

The University of Texas at Austin  
Master of Arts in Women's and Gender Studies

Graduate Handbook

2010-2011

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# 1 Women's and Gender Studies at UT Austin

## 1.1 Introduction

### Handbook

This Handbook describes the structure of the Center for Women's and Gender Studies, requirements for its Master of Arts, and relevant student resources. It provides information about financial assistance through CWGS and outlines the areas of expertise of [faculty mentors](#).

The policies and procedures in this document should be understood as governing the course of graduate study in Women's and Gender Studies at The University of Texas at Austin, in conjunction with the policies and procedures described in the 2009-2011 Graduate Catalog<sup>1</sup>. Policies and procedures may be amended by action of the Director. For questions about topics not addressed in this Handbook, please contact the Center for Women's and Gender Studies, Walter Webb Hall 401, Campus Mail A4900, Austin, TX 78712, call 512-471-5765, or e-mail the [graduate coordinator](mailto:ajsalcedo@mail.utexas.edu) at [ajsalcedo@mail.utexas.edu](mailto:ajsalcedo@mail.utexas.edu). Also, please visit the website at <http://www.utexas.edu/cola/centers/cwgs/>.

Each student is expected to receive, read, and keep a hard copy of the Handbook in place at the time that they entered the program. That Handbook contains the rules and guidelines that apply to that student and their cohort. Changes may be made subsequent to admission. Minor changes may be made by the Center for purposes of clarification only. In the event that a major change is made, for example a new program requirement is entered, that change will apply only to the cohort entering the next academic year. All students have the option of requesting that a specific change be applied to their program or they may continue to apply the rules in place at the time they officially entered their graduate studies in the M.A. program. Enrollment in the academic program acts as an agreement to adhere to the rules and standards contained within this document.

### Graduate Study at UT Austin<sup>2</sup>

**Graduate Study** The University of Texas at Austin, established in 1883, is a major research institution. It is the largest member of The University of Texas System. The University has grown from one building, two departments, eight faculty members, and 221 students on a forty-acre tract to a campus of more than 350 acres, with more than 110 buildings. The enrollment is about fifty thousand.

The faculty includes Pulitzer Prize and Nobel Prize winners and members of the National Academy of Sciences, the National Academy of Engineering, and the American Academy of Arts and Sciences. The University awards one of the largest number of doctoral degrees in the United States and is one of three southwestern members of the Association of American Universities.

The Graduate School was established in 1910 as the Graduate Department, but the first master's degree was awarded in 1886. The first doctoral degree was awarded in 1915. More than eleven thousand graduate students are now enrolled, and more than eight hundred doctoral degrees and twenty-eight hundred master's degrees are awarded each year.

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<sup>1</sup>This can be found online as html or as a downloadable .pdf at <http://registrar.utexas.edu/catalogs/grad09-11/>. You may also purchase it as a printed booklet through that page. Find more information about some relevant policies at [5.1 on page 39](#).

<sup>2</sup>More information from the section of the Graduate Catalog from which this section is drawn, including details on available graduate degrees and fields of study, can be found at <http://registrar.utexas.edu/catalogs/grad09-11/ch01/grad09.ch01a.html>.

The administration of the Graduate School (which does not include the School of Law) is the responsibility of the vice provost and dean of graduate studies. Graduate degrees are available in about a hundred fields. Each academic area that offers a graduate degree has a Graduate Studies Committee, a group consisting of all the assistant, associate, and full professors who are active in that graduate degree program. The Graduate Studies Committee recommends students for admission to the program, sets program-specific requirements for the graduate degrees in that area, and recommends students for admission to candidacy for degrees. Graduate education is the responsibility of the members of Graduate Studies Committees. One member serves as the graduate adviser to register and advise all graduate students, to maintain records, and to represent the Graduate School in matters pertaining to graduate work in that area.

**Statement on Equal Educational Opportunity** The University of Texas at Austin is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy.

**Title IX/ADA/504 Coordinators** Federal law prohibits discrimination on the basis of gender (Title IX of the Education Amendments of 1972) and disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990). The University has designated the following persons as Coordinators to monitor compliance with these statutes and to resolve complaints of discrimination based on gender or disability.

Disability (Section 504/ADA)

For students and employees: Linda Millstone, Deputy to the Vice President for Diversity and Community Engagement and Director of Equal Opportunity Services, NOA 4.302 (101 East 27th Street), (512) 471-1849

Gender (Title IX)

For students: Soncia Reagins-Lilly, Senior Associate Vice President for Student Affairs and Dean of Students, SSB 4.104 (100-B West Dean Keeton Street), (512) 471-1201  
For employees: Linda Millstone, Deputy to the Vice President for Diversity and Community Engagement and Director of Equal Opportunity Services, NOA 4.302 (101 East 27th Street), (512) 471-1849

**Accreditation** The University of Texas at Austin is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, first-professional, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4033 or call (404) 679-4500 for questions about the accreditation of the University of Texas at Austin.

**The Nature and Purpose of Graduate Work** Graduate work at the University is divided into disciplines. These are normally associated with departments; they may, however, be broader in scope, involving courses and research in several departments. The candidate for an advanced degree presents work done in a chosen major area, but usually he or she is also expected to have done supporting work on an advanced level (upper-division or graduate) in one or more relevant areas. There are three components of graduate study: coursework, independent study, and independent

scholarly research leading to a report, thesis, recital, dissertation, or treatise. In some areas, internships, field studies, and other professional experiences may also be an integral part of the program. The proportion of each type of study varies according to the previous training of the student and the nature of the major area.

The objective of graduate study is to develop the intellectual breadth and to provide the specialized training necessary to a career in teaching, research, the arts, or the professions. Emphasis is placed on the knowledge, methods, and skills needed for scholarly teaching, original research and problem solving, intellectual leadership, creative expression, and other modes of achievement in the student's discipline.

## **The Center for Women's and Gender Studies**

**Mission Statement** The mission of the Center for Women's and Gender Studies (CWGS) is to create committed communities that address the challenges faced in the areas of gender, sexuality, diversity, and equity. We foster these communities inside and outside The University of Texas at Austin through:

- Interdisciplinary research
- Undergraduate and graduate teaching
- Social advocacy
- Community partnerships

**Vision Statement** To be a world-class center for interdisciplinary research, teaching, and activism in women's and gender studies.

The students, professors, and community members who participate in our programs explore a wide variety of topics and issues including but not limited to the causes of breast cancer, the role of marriage in men's and women's health, women's citizenship and constitutional rights in the US, changing sex roles in Mexico, and the contributions of women writers and artists in different historical periods and places.

CWGS also works closely with other interdisciplinary programs and research centers on campus. Examples include<sup>3</sup> the ethnic studies centers (the Centers for Asian American Studies, African and African American Studies, and Mexican American Studies), various area studies centers (the Centers for European Studies, and Middle Eastern Studies, as well as the Institute of Latin American Studies), other research centers (the Center for Health Promotion Research and the Population Research Center), and student centers (the [Women's Resource Center](#), and the [Gender and Sexuality Center](#), on pages 44 and 45).

Started by a handful of faculty and students in 1979, CWGS now has over two hundred and fifty [faculty affiliates](#), several degree programs, and hundreds of students who participate in our programs. We have a growing national reputation in the women and gender studies community.

Despite numerous legal and social advances over the last several decades, women continue to face disparities in educational attainment and career advancement relative to men. Women remain significantly underrepresented across numerous professions. Understanding the barriers to women's

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<sup>3</sup>Please see [4.2 on page 32](#) for websites and more information on each of these centers.

success and creating programs that promote women's leadership requires good gender studies research and the presence of strong role models within universities. The Center for Women's and Gender Studies at the University of Texas at Austin is dedicated to closing the leadership gap through a variety of initiatives that:

- Promote groundbreaking interdisciplinary research in the study of women and gender
- Support undergraduate women students in their pursuit of leadership
- Assist women faculty so that they may succeed in their chosen fields and serve as mentors and role models for their students

By offering a wide variety of programs and events that allow our faculty, students and community members to share their experience and expertise, CWGS creates a learning and research environment that is responsive to the lives and concerns of the people in our community.

**Contacting the Office** The Center for Women's and Gender Studies is open Monday-Friday, 8am to 5pm. Faculty prefers to be contacted by email. It is helpful if any special requests are put in writing. The Center for Women's and Gender Studies communicates with students primarily by email. Students will receive the weekly bulletin, event invitations, news, and important announcements via the student list serves. Students are responsible for keeping electronic and mail addresses up to date.

Contact information is also available on our website here: <http://www.utexas.edu/cola/centers/cwgs/about/Contact-Us.php>.

## 1.2 Standards of the Graduate School

### Standard of Work

To continue in the Graduate School beyond the first semester or summer session, the student must make satisfactory progress in absolving any admission conditions that were imposed, meet any requirements made in writing by the Graduate Studies Committee, maintain a graduate grade point average of **at least 3.00**, and receive the approval of the student's Graduate Studies Committee.

Graduate Studies Committees are responsible for evaluating the students in their programs to ensure that they are making satisfactory progress toward a degree. If the Graduate Studies Committee finds that a student is not making satisfactory progress, it may recommend to the graduate dean that the student's program be terminated.

A graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that their continuance in the Graduate School is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester or summer session he or she is enrolled or be subject to dismissal. During this period, the student may not drop a course or withdraw from the University without the approval of the graduate adviser and the graduate dean.

A graduate student who has been dismissed may be readmitted for further graduate study only by petition of the Graduate Studies Committee in the student's major area or by the Graduate Studies Committee of another program that will accept the student. The petition must be approved by the graduate dean.

Academic dismissal is reflected on the student's permanent record.

**Integrity and Conduct** The University's honor code states:

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

The department responsible for supporting this mission is Student Judicial Services (SJS), which upholds University standards of student conduct and academic integrity through a fair and objective process. Please be familiar with their policies<sup>4</sup> regarding:

- Standards of Conduct
- The Standard of Academic Integrity
- Academic Dishonesty<sup>5</sup>
- Discipline Process

By fostering self-reflection, promoting civility, and encouraging personal responsibility, SJS strives to ensure a safe and healthy campus community. Student Judicial Services demonstrates its commitment to the principles of due process and to the principles of student rights and responsibilities through ongoing outreach, continual education, and thorough case management.

SJS is located in suite 4.104 of the Student Services Building (SSB)<sup>6</sup>. You may contact them via e-mail at [sjs@austin.utexas.edu](mailto:sjs@austin.utexas.edu) or call 512-471-2841 for more information about our services.

## Student Responsibility

While University faculty and staff members give students academic advice and assistance, each student is expected to take responsibility for their education and personal development. The student must know and abide by the academic and disciplinary policies given in this catalog and in General Information<sup>7</sup>, including rules governing quantity of work, the standard of work required to continue in the University, warning status and scholastic dismissal, and enforced withdrawal. The student must also know and meet the requirements of their degree program; must enroll in courses appropriate to the program; must meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice about degree requirements and other University policies when necessary.

The student must give correct local and permanent postal addresses, telephone numbers, and e-mail address to the Office of the Registrar and must notify this office immediately of any changes. Official correspondence is sent to the postal or e-mail address last given to the registrar; if the student has failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered. Students may update their addresses and telephone numbers online through this page on the UTDirect system: [https://utdirect.utexas.edu/apps/utd/all\\_my\\_addresses/](https://utdirect.utexas.edu/apps/utd/all_my_addresses/).

The student must register by the deadlines given in the Course Schedule and must verify his or her schedule of classes each semester, must see that necessary corrections are made, and must keep

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<sup>4</sup>Details of each of these policies can be found here, through the website of the Dean of Students: <http://deanofstudents.utexas.edu/sjs/index.php>.

<sup>5</sup>Another guide to avoiding plagiarism has been produced by the LBJ school; download it as a .pdf file here: <http://www.utexas.edu/lbj/writing/plagiarism.pdf>.

<sup>6</sup>Campus map and location of the SSB can be found here: <http://www.utexas.edu/maps/main/buildings/ssb.html>.

<sup>7</sup>General Information 2009-2010 can be found online here: <http://registrar.utexas.edu/catalogs/gi09-10/>.

documentation of all schedule changes and other transactions.

Students should be familiar with the following sources of information:

**University catalogs**<sup>8</sup>. General Information gives important information about academic policies and procedures that apply to all students. It includes the official academic calendar, admission procedures, residence requirements, information about tuition and fees, and policies on quantity of work, grades and the grade point average, adding and dropping courses, and withdrawal from the University. This catalog also gives historical and current information about the University's organization and physical facilities. It describes the services of the Division of Student Affairs and the libraries and research facilities that support the University's academic programs.

The **Graduate Catalog**, described in 5.1, gives information about degrees offered by the Graduate School. It describes academic policies and procedures that apply to graduate students and lists courses and members of Graduate Studies Committees.

**The Course Schedule.** The Course Schedule is published by the Office of the Registrar and is available before registration for each semester and summer session. The Course Schedule includes information about registration procedures; times, locations, instructors, prerequisites, and special fees of classes offered; and advising locations. See 3.1.1 on page 20 for more information about finding WGS and elective courses, and find the Course Schedule website here: <http://registrar.utexas.edu/schedules/>.

**The University Directory.** The printed University directory is distributed by Texas Student Media each fall. It gives physical and e-mail addresses and telephone numbers of University offices and of students and faculty and staff members. The current, searchable directory can be found online here: <http://www.utexas.edu/directory/>.

You can also search for University phone numbers by office through the alphabetical list on this page: <http://www.utexas.edu/directory/offices/>.

**World Wide Web.** The address for the University's home page on the World Wide Web is <http://www.utexas.edu/>. In addition to the publications described above, the Web site includes sites maintained by departments, colleges, graduate programs, museums, libraries, research units, and student-service offices.

**The Office of Graduate Studies** is the central source of information for graduate students. Doctoral and master's degree evaluators provide information about procedures for submission of reports, theses, dissertations, and treatises, and the student services section assists with registration and related matters. **Important deadlines for graduation** and other forms can be found through their website on this page: <http://www.utexas.edu/ogs/pdn/>, or find more general information on their website here: <http://www.utexas.edu/ogs/>.

**Graduate advisers and graduate coordinators.** The **graduate adviser** for each program is a faculty member designated to advise students and represent the Graduate School in matters pertaining to graduate study. He or she provides information about the program, including admission and degree requirements, and about fellowships, teaching assistantships, and research assistantships.

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<sup>8</sup>All catalogs can be found through the Office of the Registrar at <http://registrar.utexas.edu/catalogs/>.

The **graduate coordinator**, a staff member who assists the graduate adviser and other faculty members in the administration of the program, also provides services to students. See **2.1 on page 10** for information on WGS advising.

### 1.3 Standards of the WGS Program

#### Professionalism

In addition to the information provided by the Graduate School regarding **Standard of Work** and **Student Responsibility** above, the Center would like to emphasize the following components of the professional conduct expected of graduate students in the program:

- Practice self-care (such as going to the Counseling and Mental Health Center or University Health Services<sup>9</sup> if you are depressed or sick).
- Citing sources and avoiding plagiarism is crucial<sup>10</sup>.
- Be respectful of faculty in person and remotely- arrive promptly, no texting in class, and use proper address and tone in e-mails.
- If you are going to miss class, notify your professor.
- Keep up with deadlines, including in self-paced conference courses. Practice time management, and visit the Learning Center<sup>11</sup> if you are having difficulties.
- Be respectful of your peers- remember that each person has a unique viewpoint and set of experiences, and that there is no one definition of feminism or feminist study.
- Participate in CWGS events- especially those designed to recruit, welcome, or orient new students.

#### Research

Graduate students in CWGS are expected to actively strive toward speaking at conferences and publishing original work. Investigate submitting abstracts to conference Calls For Papers (CFPs), including both graduate and professional conferences. To get started in publishing, try submitting papers to graduate journal publications and submitting book reviews to both graduate and professional journals. Calls for Papers (CFPs) are often included in the CWGS Weekly Bulletin which you will receive as part of the listserv, and various CFPs are also published to and archived in the CWGS blog<sup>12</sup>.

One example of an accessible student-run publication is *Intersections*, which is an interdisciplinary graduate student peer-reviewed journal, founded in 2003, which is affiliated with CWGS. See the *Intersections* website for more information: <http://www.intersectionsjournal.com/index.html>.

