarded Rackham Research Grant funds are housed within the Women’s Studies Department and are subject to department and LSA financial policies. The Women’s Studies Department will create a separate account in each student recipient’s name. Depending on the individualized research plan, funds can either be held for purchases through the department or disbursed directly to the student. The funds can be accessed based on the approved research budget that students submit to Rackham. If students have significant changes to the budget as outlined and approved, then the Women’s Studies Department may require a new advisor statement explaining the need to change research plans.

For any funds disbursed directly to students through financial aid, itemized receipts and/or proof of using the funds as intended is required. Failure to submit receipts accounting for the full disbursed grant amount will jeopardize any future funding from the Women’s Studies Department. If students plan to use the funds toward 1) apartment rentals, 2) the hiring of coders/transcribers, or 3) human research subject participant payments,
then students will need to consult with the Department PRIOR to any expenditures so that proper procedures can be outlined in advance.

**JOB SEARCH EXPENSE COVERAGE FROM WOMEN’S STUDIES**
The WS Program is able to offer graduate students in the joint PhD programs a grant of **$100 total per student** to cover job search expenses. These funds may be used for postage, business cards, overnight mail, graduate letter service costs, etc. In order to receive these funds toward job search expenses, please provide receipts to the WS Graduate Office totaling up to the $100, and we will issue a financial aid disbursement to you for that amount.

Women’s Studies letterhead may be used for job search letters. Please visit the WS Department to receive a reasonable amount of letterhead.

**U-M TRAVEL REGISTRY AND TRAVEL ABROAD HEALTH INSURANCE**
The International Travel Policy/SPG #601.31 pertains to all faculty, staff, and students engaged in University-related international travel. It addresses the health, safety, and security of U-M travelers. Specifically, the SPG delineates policy regarding the U-M Travel Registry; travel abroad health insurance; emergency evacuation insurance; U-M travel warnings or University travel restrictions; and, international travel involving student groups.

In summary, the new International Travel Policy addresses:
- **University Travel Registry**: All faculty, staff, and students traveling abroad must register their international travel in the Registry or M-Compass before departure. This confidential and secure database provides a convenient tool for the traveler and the department to coordinate travel details. It will also help the University locate you if an emergency situation arises.
- **Travel Abroad Health Insurance**: All students traveling abroad are required to have travel abroad insurance coverage from the University’s authorized vendor. Faculty and staff traveling internationally are covered under the University’s blanket policy with that vendor. U-M Travel Abroad Health Insurance can be purchased at: [http://www.uhs.umich.edu/tai](http://www.uhs.umich.edu/tai). The insurance has a one-time administrative fee of $5 and is only $1.10 per day. Students can use their WS annual funding to cover these expenses.
- **Emergency Evacuation Insurance**: All faculty, staff, and students traveling internationally are covered under a blanket policy for emergency evacuation due to political unrest or natural disaster.
- **University Travel Warnings or Travel Restrictions**: This segment delineates policies pertaining to travel to destinations for which the University has issued a Travel Warning, and travel to destinations for which the University has issued a Travel Restriction.
- **International Travel Involving Student Groups**: Includes specific requirements for University-sponsored travel abroad and student-initiated group travel abroad.


**GRADCARE OFF-SITE HEALTH INSURANCE**
For students planning to engage in academic research within the United States but outside of the Ann Arbor area, you must register your GradCare for off-site insurance coverage through the BCN Network. You can find the GradCare off-site registration form online: [http://benefits.umich.edu/forms/gradcareoffsiteform.pdf](http://benefits.umich.edu/forms/gradcareoffsiteform.pdf)
GRADCARE RESOURCES FOR GRADUATE STUDENTS

Benefits Office website  http://benefits.umich.edu/index.html
Appointment information, update addresses, check benefits enrollment  https://wolverineaccess.umich.edu/index.jsp
Blue Care Network  800-658-8878  http://www.bcbsm.com
GradCare Benefit Book  http://benefits.umich.edu/forms/gradcare_bcn.pdf
GradCare Provider Directory  http://www.bcbsm.com/index/find-a-doctor.html
University Health Service (UHS)  https://www.uhs.umich.edu/

TAX INFORMATION FOR GRADUATE STUDENTS

Fellowships: All income that does not go directly to tuition, fees, and benefits is subject to taxation and must be reported on income tax forms. This potentially includes stipend fellowships, travel grants, and any other funds you receive from the University. The University of Michigan does not issue 1099’s to scholarship holders. The general rule is that any income is subject to federal taxation. For tax purposes you must keep copies of all award notices and announcements. For items you wish to deduct you must have receipts. Please be aware that you should estimate at least 15% for US citizens.

Employee (GSI/GSSA/GSRA/Temp): Salary from any employment at the University is subject to taxation, and will be withheld from your paychecks, and reported with your W-2 form at the end of each calendar year.

Tax Resources:
Rackham Tax Information:  https://www.rackham.umich.edu/prospective-students/funding/help/tax_information
General Tax Information:  http://www.finance.umich.edu/finops/payroll/tax

Tax Questions: For tax related questions, you can contact the Payroll Office by sending an email to payroll@umich.edu, or by calling one of these contacts: http://www.finops.umich.edu/payroll/contact/tax. You can also contact the IRS directly by calling 1-800-829-1040 or visiting their website: www.irs.gov

CHILD CARE SUBSIDY

Students who have young, dependent children in child care may be eligible for this program, which provides funds to assist students with the cost of child care licensed by the state of Michigan. Students who wish to apply for the subsidy must meet several eligibility criteria and must submit both a federal Free Application for Federal Student Aid (FAFSA) and an application for the subsidy. The amount of Child Care Subsidy awarded to eligible applicants is based on applicants’ financial need, the number of children they have enrolled in licensed Michigan child care facilities, their child care expenses, and available funding. Applicants will be notified in
writing of their eligibility for the subsidy and the amount they will receive. The subsidy amount cannot exceed the cost of your licensed child care.

To be considered for this funding, a student must meet all of the following criteria:

- be enrolled at least half-time in a degree program
- be the parent of a child 12 years old or younger or a child with special needs under the age of 19
- incur child care expenses from services provided by a licensed provider
- demonstrate financial need for this subsidy
- be making satisfactory academic progress, as defined by the University of Michigan
- be a single parent, or, if married, because your spouse is either a student or employed outside the home for a minimum of 20 hours per week

Applications for the Child Care Subsidy Program are handled through The Office of Financial Aid, 2011 Student Activities Building. The application may be downloaded from the Financial Aid website.

The Work/Life Resource Center is available to assist faculty, staff and students with obtaining licensed childcare—on and off campus.

AWARDS AND FUNDING

Periodic announcements about funding will be made via email through the Women’s Studies weekly email announcements and occasional stand-alone emails. In addition while planning for future funding, students may wish to monitor Rackham’s funding website and explore external funding options or those publicized through the joint department’s program. Rackham has a detailed list of many fellowship and funding opportunities here: http://www.rackham.umich.edu/prospective-students/funding. Please note that the list of funding sources below is not an exhaustive list.

WS Department Awards
These funds are provided by Rackham and awarded by the Women’s Studies Department. They are distributed on a competitive basis and decided by the DPC.

Humanities Research: Candidacy Fellowship
For students in the humanities and humanities-related social sciences to decrease time toward degree. Usually awarded the first semester of candidacy for spring/summer and one fall or winter term. Support includes a stipend, tuition and fees, and GradCare. WS deadline: early March.

Humanities Research: Dissertation Fellowship
For students in the humanities and humanities-related social sciences to decrease time toward degree. Students must be completing their degree within six years to be eligible for this fellowship. Support includes a stipend, GradCare for three terms (fall, winter, and spring/summer), and tuition for two terms, usually fall and winter. WS deadline: early March

One-Term Dissertation Fellowships
To speed the process of completing the dissertation and to fund the defense term. Awarded at the writing stage of the dissertation. Students must have filed a dissertation committee with Rackham. Support includes stipend, tuition and fees, and GradCare. WS deadlines: November and early March

Women’s Studies Summer Funding
Summer funding from the Department of Women’s Studies is aimed at enabling joint doctoral program students to make their research endeavors their primary summer activity. These funds may be used
toward research expenses, which may include time to read and write, analyze data, and/or prepare research as well as research specific expenses such as expenses while at an archive, research participant fees, transcriber fees, etc. Amounts vary from year to year and funding is not guaranteed. *WS deadline: late March*

**Dorothy McGuigan Graduate Prize** (awarded by the DPC)
For the best essay written by a graduate student on an interdisciplinary Women's Studies topic. Includes an award of approximately $750. *WS deadline: mid February*

**WS Department-Nominated Awards**
These awards are administered by Rackham; each unit is invited to nominate candidates. Students submit applications to the DPC, which will decide on the final nominee(s). *Again, please note that the list below is not exhaustive. Joint PhD students are encouraged to seek nomination via the Women's Studies Department, but may also seek nominations via their other department.* [http://www.rackham.umich.edu/prospective-students/funding](http://www.rackham.umich.edu/prospective-students/funding)

