

DEPARTMENT of WOMEN'S, GENDER and SEXUALITY STUDIES

GRADUATE HANDBOOK



THE OHIO STATE UNIVERSITY



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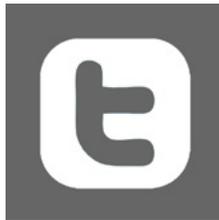
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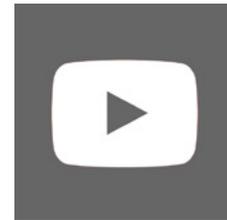
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About

THIS HANDBOOK

This handbook contains the policies and procedures in place as you enter the program. The policies and procedures detailed here, in conjunction with the policies and procedures described in the Graduate School Handbook (see the next section), will govern the course of your graduate study in the Department of Women's, Gender and Sexuality Studies at The Ohio State University.

Procedures herein may be amended by action of the department's graduate faculty subsequent to your admission. During your course of study, minor changes may be made to the handbook by the department for purposes of clarification only. In the event that a major change is made, such as a new program requirement, the change will apply only to the cohort entering the next academic year. You have the option of requesting that a specific change be applied to your program or you may continue to apply the rules in place at the time you officially entered the program, with the exceptions of changes mandated by the Graduate School. All changes mandated by the Graduate School must be applied. If there are any questions about changes to graduate program policies and procedures, please consult with a member of the Graduate Studies Committee or the Academic Program Coordinator for further details.

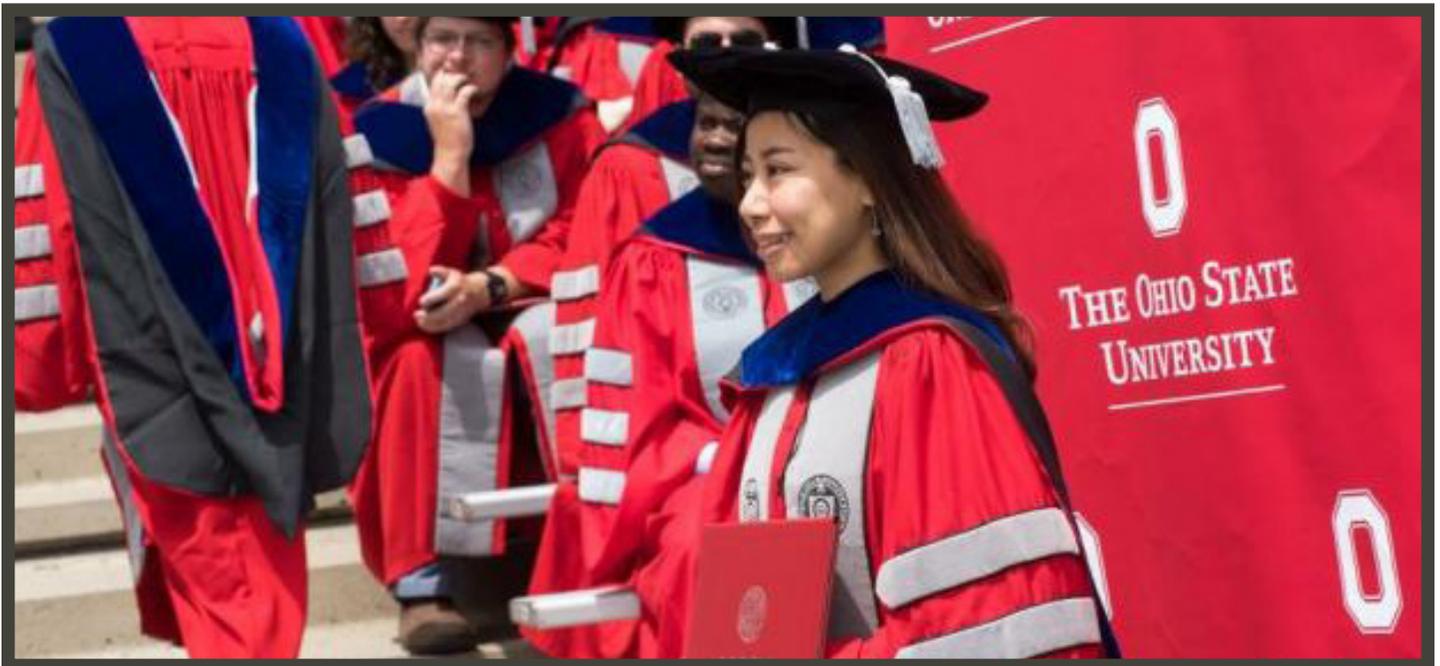


This handbook describes **areas of study, program requirements, and course scheduling patterns**. It provides **information about financial aid and outlines the responsibilities of graduate students to successfully complete the graduate program in Women's, Gender and Sexuality Studies**. You should keep a hard copy of the handbook for reference. Should you need it, an online version of the handbook can be found on the department's website.

THE GRADUATE SCHOOL

The Graduate School is the governing body for graduate education at The Ohio State University. The Graduate School publishes an annual Graduate Student Handbook detailing the policies and procedures governing all graduate education at The Ohio State University. You are bound by the terms and conditions detailed in the Graduate Student Handbook and failure to abide by these regulations may be grounds for dismissal.

You can find the Graduate Student Handbook on the Graduate School's website here: <https://gradsch.osu.edu/handbook>



2016 Doctoral Graduate, Brena Tai

Graduate Programs

MASTER OF THE ARTS

The MA program requires 30 credit hours of coursework, including five core courses and five electives. It is expected to take two academic years to complete the degree requirements. Students can choose to take a comprehensive exam or write a thesis to conclude the program.

COURSEWORK

Your MA coursework should be geared towards preparing for your MA exam or thesis. Your required core theory courses provide you with the foundational knowledge you need to complete the theory portion of the exam or to write your thesis, while the gateway and elective courses should be used to cultivate a focus area which you will examine in your exam or thesis.