Details on travel funding can be found in **3.2 on page 26**, and more information on campus research centers and CWGS research groups can be found in Research and Outreach, beginning on page **32**.

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<sup>9</sup>Find the CMHC website here: <http://cmhc.utexas.edu/> and the UHS website here: <http://healthyhorns.utexas.edu/>. More information on student health insurance is included in on page **43**.

<sup>10</sup>Again, details on academic honesty can be found here: <http://deanofstudents.utexas.edu/sjs/index.php>.

<sup>11</sup>The Sanger Learning and Career Center offers academic counseling and other services. For more information, see their website here: <http://lifelearning.utexas.edu/>.

<sup>12</sup>Find the blog at <http://blogs.utexas.edu/cwgs/>.



## Leadership

As members of an interdisciplinary and social justice program, CWGS graduate students are encouraged to use their skills and resources for campus or community leadership. Besides the organizations found through [5.3 on page 44](#), the following groups and programs can offer a good start to anyone hoping to take an active role in leading specifically WGS and graduate student communities.

**Committee involvement** Student involvement in the governing committees of the Center is important for its continuing development and growth; additionally, experience working formally with faculty and community affiliates can be valuable for the professional development of the students involved.

**Steering Committee** The Master's student representative on the Steering Committee has a one-year term as representative and attends biannual meetings. Additionally, with guidance, they are responsible for organizing and pairing together incoming MA students with those moving on to their second year in the program, and organizing one graduate program social/brown bag per semester. This task will begin in the Spring semester and is a part of the CWGS Mentoring Program, on which more information can be found in [2.1 on page 12](#).

At the beginning of each academic year, the graduate coordinator takes self-nominations for this position, and candidates are voted on by their peers in the program.

**Curriculum Committee** The Curriculum Committee is another opportunity for a MA student to get involved in CWGS governance. Besides sitting in meetings, the representative will be responsible, with guidance, for organizing and grouping together first-year MA students with one or more CWGS Portfolio students during the Fall semester. This is also part of the [CWGS Mentoring Program](#).

For more information about participation in this committee, please contact the [graduate coordinator](#) at [ajsalcedo@mail.utexas.edu](mailto:ajsalcedo@mail.utexas.edu).

**The Gender and Sexuality Center Working Group** The GSC Advisory and Working Group (GSCAWG) is an assembly of students, faculty, and staff who work to develop and implement the strategic plan of the center, provide feedback on policies, conduct outreach for the GSC and help to evaluate current GSC programs and services.

Some of the programs organized by the Working Group include: the Feminist Action Project Conference, held in the Spring semester; the publication of the GSC newsletter, *Cynosure*; and the Lavender Graduation ceremony for LGBTQA students<sup>13</sup>.

If you are interested in becoming a member of the Advisory and Working Group, submit an application form to the director of the GSC. Application forms and guidelines can be found in .pdf form at <http://www.utexas.edu/diversity/ddce/gsc/advisory.php>. Find more information on the [Gender and Sexuality Center](#) in [5.3 on page 45](#).

**Graduate Student Assembly** The Graduate Student Assembly (GSA) is another student service through which active involvement can be very beneficial for both you and the larger population the organization serves.

GSA has been the official representative body for graduate students since 1994. Other groups, including the Council of Graduate Students, represented graduate students between 1968 and 1994. GSA addresses issues that are important to its constituents, not only as students but also as teaching

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<sup>13</sup>Find more information on LavGrad here: <http://www.utexas.edu/diversity/ddce/gsc/lavendergrad.php>

assistants, research assistants, and assistant instructors. GSA reports administratively to the vice provost and dean of graduate studies. Administrative expenses are funded through an allocation from students' tuition.

The objectives of GSA are to represent the views of graduate students to the University community and the community at large; to facilitate graduate student communication and interaction; to gather and disseminate information pertinent to graduate students; to conduct activities that promote the general welfare of graduate students; and to provide a means of assisting in the selection of graduate student members of departmental, college, and University bodies.<sup>14</sup>

The GSA's efforts impact graduate student lives directly. For example, in the coming year, one of the GSA's goals is to work toward academic fellowship packages including the same health insurance benefits as those currently offered students with appointments.

**Iota Iota Iota Honors Society** The Alpha Chapter of Iota Iota Iota, Triota, at Metropolitan State College of Denver held its first induction ceremony in the fall of 1992 in order to recognize the academic achievements of students in Women's Studies. The Greek letter, iota, was selected for the name to represent the three goddesses Inana, Ishtar, and Isis. Iota Iota Iota strives to maintain the feminist values central to Women's Studies and encourage diversity, egalitarianism, and supportive academic environment for all students.

The University of Texas at Austin joins the nation-wide list as the Beta Iota chapter.

If you have completed at least 45 undergraduate hours, have a GPA of 3.0 or above, and have taken at least 6 credit hours in Women's and Gender Studies (cross-listed courses count), we invite you to join Iota Iota Iota. If you are interested in membership, please fill out the application<sup>15</sup> and return it along with the membership fee and a copy of your recent academic summary (unofficial transcript) to the University of Texas at Austin Women's and Gender Studies office.

## 2 Program Information

### 2.1 Advising

#### People

Each student is required to consult the graduate adviser or graduate coordinator prior to registration each semester so that advising bars may be cleared. Since registration is a busy time, students should feel free to contact the graduate coordinator throughout the semester to discuss more in-depth academic planning.

For information on the official roles of the graduate coordinator and adviser, please see [1.2 on page 7](#).

**Graduate coordinator** The graduate coordinator welcomes phone calls and can help with many routine questions about courses or the UT environment. They are familiar with the University and Center policy concerning application, admission, registration, and graduation and informs and assists students in dealing with these policies. Additionally, they distribute information about the program, handles petitions and special requests, assists with registration, maintains student files,

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<sup>14</sup>More information about GSA, including contact information for officers, current representatives, meeting agendas and minutes, and current and past activities, can be found here: <http://www.utgraduatestudentassembly.org/index.php>.

<sup>15</sup>The .pdf of this form can be downloaded directly from [http://www.utexas.edu/cola/centers/cwgs/\\_files/pdf/Triota%20Application.pdf](http://www.utexas.edu/cola/centers/cwgs/_files/pdf/Triota%20Application.pdf). Alternately, use the Triota page through the CWGS web site, found here: <http://www.utexas.edu/cola/centers/cwgs/academics/Honor-Society.php>.

and compiles statistics. The graduate coordinator often serves both in administrative and counseling capacities.

Alma Jackie Salcedo is the graduate coordinator for CWGS. She is your first contact for questions and other concerns, including course choice and graduation requirements. Many of the resource e-mails and other information sent through the CWGS listserv come from Jackie's office. She will also refer you to an outside resource if necessary, such as the appropriate person in the Graduate Office or Nancy Ewert, the CWGS Program Coordinator.

To contact Jackie: E-mail at [ajsalcedo@mail.utexas.edu](mailto:ajsalcedo@mail.utexas.edu) is the best way to get a quick response. However, because she is usually in the CWGS office, you can try a drop-in appointment at Walter Webb Hall<sup>16</sup> 401.

**Graduate adviser** The graduate adviser is a Women's and Gender Studies faculty member who is elected by CWGS and appointed by the Vice-President and Dean of Graduate Studies to represent the Graduate School in all matters pertaining to the graduate program in the Center. They consult with newly admitted students and monitor the progress of all graduate students. The graduate adviser approves the student's course selections each semester as well as all formal documents during the student's program of study.

Dr. Alissa Sherry is the graduate adviser for CWGS. She will be advising graduate students if Jackie does not have the resources for their queries. See her professional website at <http://www.edb.utexas.edu/faculty/sherry/as.html>.

Additionally, in the 2010 Fall semester, Dr. Sherry will be teaching Foundations I, the first required course for MA students. Find more about that course in [3.1.1 on page 20](#).

To contact Dr. Sherry: E-mail at [alissa.sherry@mail.utexas.edu](mailto:alissa.sherry@mail.utexas.edu) is the best way to set up a meeting. Because she is a professor through Educational Psychology, her primary office is located at George I. Sánchez Building<sup>17</sup> 504.

**WGS bibliographer** Lindsey Schell is the English Literature, Women's and Gender Studies, and Youth Collection Bibliographer. She is a very valuable resource for your research, and especially for your final report or thesis work. She is also an active member of the CWGS [Steering Committee](#), and played a vital role in the formation of the [Black Queer Studies Collection](#).

Lindsey is particularly qualified in Comparative Literature, English Literature, Gender Studies, Gay, Lesbian, Bisexual, and Transgendered Studies, Women's Studies, Medieval and Renaissance Studies, Youth Literature, and Rhetoric. You can reach her at [schell@austin.utexas.edu](mailto:schell@austin.utexas.edu), and see her professional website here: <http://www.lib.utexas.edu/subject/specialist-detail.php?id=18>, and read more about the University libraries on [page 29](#).

To contact Lindsey: She invites and encourages research questions, and the best way to find her is through e-mail at [schell@mail.utexas.edu](mailto:schell@mail.utexas.edu). Also, her office can be found at [Perry-Castañeda Library](#)<sup>18</sup> 3.320.

## CWGS Mentoring Program

The CWGS Mentoring Program is a new initiative, run through student representatives of the Center, which connects Master's students with Portfolio students, CWGS faculty affiliates, and

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<sup>16</sup>Find a map and information page for WWH here: <http://www.utexas.edu/maps/main/buildings/whh.html>.

<sup>17</sup>Find a map and information page for the SZB here: <http://www.utexas.edu/maps/main/buildings/szb.html>.

<sup>18</sup>Find a map and information page for the PCL here: <http://www.utexas.edu/maps/main/buildings/pcl.html>.

each other. Because the CWGS program crosses schools and disciplines, its students sometimes have difficulty enjoying all the benefits that the many affiliated departments have to offer, and this program is meant to provide access to the expertise of peers and dedicated faculty who can help guide incoming students through graduate school.

For more information on any of the three legs of this program, or to become a participant, please e-mail [cwgs.mentoring@gmail.com](mailto:cwgs.mentoring@gmail.com)

**MA mentorship** First-year and incoming MA students fill out interest forms and are matched by research interest and other needs by the **Steering Committee** representative. They can begin contact over the summer before the incoming students arrive, acting as resources for information about courses, studying, and life in Austin.

**Faculty mentorship** Incoming students are matched by research interest with the CWGS faculty affiliates who have identified themselves as willing to participate in a one-on-one mentorship. This begins as a small time commitment to assist the student in navigating their first steps in graduate school, and has the potential to grow into a valuable working relationship. They are matched by the **Curriculum Committee** representative.

A list of the current faculty mentors and their departments and websites can be found on the current page.

**Portfolio groups** In the Fall semester of their first year, MA students will be grouped with one or more Portfolio students who have similar research interests; this will aid CWGS students in navigating outside departments, and help connect Portfolio students to the Center's population and events. Matching occurs in mid-Fall-semester in order for incoming students to have an opportunity to solidify their academic interests. This is an informal mentoring group, and can meet or stay in contact according to the needs of the participants.

## 2.2 WGS Faculty

### Faculty affiliates

The Center has 296 faculty affiliates who may offer courses in women's and gender studies, and/or engage in research work on women, gender, or sexuality. Affiliates also include faculty who have a scholarly or personal interest in the area of women and gender. Affiliates are eligible to vote for and stand for the **Steering Committee**.

Faculty affiliates may teach any of the **WGS core courses**, or may teach cross-listed courses. Anyone who teaches for WGS is doing so voluntarily. While faculty affiliates may not have a background in Women's and Gender Studies or feminist theory, it is important to be open to and respectful of their pedagogical framework, experience, scholarship, and methods. Because CWGS is an interdisciplinary center, we are able to have access to these diverse and valuable perspectives.

Find a directory of the faculty affiliates, searchable by rank and academic department, on the CWGS website here: <http://www.utexas.edu/cola/centers/cwgs/faculty/list.php>.

### Faculty Mentors

**Hina Azam** is an Assistant Professor of Middle Eastern Studies and is affiliated with the Thomas Jefferson Center for the Study of Core Texts and Ideas<sup>19</sup>. Her research interests include Islamic

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<sup>19</sup>The mission of the Jefferson Center is to counter the modern university's drift towards fragmentation and specialization by creating a locus of sustained dialogue about questions of enduring significance and providing new ways

law and jurisprudence and women and Islam. More broadly, she studies gender, identity, popular culture, and religion.

Professional site: <http://www.utexas.edu/cola/depts/mes/faculty/ha729>

**Noel Busch-Armendariz** is an Associate Professor in the School of Social Work. Her professional interests include violence against women and children; social and public policy; social justice; international social work education, training and practice; and adoption and child welfare issues. She is the Principal Investigator of the UT Institute on Domestic Violence and Sexual Assault.

Professional site: <http://www.utexas.edu/ssw/faculty-and-staff/directory/busch/>

**Ruramisai Charumbira** is an Assistant Professor of History. Her primary teaching and research interests concerning Africa are: Southern Africa; pre1800; post1800/colonial; postcolonial; women's and gender history; and historical memory, while her interests surrounding imperial and intellectual history include comparative mission history; gender and imperial history; and 20th century African intellectual life.

Professional site: <http://www.utexas.edu/cola/depts/history/faculty/rc28829>

**Diana DiNitto** is a Cullen Trust Centennial Professor in Alcohol Studies and Education and a Distinguished Teaching Professor in the School of Social Work. Her research interests include social welfare policy, chemical dependency, and violence against women.

Professional site: <http://www.utexas.edu/ssw/faculty-and-staff/directory/dinitto/>

**Elizabeth Engelhardt** is an Associate Professor of American Studies. Her scholarly interests include food studies, feminist theories, ecological literature and culture, Appalachian Studies, Southern Studies, material culture studies, and the intersections of race, class, and gender in American literature and society. She uses a variety of texts, including photographs, letters, diaries, novels, poems, and recipes and employs interdisciplinary methodologies to understand them. Her newest research looks at gender, food, and foodways across the US South.

Professional site: <http://www.utexas.edu/cola/depts/ams/faculty/ee563>

**Adria Frizzi** is a Lecturer in the Department of French and Italian. Her research interests include Brazilian, Italian, Spanish American, and US modern and contemporary literature; theory and practice of translation; Modern and contemporary Italian culture; Italian women writers; Italian and Latin American film; and literature into film.

Professional site: <http://www.utexas.edu/cola/depts/frenchitalian/faculty/frizzia>

**John Gonzalez** is an Associate Professor in the English Department. His major research interests include Latino/a literature, especially Chicano/a literature; late nineteenth-century US literature and culture; narrative theory; postcolonial theory; and cultural studies. He is a Research Affiliate of the Recovering the US Hispanic Literary Heritage Project, and currently serves upon the Executive Committee for the MLA Division for Chicano/a Literature.

Professional site: <http://www.utexas.edu/cola/depts/english/faculty/jmgonzal>

**Laurie Green** is an Associate Professor of History. Her central research areas include the politics of race and gender in the twentieth-century U.S.; social movements; and cultural studies. She teaches modern U.S. history with concentrations on women and gender in twentieth-century America, the Civil Rights Movement, the South, African-American history, and comparative race and ethnicity.

Professional site: <http://www.utexas.edu/cola/depts/history/faculty/greenl4>

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for undergraduates to integrate their studies. Find more information here: <http://www.utexas.edu/cola/centers/coretexts/>.

**Julie Hardwick** is an Associate Professor of History and the Director of the Institute for Historical Studies<sup>20</sup>. Her main areas of interest are early modern social and cultural history, legal history, and women's history. She teaches early modern European history, especially France, as well as gender/family and legal history.

Professional site: <http://www.utexas.edu/cola/depts/history/faculty/jholwell>

**Dustin Harp** is an Assistant Professor in the School of Journalism. Her research is bound by an interest in women's and gender issues, critical and cultural theoretical perspectives, and the use of qualitative methods. A prominent area of her research centers on new media. She is particularly interested in the online environment and how women and marginalized groups navigate through traditional obstacles and use the tools offered by the Internet to access a public sphere of political and social discourse.

Professional site: <http://journalism.utexas.edu/faculty/dustinharp.html>

**Dnika Jones Travis** is an Assistant Professor in the School of Social Work. She specializes in employee responses to complex and stressful work experiences and environments. Her research interests include: employee voice, engagement, and retention; leadership and communication; organizational change and effectiveness; and workforce diversity and inclusion.