**Rackham Predoctoral Fellowship** – up to 5 nominees
For outstanding students who will complete the dissertation in the year in which they hold the fellowship and who will complete the doctorate within six years of beginning their program. Fellowship includes a stipend, tuition and fees, and GradCare for 12 months. *Rackham deadline: mid January; WS deadline: November*

**International Student Fellowship** – up to 2 nominees
For students in their second or third term of study who are neither US citizens nor permanent residents. Fellowship awards of $10,000 can be used as a stipend or for tuition. *Rackham deadline: mid October; WS deadline: late September*

**Outstanding GSI award** – up to 2 nominees
For students who have demonstrated exceptional ability and creativity as teachers; continuous growth as teachers; service as outstanding mentors and advisors to students and colleagues; growth as scholars. Students must have served as GSIs for at least two terms. Value of the award is $1000. *Rackham deadline: mid-January; WS deadline: November*

**Sweetland Dissertation Writing Institute** – up to 3 nominees
For students stalled in completing the dissertation. For Spring term: six hours a day for eight weeks, includes an office and a stipend. *Deadline: early March*

**Mellon Humanities Dissertation Seminar**
This spring term seminar is open to all humanities students who have completed class work and preliminary exams and have entered the dissertation process, at any but the final stage. Includes a stipend. *Deadline: early March*

**Institute for Research on Women and Gender (IRWG) Awards**
Students apply directly to IRWG. [http://irwg.research.umich.edu/](http://irwg.research.umich.edu/)

**IRWG/Rackham Graduate Student Research Awards**
Graduate student funding program for research, scholarship and creative activities focusing on women and gender. *Deadline: late fall term*
IRWG/Rackham Community of Scholars
For graduate students planning or conducting research, scholarship and creative activities focusing on women and gender. Each awardee participates in a weekly seminar during May and June and offers a public presentation of their work during the Fall semester. Fellowships are for the 4 summer months. Fellowship includes a stipend and GradCare if student has no other coverage. **Deadline: late fall term**

Boyd/Williams Dissertation Grant for Research on Women and Work
A dissertation grant award for research on women and work that promotes knowledge and enhances understanding of the complexities of women’s roles in relation to their paid and unpaid work. Includes a stipend. **Deadline: late fall term**

U-M Fellowships for Women

**Barbour Scholarship** – 1 nominee
For women who are citizens of countries in what was once the "Orient" (Eastern countries in the region extending from Turkey on the west to Japan and the Philippines on the East). Students must not be a permanent resident or citizen of the US; must not be married to a permanent resident or citizen of the US; must intend to return to their native country upon receipt of degree and devote themselves to a professional career. Must have completed two full terms of graduate work at UM. Scholarship includes a stipend for Fall and Winter, tuition and fees, and GradCare. **Rackham deadline: early January; WS deadline: November**

**Susan Lipschutz, Margaret Ayers Host and Anna Olcott Smith Awards** – 1 nominee
For women graduate students pursuing a doctoral degree in any Rackham program who have achieved candidacy and have demonstrated particular commitment to their community and the university. Includes a stipend. **Rackham deadline: early February; WS deadline: November**

**CEW’s Mary Malcomson Raphael Fellowship** – 1 nominee
For women graduate students in the humanities or social sciences who have completed at least two terms at U-M. Students must demonstrate academic excellence and capacity for intellectual growth; clarity of scholarly and professional goals; potential to make a contribution of exceptional usefulness to society. Application includes a financial need statement. Stipend is dependent on student-generated budget. **CEW deadline: February; WS deadline: January**

**Barbara A. Oleshansky Award** (available only to Psychology students)
To assist outstanding women graduate students who demonstrate financial need. Students apply directly to the Psychology Department. **Psychology deadline: mid-fall term**

Other University Awards
Students apply directly to the fellowship program. This is only a selection of all the potential awards advertised throughout the academic year.

**Institute for the Humanities – Graduate Student Fellowships**
The Institute for the Humanities promotes interdisciplinary research and discussion in the humanities and the arts. Graduate student fellows are in residence for 10 months and attend a weekly two-hour Fellows seminar. Students must have achieved candidacy. They must demonstrate interest in interdisciplinary work in terms of the breadth of their academic experience and the dissertation project. The dissertation project must include humanities content. Former or current holders of the Rackham Predoctoral...
Fellowship are not eligible. Fellowship includes a stipend for 10 months beginning either July or September, tuition and fees for two terms, and GradCare. **Deadline: early January**

**Sweetland Center for Writing Fellows Seminar**

The Sweetland Center for Writing Fellows Seminar brings together faculty and experienced GSIs committed to the integration of writing into their courses. Fall term is a seminar; Winter term involves teaching Eng 125. **Deadline: February**

**External Sources of Funding**

In addition, there are many external sources of funding, many of which are advertised via email to all WS students throughout the academic year (e.g. Fulbright, FLAS, International Institute). Your other joint department may also send out funding announcements specific to your discipline (e.g. NSF).

**LSA TUITION-ONLY FELLOWSHIPS**

**LSA Policies Regarding Continuous Enrollment Tuition-Only Fellowships**

- Tuition-Only Fellowships may only be used by students in good standing who have attained candidacy. Students must have attained candidacy by the beginning of the semester in which the TOF is taken.
- TOFs only cover tuition and provide GradCare eligibility. Students will be responsible for covering all term registration costs and fees.
- TOFs will cover 8 credits of WS 995 registration for students in the designated semester.
- TOFs cannot be used during semesters when candidates hold a GSI/GSSA/or GSRA appointment.
- Candidates may not use a TOF in the term of their dissertation defense. Funding possibilities for this final term include applying for a GSI position, applying for a Rackham One-Term Dissertation Award, or other sources of internal or external funding.
- Students on approved Leaves of Absence or Extramural Study status are not eligible for TOFs.

The Women’s Studies Department has established the following principles for allocating Continuous Enrollment Tuition-Only Fellowships:

- Only those students making satisfactory academic progress will be eligible for a TOF.
- TOFs will be awarded exclusively to students who will be working towards their degree during the term of fellowship. Again, these fellowships are intended to compensate for the change in policy eliminating the “Detached Study” status.

The Women’s Studies Department will award Tuition-Only Fellowships based on:

- The completion of an Annual Progress Report. This will be the basis of the Women’s Studies Doctoral Programs Committee’s (DPC’s) determination that a student is making satisfactory progress.
- The submission of a timeline to degree progress plan that has been set by the student and endorsed by their dissertation chair or advisor. The student must remain on that schedule to be eligible for TOFs in subsequent semesters. Should the timeline need to be adjusted, a detailed explanation and a revised timeline must be submitted by the student and endorsed by their dissertation chair or advisor.
- The submission of the application form with the signature of the advisor. The form is due to the Women’s Studies Department prior to the term in which the student wishes to use the TOF. The deadline for Fall term is July 15; the deadline for Winter term is November 15.
- TOFs will not be available to students who appear to be delaying the completion of their degree for personal or professional reasons.
WOMEN’S STUDIES RESEARCH LIBRARIAN

Meredith Kahn, the Women’s Studies Research Librarian, is available to serve your research-related needs on a year-round basis. If you are working on a project or need dissertation-related help, please feel free to contact Meredith online at http://guides.lib.umich.edu/women.

COMPUTING, TECHNOLOGY, AND DATA RESOURCES ON CAMPUS

Technical Training
U-M Information and Technology Services connects students, faculty, and staff to workshops, documentation, and support for a wide range of software, hardware, and services. Over 150 workshops are held each term. A complete list of offerings is available online. These include free U-M memberships for Codecademy, lynda.com, M+Box, etc. as well as access to U-M’s Digital Media Commons: http://www.itcs.umich.edu/education/.

LSA IT has put together its own live Google doc that outlines many additional resources available to graduate students. These resources include statistics databases, survey collection tools, and software. You can access the Google doc online.

Teaching & Technology Collaborative
The Teaching and Technology Collaborative (Teachtech) works to help U-M faculty and instructors learn and incorporate technology into teaching and research through workshops and consultations. Their member consultants and their representative units work together to connect you to a wide variety of services and experts from across the U-M campus.

Knowledge Navigation Center
The Knowledge Navigation Center is your center for learning how to use technology in your coursework, teaching, or research. The center, operated by the University Library, is free of charge and open to anyone. You can drop in for assistance, or you can call ahead to make an appointment.

Center for Statistical Consultation and Research (CSCAR)
CSCAR provides support and training to U-M researchers in a variety of areas relating to the management, collection, and analysis of data. CSCAR also supports the use of technical software and advanced computing in research. The scope of CSCAR support is broad, including formal statistical analysis, data visualization, predictive modeling, data mining, management of large data sets, geographic information systems, qualitative data analysis, and text analysis, among other areas. For more information, upcoming workshops, and consulting appointments, visit the CSCAR website.