Degree Requirements

Required Core Theory Courses: 6 hours

WGSST 7700 – Feminist Theory: Inquiry
WGSST 7760 – Feminist Inquiry: Methods

Required GTA Courses: 4 hours

WGSST 7702 – Feminist Pedagogy
WGSST 8163 – WGSST Teaching Practicum

Gateway Courses: 6 hours (choose two)

WGSST 7710 – Theorizing Race, Sexualities and Social Justice
WGSST 7720 – Theorizing Power, Institutions and Economies
WGSST 7740 – Theorizing Narrative, Culture and Representation
WGSST 7780 – Theorizing Global and Transnational Feminisms

Elective Courses: 15 hours

6 hours in WGSS courses at 5000-level or above
9 hours in WGSS or related discipline-based courses offered by other academic units

- All incoming students are required to take WGSST 7700 their first semester.
- The semester you take WGSST 7702 corresponds with your first semester as a GTA.
- The semester you take WGSST 8163 corresponds with your second semester as a GTA. WGSST 8163 is a one credit hour course and only one hour may count towards your degree.
- Only 3 hours of WGSST 8193 – Individual Studies, and 3 hours of non-WGSST 4000-level courses may count toward the degree.

- Electives should be chosen in consultation with an advisor. Choices should reflect a coherent program of study that provides a broad grounding in WGSS as well as familiarity with a specific focus area.
- It is recommended that you consider pursuing a graduate minor or graduate interdisciplinary specialization with your elective courses.

GRADUATE PROGRESSION POLICY

The Women's, Gender and Sexuality Studies Graduate Program supports and adheres to the University's Graduate School Handbook rule which states, "a student must maintain a graduate cumulative point-hour ratio of 3.0 or better in all graduate credit courses and must maintain reasonable progress to be considered in good standing." This translates to earning no less than a B for a course to be counted toward the 30 credits required to complete the MA.

MA EXAMINATION

Exam Overview

The MA exam is a culminating experience you can choose to earn your master's degree. The Graduate Studies Committee sets the exam date at the beginning of Spring semester. The exam takes place over a weekend (Friday morning to Monday afternoon) near the end of Spring semester of your second year.

The Program Coordinator will electronically distribute the exam questions at 8:00 am on the Friday of the exam. You will write a total of four, five-page essays which are due electronically to the Program Coordinator by the Monday of the exam at 4:00 pm. The completed exam should be no longer than a combined 20 pages in length, plus a bibliography for each essay.

The exam will be evaluated by your exam committee the week following the exam. Your exam committee reserves the right to give an oral exam as a follow-up to the written exam. Results will be submitted to the Graduate Studies Chair, who will inform you of the outcome and manage any follow-up process, if necessary.

If you fail any portion of the exam, you will be expected to retake only the failed portion(s) within two weeks of the original exam date. If you fail that portion again, you are then required to retake the entire exam with new questions for each section during the subsequent semester. As per Graduate School policy, students who have failed the master's exam twice in one graduate program are not permitted to take another master's exam in that program.

Exam Committee

You are required to form an exam committee by the beginning of Autumn semester during your second year. The committee is comprised of your WGSS faculty advisor and at least one additional graduate faculty member. Your advisor will serve as the focus area advisor and first reader while the second committee member will serve as the second reader. An affiliated graduate faculty member may also serve as a focus area advisor as long as approval is obtained from your WGSS faculty advisor.

Structure of the Exam

The MA exam is divided into two main parts: feminist theory and a focus area of choice.

Part I: Feminist Theory

The feminist theory section is further divided into core theory, featuring two questions from WGSST 7700 and/or 7760, and gateway theory, featuring two questions from your gateway course(s). You will be expected to answer one question pertaining to core theory and one pertaining to gateway theory for a total of two questions from the theory section. Feminist theory questions will be written by the instructors of your core and gateway courses. Answers require a synthesis of information and comprehension of themes from the respective theory courses.

Part II: Focus Area

As you plan your coursework, you will have the opportunity to select courses and readings that are appropriate for your focus area. During the end of your first and beginning of your second year, you will work with your advisor to compile a body of readings to help you prepare for the focus area portion of the exam. You will receive between two to four questions in your focus area, of which you will be expected to answer two. Focus area questions will be written by your advisor.

Preparing for the Exam

You are advised to prepare for both parts of the exam by taking thorough notes in your own words on the readings in the required theory and gateway courses and in courses relevant to your focus area. It is recommended that you keep any handouts on the course readings and use them in conjunction with your notes to study for the theory portion of the exam. To prepare for your focus area, you will work with your advisor during the end of your first and beginning of your second year to compile a body of readings pertaining to your focus area portion of the exam. It is recommended (but not required) that you take an independent study with your advisor sometime during your second year to prepare for your focus area.

You are encouraged to study with other students and discuss possible questions, but all answers must demonstrate originality as well as excellent organization, style and substantive content. Any queries about the exam should be addressed only to the Graduate Studies Chair in order to keep faculty input consistent.

Exam Expectations

Satisfactory answers are:

- **Thorough:** explicitly answering all parts of the question and using the requested number and type of sources.

- **Well-organized:** they contain a coherent thesis, a sustained argument, and are synthetic of the material from coursework and reading lists.
- **Original:** answers may not include long excerpts of other people's work or the student's own previous work written for courses or other purposes.

Unsatisfactory performance on any essay will result in failure of that portion of the exam. If you fail part of the exam, you will be expected to retake only the failed portion(s) within two weeks of the original exam date.

MA THESIS

Thesis Overview

The MA thesis is a culminating experience you can choose to earn your master's degree. A thesis is a work of original research at an advanced level and is expected to be between 12,000 and 14,000 words (roughly 40–45 pages), although the final length will be determined with your faculty advisor. The thesis option requires substantial research and often draws on primary as well as secondary sources. You will work closely with your advisor at all stages of thesis development, from the study design to the research and writing.

Preparing for the Thesis

To pursue the thesis option, you must have approval from your advisor and submit a thesis proposal to the Graduate Studies Committee by the third week of Autumn semester during your second year.

The proposal for thesis research requires careful thinking, reading, and preliminary research. If you wish to pursue fieldwork for your MA thesis, you must plan well ahead of the suggested timeline in order to seek funding for your research. Students doing research with human subjects are required to obtain IRB approval prior to initiating any research. Should you wish to pursue research with human testing, you will need to submit IRB applications not later than the beginning of Spring semester during your first year in the MA program. Learn more about IRB approval here <http://orrrp.osu.edu/irb/>

If your thesis will not require fieldwork, you will still need to begin planning for your thesis during Spring semester of your first year. You will work with your advisor to identify a thesis subject and potential committee members, begin work on your proposal, and begin research.

Thesis Committee and Proposal

You are required to form a thesis committee by the beginning of Autumn semester during your second year. The committee is comprised of your WGSS faculty advisor and at least one additional graduate faculty member.