Professional site: <http://www.utexas.edu/ssw/faculty-and-staff/directory/travis/>

**Mary Kearney** is an Associate Professor of Radio-Television-Film, specializing in feminist media and cultural studies. She currently serves as Secretary for the Society of Cinema and Media Studies<sup>21</sup>. Mary's research to date has focused primarily on girls' media culture, and she is founding director of Cinemakids<sup>22</sup>, a program for inspiring young media producers.

Professional site: <http://rtf.utexas.edu/faculty/mckearney.html>

**Lisa Moore** is an Associate Professor of English. Her research interests include transatlantic eighteenth-century and Romantic literatures, Anglo-American women's literature (specializing in 20th-century lesbian literature), feminist and queer theory and the history of sexuality.

Professional site: <http://www.utexas.edu/cola/depts/english/faculty/moorell>

**Ann Reynolds** is an Associate Professor of Art and Art History. She specializes in art since 1930 and modern architecture. Her research, publications, and teaching focus on U.S. and European art, architecture, and visual culture after 1930; feminist theory, gender, and sexuality studies; the historiography of exhibition practice; and film.

Professional site: [http://www.finearts.utexas.edu/aah/art\\_history/faculty/reynolds.cfm](http://www.finearts.utexas.edu/aah/art_history/faculty/reynolds.cfm)

**Sharmilla Rudrappa** is an Associate Professor of Sociology and a South-Asian-American Studies Scholar who specializes in gender and immigration issues. She is currently working on two research projects: Indian information technology/immigrants in the U.S., and the cultural politics of assisted reproductive technologies in India.

Professional site: <http://www.utexas.edu/cola/depts/sociology/faculty/rudrappa>

**Sonia Seeman** is an Assistant Professor of Middle Eastern Studies. Her interests focus on the music of modern Turkey, the Ottoman Empire, and Southeastern Europe, specializing in Rom ("Gypsy") communities. Her theoretical interests include transnationalism and cosmopolitanism; minority communities; recording industry; post-structuralism; and phenomenological

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<sup>20</sup>The website of the Institute for Historical Studies can be found here: <http://www.utexas.edu/cola/insts/historicalstudies/>.

<sup>21</sup>The Society of Cinema and Media Studies website can be found here: <http://www.cmstudies.org/>.

<sup>22</sup>Information on the weekend program Cinemakids can be found here: <http://rtf.utexas.edu/cinemakids/>.

hermeneutics. Most recently she explores emergent Turkish cultural expressions and ongoing configuration of ethnic and gendered identities in the wake of the European Union accession processes.

Professional site: <http://www.utexas.edu/cola/depts/mes/faculty/sts454>

**Mary Steinhardt** is a Professor of Kinesiology and Health Education and Fellow in the Lee Hage Jamail Regents Chair in Education. Her academic interests focus on the development and implementation of programs that enhance individual and organizational resilience. Her research explores the determinants and methods for building resilience and strength when challenged with change and stressful situations, and she has formed the education module program Transforming Lives Through Resilience Education<sup>23</sup>.

Professional site: <http://www.edb.utexas.edu/education/departments/khe/AcadProg/grad/hed/about/faculty/2038/>

**Pauline Strong** is an Associate Professor in the Center for European Studies and the Director of the Humanities Institute<sup>24</sup>. She has published on the representation of Native American cultures and identities in North American literature, scholarship, film, art, museums, sports events, legislation, social movements, and youth organizations. Her current research concerns the role that 20th-century youth organizations played in the development of racialized and gendered U.S. citizens.

Professional site: [http://www.utexas.edu/cola/centers/european\\_studies/faculty/pstrong](http://www.utexas.edu/cola/centers/european_studies/faculty/pstrong)

**Janet Swaffar** is a Professor in the Department of Germanic Studies. Her research interests include German literature after 1945, German media, applications of literary theory to reading and writing in a foreign language, and foreign language acquisition and advanced learners.

Professional site: <http://www.utexas.edu/cola/depts/germanic/faculty/jks89>

**Lynn Westbrook** is an Associate Professor in the School of Information. Her research interests include: information worlds of domestic violence survivors, the nature and quality of digital reference transactions, and the role of mental models in reference work. Her specializations include: User Services and Studies, Research Methods, Reference or Information Services, Management of Libraries and Information Services, Library Use Instruction, Information Storage/Retrieval, Information Services in Society, Information Literacy, and Collection Development.

Professional site: [http://www.ischool.utexas.edu/people/person\\_details.php?PersonID=73](http://www.ischool.utexas.edu/people/person_details.php?PersonID=73)

**Lynn Wilkinson** is an Associate Professor in the Department of Germanic Studies. Her interests include nineteenth- and early-twentieth-century European literature, culture, and film; women writers and women's and gender studies; literary and cultural theory; Scandinavian film. Her research also focuses on Scandinavian and comparative literature; Scandinavian drama; modernism; and the novel and narrative traditions.

Professional site: <http://www.utexas.edu/cola/depts/germanic/faculty/lrw>

**Hannah Wojciehowski** is an Associate Professor of English. Her research interests include Shakespeare; Marlowe; intellectual history of the Renaissance and Reformation; women writers in early modern Europe; sixteenth-century travel literature; literary criticism and theory; early

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<sup>23</sup>The website for Transforming Lives Through Resilience Education can be found here: <http://www.utexas.edu/education/resilience/index.html>.

<sup>24</sup>The website of the Humanities Institute can be found here: <http://www.humanitiesinstitute.utexas.edu/>.

modern colonialisms and globalization; early modern technology and culture; and psychoanalytic and neurocritical approaches to literary studies.

Professional site: <http://www.utexas.edu/cola/depts/english/faculty/dolora>

## 2.3 Governance and Committees

### Steering Committee

The Steering Committee is the main governance body for CWGS and is composed of fifteen voting members (12 faculty and three students) as well as several ex-officio members.

#### Structure:

1. Faculty Members (twelve total):

- (a) Eight elected faculty members (half selected each year) from the list of CWGS faculty affiliates – from four categories of affiliated schools and colleges. All faculty affiliates can vote for all four positions (one per category) each year.

College and school categories (one seat selected per category, per year):

- i. Liberal Arts
  - ii. Social Work, Pharmacy, Nursing
  - iii. Communications, Engineering, Information, Natural Sciences
  - iv. Business, LBJ, Fine Arts, Architecture, Education, Law
- (b) Four appointed faculty members (half selected each year) from the list of CWGS faculty affiliates. These members will be selected by the Director to maximize diversity (by discipline and rank) and representation on the committee.
  - (c) Terms and rotation

Each year six new faculty members (four elected, two appointed) will join the committee for two-year terms. These terms are renewable once (for a maximum of four years total) either by election or appointment, then a two year hiatus is required before a faculty member is eligible to serve on the committee again.

2. Ex-Officio, nonvoting Members (four total):

- (a) Director
- (b) GSC Chair
- (c) Graduate Advisor/Associate Director
- (d) Assistant to Director

3. Student Representatives (three total):

- (a) 1 undergraduate student (appointed by the Director)
- (b) 1 doctoral portfolio student (appointed by the Director)
- (c) 1 CWGS MA student (elected by CWGS MA students)

These are non-voting, one-year terms. The student members shall be appointed or elected by October 1 of each year to serve through the remainder of the academic year.



#### 4. Nominations and Elections

Nominations will be accepted from all affiliates. Self-nominations are also accepted. The top five nominees (in terms of the number of nominations received) per category shall be placed on the ballot. Affiliates are limited to two nominees per category, for a maximum of eight names for the four members to be elected.

Elections will be held the first month of the fall semester. Ballots will be mailed to all faculty affiliates the week prior to the start of the fall semester with a request that they be returned to the CWGS office by 5 pm on the Friday of the first week of classes. Emailed ballots (sent to the Assistant to the Director) will also be accepted.

#### **Executive Committee**

The Executive Committee of the Center for Women's and Gender Studies oversees matters concerning faculty appointments and promotions for faculty who have a 0% or greater appointment in WGS. (Please note that it is the Steering Committee of CWGS which is our main governance body.) It is a 12 person committee with a mix of full, associate, and assistant professors or lecturers. Most of the members are elected (for one or two year terms) and some are appointed by the director for one year terms.

The EC is elected each fall to serve from October through the following September. The committee is elected by all faculty with 0% or greater appointments. The EC will meet, as needed, to deal with appointment and promotion issues. Under the terms of our governance guidelines, all WGS faculty members who are tenured are considered eligible for election. Untenured faculty members may be eligible for election if they choose to be.

**Structure** The Executive Committee for the Center for Women's Studies shall be constituted from University faculty who elect a zero-percent or greater appointment in the Center for Women's Studies.

All these University faculty shall have voting rights for the purpose of electing the Executive Committee. The Director of the Center shall serve as Chair of the Executive Committee. The other 10 to 12 members of the Executive Committee will be selected from the following four categories:

1. 3 full professors serving 2-year terms
2. 3 associate professors serving 2-year terms [1/2 of the full and associate professors will be elected each year]
3. up to 2 assistant professors and lecturers serving one-year terms
4. 4 faculty selected by the Director for one-year terms to insure diversity among the colleges and schools

All faculty with a zero-percent or greater appointment will be considered eligible for election to the Executive Committee each year unless (1) they have served the previous year and request removal from the ballot for the next term of appointment, (2) they have partial or full leave for the academic years of the forthcoming term, 3) they are assistant professors or lecturers, who may withdraw from election if they so choose, or 4) they petition to the Director.

All faculty will vote for the candidates in the three voting categories (1, 2, and 3). A faculty person will have the same number of votes in a specific category as the number of vacancies in that category. So, for example, if two vacancies exist in the full professor category, a faculty person may vote for up to two candidates.

## CWGS Graduate Studies Committee (GSC)

A graduate studies committee is required<sup>25</sup> for any academic area in which an approved graduate degree program is offered, and so CWGS has established one as well.

The committee consists of all assistant, associate, and full professors who are, or on initial appointment will be, active participants in the program. Although members of a graduate studies committee are usually be drawn from a single administrative unit (, college, or school), the CWGS GSC is composed of members from several administrative units. The GSC elects its own chair. The term of this chair is normally three years, but may be renewed.

For MA students, the most important factor of the GSC is that thesis supervisors must be members. In the case that a faculty member is not already a member, it may be possible to add them to the GSC in order to continue with the thesis process. Please contact **Jackie** at [ajsalcedo@mail.utexas.edu](mailto:ajsalcedo@mail.utexas.edu) for more information.

## Curriculum Committee

The CWGS Curriculum Committee is made up of undergraduates, graduate students, and faculty. It is not a major factor in Center governance; however, it has been valuable for feedback and input on required and cross-listed **courses**. For more information, please contact **Jackie** at [ajsalcedo@mail.utexas.edu](mailto:ajsalcedo@mail.utexas.edu).

## 2.4 Awards

In order to be eligible for either award, students must belong to the WGS graduate degree program or register as a WGS Portfolio student. Check specific application deadlines and requirements at their individual information pages, found through the list on the CWGS web site here: <http://www.utexas.edu/cola/centers/cwgs/awards/awards.php>.

Applications for all awards will open in December 2010 and will be available online through the UT Direct Scholarship Portal. Applications, essays, and letters for all awards must be submitted online. When submitting to the online system, double-check formatting as punctuation may be lost. *Do not wait until the last minute to apply*- traffic may overload the system and your browser will not get through.

All awards will be presented at the annual CWGS Spring Reception in late April/early May, date TBA. Applicants should be in attendance.

## The Lora Romero Memorial Award

This scholarship is an annual award of up to \$500 which was created in memory of former UT colleague, Lora Romero. The award will honor and support students investigating the intersection between race, ethnicity and gender.

To be eligible, an applicant must be a full-time graduate student in CWGS at The University of Texas at Austin in good standing or register as a WGS Portfolio student by April 1st 2011.

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<sup>25</sup>For more information, see the Revised Handbook of Operating Procedures at <http://www.utexas.edu/policies/hoppm/tochop2.html>.

## The Ellen Clarke Temple Graduate Award

This award is given to WGS MA or Portfolio students in support<sup>26</sup> of student's travel, research, and other similar needs in the study of the history of U.S. women.

To be eligible, an applicant must be a full-time graduate student in CWGS at The University of Texas at Austin in good standing and register as a WGS Portfolio student by April 1st 2011.

Preference will be given to those concentrating their studies on some aspect of women in Texas history. Secondary preference will be given to students concentrating their studies on some aspect of women in American history, looking first to the Southwest region of the United States. The awards (up to \$3000 each) will be presented at the annual Women's and Gender Studies Spring Reception in late April/early May, date TBA. Award winners should be present.

## 3 Graduate Study

### 3.1 MA Degree

#### 3.1.1 Courses and Requirements

Students pursuing a master's degree in women's and gender studies may write either a thesis or a report at the end of their coursework. The thesis option requires 36 semester hours of coursework, of which *six* hours are earned in the thesis course. The report option requires 36 semester hours of coursework, of which *three* hours are earned in the report course. The thesis option is strongly recommended for those who wish to continue in academia.

All students must complete the three core foundations courses:

WGS 390, Foundations I: *Introduction to Women's and Gender Studies*

WGS 391, Foundations II: *Feminist Theories*

WGS 392, Foundations III: *Research Seminar in Women's and Gender Studies*

In addition, each student must demonstrate competence in the research skills appropriate to the student's overall academic and career objectives and to the final thesis or report. A minimum of *four* additional courses related to women, gender, sexuality, or feminism may be selected from the extensive offerings of faculty members affiliated with the Center for Women's and Gender Studies. Other courses may be substituted with graduate adviser's approval.

Copies of timeline planners for either option can be found in the Appendices, beginning on page 47. An online degree check system is also available to students once they are enrolled in the first semester of courses. This service, the Graduate Degree Planner, can be found here: <https://utdirect.utexas.edu/ogs/gdp/index.WBX>.

In addition to these general schedule planners, it is important to pay close attention to University deadlines regarding registration, payment, graduation, and other academic matters for each semester. The simplest and most complete resource for these deadlines is the University Academic Calendars website, found here through the Office of the Registrar: <http://registrar.utexas.edu/calendars/>.

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<sup>26</sup>First priority will be given to students who need funding for research. Second priority will be given to students for conference travel.

## How to find courses

**Electives** Each semester, numerous courses from several departments are cross-listed with WGS in the UT Course Catalog. This indicates that each of these courses is offered through another department and taught by a professor in that department, but its topic is relevant to WGS. Cross-listing opens these courses for registration, and there are often a certain number of seats in those courses reserved for WGS MA students.

Please keep in mind that if there are cross-listed courses that you feel do not have enough WGS content, both Jackie and your Steering Committee representative welcome feedback.

**Course schedule** The online course schedule is found at <http://registrar.utexas.edu/schedules/>. It provides general information about the university, such as registration procedures, fees and deposits, academic advising requirements, a list of classes containing a significant writing component, an index of final examination times, and grade reporting procedures.

The schedule also lets you search for courses. Each class listing has a number of parts, including: course numbers, titles, notelines, unique numbers, meeting times, rooms, instructor, and registration status<sup>27</sup>.

Most of the Course Schedule is devoted to class listings and associated information. In general, fields of study are arranged alphabetically by college and, within those divisions, alphabetically by department/academic program. Each academic area has a headnote that lists the administrative officers for the area, along with their office addresses and phone numbers. In many cases, important information about course prerequisites, descriptions, and enrollment restrictions is given in the headnote.

**Departmental websites** Due to several factors, not all courses with WGS content will be cross-listed. It is recommended to search the websites of individual departments for courses which may be relevant to your research interests. Some departments which often have gender-related course offerings, and which can provide a starting point for your course search, include English, Sociology, American Studies, Anthropology, and Social Work. If the seats in non-cross-listed courses are restricted to the students in that department, please consider contacting the professor of the course or the Graduate Coordinator of that department or program. Depending on your plan of study, non-cross-listed courses can be equally or more valuable to you than core courses, so do not hesitate to investigate all of the offerings for each semester.

You can also search for contact information by office or department through the alphabetical list on this page: <http://www.utexas.edu/directory/offices/>.

**Core courses** These courses are required for MA students (see more in General Requirements on the previous page):

**WGS 390, Foundations I: *Introduction to Women's and Gender Studies*** Three lecture hours and one hour-long faculty colloquium a week for one semester. Offered in the fall semester only. Prerequisite: Graduate standing and consent of the graduate adviser.