Summer Program in Quantitative Methods of Social Research (ICPSR)
The ICPSR Summer Program provides basic and advanced training in a wide range of methodologies and technologies for social science research. Courses emphasize the integration of methodological strategies with the theoretical and practical concerns that arise in research on substantive social issues.

Summer Institute in Survey Research Techniques (SRC)
The Summer Institute in Survey Research Techniques is a teaching program of the Survey Research Center at U-M’s Institute for Social Research. The summer courses are select offerings from the Michigan Program in Survey Methodology, and can be used to pursue a doctorate, master of science and a certificate in survey methodology.

SWEETLAND WRITING WORKSHOPS
Sweetland offers face-to-face writing help for graduate students in Writing Workshop. This service allows you to meet one-to-one with an experienced faculty consultant at any stage of writing, from getting started to final revisions. You can get help with understanding assignments, generating ideas, developing arguments, organizing and structuring, using evidence and sources, and clarifying your expression:

http://www.lsa.umich.edu/sweetland

- By appointment
- Led by Sweetland faculty
- 30 or 60-minute sessions
- Any writing assignment for a course, dissertation chapters, conference papers, articles, grant proposals, and/or fellowship applications

**CENTER FOR RESEARCH ON LEARNING AND TEACHING (CRLT)**
CRLT offers programs and services designed to support graduate students in all stages of their teaching careers from training for their first teaching experiences through preparation for the academic job market. CRLT's services are generally open to all graduate students, whether or not they are teaching. Commonly-utilized programs include the campus-wide GSI Teaching Orientation (required for all first-time GSIs), the U-M Graduate Teacher Certificate, individual consultations on teaching and learning, and the Preparing Future Faculty seminars.

**PROFESSIONAL DEVELOPMENT**
U-M provides a variety of professional development resources for graduate students whether you are seeking a career within academia or outside of it. Professional development should be something all students are actively working toward throughout their student career, not just when it's time to go on the job market.

- Rackham Professional Development: http://www.rackham.umich.edu/current-students/graduate-student-success/pd
- U-M Career Center: http://careercenter.umich.edu/content/masters-phd-students

**HELPFUL CONTACTS AT THE RACKHAM GRADUATE SCHOOL**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions, applications, fees, I-20s, and DS 2019s.</td>
<td>(734) 764-8129</td>
<td><a href="mailto:rackadmis@umich.edu">rackadmis@umich.edu</a></td>
</tr>
<tr>
<td>Academic degree requirements, records, dissertations</td>
<td>(734) 763-0171</td>
<td><a href="mailto:oard.questions@umich.edu">oard.questions@umich.edu</a></td>
</tr>
<tr>
<td>Academic policies and procedures</td>
<td>(734) 764-4400</td>
<td><a href="mailto:rackhamdeansinfo@umich.edu">rackhamdeansinfo@umich.edu</a></td>
</tr>
<tr>
<td>Changes to current term registrations</td>
<td>(734) 763-5174</td>
<td>U-M Registrar: <a href="mailto:registrar@umich.edu">registrar@umich.edu</a></td>
</tr>
<tr>
<td>Changes to prior term registrations</td>
<td>(734) 763-0171</td>
<td><a href="mailto:oard.questions@umich.edu">oard.questions@umich.edu</a></td>
</tr>
<tr>
<td>Conflict resolution, student concerns and problems</td>
<td>(734) 615-3682</td>
<td><a href="mailto:rackhamdeansinfo@umich.edu">rackhamdeansinfo@umich.edu</a></td>
</tr>
<tr>
<td>Counseling and Psychological Services</td>
<td>(734) 764-8312</td>
<td>Counseling and Psychological Services website</td>
</tr>
<tr>
<td>24 Hour Crisis Line</td>
<td>(734) 996-4747</td>
<td>U-M Psychiatric ER</td>
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<tr>
<td>Dean’s Office</td>
<td>(734) 764-4400</td>
<td><a href="mailto:rackhamdeansinfo@umich.edu">rackhamdeansinfo@umich.edu</a></td>
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<tr>
<td>Facilities (Rackham room scheduling and assistance)</td>
<td>(734) 764-8572</td>
<td><a href="mailto:facsched@umich.edu">facsched@umich.edu</a></td>
</tr>
<tr>
<td>Service</td>
<td>Phone Number</td>
<td>Email Address</td>
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<tr>
<td>Fellowships (Rackham), student funding sources</td>
<td>(734) 764-8119</td>
<td><a href="mailto:fellowships@umich.edu">fellowships@umich.edu</a></td>
</tr>
<tr>
<td>Institutional research and reporting</td>
<td>(734) 615-3654</td>
<td><a href="mailto:rackhamir.questions@umich.edu">rackhamir.questions@umich.edu</a></td>
</tr>
<tr>
<td>Student employment at Rackham</td>
<td>(734) 647-5927</td>
<td><a href="mailto:rackhamhr@umich.edu">rackhamhr@umich.edu</a></td>
</tr>
</tbody>
</table>
Recommended Progress
WOMEN’S STUDIES AND ENGLISH

Please Note: This timeline notes typical progress through the program for students entering in Fall 2015. Your schedule may be slightly different depending on when certain courses are offered.

First Year

Fall
- WS 501 – Women’s Studies Proseminar
- ENG 520 - Intro to Graduate Studies
- WS 601 – Feminist Methods
- 2 Electives in Eng or WS

Winter
- WS 530 – Feminist Theory
- 2 Electives in Eng or WS
- Complete Annual Progress Report
  By the end of this term, you should also:
  o Complete at least one language req.
  o Complete at least one WS elective
  o Complete at least one 800-level

Second Year

Fall
- Third-term Review
- 2 Electives in Eng or WS

English MA requirements should be met
- 30 total credits (GPA of B or higher)
- 24 Eng credits (grades of B- or higher)
- 6 WS credits (grades of B- or higher – cannot bring GPA below a B)
  (Women’s Studies courses count as the “cognates” for the English MA.)
- Language requirement started (one advanced or one basic)

Winter
- 3 Electives in Eng or WS
- Prelim reading list due May 1
- Select an Exam Chair & Committee
- Update Annual Progress Report

Third Year

Fall
- ENG 695–Pedagogy
- Eng or WS 990 (for pre-candidates)
- One additional Eng or WS course (could be final 800-level course or WS elective)

Winter
- Eng or WS 995
- WS 891
- Prelim: oral exam (preferably by Jan 31; no later than April 1)
- Update Annual Progress Report
- Pre-Prospectus due to English by April 1
- Complete required courses (4 800-level courses including WS 891)

Fourth Year

- Eng or WS 995 (8 credits)
- Register for and defend WS 891 by Dec. 15
- Prospectus and bibliography due Sept 15
- Update Annual Progress Report

Fifth Year

- Eng or WS 995 (8 credits)
- Continue work on the dissertation
- Update Annual Progress Report

Sixth Year

- Eng or WS 995 (8 credits)
- Jobseekers program and job search
- Attend Rackham Pre-Defense Meeting
- Defend dissertation
- Attend Rackham Post-Defense Meeting and file completed dissertation
# English & Women’s Studies Requirements Checklist

## Women’s Studies Coursework – 22 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed</th>
<th>Electives</th>
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<tbody>
<tr>
<td>WS 501</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>WS 530</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WS 601</td>
<td></td>
<td></td>
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<tr>
<td>WS 891 (x2)</td>
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</tbody>
</table>

## English Coursework – 30 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed</th>
<th>Elective</th>
</tr>
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<tbody>
<tr>
<td>Eng 520</td>
<td></td>
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<tr>
<td>Eng 695</td>
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<tr>
<td>800-level</td>
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## Language Requirement – 2 basic or 1 advanced

<table>
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<th>Two Basic</th>
<th>One Advanced</th>
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## MA in English Requirements – completed fall or winter 2nd year

- 30 credits total
- 24 credits in English
- 6 credits from cognates (should be WS coursework)
- Language requirement (one basic or one advanced)

## Candidacy Requirements – completed by August following 2nd year

- 3rd Term Review (fall 2nd year)
- Language requirement (2 basic or 1 advanced)
- Required Women’s Studies & English coursework (automatically fulfills Rackham’s 2 cognates rule)
- 2 800-level courses
- Completion of 8 hours training in Responsible Conduct of Research and Scholarship

## Other Requirements

- Prelims reading list (due May 1, 2nd year)
- 3rd 800-level course by end of 3rd year, if not already taken
- Prelims oral exam (winter 3rd year)
- Pre-Prospectus (April 1, 3rd year)
- Dissertation prospectus defense (due September 15th, 4th year)
- Dissertation committee filed with Rackham
- Dissertation defense and completion
PhD Program in Women's Studies and English

ADVISING
The Women’s Studies Director of Graduate Studies is the primary advisor for first-year Joint PhD students. It is recommended that first-year students consult with the Graduate Director at least once a term. The DPC liaison is considered a secondary advisor for first-year students. This person is familiar with both sets of requirements and should also be helpful in constructing a joint program.