Your thesis proposal is due to the Graduate Studies Committee by the third week of Autumn semester during your second year. The proposal should contain the following:

- **Cover letter:** Provides a short rationale for desire to complete thesis rather than the MA exam.
- **Abstract** (300-400 words): A brief summary of your thesis.
- **Project justification** (4-5 pages): Clearly explains the topic or central research question, the resources and relevant scholarship informing the project's argument and design, and a methodology for addressing the topic or research question.
- **Thesis outline** (1 page): An overview of the sections/chapters that will comprise your thesis.
- **Timeframe and deadlines:** A detailed timeline for thesis completion.
- **Thesis committee members:** The names and contacts of your committee members.
- **Bibliography** (no more than 1 page): A sample bibliography of your main sources.
- **Advisor's approval:** A letter from your advisor approving the thesis option.

Thesis Expectations and Timeline

You should meet regularly with your advisor to discuss thesis expectations and requirements. Acceptable thesis length, requisite number of sources, and other considerations will be determined in conjunction with your thesis committee.

It is your responsibility to determine a thesis timeline to ensure a timely submission. All master's theses must be submitted to the Graduate School using the specified Graduate School formatting. The Graduate School has strict deadlines for the defense and submission of master's theses. These deadlines are updated on a semesterly basis, so be sure to check the Graduate School's website for the dates pertaining to your semester of graduation: <https://gradsch.osu.edu/calendar>.

Based on typical Graduate School deadlines, the following is a rough guide for an MA thesis timeline for Spring semester:

- **Week 3 (Friday, end of January)** | Apply to graduate
- **Weeks 5-10 (February-March)** | Share working drafts with your committee as requested
- **Weeks 8-11 (March)** | Set thesis defense date with committee and contact Program Coordinator to reserve a room
- **Week 12 (April 1)** | Submit final draft of thesis to committee
- **Week 13 (beginning of April)** | Defend thesis
- **Week 14 (mid-April)** | Report on thesis defense due to the Graduate School
- **Week 15 (end of April)** | Submit approved and final thesis to the Graduate School

Working Draft

You will work with your advisor and your committee to determine when they wish review

- working drafts of your thesis. Working drafts are solely for your benefit and there is no minimum
- number of submissions required. While you are revising your working drafts, be sure to
- determine a date with your committee for your thesis defense and contact the Program
- Coordinator well in advance to reserve a space for your defense.

Final Draft

You will submit a complete, word processed final draft of your thesis to your committee at least a week prior to your scheduled thesis defense date. This final draft must be approved by your committee before you sit for your oral defense. Your thesis must conform to Graduate School format requirements as described in the “Graduate School Guidelines for Formatting Theses, Dissertations, and D.MA Documents” available on the Graduate School website.

Oral Defense and Approval

The oral thesis defense is similar to a PhD dissertation defense. Your committee will set expectations for the defense. If you present an acceptable thesis, your committee members indicate approval by posting their decision on the Report on Final Document by the published deadline for the semester of graduation.

Submission

Even if your committee approves your thesis, they may have edits for you to complete before you submit the final document to the Graduate School. The deadline for thesis submission is typically one week after the Report on Final Document is due from your committee. Your thesis must be submitted to the Graduate School by the published deadline for the semester of graduation. Since your thesis must be received before the close of business, it is strongly recommended that you submit your thesis at least one day prior to the deadline.

Your final thesis must be submitted electronically as a PDF document to OhioLink, the Ohio Library and Information Network. You are not required to publish your thesis and hard copies will not be accepted. Your thesis may not include materials restricted from publication. For assistance in determining if your thesis contains restricted materials, contact the WGSS subject librarian. Information on how to submit your thesis can be found on the Graduate School’s website: <https://gradsch.osu.edu/completing-your-degree/dissertations-theses>.

Delay in Submission/Graduation

If your thesis is found to be unsatisfactory, you need to delay the submission of your thesis, or you fail to complete the submission process by the Graduate School’s published deadlines, you may either retract your application to graduate and redo the process the following semester, or you can petition to have your application moved to the end of the semester option. The end of the semester option allows you to complete all degree requirements and submit all forms by the last business day before the start of the next semester (End-of-Semester Deadline). If you are able to complete all degree requirements by this deadline, your degree will be awarded at the

- following semester commencement ceremony. You do not have to register or pay fees for the semester in which the degree is actually confirmed.

• **Delayed Release of Thesis**

- If you wish to delay the public release of your thesis, you can petition the Graduate School at the time of submission by filing the form “Delay of Final Document.” Approval of this petition will delay the release of your thesis for up to five years.

DOCTOR OF PHILOSOPHY

The PhD Program requires a minimum of 80 graduate credit hours, at least 50 of which must be earned beyond the master’s degree. The PhD program is further subdivided into the regular PhD track and the direct-to-PhD track. It is expected to take five academic years to complete the degree requirements on the regular PhD track and six academic years on the direct-to-PhD track. A candidacy examination covering coursework is recommended to be taken Autumn semester of the third year on the regular PhD track and during or Autumn semester of the fourth year on the direct-to-PhD track. The candidacy exam is followed by a prospectus defense during the semester immediately following candidacy exams. The final three years of the program are used to complete and defend a dissertation, comprised of an original work of scholarship.

The timelines for PhD students are recommendations rather than requirements. You and your advisor are encouraged to consult with the Graduate Studies Committee about establishing a timeline that suits your needs while still complying with Graduate School regulations.

COURSEWORK

Your PhD coursework should be geared towards preparing for your candidacy exams and dissertation needs. As a PhD student, you will have a major field of study, a minor field of study, and your dissertation area. You are expected to be well-versed in all of these areas by the time of your candidacy exams. The core, gateway, and elective courses are designed for you to gain the breadth and depth you will need to successfully complete your candidacy exams.

A minimum of 80 graduate credit hours are required for the PhD, of which 50 credit hours must be earned while in the program (up to 30 graduate credit hours may be transferred from another institution). You are expected to take at least two-thirds of your courses within the department, beyond the 30 hours for the MA, and not counting dissertation hours taken post-candidacy. A maximum of 6 hours of courses at the 5000-level or above that were taken during the MA but not counted in the degree may be used toward your PhD.

Selecting Your Major and Minor Field of Study

Your major field should be the primary focus of inquiry for your anticipated dissertation research. Your major field coursework will provide the foundational method of analysis for your research and will inform your reading lists for the major field portion of your candidacy exam. Your minor field should be the complimentary focus of inquiry for your anticipated dissertation research. Your minor field coursework will provide a secondary method of analysis for your research inform and your reading lists for the minor field portion of your candidacy exam.