Dr. Alissa Sherry will be teaching this course in Fall 2010. She is an assistant professor of Educational Psychology, and has specific research interests in psychological assessment, forensic psychology, and professional issues in field of psychology. She is also the graduate adviser for CWGS, and can be reached at [alissa.sherry@mail.utexas.edu](mailto:alissa.sherry@mail.utexas.edu).

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<sup>27</sup>Find descriptions of all of these listings at the Using the Course Schedule site here: <http://registrar.utexas.edu/schedules/109/using/>.

**WGS 391, Foundations II: *Feminist Theories*** Introduction to the feminist theories and methods used in various disciplines; the ways these theories can inform interdisciplinary perspectives in the student's own field of study. Three lecture hours a week for one semester. Offered in the fall semester only. Prerequisite: Graduate standing, Women's and Gender Studies 390, and consent of the graduate adviser.

Dr. Matt Richardson will be teaching this course in Fall 2010. He is an assistant professor of English, and has specific research interests in Ethnic and Third-World Literature, Black feminist theory and queer studies, and contemporary African American women's fiction.

His professional site can be found here: <http://www.utexas.edu/cola/depts/english/faculty/mur67>, and he can be reached at [mattrichardson@mail.utexas.edu](mailto:mattrichardson@mail.utexas.edu).

**WGS 392, Foundations III: *Research Seminar in Women's and Gender Studies*** Three lecture hours and one hour-long faculty colloquium a week for one semester. Offered in the spring semester only. Prerequisite: Graduate standing, Women's and Gender Studies 391, and consent of the graduate adviser.

**AND**

**WGS 398R, *Master's Report*** Preparation of a report to fulfill the requirement for the master's degree under the report option. The equivalent of three lecture hours a week for one semester. Offered on the credit/no credit basis only. Prerequisite: Graduate standing in women's and gender studies and consent of the graduate adviser. You must be enrolled in either the Master's Report or the Thesis during the semester you wish to graduate.

**OR**

**WGS 698, *Thesis*** The equivalent of three lecture hours a week for two semesters. Offered on the credit/no credit basis only. Prerequisite: For 698A, graduate standing in women's and gender studies and consent of the graduate adviser; for 698B, Women's and Gender Studies 698A. You must be enrolled in either the Master's Report or the Thesis during the semester you wish to graduate.

**General courses**

**WGS 384N, *Internship in Women's and Gender Studies*** The Internship is not required, but can be very valuable for students looking for field work and outreach opportunities. The student is responsible for finding and arranging a semester-long internship<sup>28</sup>, and finding a faculty supervisor for the project. Contact **Jackie** at [ajsalcedo@mail.utexas.edu](mailto:ajsalcedo@mail.utexas.edu) for more information.

**WGS 393, *Topics in Women's and Gender Studies*** Graduate courses cross-listed with WGS are generally listed as WGS 393/[designation of home department]. For a course through English, for example, it may appear as WGS 393/E 384. WGS 393 ranges in topic by semester and participating department. You will likely take several courses designated as WGS 393.

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<sup>28</sup>The lists of community organizations and programs found through 5.3 on page 47 can be helpful resources for starting to investigate internship possibilities.

### 3.1.2 Thesis

#### **Thesis FAQ** *How should I choose a supervisor and 2nd reader?*

Most students choose their supervisor because they have already taken a class with that professor but this is not the only (or even the most important) consideration. Having taken a class with a professor in your area of interest might have alerted you to issues that will adversely affect your progress toward the thesis. You cannot ask a professor to supervise your thesis until you know fairly clearly what your topic is. Do not expect the professor to come up with suggestions about what you should research; it is your task to interest the professor and persuade them that they will enjoy working with you.

There are some resources in place through which you can search for faculty by professional or academic interest. Check departmental websites for professor CVs, or start with the Eureka! faculty directory. Eureka! stands for *enhancing undergraduate research experience, knowledge, and access* and is run through the Office of Undergraduate Research. Find the directory here: <http://www.utexas.edu/research/eureka/>.

#### *What should I know about my supervisor/reader before I make a decision?*

If you have already taken a course with the professor, you probably know whether you can work with this faculty member. Recall if you were satisfied with the speed and quality of their feedback on your papers or with conversations you had with them in the semester. A minor irritant in one course can be a major problem in writing a thesis.

If you don't know the professor, check out the online Teaching Evaluations at <http://www.utexas.edu/academic/mec/cis/> or contact another student who might be able to give you some insight. Make sure you clarify the specific arrangement you have with the supervisor and 2nd reader—meetings, schedule, relationship between supervisor and 2nd reader, etc.

#### *How should I approach a potential supervisor and 2nd reader?*

The best way to approach a potential supervisor for your theses is by email—this gives you a chance to present your best argument for why the professor should work with you. An email also allows the professor to consider you as a student without the personal pressure of a direct appeal. If your supervisor has recommended a 2nd reader, use that recommendation in an email to introduce yourself and ask for a chance to discuss your project in person.

Remember: **faculty members affiliated with WGS** do NOT have to take you on as a student. Everything they do for us costs them in some way because it takes them away from their own departmental responsibilities. Being turned down is not a reflection on you or your project (unless you have failed to articulate it)—it just means that the professor is already overworked. Do ask for the names of potential supervisors if the professor cannot work with you.

#### *How long should the thesis be?*

A min. of 40 pages to a max. of 60 pages (including footnotes and works cited)<sup>29</sup>. While you can go beyond the maximum, you should not drop below the minimum. It is quite proper to divide your thesis into chapters and to subdivide those chapters even further into sections if your argument calls for it.

#### *What format should I use for citations and footnotes? And what about the format of the thesis in its final form?*

You should choose the format appropriate to the primary discipline in which you are working

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<sup>29</sup>Page count actually depends largely on your supervisor, their standards, and your project. Some theses are over 100 pages.

or according to the preference of your supervisor. In English, for example, we use either Modern Language Association (MLA) or Chicago style. The OGS website has all the information you need about formatting, with templates, so that the thesis will be acceptable to the Graduate School.

Thesis and dissertation templates for Microsoft Word for Mac and Windows can be found through the Graduate School at this page: <http://www.utexas.edu/ogs/pdn/downloads/>. These templates provide styles, manage margins, place page numbers properly, and provide the necessary elements and instruction for creating your thesis or dissertation and assembling it in the correct order.

There are also opportunities through the Graduate School for you to have your thesis format checked in person; see the same page for details.

#### *What about footnotes and bibliography?*

The notes will either be footnotes or endnotes depending on the format you use. Your bibliography will appear as “Works Cited.” Look into automatic citation software—Endnote or NoodleBib (available through the PCL)<sup>30</sup>. The PCL gives classes on both and you can buy Endnote through the Computer Store on campus for a great discount.

**Thesis timeline- MA 2nd Year** This is intended as general guideline for your progress through the thesis, not as fixed timeline<sup>31</sup>. It can also be found at <http://www.utexas.edu/cola/centers/cwgs/academics/thesis-report.php>.

May-September:

- Confirm supervisor and 2nd reader
- Meet to structure research and writing timeline
- Download formatting template and obtain citation software (see page 22)
- Submit preliminary bibliography review to supervisor
- Determine IRB requirements for specific project

October:

- Apply to CWGS Conference (see page 37)
- Form writing groups: schedule bi-monthly meetings
- Supplemental reading and draft of final bibliography

November:

- Develop timeline for completion of thesis with supervisor
- Thesis presentations to 1st-year cohort
- Submit abstract of thesis to graduate adviser by Thanksgiving
- Complete bibliography

December:

- Thesis consultation with graduate adviser
- Outline of thesis complete before Spring semester

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<sup>30</sup>Zotero, at <http://www.zotero.org>, is a free, open-source program similar to Endnote. The PCL offers classes on Zotero as well.

<sup>31</sup>Students should figure out thesis/report topic and supervisor during the spring and summer of their first year. However, as part of Foundations III, students have been required to choose and begin work on a thesis proposal in mid-Spring semester.

January:

First class day: Submit “Masters Graduation Application” online  
Meet supervisor to rehearse approach to first draft  
Check with 2nd reader to discuss schedule/relationship with supervisor

February:

Take careful note of the paperwork deadlines for graduation<sup>32</sup>  
Very rough first version of thesis (sections sketched out or completed)  
Set up schedule with supervisor for submitting/revising sections of the thesis

March:

First (very) rough complete draft to supervisor by March 1st  
Make an appointment for a conference to discuss draft  
First draft returned with comments by Spring Break  
Complete 2nd draft by end of March  
2nd draft to supervisor (and 2nd reader?) by March 31st

April:

Present thesis at the [CWGS Graduate Conference](#)  
Make final revisions and submit final version to supervisor/2nd reader  
Beginning [formatting](#)  
Degree check and formatting check  
Complete writing and formatting by April 30th

May:

SUBMIT by the last day of class!

### 3.1.3 Graduation

#### Procedures for Master’s Degree Candidates<sup>33</sup>

- Be registered in the Graduate School in the semester or summer session in which they plan to graduate.
- Submit the online Master’s Graduation Application and associated Program of Work via the Graduate School Web site.
- Submit the thesis or report to the supervising committee by the deadline the committee establishes.
- Submit the thesis or report to the Office of Graduate Studies for final approval by the graduate dean no later than the published deadline. The thesis or report may be submitted in electronic or printed format, but the format must follow the guidelines published online.

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<sup>32</sup>See a complete list of these deadlines through the Office of Graduate Studies here: <http://www.utexas.edu/ogs/pdn/>.

<sup>33</sup>Guidelines for graduation with a Master’s Degree can be found in the online Graduate Handbook here: <http://registrar.utexas.edu/catalogs/grad09-11/ch03/grad09.ch03b.html#procedures-of-graduation>.



- Submit a signature page containing the original signatures of the thesis or report supervising committee to the Office of Graduate Studies no later than the published deadline. Candidates in these options must also submit a copy of the title page and an abstract.

## Deadlines and Forms

**Convocation** Convocation is the celebratory public ceremony at which all graduates are individually recognized and hooded by the dean of their academic college. The Graduate School hosts a university-wide convocation ceremony each spring at Bass Concert Hall to honor master's and doctoral graduates.

The next Graduate School Convocation ceremony will be held on *Saturday, May 21, 2011* at Bass Concert Hall. The master's ceremony will begin at 9 a.m. and the doctoral ceremony will begin at noon. The university-wide commencement ceremony will be held that evening on the South Mall of the Main Building.

Please note that academic regalia is required for students participating in convocation. Regalia is available for rental or purchase through the University Co-op starting in March 2011 at [www.universitycoop.com](http://www.universitycoop.com).

**After graduating** The Center recommends that WGS graduates join the Texas Exes. It is the best way to stay in touch with the University and CWGS. Members enjoy a wide array of benefits in areas such as networking, career development, member discounts, and the University's resources from access to online UT Libraries and discounts on continuing education courses to the bi-monthly award-winning Alcalde alumni magazine and vendor discounts.

More than 91,000 members worldwide are linked professionally and socially in all 50 states and more than 50 countries. This powerful network is represented by a global system of chapters, networks, and online social network sites populated with Texas Exes with similar interests, professions, and Longhorn spirit. Membership is as low as \$25 for recent graduates— see their membership benefits webpage for details: <https://www.texasexes.org/join/benefits.aspx>.

## 3.2 Financial Support

General deadlines for submitting all materials for financial aid are *December 1* for summer or fall admission and *October 1* for spring admission. However, some graduate programs have earlier or later deadlines. Applicants for fellowships and other forms of financial assistance should contact the program of interest to them for current deadlines.

### Fellowships

University fellowships, which are administered through the Graduate School, are awarded to both new and continuing graduate students in most academic areas. Students must be nominated by their graduate advisers for any fellowship administered by the Graduate School. Additional information on University fellowships is published by the Office of Graduate Studies

University recruiting fellowships for entering graduate students are awarded on the basis of scholastic excellence and adequate preparation for graduate study in the student's chosen field, as shown by their academic record and letters of recommendation. University fellowships for continuing students are awarded on the basis of the student's record since entering the Graduate School, including performance in relevant coursework and research or creative activity, letters of recommendation from University faculty members, and the endorsement of the graduate adviser; financial need is also considered. Special emphasis is given to the quality of the student's project proposal.

There are additional specific qualifications for many of the competitive fellowships awarded by the University and by graduate programs. Generally, fellowships require no service from the recipient. Major fellowships provide for payment of nearly all tuition in addition to the stipend.

### Teaching Assistantships

Various teaching, research, and academic assistantships are awarded by the departments. These appointments require specific service. Nonresidents and international students who hold assistantships of at least twenty hours a week may pay resident tuition if the assistantship duties are related to the student's degree program. An applicant may indicate on the admission application that they would like to be considered by the graduate program for a teaching assistantship or a research assistantship. *Enrolled students should apply directly to the department* (generally the graduate coordinator) *in which they would serve*.

**1st-year English Department Assistantships** The English Department has traditionally allowed two of its Teaching Assistant positions to be filled through CWGS. It is important to note that if you are an incoming student who has been offered one of these positions, it *is not a guaranteed position* for your second year of graduate study. Be proactive in securing your own employment or funding for your second year.

TAs assist a faculty member in a large lecture section, usually a sophomore-level survey of American, British or World literature, by leading weekly discussion sections, grading student papers, and holding conference hours with students to discuss their papers. In addition to attending each class, TAs meet regularly with their faculty supervisor.

If you have been offered a Teaching Assistantship through the English Department, you have two important initial contacts for matters such as course assignment, appointment paperwork, and advising for TAs. Contact either over e-mail with any questions or concerns:

Amy Stewart, Graduate Program Coordinator I (amy.d.stewart@mail.utexas.edu)

Patricia Schaub, Graduate Program Coordinator II (gradeng@uts.cc.utexas.edu)

You may also try stopping by the English Graduate Office, housed in 210 Calhoun Hall<sup>34</sup>, for a short appointment between 8:00am and 5:00pm, Monday through Friday.

### Graduate Student Professional Development Awards

These awards provide support for students to attend major professional meetings at which they present an original paper based on their research. The Graduate School allocates travel funds to each department or program. Students can contact the graduate adviser and graduate coordinator for self-nomination, and under their approval the application will be sent to the Graduate School.

<i>For travel during:</i>	<i>Application submission period:</i>	<i>Deadline to request payment:</i>
Fall semester	September 1 - December 15	January 31
Spring semester	December 16 - April 30	May 31
Summer semester	May 1 - June 30	July 31

*These are firm deadlines.* Awards for fall, spring, or summer meetings not submitted by the appropriate departmental deadline will not be accepted. Payments not requested by the appropriate

<sup>34</sup>Find an informational page and map of CAL here: <http://www.utexas.edu/maps/main/buildings/cal.html>

student deadline will not be processed. Incomplete applications will not be accepted. Evidence of acceptance and an abstract must be attached.

Registration is required during the semester the funds are to be used. Summer registration will be waived if the student was registered for the prior spring semester.

Please note that students may submit an application for self-nomination to CWGS as soon as the abstract has been accepted for presentation. Once the award is approved by the Graduate School, the student may request payment in advance of travel.

Find more information and the .pdf application at <http://www.utexas.edu/ogs/funding/travel.html>.

### **Travel funding through CWGS**

After applying for funds through the Graduate School, students are encouraged to apply through the Center for Women's and Gender Studies. An application form is included in the Appendices (beginning on page 47) or can be obtained through the [graduate coordinator](#).

These requests are typically approved at a rate of \$250 for students depending on the state of the student travel account and given that the trip in question is for an appropriate event (such as presenting at an academic conference- see [1.3 on page 8](#) for more on applying to conferences). Under special circumstances, more funding may be awarded.

### **Additional Financial Aid**

The Office of Student Financial Services offers financial assistance in the form of gift aid, which includes grants and scholarships, and self-help aid, which includes student employment programs and long-term loans<sup>35</sup>. Information is also available by mail from The University of Texas at Austin, Office of Student Financial Services, P O Box 7758, Austin TX 78713-7758.

Students also have the opportunity to apply for funding from the federal government by using the Federal Application for Student Financial Aid (FAFSA). Aid packages from the FAFSA can include grants, fellowships, loans, and work study. See <http://www.fafsa.gov> for details and deadlines.