In English, students choose an advisor their first year. The English 520 (Introduction to Graduate Studies) instructor is also considered to be an English advisor.

All fourth and fifth year students will be advised by their dissertation chairs. In all years, the WS Graduate Director continues to be an important resource.

LANGUAGE REQUIREMENTS
PhD students in English and Women's Studies must demonstrate either a basic proficiency in two foreign languages or an advanced proficiency in one. These requirements may be satisfied through coursework or by passing a departmental examination (graded on a pass/fail basis). The department recognizes two levels of language proficiency:
- BASIC-- equivalent to four semesters of college course work
- ADVANCED -- equivalent to six or more semesters of college course work
The language requirements must be satisfied on the U-M campus during the student’s graduate course of study.

If a student's native language is one other than English, but English is the student's primary language (i.e., the language of schooling), that student may take either a basic or an advanced examination in the native language. If a student's primary language is not English, we can waive the advanced examination, thus fulfilling the language requirement for that student.

THIRD TERM REVIEW
In the fall, the department conducts a review of each second-year student's entire performance thus far. It consists of a review of academic materials, an interview with a panel of three or four faculty members, and a recommendation by the panel to the Third Term Review Committee who then complete a written report determining whether a student should or should not continue in the PhD program. The 3-4 person faculty panel includes the English 3rd Term Review Committee Chair and the English/Women’s Studies Departmental Liaison who is appointed by the Chair of English. This sub-committee meets individually with each joint student, and they then meet with the entire English Third Term Review committee; lingering issues are discussed and a report is sent to the student. Students are invited to discuss the report with either or both grad chairs. Any recommendations to terminate joint program students must be approved by both the English Department Graduate Chair and the Doctoral Programs Committee.

The Purpose of the Third Term Review
Our third-term review serves some of the same functions as the comprehensive or qualifying examinations often found in other programs. Taking into account this program's early candidacy requirement, Rackham treats the review as a necessary component of a student's qualification for candidacy. In addition to its constructive advice and counseling, the review also serves as the point at which a student is granted or denied permission to continue in the program. We begin with the presumption that every student matriculated into the program is capable of passing through this review without difficulty. Nonetheless, negative reviews do occur, and in some cases this means that a student is removed from the program.
**Academic Advisement**

The other, more enjoyable purpose of the review is to provide forthright response and counseling about the student’s early professional orientation, and to insure that each student has begun to plan for the rest of his or her study in ways that are responsible, practical, and professional. The review will affirm strengths and, where necessary, identify weaknesses to be remedied. It is best to plan ahead during your first year with this review in mind; it is important, for instance, to seek out and receive forthright evaluation and advice from your instructors about the quality and direction of your work during your first year. Don’t avoid the professor who seems reserved about your classroom contributions—find out why and do your best to benefit from his/her constructive advice and criticism. You should also select courses thoughtfully in order to achieve a good balance between work in your intended area of concentration and in areas previously unfamiliar to you. The review panels will consider breadth and reasonable coverage in coursework and the student’s familiarity with the disciplines of Women’s Studies and English generally, as well as quality of work and plans for subsequent specialization.

**Academic Materials**

The materials considered include:

- academic records (graduate and undergraduate)
- brief written evaluations from all first-year instructors
- an unrevised essay chosen by the student from among those written in a first-year course
- a brief written statement by the student about future plans.

Students must submit the unrevised essay as well as the written statement to the English Graduate Office by early August prior to their second year.

**PRELIMS**

The Prelim is a test taken during the third year of the PhD program. The exam consists of a 2-hour oral exam on two fields, taken no later than April 1 (a January 31 deadline is suggested) in the third year. English and Women’s Studies students will also register for WS 891 Advanced Research during the winter of the third year and fall term of the fourth year and may take their exam at any time during the winter term of the third year up to April 1. WS 891 will count as one of the four English 800-level seminars required for the completion of coursework.

When defining their fields, students are advised to delineate two broad areas in which they are committed to doing major research and teaching. Committee chairs and candidates should approach these fields as areas in which the candidate will need to be proficient in order to interview for jobs, to teach in their professionally defined area of expertise, and to do research during and after the dissertation period. The purpose of the fields exam is to assess such competence and to determine whether the student has or has not achieved it. Passing the exam will constitute a statement of qualification by the committee that is addressed to the student, to the department, and to the profession. Passing the exam will also qualify the student to proceed with the next stage of the program, namely the pre-prospectus and prospectus.

The English Graduate Office has extensive files of previous lists for students to consult. Please feel free to use them in compiling your own lists. These lists are also available in the following section of the English Department website (User login required): User Services: Resources: Graduate Mentoring Resources: English Department Forms.

The student’s prelims committee should be interdisciplinary and composed of four members with at least:

- one faculty member affiliated with Women’s Studies
- one faculty member affiliated with English
- one faculty member with relevant expertise from any department
WS 891
WS 891 is an interdisciplinary seminar paper meant to integrate learning in English and Women’s Studies and focuses on a topic pertinent to the dissertation. It also serves as an English 800-level seminar. The student writes the paper under the guidance of a committee (which may be the same as the prelim committee) composed of at least 3 members:

- one member affiliated with Women’s Studies
- one member affiliated with English
- one member with relevant expertise from any department

WS 891 is complete when it has been defended in a 2 hour oral examination.

Winter term of the third year, the student registers for 3 credits of WS 891 and drafts a seminar paper. The student signs up under the INDI (individual instruction) number of the committee chair and receives a “Y” (“extended course”).

Fall term of the fourth year, the student registers for an additional 3 credits of WS 891 and the seminar paper is revised. By the end of the term, it is defended in a two hour oral exam with the whole committee. The “Y” is converted to a grade.

The prelim oral exam in English must be completed preferably by January 31st (but no later than April 1st) of the third year and WS 891 by December of the fourth year.

DISSERTATION PRE-PROSPECTUS AND PROSPECTUS

Pre-Prospectus: In order to begin the winter term, the student must have already drafted a description of the project. This will begin as a pre-prospectus, an overview that is approximately 5-8 pages and includes an attached bibliography. The student should consult with the committee chair for content and length of the bibliography. The pre-prospectus is due no later than April 1 of term 6 (winter of the third year). The approved pre-prospectus should be filed with both graduate offices by the deadline; dissertation chairs can email their approval to the English Graduate Office by April 1.

Prospectus: A prospectus is due in both graduate offices no later than September 15 of term 7 (fall of 4th year). The prospectus must first be approved by the dissertation chair and one other member of the committee (by an e-mail to the English Graduate Office by September 15); most chairs and readers will need to see the prospectus no later than September 1, so that they can suggest revisions and the student has time to make them. After the prospectus is approved, a copy of it in its final form should be given to all members of the committee.

TRANSFERRING CREDITS

All proposals to satisfy program requirements using coursework from a program outside University of Michigan must be discussed with the Director of Graduate Studies in both Women’s Studies and your department. Graduate credits may be transferred to Master’s degree programs only. However, although course credits cannot be transferred to your PhD program, graduate work done elsewhere may be used to satisfy certain requirements but will not appear on the University transcript.

In English, you may transfer a maximum of 6 graduate credit hours for English courses taken at other institutions, not used as credit toward another degree. These credits may not satisfy 800-level seminar requirements unless approved by the Director of Graduate Studies in both Women’s Studies and the English department. Transfer credits may not be used to satisfy the language requirement. Students may not transfer
credit prior to posting their MA in English at Michigan. Paperwork to transfer credits should be submitted at
the same time as the application for the MA is submitted.

FACULTY OF THE WOMEN’S STUDIES AND ENGLISH DOCTORAL PROGRAM
The faculty listed below with a rank listed are all eligible to serve as representatives of Women’s Studies for
purposes of advising and graduate student committee service. If you have any questions about a faculty
member’s eligibility, please consult the Director of Graduate Studies. For a listing of all Women’s Studies
faculty members, please review the website.

Professors
Sandra Gunning
David Halperin
June Howard
Petra Kuppers
Adela Pinch
Sidonie Smith
Valerie Traub

Associate Professors
Cathy Sanok
Megan Sweeney
Ruby Tapia
Andrea Zemgulys

Assistant Professors
Victor Mendoza

Other Gender Studies Faculty in English
Anita Norich
Alisse Portnoy
Yopie Prins
Anne Ruggles Gere
Terri Tinkle
Recommended Progress
WOMEN’S STUDIES AND HISTORY

Please Note: This timeline notes typical progress through the program for students entering Fall 2015. Your schedule may be slightly different depending on when certain courses are offered.