Forming Your Dissertation Area

Your dissertation area is a focused specialization which provides more depth in your anticipated dissertation research than the broad categories of your major and minor field. It should be cultivated with your anticipated dissertation research in mind and is formed by the elective courses you select under the guidance of your advisor and committee members.

Degree Requirements

Required Core Theory Courses: 6 hours

WGSST 7700 – Feminist Theory: Inquiry
WGSST 7760 – Feminist Inquiry: Methods

Required GTA Courses: 4 hours

WGSST 7702 – Feminist Pedagogy
WGSST 8163 – WGSST Teaching Practicum

Gateway Courses: 6 hours (select the two that correspond to your major and minor field)

WGSST 7710 – Theorizing Race, Sexualities and Social Justice
WGSST 7720 – Theorizing Power, Institutions and Economies
WGSST 7740 – Theorizing Narrative, Culture and Representation
WGSST 7780 – Theorizing Global and Transnational Feminisms

Major and Minor Fields of Study: 15 hours

9 hours in WGSS or recommended discipline-based courses for the major field
6 hours in WGSS or recommended discipline-based courses for the minor field

Elective Courses: 15 hours

6 hours in WGSS courses at 5000-level or above
9 hours in WGSS or related discipline-based courses offered by other academic units

- All incoming students are required to take WGSST 7700 their first semester.
- The semester you take WGSST 7702 corresponds with your first semester as a GTA.
- The semester you take WGSST 8163 corresponds with your second semester as a GTA.

WGSST 8163 is a one credit hour course and only one hour may count towards your degree.

- You are strongly encouraged to take the 8000-level courses that corresponds to the gateway courses in your major and minor fields.
- It is strongly recommended that you take an additional methods course.
- Electives should be chosen in consultation with an advisor.
- It is strongly recommended that you consider pursuing a graduate minor or graduate interdisciplinary specialization in conjunction with your minor field and/or dissertation area.
- You are required to demonstrate proficiency in a language other than English (see “Language Requirement”).
- Only 6 hours of WGSST 8193 – Individual Studies may count toward the degree.
- You may use 6 hours’ worth of courses taken as an MA student but not used toward the master’s degree as part of PhD coursework.
- You are permitted to take courses that will not count towards your degree requirements but do count as graduate credit hours.

LANGUAGE REQUIREMENT

You are required to demonstrate proficiency in a language other than English by:

- Passing an examination in the given language.
- Passing a language department’s 6571 & 6572 or 1101 & 1102 with a grade of B or better.
- Making other arrangements with a qualified resource outside the university per your advisor’s approval for unusual circumstances where a language is not offered at OSU.
- Showing reading competence in a second language before taking the Candidacy Examination by arranging a competency examination.
- Entering the program as an international student with English as your second language. Contact the Program Coordinator by the end of Spring semester during your first year to discuss your options for demonstrating language proficiency.

TRANSFER CREDIT

If you hold a master’s degree from another institution, you should confer with your advisor during Autumn semester of your first year about receiving and applying transfer credit to your program of study. Final determination about transfer and use of courses from other institutions will be made by the Graduate Studies Committee in consultation with your advisor. Once a determination has been made, the Program Coordinator will assist in filing the necessary paperwork with the Graduate School.

ADVISING

You are responsible for requesting committee members to serve as directors for each field of specialization. These directors should be selected from the WGSS core or affiliated faculty. One of your committee members must be your WGSS faculty advisor, who will preferably be the director of your major field and dissertation area. Affiliated faculty members may serve as field directors and/or full co-advisors in conjunction with a WGSS core faculty member for your candidacy exam and/or dissertation defense. In order to achieve intellectual coherence, the Graduate Studies Committee suggests that the official WGSS faculty advisor remain the same for both the candidacy exam and dissertation committees whenever possible. If your advisor leaves OSU, you and your advisor will consult with the Graduate Studies Coordinator to determine a course of action.

FORMALIZING YOUR PROGRAM OF STUDY

Your program of study details your major and minor fields, outlines your dissertation area, plans course progression, and identifies potential committee members/directors relating to each area of study. The program should also reflect the results of decisions made about transferring credit from other institutions, use of courses taken as a master's student, and any other special considerations. You should formalize your program of study in collaboration with your advisor and the Program Coordinator by the end of the second semester during your first year, however your program of study can be updated and modified at any time. Your program of study will be filed in your student records for reference and will be used during your annual review.

ANNUAL REVIEW

Every year during Spring semester, all PhD students are reviewed by the WGSS core faculty to ensure timely progress towards degree, identify and resolve problems before they become unmanageable, and share successes. To assist with annual reviews, all PhD students in WGSS core and gateway courses will be evaluated by the faculty member teaching the course. Results will be included in your annual review. Your portion of the annual review process begins with a self-evaluation and a review of your program of study that you'll complete prior to meeting with your advisor early in Spring semester. After you meet with your advisor to discuss your progress, your advisor will fill out an evaluation form. The faculty will review your self-evaluation, your program of study, your WGSS core and gateway course performances, and your advisor's evaluation in advance of a faculty meeting where your progress will be discussed. The Graduate Studies Committee will decide if co-advisors from other programs need to be present for your evaluation. If there are concerns over progress or problems, the faculty decide how the issues should be addressed and determine a plan of action which outlines consequences if the issues are not resolved. The Graduate Studies Committee Chair will write a brief letter to you and your advisor summarizing faculty discussion and decisions. It will be up to you and your advisor to follow up on action steps and deadlines as needed.

Dates are always subject to change, but here's a guide for your Annual Review:

- **End of January-beginning of February** | Complete self-evaluation and review program of study
- **February** | Meet with advisor for annual meeting
- **Beginning of March** | Advisor submits evaluation
- **Mid-March** | Faculty review evaluations
- **End of March-beginning of April** | Faculty meet to discuss annual reviews
- **Mid-April** | Letter sent from Graduate Studies Chair summarizing annual review

GRADUATE PROGRESSION POLICY

The Women's, Gender and Sexuality Studies Graduate Program supports and strongly adheres to the University's Graduate School Handbook rule which states, "a student must maintain a graduate cumulative point-hour ratio of 3.0 or better in all graduate credit courses and must maintain reasonable progress to be considered in good standing." This translates to earning no less than a B for a course to be counted toward the 80 credits required to complete the PhD.