### **3.3 Dual Degree Programs**

Dual degree programs are structured so that a student can pursue graduate work at the University in two fields and fulfill the requirements of two degrees; in programs leading to two master's degrees, the degrees are awarded simultaneously. To enter a dual program, the student must be accepted by both of the individual programs.

### **MSIS in Information Studies**

The Center for Women's and Gender Studies and the School of Information offer a dual program leading to the Master of Arts with a major in women's and gender studies and the Master of Science in Information Studies. This three-year program combines training in information studies with study of the role that gender plays in shaping society.

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<sup>35</sup>These programs are described in General Information of the Graduate Catalog, found here: <http://registrar.utexas.edu/catalogs/gi09-10/ch05/gi09.ch05a.html#student-financial-services>. More information about financial aid is published by Student Financial Services, found online here: <http://finaid.utexas.edu/>.

Students seeking admission to the dual degree program must apply through the Graduate and International Admissions Center. Students must be accepted by each graduate program in order to be admitted to the dual program. Like all other graduate applicants, the student is responsible for submitting any additional information required by the Graduate Studies Committee for each program.

Students must complete at least sixty-one semester hours of coursework, including either a professional report or a thesis supervised by a faculty member from either the School of Information or the Center for Women’s and Gender Studies. All students must complete eight core courses:

- WGS 390, Foundations I: *Introduction to Women’s and Gender Studies*
- WGS 391, Foundations II: *Feminist Theories*
- WGS392, Foundations III: *Research Seminar on Women’s and Gender Studies*

- Information Studies 180J, *Introduction to Information Studies*
- Information Studies 382C, *Understanding and Serving Users*
- Information Studies 384C, *Organizing and Providing Access to Information*
- Information Studies 387C, *Managing Information Services and Organizations*
- Information Studies 397C, *Introduction to Research in Information Studies*

Information Studies 385T or WGS 393, *Gender, Technology, and Information*, or an equivalent as determined in conjunction with the programs’ Graduate Advisors.

The student must also complete three or four additional courses related to women, gender, sexuality, or feminism and taught by faculty members affiliated with the Center for Women’s and Gender Studies, including faculty members from the School of Information. Details are available from the graduate adviser of either program.

Deadlines for application:

Students Seeking Academic Awards:

Semester	Deadline
Fall	January 15
Spring	January 15

Students Not Seeking Academic Awards:

Semester	Deadline
Fall	January 15
Spring	September 1

For more information on application procedures to the iSchool, see here: <http://www.ischool.utexas.edu/admissions/masters.php>.

### MPAff in Public Affairs

This three-year degree program is offered by the Center for Women’s and Gender Studies (WGS) and the LBJ School (LBJ) at the University of Texas at Austin. The Dual Degree Program responds to an increased need in the public, nonprofit and private sectors for specialists who have advanced training in policy analysis and leadership and management skills, as well a comprehensive understanding of women’s and gender issues. Applicants for the Dual Degree Program must meet the general admission criteria of the Graduate School and the admission criteria for both the LBJ School and the Center for Women’s and Gender Studies. Students in the program will be able to complete both degrees in three academic years with a total of 63 credit hours.

Students pursuing the dual degree in Women's and Gender Studies and Public Affairs must complete one Policy Research Project and write a thesis under the supervision of WGS faculty. All students must complete eight core courses offered between the programs:

WGS 390, Foundations I: *Introduction to Women's and Gender Studies*  
WGS 391, Foundations II: *Feminist Theories*  
WGS 392, Foundations III: *Research Seminar on Women's and Gender Studies*

PA 682, *Policy Research Project*  
PA 393K, *Applied Microeconomics for Policy Analysis*  
PA 397, *Introduction to Quantitative Analysis*  
PA 383C, *Politics and Process*  
PA 384C, *Advanced Management*

Additionally, students are required to complete WGS 698A and 698B, *Thesis*, by writing a master's thesis under the supervision of WGS faculty.

The total core of both programs is a total of 33 credit hours. In addition to the core courses above, students may pursue a variety of electives (30 credit hours) of their choosing from additional courses offered by the LBJ School, Women's and Gender Studies, and other departments across campus and approved by both graduate advisors. Details are available from the graduate adviser of either program.

For all students applying for fall admission, the University begins accepting applications in mid-September and has set a deadline of **January 5** for submitting application materials. All fall applicants who apply as full time students are automatically reviewed for fellowship award consideration. No additional scholarship application is required.

The LBJ School accepts applications for spring admission from part-time and mid-career MPAff students only; the application deadline for spring admission is **October 1**. Spring applicants are not eligible for fellowship consideration.

Find more information on applying to the LBJ school here: <http://www.utexas.edu/lbj/degreeprograms/mpaff/admissions.s>

## 4 Research and Outreach

### 4.1 Libraries

The libraries of the University<sup>36</sup> are a resource center for Texas and the Southwest, as well as a national resource center for library materials on Latin America, Texas, the history of the American South and West, and nineteenth- and twentieth-century British, French, and American literature. Libraries include the University of Texas Libraries, the Dolph Briscoe Center for American History, the Harry Ransom Humanities Research Center, and the Joseph D. Jamail Center for Legal Research: Tarlton Law Library. The University of Texas Libraries are the Perry-Castañeda Library, the Nettie Lee Benson Latin American Collection, the Audio Visual Library, six science and technology libraries, and several other branch and special collections including the newly-funded Human

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<sup>36</sup>Detailed information about the University Libraries is given in the General Information section of the [Graduate Catalog](http://registrar.utexas.edu/catalogs/gi09-10/ch06/gi09.ch06a.html), which can be found here: <http://registrar.utexas.edu/catalogs/gi09-10/ch06/gi09.ch06a.html>.

Rights Documentation Initiative.

The University Libraries Web site serves as the gateway to an array of online information resources. These include the online library catalog<sup>37</sup>, which provides information on most items located in the collections of the University of Texas Libraries, the Dolph Briscoe Center for American History, and the Humanities Research Center, and a partial listing for items in the Law Library. The University Libraries Web site also offers access to millions of pages of specially licensed scholarly information, including the full text of articles and illustrations from thousands of journals, the full text of about eighty thousand books in electronic format, several hundred indexes, and an extensive online map collection. A variety of library services are also available online.

**Perry-Castañeda Library** This six-level open stack library contains more than 2.5 million volumes and is the main library of the University. It serves most subject areas but emphasizes the humanities; the social sciences; business; education; nursing; social work; and European, East European, Asian, Middle Eastern, Hebraic, and Judaic studies. Special materials include United States and United Nations official documents, current journals, and newspapers. On-site reference service is offered, and graduate students may consult subject bibliographers to identify useful resources and gain access to them.

**Dolph Briscoe Center for American History** The Dolph Briscoe Center for American History is a special collections library, archive, and museum that facilitates research and sponsors programs on the historical development of the United States. The center supports research and education by acquiring and preserving research collections and making them accessible and by sponsoring exhibitions, conferences, fellowships, and grant-funded initiatives. Research collection strengths are the history of Texas, the South, the Southwest, and the Rocky Mountain West, congressional history, and other specific national topics.

**Harry Ransom Humanities Research Center** The Harry Ransom Humanities Research Center is one of the world's foremost institutions for literary and cultural research. It offers resources in a number of disciplines and periods, but its principal strength is in its collections of twentieth-century British, American, and French literature. The center houses about a million books, thirty million manuscripts, five million photographs, and more than one hundred thousand works of art.

Additional information is published by the Ransom Center, and can be found online here: <http://www.hrc.utexas.edu/>.

**Law Library** The Joseph D. Jamail Center for Legal Research: Tarlton Law Library is one of the largest academic law libraries in the country, with more than a million volumes of codes, statutes, court decisions, administrative regulations, periodicals, textbooks, and treatises on law and related fields. It offers a strong collection of foreign and international legal materials.

**Special Collections and Branch Libraries** The Nettie Lee Benson Latin American Collection, an internationally recognized resource for research in Latin American and United States Latino studies, contains more than a million volumes of books, pamphlets, and journals, in addition to extensive collections of manuscripts, maps, newspapers, photographs, recordings, and microfilm. It includes materials on any subject related to Latin America or written by a Latin American, regardless of language. The Benson Collection has recently been honored to acquire the Gloria Anzaldúa Papers,

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<sup>37</sup>The catalog can be found here: <http://www.lib.utexas.edu/>

an exclusive archive of her personal and professional materials<sup>38</sup>.

The branch libraries are the Architecture and Planning Library (including the Alexander Architectural Archive), the Mallet Chemistry Library, the Classics Library, the McKinney Engineering Library, the Fine Arts Library, the Walter Geology Library, the Life Science Library, the Physics Mathematics Astronomy Library, and the Marine Science Library in Port Aransas. Reference, circulation, and reserves services are available at all branch libraries.

**The Black Queer Studies Collection** The Black Queer Studies Collection is a virtual designation added by UT Libraries catalogers to individual records. This means that you'll see "Black Queer Studies Collection" listed as a "Local Note" in records included in the collection. This local note field, MARC field 590, has been used by the Libraries to designate other virtual collections including gifts to the library and the Curriculum Collection. The Black Queer Studies Collection note is being added to and improves access to records in the UT Libraries Catalog for materials by and about Black Diasporic LGBTQ people; the collection includes works in the circulating and archival collections, multiple formats, and multiple languages.

The Black Queer Studies Collection is a groundbreaking project in librarianship in that it addresses standard obstacles posed by the Library of Congress Subject Headings and information retrieval systems to locating materials by and about Black Diasporic LGBTQ people. Kristen Hogan, a graduate student in Information Studies, has been instrumental in the development of this collection.

Find more information here:

<http://www.utexas.edu/cola/centers/cwgs/publications/Black-Queer-Studies.php>.

### Other Libraries in Austin

The Lyndon Baines Johnson Library and Museum, located on campus, is operated by the National Archives and Records Administration. This library is a valuable resource for the study of the twentieth century. Faculty members and students also have access to other public and private libraries in the Austin area, including several special-interest libraries.

### Research Facilities

The University offers some of the most extensive university research facilities in the United States. There are more than a hundred organized research units on campus and many other informally organized laboratories; they give graduate students the opportunity to conduct laboratory and field research in almost all fields of study. Internships are also offered in many fields<sup>39</sup>.

### Information Technology Services

Information Technology Services supports the University's academic and research programs by providing an information-technology-based environment, technological capabilities, and a staff to assist students, faculty and staff members, academic departments, and research centers with their learning, teaching, research, and outreach activities. Information Technology Services (ITS) provides the

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<sup>38</sup>See this site for more information on the Gloria Anzaldúa Papers: <http://www.lib.utexas.edu/taro/utlac/00189/lac-00189p1.html>.

<sup>39</sup>Facilities associated with specific degree programs are described in chapter 4 of General Information, found here: <http://registrar.utexas.edu/catalogs/gi07-08/ch04/ch04c.html>.

University's core computing, wired and wireless networking, videoconferencing, satellite conferencing, network directory, domain name, and information processing infrastructure, as well as a broad range of services and support programs<sup>40</sup>.

## 4.2 Research Centers

(a note about using these as resources and connections for research)

### Ethnic studies

**The Center for Asian American Studies** The Center for Asian American Studies (CAAS) at The University of Texas at Austin is an academic program dedicated to the following core values:

- To educate students, faculty, administrators and staff and broaden their awareness about Asian American issues;
- To facilitate multidisciplinary research and teaching;
- To critically engage and foster communities of Asian descent;
- To focus intellectual study on racialized communities, especially those of Asian descent, both within and beyond U.S. borders;
- To investigate the intersections of race, gender, sexuality, class, nationality, and other relations of power;
- To become active in and support public services that address social justice relevant to racialized communities.

Read more at <http://www.utexas.edu/cola/centers/aas/>.

**The Center for African and African American Studies** Since its inception at the University of Texas at Austin in June 1969, the John L. Warfield Center for African and African American Studies has been a focal point for campus and community life around the cultural, sociopolitical, economic, and historical experiences of Africans and their descendents.

In collaboration with other university departments, centers, and schools, CAAAS offers courses and programming across a broad variety of disciplines focused on black people in Texas, the United States, and the African Diaspora: including Africa, North, South, and Central America, the Caribbean, and Europe.

Through this engagement with Africa and the African Diaspora, the CAAAS seeks to establish an activist intellectual community that considers the processes of race, gender, power and culture operating within and upon Black communities. Faculty and students affiliated with the CAAAS engage in research and coursework in four principal areas: Africa, The African Diaspora, Blacks in the U.S., and Expressive Culture, Cultural Politics and Representation.

Operating in the Texas capital and flagship institution of higher education, the CAAAS brings together a wealth of graduate and undergraduate course offerings, cultural and intellectual programming, library resources, research fellowships, and conferences to create a strong foundation in African and African American Studies.

Read more at <http://www.utexas.edu/cola/centers/caaas/>.

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<sup>40</sup>The facilities and services provided by ITS are described in General Information, found here: <http://registrar.utexas.edu/catalogs/gi07-08/ch06/ch06b.html>.



**The Center for Mexican American Studies** Born out of the activism of the civil rights movement, the Center for Mexican American Studies (CMAS) was established in June 1970, with Professor Américo Paredes as one of its principal founders and first director.

The mission of CMAS is to serve Texas and the nation as a leader in the intellectual development of Mexican American Studies. The establishment of CMAS represents an institutional recognition of the importance of the Mexican American people in the history, culture, and society of the United States.

Faculty and students affiliated with CMAS have worked to enhance our understanding of the Mexican and Mexican American experience, as well as the broader Latino experience, and to strengthen the presence of Mexican Americans and other Latinos in the intellectual terrain, both within and beyond US borders.

Read more at <http://www.utexas.edu/cola/centers/cmas/>.

### Area studies

**The Center for European Studies** The primary mission of the Center for European Studies is the promotion of the study of Europe in the form of: language study; providing courses on European culture, history, economics and politics; and providing opportunities for study abroad. The Center for European Studies has a firm commitment to developing campus resources and courses that will give students the training they need to participate in an international arena in which the European Union plays a key role. By highlighting an interdisciplinary course of study and by offering a degree plan that is not limited by traditional disciplinary boundaries, the Center for European Studies can respond to political and private sector demands for integrated studies that include both academic study and professional training.

The Center is committed to reaching out to the campus community as well as the broader region to provide access to European speakers and activities which will promote interest Europe. As part of the largest university in the state of Texas, the Center has a special responsibility to support continued international development and to educate students that can play a fundamental role in an international community in which the European Union is a critical player.

Read more at [http://www.utexas.edu/cola/centers/european\\_studies/](http://www.utexas.edu/cola/centers/european_studies/).

**The Center for Middle Eastern Studies** Mindful of an increasingly complex and culturally diverse national and global society, the Department of Middle Eastern Studies is committed to the preparation of students for intellectual leadership in their selected field and in the professions that they will pursue in the course of their lives.

The Department promotes specialized knowledge and broad understanding of the Middle East, a dynamic region of the world that includes the Arab states, Iran, Israel, and Turkey and whose influence extends into Central Asia, North Africa, and other world regions. The Department seeks to provide its majors and the University community at large with a learning environment of the highest quality, produced by instructional programs with a solid academic foundation and delivered by a faculty with extensive experience and world-class credentials.

Read more at <http://www.utexas.edu/cola/depts/mes/center/cmes.php>.

**The Institute of Latin American Studies** The Teresa Lozano Long Institute of Latin American Studies (LLILAS) at The University of Texas at Austin seeks to improve knowledge and understanding of Latin America through education, research, and exchange. LLILAS programs serve UT students enrolled in related courses; UT faculty members specializing in Latin America;

UT academic support units with major involvement in the region; civic, nonprofit, and business associations with activities in Latin America; academic leaders and institutions from Latin America with collaborative agreements with LLILAS; governmental and multilateral agencies dedicated to social and economic betterment in Latin America; and the general public in Texas and the United States whose world outlook includes Latin America.

The goal of LLILAS is to excel in every area that is required to: (a) give solid academic training to the most talented youth who wish to dedicate their careers to Latin America; (b) enrich human understanding and appreciation of Latin American society, history, and culture; and (c) contribute through high-quality endeavors to economic, social, and political advancements of the Latin American region in constructive association with Texas and the United States.

Read more at <http://www.utexas.edu/cola/insts/llilas/>.