First Year

Fall
- WS 501 – Women's Studies Proseminar
- HIST 615 – Introduction to the Comparative Study of History
- WS 601 – Feminist Methods
- 1 Elective in Hist or WS

Winter
- WS 530 – Feminist Theory
- HIST 600-level studies course (HIST 611 for US history students)
- HIST 715 research seminar
- HIST 808 pedagogy seminar I
- Fulfill one language requirement
- Fulfill Responsible Conduct of Research and Scholarship (RCRS) requirement
- Complete Annual Progress Report

Second Year

Fall
- Graduate Student Instructor (GSI)
- Register for at least 6 credits
- 2-3 electives in Hist or WS
- Hist 809 pedagogy seminar II

Winter
- Graduate Student Instructor (GSI)
- Register for at least 6 credits
- 1 or 2 electives in Hist or WS
- WS 891 (serves as History’s 2nd seminar)
- Hist 810 pedagogy seminar III
- Fulfill second language requirement
- History screening
- Update Annual Progress Report

Third Year

Fall
- GSI
- Register for at least 6 credits
- 1 or 2 electives in Hist or WS (e.g. 3 credits of HIST 900 prelim prep + one more elective)

Winter
- GSI
- Register for at least 6 credits
- Take any remaining electives
- If no more courses to take, register for 6 credits of HIST 900 prelim prep
- Prelim exams
- Update Annual Progress Report

Spring/Summer
- Candidacy achieved
- Present prospectus

Fourth and Fifth Years

Fall & Winter: HIST or WS 995 (8 credits)
- Dissertation research
- Update Annual Progress Report

Sixth Year

Fall & Winter: HIST or WS 995 (8 credits)
- Attend Rackham Pre-Defense Meeting
- Defend dissertation
- Attend Rackham Post-Defense Meeting
- File completed dissertation
History & Women's Studies Requirements Checklist

Women’s Studies Coursework – 19 credits

WS 501 completed: ___________ 3 electives
WS 530 completed: ___________ ___________ completed: ___________
WS 601 completed: ___________ ___________ completed: ___________
WS 891 completed: ___________ ___________ completed: ___________

History Coursework

Two Studies Courses
Hist 615 completed: ___________
Hist 611 completed: ___________ OR
Hist 600-level ___________ completed: ___________

Seminar Course (WS 891 counts as the 2nd seminar course for joint students)
Hist 715: completed: ___________

Three Pedagogy Courses (1 credit each)
Hist 808 completed: ___________
Hist 809 completed: ___________
Hist 810 completed: ___________

Language Requirement

Two Languages for non-US-ists

One Language for US-ists

Candidacy Requirements – completed before fall of 4th year

Language requirement
Required Women’s Studies & History coursework (automatically fulfills Rackham’s 2 cognates rule)
Hist 715 & WS 891 (two seminar courses)
Favorable screening (4th term)
Prelims completed by end of 3rd year
Completion of 8 hours training in Responsible Conduct of Research and Scholarship

Other Requirements
Dissertation prospectus defended (end of 1st term after candidacy achieved)
Dissertation committee form filed with Rackham
Dissertation defense and completion
PhD Program in Women's Studies and History

ADVISING
The Women's Studies Director of Graduate Studies is the primary advisor for first-year Joint PhD students. It is recommended that first-year students consult with the Graduate Director at least once a term. The DPC liaison is considered a secondary advisor for first-year students. This person is familiar with both sets of requirements and should also be helpful in constructing a joint program.

In History, a student is assigned an advisor in the student's field. Second and third year students in both departments are generally advised by their preliminary exam chairs.

All fourth and fifth year students will be advised by their dissertation chairs. In all years, the WS Graduate Director continues to be an important resource.

COGNATES
Because we are an interdisciplinary program, Rackham's cognate requirement is waived for joint program students. Women's Studies-required coursework takes the place of cognate coursework and the WS 891 paper constitutes the fourth (or cognate) field in the preliminary examination.

LANGUAGE REQUIREMENTS
PhD students in History & Women's Studies cannot advance to candidacy without meeting the language requirement for their program. Basic reading knowledge of one language other than English is required of students in United States history; two languages are required for students in all other fields, including transnational fields. The purpose of this requirement, in addition to the relevance it may have to primary research, is to minimize scholarly provincialism and facilitate exposure to historical literature in languages other than English.

Students may establish their ability to use a foreign language in one of the following ways:

- By passing a written examination administered by our faculty, requiring translation (with the aid of a paper dictionary) of two passages selected as representative examples of scholarly historical writing in that language
- For Spanish, by taking the LSA Spanish placement exam and placing in Spanish 232 or above
- By completing with the grade of B or above, one semester of courses in U-M language departments on the model of French or German 112, Spanish 113, or Spanish 231 or 275
  (Note: Enrollment in 112 is normally predicated on successful completion of 111. In rare cases, a student can petition the instructor to take 112 without having first taken 111. Students who take only 111 must pass the departmental written language exam to demonstrate proficiency.)
- By completing two language courses at second-year level with a grade of B or above and approval of the advisor. If taken at another university, the courses must have been taken during a graduate program and appear on the student transcript
- By satisfying a language requirement similar to our own and administered in similar ways for a Master's degree at this or another university

Students are expected to fulfill one language requirement during the first year of residence. By the end of the second year, they should have fulfilled the second language requirement as well. Tests in French, German, Russian and Spanish are offered by the History Department at the beginning of fall term and, as needed, during winter term. Tests in other languages can be arranged on an ad hoc basis by contacting the History Graduate Office. The History Associate Chair has oversight of the departmental language examinations, and the History DGS certifies fulfillment of the language requirement.
Speakers of English as a Second Language
Students from countries in which English is not the standard language of secondary school and university instruction (and whose family language is not English), may satisfy the language requirement by demonstrating competence in one foreign language in addition to English and their native language.

Statistics Option for History & Women's Studies
The Department of History regards statistics as an important research tool that is useful for some graduate students. With the permission of the History DGS, students not in U.S. History may substitute statistics in lieu of one foreign language. To meet this requirement, a student must complete, with a grade of B or better, a two-course sequence designed to provide the basic statistics competence needed to undertake quantitative studies in history, and take one course which provides an initiation into the practical application of statistics.

SCREENING (See also: History Gray Book)
Screening is an assessment of a student’s progress in the joint program, and favorable screening signifies the faculty’s confidence in the student’s potential and faculty commitment to assisting the student toward completion of the PhD. It is a positive achievement that students must earn, not a mere formality. Normally, students are screened after three semesters of full-time enrollment; however, students who enter the joint PhD program with an MA in History may ask to be screened after the completion of two semesters of full-time enrollment.

The following academic requirements must be met before screening:
- one foreign language requirement fulfilled
- successful completion of History 615 (designated studies course)
- successful completion of History 715; the final version of the research paper should be submitted to the graduate committee
- successful completion of one additional 600-level studies course (History 611 for US-ists)
- GPA of 3.55 or higher (between B+ and A- on a 4-point scale). If your GPA is below this standard, the graduate committee may still recommend positive screening on the basis of significant improvement over time
- Three faculty members (at least two of whom are in the History Department and one of whom is affiliated with Women’s Studies) willing to serve on your prelim committee
- One History faculty member willing to chair the prelims committee
- One History faculty member willing to chair the dissertation committee
- Prelim fields defined

Role of Faculty Advisor
One key to successful screening is effective and ongoing consultation between the student and the faculty advisor with whom they will be working on the preliminary exams and the dissertation. Together, they should begin planning for prelims, determining the student’s prelim fields and the appropriate faculty members to serve on your prelim committee as well as an anticipated schedule for taking prelims. Students should initiate this discussion by the beginning of the fall term of the second year by meeting with their advisor and subsequently with the other members of the anticipated prelim committee.

The History faculty makes the final screening decision collectively. At least one faculty member with a joint appointment in History and Women's Studies must be present at the History graduate committee meeting when joint students are discussed. An unfavorable decision will result in the student being asked to leave the program. Such a decision may be appealed if evidence has been overlooked or incorrectly represented. Under special circumstances, a decision can be deferred until the beginning of the fifth term.
WS 891
WS 891 serves as the second seminar paper. It is meant to demonstrate the student’s ability to conduct substantial original research, similar to a History seminar paper, and to engage in theoretically-informed feminist gender analysis. Ideally, like a second seminar paper, WS 891 will be related to the student’s dissertation topic. Whether or not the substance is related to the dissertation topic, a successful WS 891 paper will demonstrate the student’s ability to engage in the kind of research and analysis that a dissertation in the joint PhD program entails. The WS 891 paper must be completed before the preliminary exam is undertaken so that it may be defended as part of the oral exam.