CONTINUOUS ENROLLMENT

As per the Graduate School's policy on continuous enrollment, you are required to be enrolled for at least three credit hours every semester (not including summers) until graduation. More information about continuous enrollment can be found here: <http://www.gradsch.osu.edu/continuous-enrollment.html>.

CANDIDACY EXAMINATION

Exam Overview

The candidacy exam marks the transition from PhD student to PhD Candidate. After successful completion of your candidacy exam, you will shift your focus from studying coursework to pursuing independent research and writing your dissertation. The candidacy exam is therefore designed to show that you are intellectually prepared to pursue independent research by demonstrating mastery in a broad range of theories and concepts covered in your major and minor fields and your dissertation area.

Regular PhD students should plan on taking the candidacy exam during Autumn semester of the third year. Direct-to-PhD students should plan on taking the candidacy exam during Autumn semester of the fourth year.

The exam is comprised of three components: the major field written portion, the minor and dissertation field written portion, and the oral defense.

If you fail any portion of the exam, your candidacy examination committee must decide whether you will be permitted to take a second candidacy examination. The nature of the second candidacy examination is determined by your candidacy examination committee. Normally the second exam will include both a written and an oral portion. In cases where a student's performance on the first written exam was of such a high caliber that the exam committee does not request any rewrites, then only the oral portion needs to be repeated. If any portion of the first written exam was not satisfactory, the exam committee must administer a second written exam. A second oral exam will always be required. The candidacy examination committee for a second exam must be the same as the committee for the first attempt, unless a substitution is approved by the Dean of the Graduate School. A Graduate Faculty Representative will be assigned to serve on the second oral examination.

As per Graduate School policy, students who fail the candidacy examination twice are not allowed an additional examination. After two unsatisfactory attempts at the candidacy examination (including the supplemental candidacy examination), students are not permitted to be a doctoral candidates in the same or in any other graduate program at this university. A notation of dismissal will be posted to your academic record and further registration will not be allowed. You can seek admission to a master's degree program at this university by utilizing the transfer of graduate program procedure and securing a support letter from the Graduate Studies Committee chair of the proposed master's program.

Exam Committee

You are required to form an exam committee no later than the semester preceding your exam. The exam committee must be comprised of four faculty members who hold graduate faculty status, including your primary advisor who will serve as the chair of the committee. The directors of your fields of specialization should serve on your committee. Graduate faculty status applies to all core WGSS faculty and most affiliated faculty in other departments. You and your advisor should consult with the Graduate Studies Committee if an alternate format seems necessary. Before preparation for the exam occurs, you must meet with the members of your exam committee to lay out and agree upon the parameters of the exam and reading lists and to answer any questions regarding content and process.

Preparing for the Exam

You should prepare reading lists for the different portions of the exam no later the semester preceding your exam. Many of these works may have been read as part of the chosen coursework, although many will be new works to fill in gaps. The major field reading list should have approximately 50-100 items (books and articles). Reading lists for the minor field and dissertation area should each have approximately 30 items (books and articles). Any individual work can appear only on one list, even though it may be applicable to more than one field of specialization.

Each list should include works that reflect your lines of inquiry and will be developed in consultation with your exam committee members.

After you've created tentative reading lists, you should submit these lists with the director for each area of specialization for further development and approval. Once your reading lists have been finalized, you should electronically file them with the Program Coordinator for reference.

Structure of Exam

The candidacy exam is divided into three parts: the major field written portion, the minor and dissertation field written portion, and the oral defense. Written exam questions will be composed by members of your exam committee. Questions will be formulated to require answers that draw material from across epistemological categories and lines of inquiry.

Part I: Major Field

The Program Coordinator will electronically distribute the major field questions at 8:00 am on the first of the major field portion. The major field portion will consist of two questions, from which you will respond to one. You will write one, 20-page essay, plus a bibliography, which is due to the Program Coordinator by 4:00 pm on day four of the major field portion. The questions for the major specialization will anticipate the focus of the dissertation.

Part II: Minor Field and Dissertation Area

After an agreed-upon break, the Program Coordinator will electronically distribute the

minor field and dissertation area questions at 8:00 am on the first day of the minor field and dissertation area portion. The minor field and dissertation area portion will consist of two questions in your minor field and two questions in your dissertation area, from which you will respond to one in each section. You will write two, eight-page essays, plus bibliographies, which are due to the Program Coordinator by 4:00 pm on day four of the minor field and dissertation area portion.

Part III: Oral Defense

The completed written portions of the exam should consist of three essays and be approximately 36-pages long, excluding bibliographies. The written essays will then be evaluated by your exam committee in the week(s) following the exam. These essays should be regarded as the beginning of a discussion that will be completed during the oral exam.

The oral defense will take approximately two hours. Questions for the oral defense can pertain to any works on your reading lists, the written portion of the exam, or any other pertinent field-related matter. To insure fairness to all students, you may not speak with your advisor between the written and oral portions of the exam about your written exams.

Exam Expectations

Satisfactory answers are:

- **Thorough:** explicitly answering all parts of the question and using the requested number and type of sources.
- **Well-organized:** they contain a coherent thesis, a sustained argument, and are synthetic of the material from coursework and reading lists.
- **Original:** answers may not include long excerpts of other people's work or the student's own work written for courses or other purposes.

Unsatisfactory performance on any portion will result in failure of the exam. At the recommendation of your PhD committee, you may retake a portion or all of the exam a second and final time. Failure on the second try will result in permanent dismissal from the Graduate School.

In accordance with Graduate School policy, satisfactory performance results in the advancement to candidacy the semester following the completion of the exams. All but dissertation (ABD) students should enroll in three credit hours of WGSST 8999 – Dissertation with your advisor each semester (excluding summer). Unless you can demonstrate compelling need and have your advisor's approval, you should not enroll in any additional coursework apart from WGSST 8999.

Applying for the MA on the way to the PhD

As a PhD student, you can obtain the MA by successfully completing 30 credits and passing the MA written exam or by successfully completing the PhD candidacy exam. Obtaining the MA will not interfere with progress toward the PhD. See the forms section for instructions on which form to file to receive your MA.

WGSST 3320: Special Topics in Women's, Gender and Sexuality Studies

ABD students who serve as Graduate Teaching Associates are eligible to propose a course to be taught under WGSST 3320: Special Topics in Women's, Gender and Sexuality Studies. Proposed syllabi will be vetted by the Undergraduate Studies Committee, which will look at the feasibility of the course, its possibilities for attracting students, and its pedagogical value. For additional information on this opportunity, please see the WGSS Graduate Teaching Handbook.