### Other research centers

**The Center for Health Promotion Research** This Center was funded for ten years by the National Institute of Nursing Research/National Institutes of Health to support health promotion and disease prevention research endeavors in underserved populations. This Center thus addresses a major goal of Healthy People 2010: to reduce disparities in health.

Purposes of the Center for Health Promotion and Disease Prevention Research in Underserved Populations:

- Maintain and enhance the CHPR within the School of Nursing.
- Improve the health of underserved people through theory driven, efficient and culturally competent health promotion/disease prevention research based interventions.
- Develop and refine interventions and analytic methods along the continuum of health promotion/disease prevention to meet the needs of underserved populations.
- Expand interdisciplinary investigative teams studying health promotion and/or disease prevention.
- Disseminate and translate methods and findings on health promotion and disease prevention in underserved populations to scientists, clinicians, policymakers and consumers with the use of advanced technology.
- Explore the application of emerging technologies to promote health and decrease health disparities in underserved populations.

Read more at <http://www.utexas.edu/nursing/chpr/index.html>.

**The Population Research Center** The Population Research Center (PRC) is an interdisciplinary research and training unit of the University of Texas at Austin (UT) that provides infrastructure support services and project development support for a very productive, interdisciplinary group of population-related researchers, graduate students, and undergraduate students at UT. Most of the research is concentrated in five overlapping and reinforcing thematic areas: Health Disparities; Religion and Demographic Processes; Children, Youth and Families; Education and the Transition to Adulthood; and Latin American and Border Demography. Underlying the work of the PRC is a foundation that emphasizes:

1. fundamental attention to issues of social and economic inequality, particularly by race/ethnicity, gender, and socioeconomic status;

2. rigorous attention to, and application of, the most appropriate and advanced methodological techniques;
3. and an orientation toward federal and major foundation grant funding and publication in top quality scientific journals.

The purpose of the PRC is to provide the resources and culture that are necessary to facilitate the highest level of population-related research and training activities among its faculty members and students.

Read more at <http://www.utexas.edu/cola/centers/prc/>.

### 4.3 Research Clusters

CWGS has created a series of interdisciplinary faculty research clusters in specific subject areas: LGBTQ/Sexualities, Gender and Health, and Gender and Technology. Through these clusters and the work of various other schools, colleges, and research centers, we promote faculty research collaboration and interaction with undergraduates and graduates. Bringing together scholars trained in different methodologies and disciplinary traditions around a common theme, interdisciplinary research promises new opportunities for innovation and insight.

#### LGBTQ/Sexualities

Now entering its fifth year, the LGBTQ/Sexualities Research Cluster brings together faculty, graduate students and undergraduates from across campus to share research in feminist and queer studies, the history of sexuality, and related fields. The cluster meets monthly for activities such as visiting speakers, presentation of UT faculty and student research, graduate student professional development, and pedagogy workshops.

We co-sponsor events with units across campus, including English, British Studies, Asian-American Studies, African and African-American Studies, History, and Anthropology. In addition, we work with related groups on campus such as the Pride and Equity Faculty and Staff Association, the Gender and Sexuality Center, and the Queer Students Alliance.

*The Pink Book 2010* is a directory which lists courses of interest to undergraduate and graduate students pursuing LGBTQ studies for recent and upcoming semesters. This can be found as a .pdf at <http://www.utexas.edu/cola/centers/cwgs/research-clusters/LGBTQ-sexualities.php> or as a hard copy in the [Gender and Sexuality Center](#)<sup>41</sup> on campus.

If you would like to join the research cluster, please contact either Ann Cvetkovich at [cvet@mail.utexas.edu](mailto:cvet@mail.utexas.edu) or the Graduate Assistant of the Research Cluster, Stephanie Rosen, at [ssrosen@mail.utexas.edu](mailto:ssrosen@mail.utexas.edu). The e-mail address for the entire research group is [lgbtq@utlists.utexas.edu](mailto:lgbtq@utlists.utexas.edu).

#### Gender and Health

The past two decades have seen considerable activism by women to improve the quality of their health and health care. Recently men too have begun to draw attention to the negative implications of “maleness” for their health. There is an increasing danger that these campaigns could be drawn into conflict with each other as they compete for public sympathy and scarce resources. If conflict is to be avoided there needs to be a much clearer understanding of the impact of both sex and gender

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<sup>41</sup>For more information about the Gender and Sexuality Center, please see [5.3 on page 45](#).

on health. Such understanding can then provide the foundation for gender-sensitive policies that take seriously the needs of both women and men.

Both gender differences and gender inequalities can give rise to inequities between men and women in health status and access to health care. For example: A woman cannot receive needed health services because norms in her community prevent her from travelling alone to a clinic. A teenage boy dies in an accident because of trying to live up to peers' expectations that young men should be "bold" risk-takers. A married woman contracts HIV because societal standards encourage her husband's promiscuity while simultaneously preventing her from insisting on condom use.

In each of these cases, gender norms and values, and resulting behaviors, negatively affect health. In fact, the gender picture in a given time and place can be one of the major obstacles - sometimes the single most important obstacle - standing between an individual and the achievement of well-being.

The good news is that gender norms and values are not fixed, but evolve over time and vary substantially from place to place. Thus, the poor health consequences resulting from gender differences and gender inequalities can in turn be changed. This research cluster is intended to promote interdisciplinary research on issues of women's health research, in its many manifestations, and relationships between gender and health. The cluster will promote research being undertaken by UT Austin faculty from different disciplines including but not limited to history, social work, nursing and medicine. Research methods include qualitative and quantitative approaches. In addition, the cluster emphasizes collaboration between communities within and outside of the university, such as the Waggoner Center, Toxicology Training Center, the Institute for Domestic Violence and Sexual Assault, and Community Health Promotion Research, SafePlace, Planned Parenthood, and Jane's Due Process.

For more information, please contact Lynn Rew at [ellerew@mail.utexas.edu](mailto:ellerew@mail.utexas.edu).

### **Gender and Technology**

The Gender and Technology research cluster explores the interaction between gender and technology in social interactions and institutions, and in work practice. Participants in the cluster examine the relationship between gender and technology from various perspectives, including design and gender, the invisibility of information work in organizations, and the history of technology. This is an interdisciplinary group that brings together students, faculty, and staff interested in exploring the relationships between gender and technology. The terms are loosely defined and any UT community member interested in the topic is invited to attend.

Research shows there is a widening gender gap favoring males in technology (TechSavvy, 2000). Females are underrepresented in advanced computer science courses and consequently in the IT field.

For more information, please contact Hillary Hart at [hart@mail.utexas.edu](mailto:hart@mail.utexas.edu).

### **Race, Ethnicity & Gender**

The Race, Ethnicity & Gender Research Cluster will bring together a group of interested faculty members representing an interdisciplinary perspective on scholarship and research related to the intersection of gender and race/ethnicity. The cluster will sponsor a blend of interdisciplinary programs on a broad range of topics addressing how race and ethnicity shape and influence gender issues.

Potential activities for the Race/Ethnicity & Gender Cluster include monthly informal talks for interested faculty, film and theatre events, community outreach projects, speaker series, seminars, and conferences involving UT and other leading scholars in the area of race/ethnicity & gender.

For more information, please contact Dorie Gilbert at [dgm@mail.utexas.edu](mailto:dgm@mail.utexas.edu) or John Hoberman at [hoberman@mail.utexas.edu](mailto:hoberman@mail.utexas.edu).

### **Queer Ethnography**

The Queer Ethnography research cluster is an attempt by queer and feminist scholars and artists from different but convergent disciplines to capture the particularities of emergent cultural forms and the sense made of them at their inception. As feminists, anthropologists, cultural studies practitioners, performance practitioners, poets, and public intellectuals, we are curious about the production and consumption of queer urban space in Austin, Texas, and the ways in which ordinary life moves through it.

We give primacy to affect and lived experience (Stewart 2007; de Certeau 1984; Deleuze and Guattari 1988; Thrift 2004; Berlant 1997, 2004; Cvetkovich 2003; Butler 2003; Williams 1997). While we sometimes reach for critical categories (such as "race," "gender" and "sexuality"), in moments of distress and confusion – what Benjamin would call "states of emergency"(1969). Our primary analytic tack is one of tracking ordinary epistemologies as they emerge in a dense and contradictory cultural field. Our aim, then, is to consider, alongside identity-based ways of reading culture, alternative analytic categories such as rhythm, scale, tone, and kinesthetic response (Lefebvre 2004; Massumi 2002; Feld 2005). Methodologically, we are invested in uncovering new ethnographic methods for conducting fieldwork and generating scholarship, including autoethnography and performative writing.

For more information, please contact Jaclyn Pryor at [jipryor@mail.utexas.edu](mailto:jipryor@mail.utexas.edu).

### **Gender, Childhood, and Youth**

This research cluster will focus on upon gender, childhood and youth from an interdisciplinary perspective. We will consider issues such as gender socialization through parenting, education, literature, and media; gendered images of childhood and youth in media and popular culture; youth media production; children's and teenagers' media consumption and fandom; gender-specific children's organizations such as the Boy Scouts and the Girl Scouts; self-esteem and body image in children and youth; childhood and adolescent sexuality; gendered play; child and teenage celebrities; transnational and comparative girls' and boys' cultures; minority and immigrant children and youth within the United States (considered from a gendered perspective); public policy, gender and children; queer, transgender, and intersexed children; gendered histories and theories of childhood and youth; and other related themes as participants raise them.

We expect to include faculty and graduate students from American Studies, Radio-Television-Film, English, History, Theatre and Dance, Sociology, Psychology, Music, Anthropology, Social Work, Government, Education, Art History, Biology, and a range of other fields.

For more information, please contact Mary Celeste Kearney at [mkearney@mail.utexas.edu](mailto:mkearney@mail.utexas.edu) or Julia Mickenberg at [mickenberg@mail.utexas.edu](mailto:mickenberg@mail.utexas.edu).

### **4.4 CWGS Graduate Conference**

*The Emerging Scholarship in Women's and Gender Studies Eighteenth Annual Graduate Student Conference* provides an opportunity for graduate students who study women's and gender issues to share research with undergraduates, graduates students, and faculty affiliates of Women's and

Gender Studies from all departments. The Center's theme for 2010-11 is "Gender and Justice" but research on any aspect of the study of gender and/or sexuality is welcome.

The 2010-11 conference is scheduled for **Friday, April 8**, 2011 from 8:00am-5:00pm. The opening reception and lunch will be held in the Santa Rita Suite in the Texas Union Building<sup>42</sup>. For more information, contact Virginia Hernandez through the CWGS office at [ajsalcedo@mail.utexas.edu](mailto:ajsalcedo@mail.utexas.edu).

## 5 Resources

### 5.1 Student Protections and Policies

**Legal Services for Students** The mission of Legal Services for Students, run through the Office of the Dean of Students, is to provide quality legal counseling and representation to all currently enrolled students at The University of Texas at Austin that will enable the students/clients to assess the merits of their concerns and determine the most appropriate responses.

This office offers consultation with possible representation in some areas, as follows:

- Landlord-tenant disputes
- Criminal Law-Misdemeanor cases (1st offense only)
- Employment Law
- Auto Accidents
- Auto repair problems
- Consumer and civil matters
- Simple wills
- Contracts
- Real Estate issues
- Expunctions
- Referral to outside agencies or private attorneys
  - for students with legal issues for which we cannot provide assistance
- Notary Public Service (Please call in advance)

*Consultation* means that LSS will meet with the client to discuss his/her legal concern(s). They will analyze if there is a legally valid claim, determine what the student can do on their own to resolve the dispute, and present legal options to you that will most effectively address the problem. If appropriate, they may offer you a referral either to another attorney or to an on-campus or off-campus resource.

*Representation* means that LSS has determined that the client has a viable legal case, that the client has reasonably attempted to settle the issue without meaningful success, and that the office need to directly intervene with the adverse party(ies) to help you attain the best resolution. This may include drafting letters, legal documents or perhaps filing your claim in court. In this event, they will require that the student sign an agreement that authorizes us to represent his/her interests. There are two types of agreements that you will be asked to sign.

For more information, including a handbook, forms, and lists of other services, call the office at (512) 471-7796, or search their website at <http://deanofstudents.utexas.edu/lss/>. If you wish to make an appointment, please use their online system found here: <http://deanofstudents.utexas.edu/lss/appointment.php>.

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<sup>42</sup>Find a map and other information on this venue here: <http://www.utexas.edu/tunion/about/floor/index.php?section=about>.

**Graduate Catalog** This catalog contains degree requirements for all graduate programs, rules that affect graduate students, descriptions of graduate courses, and a list of Graduate Studies Committee members. You are expected to be familiar with the policies contained within and to use it as a resource throughout your time as a student at UT. Key protective and academic policies have been re-printed here for your reference; however, please consider either the current print or online version (found here: <http://registrar.utexas.edu/catalogs/grad09-11/>) an invaluable resource.

## Protective policies

**Graduate student grievance procedures** Graduate students at The University of Texas at Austin are represented principally by the Graduate Student Assembly, which is their official means of communication with the administration of the University.

### *Adjudicating Grievances of Graduate Students*

1. A graduate student has the right to seek redress of any grievance related to their academic affairs. This effort is aided by providing documentation of the conflict, such as archived correspondence.
2. Every effort should be made to resolve grievances informally between the student and the faculty member most directly involved or, such efforts failing, by the graduate adviser, the chair of the graduate studies committee of the student's degree program, and/or the chair of the department (or the director of the academic program if there is no department). When serious issues cannot be resolved informally, the graduate student will have recourse to the formal grievance procedure as outlined below in Subsections 2-4. It should be noted that the precise procedure to be followed in adjudicating a given grievance will depend on the particular circumstances surrounding the case.

Grade disputes are handled according to departmental review policies by the department offering the course in question. The order of review for grade disputes is the course instructor, graduate adviser, department chair (or the director of the academic program if there is no department), and dean of the college or school offering the course. The decision of the college or school dean is final.

Non-academic grievances submitted to the Graduate School will be referred by the Vice Provost and Dean of Graduate Studies to the appropriate University administrative office, normally the Office of the Dean of Students, the Office of Human Resources, or the college/school dean in which the incident of grievance occurred. Only in cases of multiple points of grievance will the complaint be reviewed by more than one administrative unit of the University.

Grievances related to nonacademic issues and scholastic dishonesty are handled according to the procedures outlined in the General Information Catalog<sup>43</sup>.

3. A graduate student may express a formal grievance through the following procedures with the assurance of timely and thorough consideration. Grievants are assured freedom from reprisals for the filing of their grievances.

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<sup>43</sup>Find more on scholastic dishonesty in General Information here: <http://registrar.utexas.edu/catalogs/gi09-10/app/gi09.appc03.html#sec-11-802-academic-dishonesty>

4. All complaints must be submitted in writing to the Office of Graduate Studies, which will notify the chair of the graduate studies committee, the department chair (or the director of the academic program if there is no department), and the dean of the college or school that a grievance has been filed and of the procedures for handling the grievance.
5. A student must initiate their complaint within six months of the incident that is the subject of the grievance.

**Final exams and grade disputes** The Office of the Ombudsperson<sup>44</sup> has put together a guide to final exams and grade disputes. It is published as a brochure through their office, and can be found as a .pdf through their website at <http://www.utexas.edu/student/ombuds/links.html>. It is also included in the Appendices, beginning on page 47.

**Scholastic probation** To continue in the Graduate School beyond the first semester or summer session, the student must make satisfactory progress in absolving any admission conditions that were imposed, meet any requirements made in writing by the Graduate Studies Committee, maintain a graduate grade point average of at least 3.00, and receive the approval of the student's Graduate Studies Committee.

Graduate Studies Committees are responsible for evaluating the students in their programs to ensure that they are making satisfactory progress toward a degree. If the Graduate Studies Committee finds that a student is not making satisfactory progress, it may recommend to the graduate dean that the student's program be terminated.

A graduate student whose graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that his or her continuance in the Graduate School is in jeopardy. The student must attain a graduate grade point average of at least 3.00 during the next semester or summer session they are enrolled or be subject to dismissal. During this period, the student may not drop a course or withdraw from the University without the approval of the graduate adviser and the graduate dean.

A graduate student who has been dismissed may be readmitted for further graduate study only by petition of the Graduate Studies Committee in the student's major area or by the Graduate Studies Committee of another program that will accept the student. The petition must be approved by the graduate dean.