PRELIMS (See also: History Gray Book)
The preliminary exams ("prelims") are designed to ensure that students have acquired the necessary background for teaching and scholarship in history and women’s studies. Field requirements for the preliminary examinations therefore encourage a combination of breadth and depth. The preliminary exam has both written and oral components. Like other History students, joint students complete a written exam in their major field. The oral exam covers this field and two other fields described below and includes the defense of the WS 891 paper.

- A major field which is geographical/temporal/topical
- Gender/Women’s/Sexuality History
- A comparative field distinctly different from the major field geographically, temporally or disciplinarily
- Note: If the Gender/Women’s /Sexuality field is comparative, then the third field does not have to be, but it cannot overlap with or simply be a subset of either of either the major or the GWS field

Note: Women’s Studies students "course off" the cognate field with WS 530 and 601.

The role of WS 891 in prelims
A key component of the History/Women’s Studies joint PhD preliminary examination is a defense of the WS 891 paper. All Women's Studies doctoral students write a WS 891 paper, and it is the one common element in all their prelims.

Whereas students are expected to demonstrate mastery of historiography in their examination fields, here the student is expected to demonstrate mastery of the tools of feminist scholarship as applied to historical practice. The defense of the WS 891 paper thus focuses on the student’s use of feminist methodology, approach, theory, and interpretation. All members of the examination committee will have received copies of the paper in advance of the oral exam and are invited and encouraged to participate in the discussion of it. However, the Women's Studies faculty member(s) and the WS 891 professor have special responsibility for evaluating whether the student is now prepared to conduct dissertation research in Women’s Studies and History.

Prelims Committee Composition
The committee for the preliminary examinations consists of three or four faculty members, each representing a field in which the student chooses to be examined. At least one faculty member must be affiliated with History, and one with Women's Studies (usually the WS 891 advisor).

Students should work closely with the prelim committee in preparation for the exams. The department requires that, at least six months prior to the examination, students discuss with each committee member a provisional but specific draft list of readings that includes scholarship in History, interdisciplinary Women’s Studies, and feminist theory. This list should also be discussed with each committee member on the expected process of preparation.
According to department policy, each faculty member has a responsibility not to allow leaves/sabbaticals to have a negative effect on a student’s timetable for taking preliminary exams and achieving candidacy. In scheduling prelim exams, a delay of up to several weeks might be necessary to accommodate the schedules of committee members, but a delay approaching several months or more is not appropriate. **In all cases, the preliminary exam must be completed by the announced Rackham candidacy deadline at the end of winter semester in the student’s third year.** When determining the schedule, students should remember that the exam itself may take several weeks to complete (see below).

**Definition of a Prelim Field**
A field is both a body of knowledge and a terrain of inquiry. Fields vary greatly in breadth and thus in depth. Avoid defining fields so narrowly that they are little more than bibliographies for a research paper. Avoid defining them so broadly that you can do little more than scrape the surface of scholarship.

In identifying and preparing a field for prelims, consider the following:

1. What are the parameters of the field?
2. What different methodologies or approaches have contributed to the development of the field?
3. What are the perennial questions that historians and feminists in this field have tried to answer? How have their answers differed?
4. What are the most important topics or themes in the field today?
5. What are the debates among historians and feminist scholars that animate the field today?
6. What are the major works that anyone who wants to make a contribution in this field ought to read?
7. What directions for future research are the most interesting or promising?
8. What kind of impact has feminist scholarship made on this field? What scholarship in Women's Studies might be pertinent to this field?

Students should come away from this experience with a feeling of accomplishment and confidence that they understand the fields they have studied and could explain them to others, develop syllabi for courses about them, and pursue research in them.

Adapted from History’s *Gray Book*:
Schedule your preliminary examination using the following guidelines:

**Preliminary Exam Information Form**
The *Preliminary Exam Information* form is used to identify members of your prelims committee, define the subject matter of each field, and record an anticipated prelim date. It is also used to ensure that there are no problems with committee composition or with the fulfillment of other requirements. Students and their advisors are urged to consult as early as possible with the History DGS and WS/History liaison about any uncertainties regarding fields, committee composition, or examination dates. Each faculty examiner must initial the form, signing his or her commitment to serve on the prelim committee. The prelims chair and the History DGS must sign this form indicating their approval. This form is distributed to all third-year students at the beginning of the fall term.

Students who plan to take prelims during the **fall term** of their third year should turn this form in to the History graduate office at the **beginning of fall term**. Students who plan to take their prelims during the **winter term** of their third year (as do most joint WS/History students) should turn this form in by the **end of the fall term** of their third year. Once this form has been approved, any changes in fields or examiners require that a new form, signed by the prelims chair, be submitted to the History graduate office for final approval by the DGS.

**Preliminary Exam Check In and Scheduling Request Form**
A Prelim Exam “Check In” meeting with your prelim committee must be held **at least six weeks prior to** your proposed exam date to determine whether you will be ready to take the exam on the scheduled date.
Once you and your committee have agreed upon a date and time for the prelim exam, file the Preliminary Exam Check In and Scheduling Request Form with the History graduate office no later than six weeks before the exam date to obtain final approval from the History DGS. At this time, all members of the prelim committee must certify in writing the student’s readiness to take the exam on the proposed date. The chair of the committee notifies the History DGS if the full committee agrees that the exam can go forward on the scheduled date. In the event that the student is found not to be ready, an alternative date (within the deadline guidelines) must be set and the History DGS notified.

The check-in meeting may be conducted in whatever way the student and committee members mutually agree on. Once students have secured their committee members’ signatures, staff will reserve a room and send a confirmation notice to the committee members. If students experience difficulties scheduling the exam, please contact the History graduate office for assistance.

Prelim Exam Part One—The Written Exam
For the written prelim component, students have a choice of preparing either a state-of-field historiographic paper or a four-hour written exam (see below). Whichever format is elected, the exam is read and evaluated by the chair of the prelim committee and one other committee member. In special cases, a faculty member who is not a committee member may be asked to serve as the second reader. The prelims chair must notify the graduate office that the written exam is acceptable at least 24 hours in advance of the scheduled oral exam. Passing of the written exam is required to proceed with the oral exam.

The topic of the historiographic paper will be established by the prelim chair. It should be approximately twenty pages in length and should critically analyze current directions and methods of scholarship in your major field. It is due to the prelim chair and second reader two weeks before the oral exam and must be graded at least 24 hours before the oral exam. Passing is required to proceed with the oral exam. The two-week period of time can be shortened to no less than two days if both graders agree to meet the 24-hour grading deadline.

Instead of the historiographic paper students may choose to take a timed written exam covering the major field of the dissertation. The written exam is taken within two weeks of, and at least two days before, the oral prelim. It may be “open” or “closed” book or a combination of the two, in accordance with the examiner’s choice. The chosen format must be made explicit to the student well in advance of the examination and indicated clearly, in writing, on the Preliminary Exam Information Form. The written exam typically consists of one question to be answered in four hours or two questions to be answered in two hours each. The prelims chair usually devises the written exam, although in some cases the prelims chair and a second committee member will each contribute one question.

The exam is read and evaluated by the chair of the prelim committee and one other committee member. In special cases, a faculty member who is not a committee member may be asked to serve as the second reader. The exam is generally four hours, with 30 minutes additional time for breaks. During the exam, consultation with another person or cutting and pasting from previously written documents is not allowed. The prelims chair must notify the graduate office and the student of the exam results. If the written exam is not acceptable, the graduate office must be notified at least 24 hours in advance of the scheduled oral exam. If the student does not pass the written portion, the oral portion is not taken.

Email Option. With committee agreement, you may take the exam at home, receiving the questions via email. In this case, the prelims chair should provide the questions to the History Graduate Office at least 48 hours before the exam. On the day of the exam, you should contact the History Graduate Office between
10 AM and noon so the questions can be transmitted as email attachments. At the end of the exam time period, you will email your answers to the committee as well as the graduate office.

**Prelim Exam Part Two—The Oral Exam**
The oral exam, approximately two hours in length, usually covers three fields (four including the WS 891) and should be taken within two weeks of a successful written exam or historiographic paper. Half an hour should be spent on each field and on defense of the WS 891 paper. The prelims chair and the other committee members conduct this exam. After the conclusion of the exam, each member of the committee grades the student’s performance in his or her own field by ballot. There are three possible grades: “pass,” “low pass,” and “failure.” Automatic failure results when a student receives all “low pass” grades, or one grade of “failure” and two grades of “low pass.” If grades in the individual fields exceed these minimum standards, the committee discusses the student’s overall performance, including whether to pass or fail the student on the exam as a whole. In rare cases, a grade of “pass with distinction” may be awarded for the entire examination, though not for individual fields.