PROSPECTUS

In the semester following the completion of the candidacy exam, you should formalize your dissertation committee and prepare a dissertation prospectus. The prospectus is a general overview of your planned project, with an informed but not necessarily comprehensive bibliography of primary sources, secondary sources, and research methods. It should be used to guide but not determine the research and writing process and should be prepared in consultation with your dissertation committee. The prospectus should be 15-30 pages, double-spaced excluding the bibliography and should contain the following:

- **Abstract:** A brief summary of the project that explains the contribution to the field.
- **Project Discussion:** Situates the study within the relevant literature.
- **Discussion of Methodology:** Briefly describe the methodology you will employ.
- **Chapter Outline:** An outline of the expected chapters' organization.
- **Working Bibliography:** Should include basic sources already read and key sources needed to fully realize the project.

The prospectus should be reviewed and approved at a meeting with your dissertation committee no later than the last week of the semester following your candidacy exams. An internal WGSS prospectus approval form should be electronically signed by all committee members and submitted to the Program Coordinator, along with a copy of the prospectus, for your student records.

DISSERTATION AND FINAL ORAL DEFENSE

Dissertation Overview

Subsequent to successful completion of the candidacy exam, you will complete the research and writing of an original work of scholarship supervised by your advisor. If you follow the recommended guidelines for program milestones, you should have three years of funding to complete your dissertation. If you fail to complete your dissertation during your funded years, you may continue to pursue your dissertation at your own expense. Regular PhD students should plan on defending their dissertation by the Spring semester of the fifth year. Direct-to-PhD students should plan on defending their dissertation by the Spring semester of the sixth year.

Dissertation Committee

- The dissertation committee is chaired by your primary advisor and composed of two or more graduate faculty members, one of whom must be a core WGSS faculty member (apart from your primary advisor). The dissertation committee may or may not be the same as your candidacy exam committee. However, the Graduate Studies Committee recommends that the advisor remain the same for both committees whenever possible in order to achieve intellectual coherence and timely completion.

Dissertation Expectations and Timeline

- You should meet regularly with your advisor to discuss dissertation expectations and requirements. Acceptable dissertation length, requisite number of sources, and other considerations will be determined in conjunction with your committee.

- It is your responsibility to determine a dissertation timeline to ensure a timely submission for graduation. All dissertations must be submitted to the Graduate School using the specified Graduate School formatting. The Graduate School has strict deadlines for the defense and submission of dissertations. In order to schedule your outside faculty reviewer, your dissertation must be approved for defense by your committee and all forms must be filed at least two weeks prior to your scheduled defense date. Additional deadlines are updated on a semesterly basis, so be sure to check the Graduate School's website for the dates pertaining to your semester of graduation <https://gradsch.osu.edu/calendar>.

- Based on typical Graduate School deadlines, the following is a rough guide for a dissertation timeline for Spring semester:

- Week 3 (Friday, end of January)** | Apply to graduate
- Weeks 5-10 (February-March)** | Share working drafts with your committee as requested
- Weeks 5-10 (February-March)** | Set dissertation defense date with committee and contact Program Coordinator to reserve a room
- Two Weeks Prior to Defense Date (mid-March)** | Submit final draft of dissertation to committee
- Two Weeks Prior to Defense Date (mid-March)** | Approved "Application for Final Examination" due to the Graduate School
- Two Weeks Prior to Defense Date (mid-March)** | Approved "Committee And Examination Petition" to allow for videoconferencing of the defense due to the Graduate School
- One Week Prior to Defense Date (end of March)** | Share dissertation materials with outside reviewer
- Week 13 (beginning of April)** | Defend Dissertation
- Week 14 (Friday, mid-April)** | "Report on Final Examination" due to the Graduate School
- Week 15 (Friday, end of April)** | Submit approved and final thesis to the Graduate School | "Report on Final Document" due to the Graduate School | Submit approved and final dissertation to the Graduate School

Working Draft

You will work with your advisor and your committee to determine when they wish review working drafts of your dissertation. Working drafts are solely for your benefit and there is no minimum number of submissions required. Drafts should be submitted to all committee members for suggestions prior to finalizing its form and content.

Final Draft

You will submit a complete, word processed final draft of your dissertation to your committee at least two weeks prior to your scheduled dissertation defense date. This final draft must be approved by your committee before you sit for your oral defense. Your dissertation must conform to the Graduate School formatting requirements as described on the Document Preparation page of the Graduate School's website: <https://gradsch.osu.edu/completing-your-degree/dissertations-the-theses/document-preparation>. An outside graduate faculty representative will be chosen by the Graduate School to participate in your final oral defense. You will be required to send the outside faculty member a copy of your dissertation for review at least one weeks prior to the oral defense.

Oral Defense

Your advisor and committee will set expectations for a successful defense prior to the examination date. The oral defense will last approximately two hours in length and may be open to the public. At least one hour of the two hour examination period must be allotted to discussion of the research and to questions from your committee.

During the examination, if the graduate faculty representative (GFR) finds that parts of the process are not up to the quality standards that all doctoral students and faculty must adhere to, the GFR is expected to halt the examination and contact the Graduate School immediately for guidance. The examination may then be rescheduled without prejudice to you once the issues raised by the GFR have been satisfactorily resolved. Only the final oral exam committee members may be present for a discussion of your performance and the outcome of your defense. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. The announcement of satisfactory or unsatisfactory will be announced after deliberations.

If you present a satisfactory defense, each examiner indicates approval by posting their decision on the Report on Final Examination form that must be submitted to the Graduate School by the posted deadline for the semester of graduation.

If the defense is judged unsatisfactory, the final oral defense committee must decide whether you will be permitted to take a second final oral defense and must record that decision on the Report on Final Examination form. Should the GFR cast the only negative vote at the conclusion of the examination, the matter will be referred to the Graduate School for review.

- If a second examination is held, the final oral defense committee must be the same as the original one unless a substitution is approved by the Dean of the Graduate School. All other rules pertaining to the final oral defense must be followed.
- A student who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a student is not permitted to be a doctoral candidate in the same or in any other graduate program at Ohio State University. A notation of dismissal will be posted to the student's academic record and further registration will not be allowed. If this happens, you may seek admission to a master's degree program at Ohio State by utilizing the transfer of graduate program procedure and securing a support letter from the Graduate Studies Committee chair of the proposed master's program.
- Upon written appeal by the student or a member of the final oral examination committee, the Graduate School Grievance Committee reviews that student's final oral examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. See the Graduate School Handbook for additional details.