Academic dismissal is reflected on the student's permanent record.

**Searches** General searches of a student's personal papers and belongings may be conducted at the discretion of an instructor only when there is reasonable suspicion that the student has engaged in misconduct in violation of the rules on student discipline and conduct. In addition, the instructor must believe that the search is necessary to maintain the academic integrity of an examination or to maintain an environment in which learning can occur.

## Useful academic policies

**Dropping a class** With the required approvals, a graduate student may drop a class through the last class day of the semester or summer term; after the twelfth class day of the semester or the fourth class day of the summer term, the graduate dean's approval is also required. If the student

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<sup>44</sup>An ombudsperson is an independent, neutral third party who assists in resolving problems, concerns, and complaints. An ombudsperson will provide counseling, conduct shuttle diplomacy, negotiations, and mediations. The website of the Office of the Ombudsperson can be found here: <http://www.utexas.edu/student/ombuds/prob.html>.



drops the class by the twelfth class day of the semester or the fourth class day of the summer term, the class is deleted from the student's academic record.

If the student drops the class from the thirteenth through the twentieth class day of the long-session semester or from the fifth through the tenth class day of the summer term, the symbol Q appears on their academic record to indicate a drop without academic penalty. After these dates, if the student is registered on the letter-grade basis, the class instructor assigns the symbol Q or a grade of F; if the student is registered on the credit/no credit basis, the symbol NC is recorded.

A student who is in warning status for failing to maintain a 3.00 grade point average may not drop a class without the recommendation of their graduate adviser and the approval of the graduate dean.

In order to avoid some of the stressors that may lead you to drop a class, such as a strenuous workload, remember that six hours<sup>45</sup> of upper-level undergraduate coursework can count toward your degree. MA students often plan to take undergraduate courses during their second year, and particularly its second semester, when they are likely to need to devote more resources to writing their *theses*.

*International students*, in addition to obtaining the required approvals, must be advised by the International Office before dropping a class if their remaining course load will be fewer than nine hours.

*Students appointed as academic employees* may not reduce their course load to fewer than nine hours during a long-session semester or fewer than three hours in a summer session (in any combination of summer-session terms) without the written recommendation of the graduate adviser and the approval of the graduate dean.

**Leave of absence** Graduate students may apply for a leave of absence of no more than two semesters. Requests for a leave of absence must be approved in advance by the graduate adviser and the graduate dean. Applications from students who have been admitted to candidacy will be approved by the graduate dean only in rare and unusual circumstances.

A student on approved leave must apply for readmission in order to return to the University, but readmission during the approved period is automatic and the application fee is waived.

A student on leave may not use any University facilities; nor are they entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or coursework.

## 5.2 Student Health

**Student Emergency Services** *If you or someone you know is in crisis and needs immediate assistance*, please call:

The Office of the Dean of Students Emergency Dean: **471-5017** (8am - 5pm, Monday - Friday)

The University of Texas Police Department: **471-4441** (after 5pm)

The University of Texas Telephone Counseling Hotline: **471-CALL** (24 hours)

The Student Emergency Services<sup>46</sup> staff in the Office of the Dean of Students works with campus and community organizations to provide a number of services to assist students and, in some cases, their families and friends during an emergency or crisis situation. These services may include provision of *limited* emergency funds, assistance with academic issues, outreach and advocacy for

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<sup>45</sup>This may be nine hours if you are part of a dual degree program. See 3.3 on page 27 for more information.

<sup>46</sup>For more information, please see <http://deanofstudents.utexas.edu/emergency/index.php>.

students, and coordination with other relevant UT offices. *This office does not provide counseling services.*

Emergencies include (but are not limited to):

- Apartment or House Fire
- Attempted Suicide
- Concerns about Academic Adjustment or Performance
- Death of a Relative
- Death of a Student or Former Student
- Family Emergency Impacting a Student's Campus Life
- Financial Problems
- Interpersonal Violence or Stalking
- Missing Student
- Natural Disaster
- Sexual Assault
- Student Injury or Illness

**University Health Services** UHS provides medical care and patient education to students at The University of Texas at Austin. The mission of University Health Services is to support academic pursuits by providing medical services, fostering physical and psychological wellness, and promoting healthy lifestyles among UT students. See the extensive website of the UHS, including a personalized log-in system for appointments and records, at this address: <http://healthyhorns.utexas.edu/>.

**Counseling and Mental Health Center** CMHC is committed to serving UT's diverse campus community by providing counseling, psychiatric, consultation, and prevention services that facilitate students' academic and life goals and enhance their personal growth and well-being.

Among other services, the CMHC offers a Students in Recovery program, individual counseling, and group therapy. Visit the office on the fifth floor of the Student Services Building between 8:00 a.m. and 5:00 p.m., Monday through Friday. For non-emergency situations, you can also reach the office by phone at (512) 471-3515.

For immediate assistance, call CMHC's **24-Hour Telephone Counseling** hotline at **(512) 471-2255**.

The website of the Counseling and Mental Health Center has resources for students, parents, faculty and staff. Find more information on all of their services at <http://www.cmhc.utexas.edu/index.html>.

**CMHC Voices Against Violence** Voices Against Violence is a program of the Counseling and Mental Health Center at The University of Texas at Austin. VAV addresses issues of:

- Dating/Relationship Violence
- Sexual Violence
- Stalking

Our programs are designed to serve the needs of the diverse UT population with information, education, training, advocacy, counseling, and referral services. Services for Survivors and Allies include:

- Individual Counseling
- Anonymous Telephone Counseling
- Group Counseling
- Connection to resources in the community
- Advocacy services which may include legal, medical, academic, and/or housing support

Training and outreach programming includes:

- Interactive Theatre for Dialogue performances by VAV Peer Educators
- VAV 101 and other educational programs that can be customized for faculty, staff, and /or student groups
- A wide arrange of campus activities that honor the various awareness months

Find more information on all of these services, including how to get involved, on the VAV section of the CMHS website here: <http://www.cmhc.utexas.edu/vav.html>.

**Behavior Concerns Advice Line (BCAL)** If you have concerns about a student, faculty, or staff member in the UT community, contact the **24-hour** BCAL at **512-232-5050**. The BCAL line was developed by The University in order to provide a central resource for those who are concerned about an individual and are not sure how to help them. Find more information on BCAL here: [www.utexas.edu/safety/bcal](http://www.utexas.edu/safety/bcal).

**Student Health Insurance Program (SHIP)** The Student Health Insurance Program is an optional health insurance plan available to currently enrolled University students who are not covered through other insurance programs. The plan is fully insured and underwritten by UnitedHealthcare. Information is available at (512) 471-1040 and from a representative of UnitedHealthcare in the Cashier/Insurance Office at University Health Services. Additional information about the Student Health Insurance Program is available from UnitedHealthcare, found here: <https://www.uhcsr.com/utexasaustin>.

**International student health insurance** The Student Health Insurance Program described above is mandatory for international students; the cost is included in the student's tuition bill each semester. Additional information about international student health insurance is given in chapter 5, found here: <http://registrar.utexas.edu/catalogs/gi09-10/ch05/gi09.ch05b.html#mandatory-health-insurance>.

### General health care in Austin

- People's Community Clinic (PCC) offers some services on a sliding scale for Austin residents. For more information, see their website here: <http://www.austinpcc.org/>.
- Seton Community Health Center has three locations throughout Austin, listed here: <http://www.seton.net/locations/clinics>.
- If you are on a fellowship, you may be able to purchase outside insurance (which covers dependents) through United Health Care. Find more details here: <https://www.uhcsr.com/UTexasAustin>.

## 5.3 Campus and Community

### CWGS Social Media

Keep connected with your peers and Center and University events through the following social media pages and listservs. For program contact information, including how to submit an article or event for our email bulletin or blog, visit <http://www.utexas.edu/cola/centers/cwgs/about/Contact-Us.php>.

- CWGS Facebook page: <http://www.facebook.com/utcwgs>
- CWGS Twitter feed: <http://twitter.com/utcwgs>
- UT's YouTube page: <http://www.youtube.com/user/utaustintexas>
- CWGS Weekly Bulletin: This is sent via email through the listserv.
- WGS Graduate Listserv: This list is open to graduate students from any department who are interested in Women's and Gender Studies at the University of Texas at Austin. Subscribers may send messages through this listserv as well at [wgs-grads@utlists.utexas.edu](mailto:wgs-grads@utlists.utexas.edu).
- CWGS Blog: We post information for campus events or for off-campus, gender-related events being organized by nonprofit groups on the blog, found at <http://blogs.utexas.edu/cwgs/>. The blog is updated weekly during the school year, and all entries are archived and tagged by topic for future reference.

### The Women's Resource Center

The Women's Resource Center is an online compendium of resources that have been assembled to help you navigate your way around the university, Austin, and life. Hosted through the College of Natural Sciences, they have compiled 180 links to valuable campus and community centers, organizations, and other resources, which are broken down into the following categories:

- Academics & Learning
- Support A Good Cause
- Career Development
- Counseling & Health
- Grants, Fellowships, Awards, & Internships
- Housing & Food Services
- Links of Interest
- On-Campus Organizations For Women
- National/International Organizations For Women
- Personal Safety & Legal Services
- Social/Leisure Activities Around Austin
- Transportation

Find their website here:

<http://cns.utexas.edu/community/women-in-natural-sciences/womens-resource-center>.

## The Gender and Sexuality Center

The GSC supports students in their efforts to increase awareness about issues affecting women, the LGBTQ community, and those who stand in alliance with women and LGBTQ people. The office is guided by an Advisory Board comprised of students, faculty, staff, and administrators who are interested in and committed to the mission of the GSC.

The GSC aims:

- To support a strong and welcoming community for women and LGBTQ individuals on campus.
- To provide a safe and supportive environment for women and LGBTQ students at UT Austin so they may reach their academic and personal goals.
- Create functional links to allies within the larger institution, as well as the wider Austin community.
- Work to diminish the prejudice that not only impairs the educational experiences and the safety of individual women and LGBTQ students, but also impedes the development of others within the institution.

To achieve these goals, the GSC provides safe spaces for students to gather and do academic, social and political work. They meet with individual women and LGBTQ students about their aspirations and concerns; advise student women and LGBTQ leaders; support the development and planning of LGBTQ Pride Month programming, the Vagina Monologues, as well as numerous other student initiated programs; identify and refer students to other helpful people and services at UT Austin and in the wider Austin community; and offer a host of services and programs for students regarding women's issues, the LGBTQ community, and ally development.

**Contact the GSC** The GSC is housed in the Student Services Building<sup>47</sup> along with the Multicultural Information Center, the Health Center, and other services. Visit anytime Monday through Friday, 9:00 am - 5:00 pm; e-mail [gsc@uts.cc.utexas.edu](mailto:gsc@uts.cc.utexas.edu); or call (512) 232-1831 for more information.

**FAQ on Gender and Sexuality** The GSC has put together a FAQ page (<http://www.utexas.edu/diversity/ddce/gsc/faq.php>) where you can find detailed discussions on each of these topics:

- The Center and Campus
- Gender Issues
- Transgender Issues
- Sexuality Issues
- Coming Out
- FAQ for family and friends of LGBTQ people

**GSC Programs** Find all relevant forms, .pdfs, and applications for these programs through the GSC Programs webpage: <http://www.utexas.edu/diversity/ddce/gsc/programs.php>.

**GSC Mentor Program** This program connects LGBTQ and Women students with University of Texas faculty and staff. Through the program, students gain the support and validation of faculty and staff. The formal mentor-mentee relationship lasts one academic year; however, many mentors and mentees maintain contact with one another well past the one-year mark.

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<sup>47</sup>Find an informational page and map for the SSB here: <http://www.utexas.edu/maps/main/buildings/ssb.html>

**Walk-in Advising** The GSC is available to provide support and assistance to any campus LGBTQ, women's or ally organization. Individuals are also welcome.

**GSC Listserv** Are you on the listserv? The GSC Center has a listserv that tells you everything you need to know. Well ... almost. They send out two weekly emails that post notices of events, scholarships, pertinent news items and meetings. To join the listserv, please send an email to [gsc@uts.cc.utexas.edu](mailto:gsc@uts.cc.utexas.edu) requesting to be on the list.

**Lending Library** The GSC has a large collection of literature- there are books, magazines, videotapes and DVDs that are available to be checked out. They welcome suggestions for new books or movies - just contact them with what you'd be interested in. They are always looking to expand their library, so if you have literature or related materials you would like to donate, please stop by the office.

**GSC's Education Program** Are you interested in learning more about gender and sexuality issues? The Gender and Sexuality Center conducts numerous trainings, including, Unlearning Sexism 101, LGBT 101, Safe Space Ally Development, Bisexuality 101, Transgender 101, and Power, Privilege, and Heterosexism/Sexism. If you're interested, please submit an application to the GSC. Please submit your request at least two weeks prior to the desired date of the training.

**Peers for Pride** The Gender and Sexuality Center is pleased to announce a new Peer Facilitation program for academic credit, "Peers for Pride." The primary goal of this program is to train peer facilitators to lead workshops about sexual orientation and gender identity across the UT campus.

Members of the "Peers for Pride" program are required to take one class in the fall semester and one in the spring semester. During the fall semester course, "Confronting LGBTQ Oppression: Exploring the Issues and Learning the Skills to Communicate Them," students learn basic facilitation skills while taking an in-depth look at some issues facing lesbian, gay, bisexual, transgender and queer individuals. During the spring semester course, "Facilitating Dialogues on LGBTQ Oppression: Peers for Pride in Action," peer facilitators have the opportunity to fine-tune their facilitation skills and lead workshops across campus.

Participants are required to make a two-semester commitment to the program. Interested students must complete an application and an interview with the program's director and course instructor, Shane Whalley, LMSW. For more information, contact Shane at [swhalley@mail.utexas.edu](mailto:swhalley@mail.utexas.edu), and see the PFP blog at <http://pfpaustin.blogspot.com/>

## **Other campus programs**

**Sure Walk** SURE Walk is a student-run volunteer group that provides pedestrian escorts to the university community on school nights. Thanks to the Student Government, this service is available to university students, staff and faculty, so improving your safety is as simple as going to the SURE Walk desk and asking for a walk home. See their website for more information and how to volunteer: <http://www.utexas.edu/besafe/surewalk/>.

**Rape Aggression Defense System (RAD)** This system is a program of realistic, self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. RAD is dedicated to teaching women defensive concepts and techniques against various

types of assault, by utilizing easy, effective and proven self-defense tactics. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance.

These classes are run through the UT Police Department and are offered free of charge to university students, faculty, and staff. See the informational website here: <http://www.utexas.edu/police/rad/>.

### **Austin resources**

Other organizations have compiled comprehensive guides to the social services and programs which are accessible to students and residents of Austin. A one-page guide to basic services throughout the city has been included in the Appendices. In addition, please see the following links:

- The Office of the Dean of Students offers a list of community and legal resources, including website and phone number for each, at this page: <http://deanofstudents.utexas.edu/lss/resources.php>.
- The **Gender and Sexuality Center**'s website includes a hotlinked list of LGBTQ and women's resources within the University, in Austin, throughout Texas, and on a national level: <http://www.utexas.edu/diversity/ddce/gsc/links.php>.

## **6 Appendices**

Included on the following pages:

- Professional development award form (the Graduate School)
- Application for travel funds form (CWGS)
- Course planner for the report option
- Course planner for the thesis option
- Guide to final exams and grade disputes
- One-page guide to community resources

2009-2010

**APPLICATION FOR GRADUATE STUDENT PROFESSIONAL DEVELOPMENT AWARD**

**Please type or print**

NAME: Mr  Ms  DEPT: \_\_\_\_\_ DATE: \_\_\_\_\_

EID: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

**DISSERTATION OR THESIS TITLE:**

**CHAIR, DISSERTATION OR THESIS COMMITTEE:** \_\_\_\_\_

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**Please check one:**

Fall 2009 meeting  Spring 2010 meeting  Summer 2010 meeting

**YOU MUST BE REGISTERED AT THE UNIVERSITY OF TEXAS AT AUSTIN DURING THE SEMESTER THE FUNDS ARE TO BE USED. SUMMER REGISTRATION WILL BE WAIVED IF YOU WERE REGISTERED FOR THE PRIOR SPRING SEMESTER.**

Date of meeting: \_\_\_\_\_

Location of meeting: \_\_\_\_\_

Name of meeting: \_\_\_\_\_

**PLEASE ATTACH EVIDENCE THAT YOUR PAPER HAS BEEN ACCEPTED FOR PRESENTATION (COPY OF LETTER, E-MAIL OR PROGRAM)**

**PLEASE ATTACH AN ABSTRACT OF THE PAPER THAT YOU WILL PRESENT. List all authors as they will appear in the program.**

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Are you presently receiving income from The University of Texas at Austin? \_\_\_\_\_

What is the source of your income? \_\_\_\_\_

What other support do you have? \_\_\_\_\_

**If your research is being supported by The University of Texas, please indicate the source of the support.**

---

**List any previous support you have received from the Office of Graduate Studies.**



Please list the dates during which you plan to attend the meeting. \_\_\_\_\_  
Month Day (s) Year

Estimate the costs associated with attendance at the meeting. Please provide accurate and current airfares.