It is the prelim chair’s responsibility to inform the student of the result, and to state the committee’s consensus in a final report, the *Prelim Exam Results Record*. The final report records a grade for the written exam, the three individual grades of the oral exam, one overall grade, and a description of the student’s general performance. A student who fails one or more portions of the prelim exam must submit a petition to all members of the prelim committee requesting re-examination (or, in the latter case, to take the exam), if they wish to remain in the program. The petition should outline concrete steps the student plans to take to address problems identified by the prelim committee and a timeline for completing those steps. The views of each member of the prelim committee will be solicited and collected by the prelim chair. On the basis of the petition and committee member’s opinions, the prelim chair has the option to recommend re-examining the student (in a format decided upon by the committee chair), or to terminate the student from the program. The student’s petition, along with the prelim committee chair’s recommendation and documentation of the other committee members’ views, should be sent to the History DGS and Graduate Committee for review and a final decision.

A student who is allowed to retake the exam must do so before the beginning of the fourth year in order to be eligible for department fellowship support.

**Prelim Exam Part Three – The Teaching Portfolio**
Joint History and Women’s Studies students are exempt from the Teaching Portfolio requirement since the prelims already cover the extra Women’s Studies field.

**Prelim Exam Part Four – The Reading List**
Following the completion of prelims, students must provide an electronic copy of the reading list(s) to the graduate program staff for inclusion in a departmental CTools site available to other students in both the U-M History and joint History and Women’s Studies programs.

Upon advancement to candidacy, students receive a letter from the History DGS outlining the next steps of the dissertation process. A Certificate of Candidacy may be obtained from the Office of Academic Records & Dissertations at Rackham Graduate School.

**DISSERTATION PROSPECTUS/PROPOSAL** (See also: History Gray Book)
The prospectus is a student’s proposal or plan for dissertation research and writing. Please file a copy of your prospectus with the Women’s Studies Graduate Office.
In History, the prospectus is typically a typed document of 10 to 20 double-spaced pages. It defines the subject, central question, and methodological approach to the dissertation topic, including the importance of the proposed work to advancing the understanding of the discipline. It should relate the proposed research project to previous literature on the question and include a bibliography. It might also include a chapter plan and/or a tentative timetable. The prospectus must be **presented** no later than the end of the first term after Candidacy has been achieved.

**TRANSFERRING CREDITS**

All proposals to satisfy program requirements using coursework from a program outside University of Michigan must be discussed with the Director of Graduate Studies in both Women's Studies and History. Although course credits cannot be transferred to your PhD program and will not appear on the official university transcript, graduate work done elsewhere may be used to satisfy certain requirements for the PhD.

In History, an MA thesis may be counted toward the 700-level research seminar requirement with approval by the student’s advisor and the History DGS. In any case, only one seminar course may be waived (but not WS 891); the other must be taken at U-M. A language requirement fulfilled in an MA program at another institution will be accepted toward fulfillment of your language requirements at Michigan.

**FACULTY OF THE WOMEN’S STUDIES AND HISTORY DOCTORAL PROGRAM**

The faculty listed below with a rank listed are all eligible to serve as representatives of Women’s Studies for purposes of advising and graduate student committee service. If you have any questions about a faculty member’s eligibility, please consult the Director of Graduate Studies. For a listing of all Women’s Studies faculty members, please review the website.

**Professors**

Kathleen Canning  
Katherine French  
Dena Goodman  
Mary Kelley  
Tiya Miles  
Helmut Puff  
Mrinalini Sinha  
Hitomi Tonomura

**Associate Professors**

Wang Zheng

**Other Gender History Faculty**

Paulina Alberto  
Sueann Caulfield  
Geoffrey Eley  
Joel Howell  
Nancy Hunt  
Kali Israel  
Valerie Kivelson  
Michelle McClellan  
Farina Mir  
Regina Morantz-Sanchez  
Martin Pernick  
Scott Spector
Recommended Progress
WOMEN’S STUDIES AND PSYCHOLOGY:
GENDER & FEMINIST PSYCHOLOGY and PERSONALITY & SOCIAL CONTEXTS (P&SC) AREAS

Please Note: This timeline notes typical progress through the program for students entering the program in Fall 2015. Your schedule may be slightly different depending in which terms certain rotating courses (e.g. Psych 654) are offered.

First Year

Fall
- WS 501 – Women’s Studies Proseminar
- WS 602 – Feminist Methods
- PSYCH 613 – Statistics I
- PSYCH 619 – Individual Research
- PSYCH 653 – P&SC Orientation
- PSYCH 654 – Classical and Modern P&SC Theories

Winter
- WS 530 – Feminist Theory
- PSYCH 506 -- Research Ethics
- PSYCH 614 – Statistics II
- PSYCH 854 – Advanced P&SC Methods I
  (P&SC Methods II may be substituted)
- PSYCH 619 – Individual Research
- Complete the Annual Progress Report

Second Year

Fall
- Psych 609 – Teaching Academy
- PSYCH 619 – Individual Research
- 2 Electives in WS

Winter
- PSYCH 619 – Individual Research
- 1 Elective in WS
- 1 area seminar (by end of second year)
- Update Annual Progress Report

Other requirements
- Prelim portfolio in Psych due in May
- Fourth-term Review in WS
- Begin working on WS 891 after finishing Psych 619 (summer)
- Teach two terms (typically in Psych)
- Advance to candidacy no later than end of fall term third year

Third Year

- Enroll in WS 891, complete 891
- Finish coursework if necessary
- Begin working on dissertation prospectus
- Psych or WS 990 or 995
- Teach two terms (typically in WS)
- Update Annual Progress Report

Fourth Year

- Psych or WS 995 (8 credits)
- Dissertation Research
- Teach one term (either Psych or WS; students should have taught for Psych at least two terms and WS at least two terms for a total of five terms)
- Update Annual Progress Report

Fifth Year

- Psych or WS 995 (8 credits)
- Attend Rackham Pre-Defense Meeting
- Defend dissertation
- Attend Rackham Post-Defense Meeting
  and file completed dissertation
Psychology & Women’s Studies Requirements Checklist

Women’s Studies Coursework – 19 credits

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>WS 501</td>
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<tr>
<td>WS 602</td>
<td>completed: __________</td>
</tr>
<tr>
<td>WS 891</td>
<td>completed: __________</td>
</tr>
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</table>

General Psychology Coursework

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<thead>
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<tbody>
<tr>
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<tr>
<td>Psych 614</td>
<td>completed: __________</td>
</tr>
<tr>
<td>Psych 619</td>
<td>completed: __________</td>
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Personality & Social Contexts Coursework

<table>
<thead>
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<tbody>
<tr>
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<td>completed: __________</td>
</tr>
<tr>
<td>Psych 654 (Theories)</td>
<td>completed: __________</td>
</tr>
<tr>
<td>Psych 854 (Methods)</td>
<td>completed: __________</td>
</tr>
</tbody>
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One P&SC Elective Seminar (600-level or above) †

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Psych:</td>
<td>completed: __________</td>
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</tbody>
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Candidacy Requirements – completed no later than end of fall 3rd year

4th Term Review (winter term 2nd year)
Required coursework in Women’s Studies & Psychology as outlined above
Prelims completed by beginning of Fall 3rd year
P&SC Brownbag Presentation #1
Completion of 8 hours training in Responsible Conduct of Research and Scholarship

Other Requirements

Dissertation Prospectus Defense (no later than end of 4th year)
Dissertation committee filed with Rackham
Five terms as a GSI
P&SC Brownbag Presentation #2
Dissertation defense and completion

† Joint students need only take one semester of P&SC Methods and one P&SC elective seminar, but they are encouraged to take or audit the second semester of methods and a second seminar.
ADVISING
The Women’s Studies Director of Graduate Studies is the primary advisor for first-year joint PhD students. It is recommended that first-year students consult with the Graduate Director at least once a term. The DPC liaison is considered a secondary advisor for first-year students. This person is familiar with both sets of requirements and should also be helpful in constructing a joint program.

Psychology students will work with their PSYCH 619 advisor. If the 619 advisor does not have an appointment in WS, joint students may seek out someone who holds a joint appointment in WS and Psychology as their joint program advisor and WS mentor. In their second and third years, WS and Psychology students will continue to be advised by their 619 advisors and/or their joint program advisor, as well as the faculty liaison.

All fourth and fifth year students will be advised by their dissertation chairs. In all years, the WS Graduate Director continues to be an important resource.

FOURTH TERM REVIEWS
Women’s Studies reviews all joint Psychology and Women’s Studies students winter term of their second year. This meeting is intended to offer the student and faculty members an opportunity to discuss the student’s progress in the program and plans for future research. In other words, it is not a screening, but part of the mentoring process. At the time of the fourth term review, it is helpful to have completed your PSYCH 619 project, but not necessary.

The Fourth Term Review has two main purposes: to assess the student’s progress in the program and to map out a plan to the dissertation. The committee will ask questions about any gaps in the record to date; whether the student has any concerns about the training received and if so, what additional training the student might need; and the direction of the research. The meeting can be thought of as part evaluative and part mentoring about the future. Students find the mentoring and planning done in this meeting very helpful.