● **Submission**

- Even if your committee approves your dissertation, they may have edits for you to complete before you submit the final document to the Graduate School. The deadline for dissertation submission is typically one week after the Report on Final Examination and Report on Final Document is due from your committee. Your dissertation must be submitted to the Graduate School by the published deadline for the semester of graduation. Since your dissertation must be received before the close of business, it is strongly recommended that you submit your dissertation at least one day prior to the deadline.
- Your final dissertation must be submitted electronically as a PDF document to OhioLink, the Ohio Library and Information Network. You are not required to publish your dissertation and hard copies will not be accepted. Your dissertation may not include materials restricted from publication. For assistance in determining if your dissertation contains restricted materials, contact the WGSS subject librarian. Information on how to submit your dissertation can be found on the Graduate School's website on the page Format Review and Submission: <https://gradsch.osu.edu/completing-your-degree/dissertations-theses/format-review-and-submission>.

● **Delay in Submission/Graduation**

- If your defense is found to be unsatisfactory, you need to delay the submission of your dissertation, or you fail to complete the submission process by the Graduate School's published deadlines, you may either retract your application to graduate and redo the process the following semester, or you can petition to have your application moved to the end of the semester option. The end of the semester option allows you to complete all degree requirements and submit all forms by the last business day before the start of the next semester (End-of-Semester Deadline). If you are able to complete all degree requirements by this deadline, your degree will be awarded at the following semester commencement ceremony. You do not have to register or pay fees for the

semester in which the degree is actually confirmed.

Delayed Release of Dissertation

If you wish to delay the public release of your dissertation, you can petition the Graduate School at the time of submission by filing the form “Delay of Final Document.” Approval of this petition will delay the release of your dissertation for up to five years.



GRADUATE MINOR

The WGSS graduate minor is open to any graduate student outside of the Department of Women's, Gender and Sexuality Studies interested in developing a secondary area of expertise. The graduate minor provides an excellent background for students in a wide variety of disciplines. Completion of the graduate minor is noted on your official Ohio State transcript.

COURSE WORK

The requirements for the minor include successful completion (with grade B or above) of 12 credit hours of graduate-level WGSS courses.

Required Core Theory Course: 3 hours (choose one)

WGSST 7700 – Feminist Theory: Inquiry
WGSST 7760 – Feminist Inquiry: Methods

Required Gateway Course: 3 hours (choose at least one)

WGSST 7710 – Theorizing Race, Sexualities and Social Justice
WGSST 7720 – Theorizing Power, Institutions and Economies
WGSST 7740 – Theorizing Narrative, Culture and Representation
WGSST 7780 – Theorizing Global and Transnational Feminisms

Concentration Course: 3 hours (select the one that corresponds to your gateway course, if possible)

WGSST 8810 – Topics in Race, Sexualities and Social Justice
WGSST 8820 – Topics in Power, Institutions, and Economies
WGSST 8840 – Topics in Narrative, Culture, and Representation
WGSST 8880 – Topics in Global and Transnational Feminisms

Elective Course: 3 hours

Choose one WGSS course at the 5000-level or above

- You are strongly encouraged to take 7700 or 7760 as your first WGSS course.

Dual or Combined Degrees ••••••••••••••••

To pursue a dual or combined degree, you must first be accepted into both programs. You should consult with the Graduate Studies Chairs of both programs to learn the specifics of each application process, particularly if you are already enrolled in one program. Dual or combined MA programs typically take three years to complete. Dual or combined programs at the PhD level are rare and may take upwards of eight years to complete.

As a dual degree student, you will have to select a “home” department. Your program of study will be handled individually after consultation with your advisor in each department. Your program of study must be approved by your advisor and submitted to the Graduate Studies Committee. Per Graduate School Policy, 50% of your coursework must be unique to each degree. For example, of the 30 credit hours needed to complete the MA in WGSS, 15 credit hours may only count towards the WGSS MA. Both departments must agree to accept the classes that will count towards both degrees.

Funding for Dual or Combined Degrees ••••••••••••

Funding provided by WGSS is only allotted for the average time to degree within WGSS. For example, MA funding provided by WGSS is for two years. If you enrolled in a dual degree MA program that takes three years to complete, you would still only receive WGSS funding for two years. Additional funding considerations for dual and combined programs are determined on an individual basis due to differentiating tuition and fee costs across The Ohio State University.

Program Planning

The Reliable Scheduling Initiative ••••••••••••

The Reliable Scheduling Initiative makes planning graduate coursework easier. Under the RSI, gateway courses and their corresponding topics courses are offered in concurrent semesters on a two-year rotational basis, while core courses are offered every year (see chart).

You should use the RSI to plan your gateway and topics courses according to your entry into the program and your fields of study. It is your responsibility to plan for and enroll in your required courses as soon as possible.

Future scheduling is **always** tentative, but the department aims to offer gateway and topics courses according to the pattern established by the RSI.

Even Academic Year ('16-'17)		Odd Academic Year ('17-'18)		Even Academic Year ('18-'19)		Odd Academic Year ('19-'20)	
AU	SP	AU	SP	AU	SP	AU	SP
7700	7760	7700	7760	7700	7760	7700	7760
7702	8163	7702	8163	7702	8163	7702	8163
7710	8810	7720	8820	7710	8810	7720	8820
8840	7780	8880	7740	8840	7780	8880	7740

- o Devote significant and productive time toward degree completion.
- o Stay abreast of requirements for degree completion through regular discussions with your advisor and the department.
- o Clearly communicate career goals and concerns related to academic progress.
- o Initiate communication with your advisor.
- Respect the responsibilities of the advisor.
 - o Maintain open communication with your advisor.
 - o Allow sufficient time for your advisor to provide feedback in advance of deadlines.
 - o Maintain professionalism by keeping up with graduate student responsibilities even when your advisor is not present.
 - o Should you need a letter of recommendation, provide ample time and appropriate materials for completion.