Transportation \$ \_\_\_\_\_

Please state other sources which might be used to partially defray these costs. Include amounts available.

Professional Development Awards provide support for students to attend major professional meetings at which they present an original paper based on their research.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of Supervising Professor

=====  
To be completed by the Graduate Adviser:

For which degree is the student a candidate? \_\_\_\_\_

Is the student making satisfactory progress toward the degree? \_\_\_\_\_

If for the doctoral degree, has the student been officially admitted to candidacy? \_\_\_\_\_

What is the expected date of completion of the degree? \_\_\_\_\_

The Graduate Studies Committee in \_\_\_\_\_

recommends an award of \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Graduate Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of the Graduate Adviser

=====  
Leave blank for action by the Office of Graduate Studies

**REQUEST FOR TRAVEL FUNDS**

**DATE:**

**FULL NAME:**

**EMAIL:**

**UT EID:**

**CHOOSE ONE:**       Undergraduate       Graduate

**DEGREE PROGRAM:**

**FUNDS REQUESTED FOR:**

**OTHER FUNDING SOURCES:**

**Have you requested funds from the Graduate School? \_\_\_\_\_**

Visit: <http://www.utexas.edu/ogs/funding/travel.html>

**How much? \_\_\_\_\_**

**Have you been approved? \_\_\_\_\_**

**AMOUNT REQUESTED FROM CWGS:**

**\$250**

**CWGS DIRECTOR APPROVAL:**

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**SUSAN SAGE HEINZELMAN**

**Please attach proof of conference participation and travel completed.**

1) **During the period of this award, will you be appointed as a:**  
 TA       AI       RA       Other       none

2) **Destination(s):**

3) **Purpose (choose one):**

Attend meeting, conference, etc.

Perform research activities

Participate in an event

Site or field visit

Present original research paper

Other (specify):

4) **Are you receiving federal student financial aid (loans, federal grants)?**

Yes       No

5) **Attach budget sheet.**

*RETURN THIS FORM TO THE CENTER FOR WOMEN'S AND GENDER STUDIES, WWH 401,  
Campus mail code: A4900  
Or Fax: (512) 475-8146*



## WGS MA Degree Planner–Report Option

### Report Committee:

- (Report Supervisor) \_\_\_\_\_
- (Committee Member) \_\_\_\_\_
- (Graduate Advisor) \_\_\_\_\_

### First Semester

Required Courses	Required Hours	Hours Completed
WGS 390 Foundations I	3	
WGS 391 Foundations II	3	
<i>Elective</i>	3	
<b>Total Hours Completed</b>	<b>9</b>	

### Second Semester

Required Courses	Required Hours	Hours Completed
<i>Elective</i>	3	
WGS 392 Foundations III	3	
<i>Elective</i>	3	
<b>Total Hours Completed</b>	<b>9</b>	

### Third Semester

Required Courses	Required Hours	Hours Completed
<i>Elective</i>	3	
<i>Elective</i>	3	
<i>Elective</i>	3	
<b>Total Hours Completed</b>	<b>9</b>	

### Fourth Semester

Required Courses	Required Hours	Hours Completed
WGS 398 - Report	3	
<i>Elective</i>	3	
<i>Elective</i>	3	
<b>Total Hours Completed</b>	<b>9</b>	

### Report Option Summary

WGS Required Course Hours (3-Foundations Courses)	9 – hrs
Minor ( <i>Elective</i> ) Course Hours (2-Courses)	6 – hrs
Elective Course Hours (6-Courses)	18 – hrs
Report Hours	3 – hrs
<b>TOTAL</b>	<b>36 – hrs</b>

Graduate Catalog 2007-2009

\*At least four of the elective courses must be WGS or related to women's and gender issues.

# WGS MA Degree Planner—Thesis Option



## Thesis Committee:

- (Thesis Supervisor) \_\_\_\_\_
- (Committee Member) \_\_\_\_\_
- (Graduate Advisor) \_\_\_\_\_

## First Semester

Required Courses	Required Hours	Hours Completed
WGS 390 Foundations I	3	
WGS 391 Foundations II	3	
<i>Elective</i>	3	
<b>Total Hours Completed</b>	<b>9</b>	

## Second Semester

Required Courses	Required Hours	Hours Completed
<i>Elective</i>	3	
WGS 392 Foundations III	3	
<i>Elective</i>	3	
<b>Total Hours Completed</b>	<b>9</b>	

## Third Semester

Required Courses	Required Hours	Hours Completed
WGS 698A Thesis	3	
<i>Elective</i>	3	
<i>Elective</i>	3	
<b>Total Hours Completed</b>	<b>9</b>	

## Fourth Semester

Required Courses	Required Hours	Hours Completed
WGS 698B Thesis	3	
<i>Elective</i>	3	
<i>Elective</i>	3	
<b>Total Hours Completed</b>	<b>9</b>	

## Thesis Option Requirements

WGS Required Course Hours (3-Foundations Courses)	9 – hrs
Minor ( <i>Elective</i> ) Course Hours (2-Courses)	6 – hrs
Elective Course Hours (5-Courses)	15 – hrs
Thesis Hours	6 – hrs
<b>TOTAL</b>	<b>36 – hrs</b>

Graduate Catalog 2007-2009

\*At least four of the elective courses must be WGS or related to women's and gender issues.

**Scholastic Dishonesty:** Instructors are responsible for setting rules and advising students of the rules governing examinations and they must supervise examinations in their classes. They should remain in the exam room and take necessary action to ensure an orderly examination while reducing opportunities for cheating. Students must be informed that all written work handed in by them is considered to be their own work and prepared without unauthorized assistance. Instructors who suspect scholastic dishonesty must report the case to the Dean of Students.

**Student Responsibilities:** Students are expected to (a) remain in the exam room until the test is completed; (b) refrain from talking; and (c) leave all notes and books where they are not accessible unless otherwise directed by the instructor. In addition, students should be asked to cooperate in maintaining the integrity of the exam and encouraged to inform the instructor, without identifying the offenders, when cheating has occurred.

## Office of The Ombudsperson

### Who We Are

We are a resource of The University of Texas at Austin. Our office is a place where students come to share their concerns. We can also help faculty, staff, and administration by providing information, problem-solving, and reporting data trends back to the university.

### Principles

- Confidential
- Neutral
- Independent
- Informal

### What We Do

- Develop options
- Make referrals
- Clarify policy
- Explore solutions



# Guide to Final Exams and Grade Disputes

This brochure is intended to provide answers to those questions that arise frequently at the end of each semester. Most of these policies are located in the *General Information* catalog. If you have any question about these policies or if you need assistance dealing with a problem regarding final exams, our staff will be happy to assist you.

**Office of the Ombudsperson**  
Student Services Building Room G1.404  
512-471-3825  
ombuds@uts.cc.utexas.edu\*  
[www.utexas.edu/student/ombuds](http://www.utexas.edu/student/ombuds)  
1 University Station A6000  
Austin, TX 78712-0177

\*Email is not a confidential form of communication.

**Office of the Ombudsperson**  
The University of Texas  
at Austin

## Exams and Grades

**Exam Period:** No semester final examinations may be given before examination week begins. An instructor must obtain permission of the department chair and dean before making a change to the scheduled exam time. In order to change the exam location, an instructor must contact the registrar. Students may obtain permission from the dean to take the exam in a different time or place for good reason.

**Requiring an Exam:** An instructor may decide not to give a final examination with the approval of the chair. If an examination is given, all students must take it, and no exemptions may be allowed except pursuant to a uniform exemption policy announced to the class.

**Weight of the Exam:** No exam worth over 30% of the final course grade may be given in the last week or during “no class days.” Classes should not be held and assignments should not be due on “no class days” or “dead days.”

**Length of Exam:** Examination should begin promptly at the scheduled hour. Exams should not continue beyond the three hours allocated. Students should plan on arriving on time and remaining in the room until the completion of their exam. However, an instructor may opt to give a shorter exam.

**Coverage of the Exam:** In a course extending two semesters when the subject matter is continuous, the second semester final exam may include subject matter presented in the first semester.

**Credit:** To earn credit for a course, an undergraduate must secure a grade of at least a “D”. A “D” is a passing grade in a pass/fail course. A “C” must be obtained to be included in the course of work for graduates.

**Concerns with Final Exams:** Students may address concerns related to final exams to the chair of the department, the dean of the college, or the Office of the Ombudsperson.

**2-3 Exams in One Day:** There is no rule limiting the number of finals a student can take in one day. An instructor can allow a student to take an exam with a different section from that in which the student is registered. Students may petition their academic dean for permission to take the final exam at some time other than the time assigned in the *Course Schedule*. If permission is given by the Dean and the Instructor, no penalty (such as reduction in grade) may be imposed.

**Grade Dispute:** If a student cannot settle a grade dispute directly with their instructor, there is an appeal process. If the student has discussed the problem with the instructor and is not satisfied with the results, the student must submit a grade appeal in writing to the Chair of the department and then the Dean of the college in which the course is offered. The Dean’s decision is final.

**Incomplete Grade:** An undergraduate student may be assigned the symbol “X” as an incomplete for one of the approved reasons listed:

- **Missing the final exam:** An incomplete is appropriate when the student is unable to take the exam because of illness or other nonacademic reasons. A physician’s statement or other satisfactory verification is required.

- **Incomplete classroom assignment:** An incomplete can be given when the student has been unable to complete the required class or laboratory assignments for a reason other than lack of adequate effort. A request for an incomplete can only be made if the student has a passing average on class work already completed and has taken and passed the final.
- **Re-examination petition:** Request for a delay of a final grade can be made by a student who has failed a final but has at least a “C” average in the coursework prior to the final. In such cases, a student may be permitted to take a re-examination if the instructor agrees and have that grade substituted for the original final exam grade.

An incomplete grade must not be assigned to permit; (1) time to prepare coursework in addition to that assigned to the whole class, (2) time to repeat the entire course, or (3) an opportunity to raise a grade for any reason other than above.

**Reviewing Exams and Coursework:** The faculty member or department office is required to retain all materials not previously returned for a period of at least one long semester following the course. A student has the right to either review or have returned all written materials submitted to meet the requirements of the course. This does not guarantee a right to a copy, but the materials may be inspected in a designated office.



# WHEN YOU FEEL LIKE YOU'RE BEHIND THE "EIGHT" BALL . . .

## COMMUNITY RESOURCES IN THE AUSTIN AREA

### CREDIT / DEBT MANAGEMENT:

**CONSUMER CREDIT COUNSELING SERVICES:** Debt consolidation and payment service (under Consumer Credit Counseling of Dallas)  
 NORTH: 1106 Clayton Lane, Suite 490W, 697-0875      MAIN: 447-0711  
 HOURS: Monday - Friday 8:00 a.m. to 4:30 p.m.      COST: There will be some nominal fees for services  
[www.cccs.net](http://www.cccs.net)      [this is a non profit 501(c) 3 agency]

**MEDICAL CLINIC CARDS:** you may apply at any city clinic for your medical clinic card

**WHEN IN DOUBT, CALL:**

(for information on how to apply and qualify for medical clinic card and for clinic nearest you)  
**CENTRAL CLINIC NUMBER:** 978-8130 (MAP eligibility, appointments and general info)

2-1-1

**OAK HILL CLINIC (SW):** 8656 HWY 71, Suite C, Austin, Texas 78735  
**EAST/CENTRAL AUSTIN CLINIC:** 110 Chalmers Avenue, Suite B, Austin, Texas 78702  
**SALVATION ARMY CLINIC (central):** 501 East 8<sup>th</sup> St. Austin, Texas 78701  
**NORTH EAST AUSTIN CLINIC:** 7112 Ed Bluestein Blvd., Austin, Texas 78723  
**SOUTH AUSTIN CLINIC:** 2508 Durwood Avenue, Austin, Texas 78704

### DISPUTE RESOLUTION:

### MENTAL HEALTH CLINICS: (sliding scale)

**DISPUTE RESOLUTION CENTER OF AUSTIN**  
 371-0033  
 5407 N. IH 35, Suite 410 (in Capital Plaza Center)

**CAPITAL AREA MENTAL HEALTH**  
 302-1000  
 2824 Real Street, 78722

**LIFEWORKS**  
 3700 South 1<sup>st</sup> 735-2400 (MAIN)  
 2001 Chicon Street 735-2100

### FOOD, RENT, UTILITIES:

### TENANT/LANDLORD DISPUTES

### MEDICAL CLINIC (sliding scale)

**BAPTIST COMMUNITY CENTER:**  
 2000 E. 2nd Street  
 472-7543 and 478-7243  
 M-F 8:30 a.m. - 5:00 p.m. (closed noon - 1)  
 Groceries, clothing, help w/ utilities, rent, pay up to \$25.  
 Call for appt for groceries  
 Each service once per 6 mos, no more than 3 times total

**AUSTIN TENANT'S COUNCIL**  
 Telephone counseling: 474-1961  
 M-F 9-12 and 1-4  
[www.housing-rights.org](http://www.housing-rights.org)  
 For an appointment: 474-7006

**PEOPLE'S COMMUNITY CLINIC**  
 478-4939  
 2909 North IH 35  
**DEPT ADAPTIVE & REHABILITATIVE SERVICES (DARS)**  
 2416A South Lamar Blvd, Austin, TX 78704  
 888-877-8086 or 383-7040 or 442-4550

**CARITAS OF AUSTIN:**  
 611 Neches, Austin, Texas 78701  
 472-4135  
 9:00 P- 4:30 M-F  
**RENT OR UTILITY HELP 472-4135**  
 12 P.M. M-F

**EL BUEN SAMARITANO:**  
 7000 Woodhue, Austin, Texas 78745  
 439-0700 Call first  
 9-5 M-F

Food pantry last Thurs of month from 10 - 2.  
 groceries once every 2 months.

**FOOD STAMPS, MEDICAID, TANF:** [Bring ID or Driver's License, verification of any income for past 30 days. Call first to determine which of these three offices handles your residential zip code.]

**Airport Office (East)**  
 1165 Airport Blvd  
 929-7350

**Eberhart Office (South)**  
 724 Eberhart  
 445-0022

**Rutherford Office (North)**  
 1601 Rutherford Lane  
 339-8868

**WIC:** [Assistance for Women with Infants and Children. Must meet income guidelines and go through a nutrition screening]

Call: 1-800-942-3678 for information and to be guided to a WIC office nearest your home

**AUSTIN-TRAVIS COUNTY DEPT OF HUMAN SERVICES:** [food, clothing, toiletries, food vouchers, financial assistance for rent, utilities, medicine,]

**Post Road Office**  
 Emergency Services  
 2201 Post Road, Suite 200, Austin, Texas  
 854-9130  
 Social Worker: Betty Lerner

**Palm Square Office**  
 Emergency Assistance  
 1st & IH 35, Suite 1000 (Enter North Side facing park)  
 854-4120  
 Social Worker: Jhaki Gonsalves

### LEGAL ASSISTANCE:

**TEXAS RIO GRANDE LEGAL AID:** Legal clinic open to anyone to speak with an attorney to get free legal advice  
 Monday between 6 - 7 p.m.      Wednesday between 6 - 7 p.m.  
 Martin Middle School      Webb Middle School  
 1601 Haskell Street      601 East St. John's

**LEGAL AID:**  
 374-2700  
 4920 N. IH 35, Austin, 78751

**LEGAL SERVICES FOR STUDENTS (UT):**  
 471-7796  
 SSB SUITE 3.410