The student:
1) Begins by selecting a committee. The review committee will consist of
   - a faculty member affiliated with Women’s Studies
   - a faculty member affiliated with Psychology
   - a faculty member with relevant expertise from any department
   If faculty members are unfamiliar with the process, the Women’s Studies graduate chair will designate a committee chair, generally the joint person, and meet with them to discuss procedures.

2) Arranges an agreeable meeting time with their committee (before May 1). The meeting should be 1.5 hours in duration. The student also coordinates a meeting space (in Psych or WS). The Women’s Studies Graduate Program Coordinator can assist if necessary. The student must inform the WS Grad Program Coordinator of the confirmed meeting time/place and committee members.

3) Submits the following materials to the WS Grad Program Coordinator at least one week before the proposed meeting:
   - short self-appraisal/statement about progress and future research plans (2-3 pages)
   - unrevised writing sample of any length from any course (with or without instructor comments) or PSYCH 619
   - an updated C.V.
The WS Grad Program Coordinator will collect comments from all faculty who have taught the student in a course, print out an updated transcript, and create a 4th term review packet with all relevant information. The WS Grad Coordinator will distribute the packet to members of the student's committee in advance of the meeting. The meeting will be an opportunity to:

- review and discuss the student’s academic record
- discuss student progress in the joint program and future research plans

The major topic of discussion will be the PSYCH 619 project. (It is helpful but not necessary to have completed it.) The committee will assess progress within the context of the joint PhD program, and will assist the student in setting up the next steps.

At the conclusion of the meeting, the requisite form (Psych Fourth Term Review Form) should be completed and filed with the Women's Studies Grad Program Coordinator.

**PRELIMS**

This prelim assignment applies to all students admitted to the PhD program in P&SC, P&SC/Women’s Studies, or P&SC/Social Work beginning Fall 2015. Students admitted prior to Fall 2015 may choose between this prelim assignment or the 2013/14 prelim assignment.

This assignment consists of two major components: **Course Portfolio and Research Proposal**. Both components are due by May 15 of the student’s second year. Area faculty are available to answer questions, but should not be expected to read drafts. Students may consult with others as well (e.g., classmates), but the final products should be their own independent work.

**Course Portfolio**

Develop a course related to Personality and Social Contexts (P&SC). Students must meet with the prelim coordinator to get approval of their course topic by March 15 of their second year. The prelim coordinator will evaluate whether the course topic sufficiently incorporates issues that are relevant to Personality and Social Contexts and Gender & Feminist Psychology. Joint students are encouraged to develop courses and research proposals that are relevant to both psychology and women's studies (e.g., drawing on theories, methods, or topics from both disciplines).

Regarding content, the course should include perspectives from Psych 654 as well as Psych 854/855 (P&SC theory and methods courses). In addition, the course should cover perspectives from at least two sub-areas of psychology beyond P&SC (or, for joint students, perspectives from their other field). Through this portfolio, students should demonstrate breadth of knowledge in their field(s).

The course portfolio must include the following elements:

- Detailed syllabus that includes a description of the course, its goals and objectives, major assignments, and schedule of readings and topics to be discussed throughout the semester.
- PowerPoint slides, with lecture notes, for two of the course periods. Choose course periods (other than Day 1 when you introduce the syllabus) that demonstrate some of the broad-based theories that underlie the course.
- A synopsis of readings and learning goals for each individual class period, with attention to how the readings support the learning goals.

**Research Proposal**

Develop a proposal for a new research project that you would like to conduct but have not yet done so (i.e., not the 619). The proposal should include a literature review, specific aims or hypotheses, proposed methods, and a budget. Below are the required sections, with recommended lengths.
• Project Description (approximately 10-12 pages total, single-spaced, 12-point font)
  o Background/literature review: This section should show that you understand the literature. It should also logically lead up to the aims and/or hypotheses that will follow. (4-6 pages)
  o Specific aims and/or hypotheses. (1/2 – 1 page)
  o Method: This section should include participants, procedures, materials/measures, and analytic framework. Be certain to include enough detail that the reader can be confident in your ability and knowledge to implement these methods. Make clear that the methods are feasible. Address ethical considerations. (4-6 pages)
• Project Budget: Include a budget table, with language that justifies expenses; be specific. (1-3 pages)

Evaluation Process
The Personality and Social Contexts faculty will evaluate all aspects of the prelim portfolio. The grades will consist of pass and revise. Students must have all materials in the portfolio reach a grade of pass before they will be considered having fulfilled the preliminary exam requirement. Students must complete their preliminary exam requirement and all of the other requirements for candidacy before the beginning of the fall semester of their third year in order to ensure funding. After submitting their portfolios, students will receive feedback from the faculty within four weeks. Students who have to revise part of their portfolios will be given a deadline by the prelim coordinator for submitting revised materials. Failure to successfully complete the prelim requirement may result in discontinuation of the student from the program.

WS 891
All students in Psychology complete a research project in PSYCH 619. The 619 paper forms the basis for the 891 project. The 891 must be completed by the end of the fall term of the third year. The goal of the 891 is for students to consider how the 619 project might have been approached differently if it had been influence by Women’s Studies/feminist scholarship and to think about how it might have been different if more interdisciplinary in its conception.

The student forms a committee, which may be the same committee composition as the fourth term review. The committee must consist of:
• a faculty member affiliated with Women’s Studies
• a faculty member affiliated with Psychology
• a faculty member with relevant expertise from any department

Each committee member makes written comments on the 619 and recommends additional readings. At the outset of the 891 meeting, the student distributes a detailed outline of the proposed paper to the committee elaborating what the main points of the 891 paper will be. The committee meets with the student for one hour to explore possible strategies for contextualizing the 619 project within interdisciplinary and feminist approaches to the subject.

A. If 619 is a mainstream project:
• How does the literature need to be expanded in terms of theory and empirical literature in other disciplines?
• How can the method be critiqued from a feminist and/or interdisciplinary perspective?
• How could the results be interpreted differently?

B. If 619 is an interdisciplinary project:
• How is it already informed by Women’s Studies?
• How can what makes it feminist be made more explicit?
• How could it be made more interdisciplinary or incorporate a more feminist perspective?
After the meeting, the student writes a framing document (8-10 pages) addressing the issues raised in the meeting. This document is circulated to the committee within 6 weeks of the 891 planning committee meeting. The chair asks members for their approval, determines if the project is acceptable, assigns the student a grade, and completes the requisite form (WS 891 Form, available from the WS Graduate Program Coordinator). The form should be returned to the WS Grad Program Coordinator to be included in the student file.

DISCERATON PROSPECTUS/PROPOSAL
The prospectus is a student’s proposal or plan for dissertation research and writing. Please file a copy of your prospectus with the Women’s Studies Graduate Office. In Psychology, students write a dissertation prospectus that is approved by their dissertation committee. A dissertation prospectus should contain: (1) an abstract of the specific aims of the investigation; (2) the background and significance of the proposed research, including the conceptual framework; (3) the research design and methods of procedure, including measurement techniques to be used, if applicable; (4) analysis strategies to be followed; (5) a tentative timetable. (Faculty in each Area and Joint Program will determine the length and detail of these sections).

In the Personality and Social Contexts area of Psychology, there is no set deadline for defense of the prospectus although students are strongly encouraged to have their prospectus successfully defended by the end of their fourth year in the program. The prospectus is a written document approved by the dissertation committee.

TRANSFERRING CREDITS
All proposals to satisfy program requirements using coursework from a program outside University of Michigan must be discussed with the Director of Graduate Studies in both Women’s Studies and Psychology. Graduate credits may be transferred to Master’s degree programs only. However, although course credits cannot be transferred to your PhD program, graduate work done elsewhere may be used to satisfy certain requirements but will not appear on the University transcript.

In Psychology, to use an MA thesis to fulfill a research seminar requirement or count a cognate or statistics requirement taken elsewhere towards your Psychology requirements at Michigan, you must discuss the matter with your area chair.

FACULTY OF THE WOMEN’S STUDIES AND PSYCHOLOGY DOCTORAL PROGRAM
The faculty listed below with a rank listed are all eligible to serve as representatives of Women’s Studies for purposes of advising and graduate student committee service. If you have any questions about a faculty member’s eligibility, please consult the Director of Graduate Studies. For a listing of all Women’s Studies faculty members, please review the website.

Professors
Rosario Ceballo
Elizabeth Cole
Lilia Cortina
Sandra Graham-Bermann
Denise Sekaquaptewa
Abby Stewart

Associate Professors
Terri Conley
Ramaswami Mahalingam
Sari van Anders

Assistant Professors
Sara McClelland
Other Gender Studies Faculty in Psychology
Toni Antonucci
Jill Becker
Susan Gelman
Lorraine Gutierrez
Fiona Lee

Donna Nagata
Sheryl Olson
Colleen Seifert
Brenda Volling
Monique Ward