Graduate Advisor Responsibilities

- Conduct advising in an ethical manner, including when recruiting advisees.
 - o Communicate clear intentions, expectations, and requirements to potential and current advisees, including how long you expect to stay in your current position and the amount of funding support available to advisees.
 - o Address problems immediately so you and your advisee can remedy issues expediently.
 - o Maintain communication and interact with graduate students in a professional manner.
 - o Communicate clear expectations for time to degree completion and publication expectations.
 - o Provide periodic and regular evaluations of progress toward degree.
 - o Provide timely written feedback on advisee's professional writing (article drafts, dissertation chapter drafts, etc.).
 - o Give students appropriate credit for their work, e.g. as reflected in author strings in journal articles or books.
- Aid in preparing students to be the best professional they can be.
 - o Initiate conversations about academic progress and stay current about degree requirements and procedures.
 - o Initiate conversations with advisees about career goals.
 - o Support traditional and non-traditional career goals.
 - o Help graduate students develop professional skills that will make them competitive for employment in their given field.
 - o Encourage students to take part in activities that will enrich their academic development, e.g. by participating in professional conferences and other networking activities.
- Respect advisees' academic and non-academic commitments and responsibilities.
 - o Provide prompt and honest feedback on student's work.
 - o Allow reasonable time for students to prepare requested materials.
 - o Do not require that a student continue to provide a service (e.g. teaching, laboratory management, mentoring of other students, etc.) under terms that can hinder a student's degree completion.

Department & Program Specific Resources

Professional Development Workshops – Hosted by the WGSS graduate student group Intersections and sponsored by the department, there are multiple workshops held throughout the academic year on topics ranging from online teaching training to preparing for conferences. Topics and dates are announced via the WGSS graduate student listserv.

The National Women’s Studies Association (NWSA) – The NWSA hosts an annual conference and also offers members access to job postings related to WGSS. <http://www.nwsa.org/>

Graduate Studies Committee – Faculty members on the WGSS Graduate Studies Committee are available to review application letters and other materials sent in support of applications to academic positions. Contact the Graduate Studies Chair or the Academic Program Coordinator for further assistance.

Tips

Consider all career possibilities – Speak with your advisor honestly about what you’d like to do upon the completion of your degree. Knowing what you might like to do can inspire additional opportunities.

Pursue a graduate minor, graduate interdisciplinary specialization, or other degree – Most coursework plans have room to finish a grad minor, GIS or in some cases dual degree. The more versatile you are, the more prospects you will have. Speak with the Academic Program Coordinator to learn more about how to fit one of these options into your program plan. <https://gradsch.osu.edu/degree-options>

Attend workshops and conferences – Many opportunities at OSU are no or low cost events, which present opportunities to network and develop professional skills for every career path. Use your resources – Take advantage of the resources early and often to network and build connections with people in and outside of academia.

Understand your skill set – The private sector is in need of people who have the high-level critical reading and writing skills. Learning how to market your skill set for both academic and non-academic jobs will serve you well.

MA Graduate Associates are typically eligible for a maximum of two years of support from the department. Regular PhD Graduate Associates are typically eligible for up to six years of funding, and direct-to-PhD Graduate Associates are typically eligible for six years of funding. Financial support for students in dual and combined programs is determined on an individual basis due to differentiating tuition and fee costs across The Ohio State University.

Graduate Associates are hired for the academic year or as specified in the GA appointment contract. A limited number of Summer term GA positions may be available. These positions are competitive and are only offered to qualified students, with doctoral students receiving preference.

Continuing appointments are based on satisfactory performance of responsibilities. Renewal of all types of associateships is contingent on student enrollments, the department's budget, and remaining in good standing as defined by the Graduate School and the department. Students are strongly encouraged to become Ohio residents.

Graduate Associateships

Graduate Teaching Associate (GTA) assignments are determined based on department need. While GTA preferences for course assignments will be solicited, preferences are not guaranteed to be met. Students may teach independent sections or serve as a grader or recitation leader for larger sections of different courses. Teaching assignments are determined the previous academic year and will be made available by Spring semester. Teaching assignments are always subject to change based on department need. Reappointment as a GTA is contingent upon satisfactory performance in the classroom and fulfillment of teaching responsibilities assigned by the supervisor.

Graduate Research Associate (GRA) and Graduate Administrative Associate (GAA) positions are available to students in limited numbers. GRAs assist faculty members in their research or work on other departmental projects. GAAs typically assist the department in an administrative function. When GRA or GAA positions become available, they are announced by the department with a call for applications. Reappointment as a GRA or GAA is contingent upon satisfactory performance of responsibilities assigned by the supervisor.

All GAs are provided with a desk in an office, either in the main department offices (286 University Hall) or in the auxiliary GA offices (30 Dulles Hall and 37 University Hall).

GA Expectations

To hold a GA position, a student must:

- Be registered for at least 8 graduate credit hours (3 hours for ABD Students).
- Be in good standing (minimum 3.0 GPA) when the appointment becomes effective.
- Maintain reasonable progress toward a graduate degree.
- Perform responsibilities satisfactorily in the view of the supervisor, who will consider evaluations, observations, attendance, and other evidence of appropriate responsibility.
- Satisfy requirements noted by the Graduate Studies Committee or WGSS department.

Students absent from campus for fieldwork may postpone use of GA funding for up to one academic year. Please note: due to the continuous enrollment policy, post-candidacy students must be enrolled for at least three credit hours every semester (excluding Summer term) until graduation.

All GA appointment documents are issued in June. GAs must perform satisfactorily in their job assignments in order to receive continued funding. Expectations generally include, but are not limited to, meeting deadlines, practicing clear communication, following departmental policies and procedures, performing assigned duties reliably and consistently, and attending mandatory events. For further information on expectations specific to GTA positions, see the Women's, Gender and Sexuality Studies GTA Handbook.

GAs are evaluated every term by their supervisor. If these evaluations show deficiencies, the Department Chair, in consultation with the student's faculty advisor and the Graduate Studies Chair, will work with the student to address performance issues and provide a written summary of expectations. If performance does not improve, the department may withdraw the student's funding. Students who maintain good academic progress may continue in the program without funding.

GA appointments may be terminated prior to the end of the appointment period only with the written approval of the Graduate School. A GA appointment is terminated prior to the end of the appointment period for any of the following reasons:

- The GA is no longer enrolled in the Graduate School.
- The GA is registered for fewer than the number of credit hours required for a GA appointment or fewer than three credit hours for a doctoral student who has passed the candidacy examination.
- Performance as a GA is determined to be unsatisfactory by the employing unit.
- The GA graduates.
- The appointing unit has insufficient funds.

More information about Graduate Associate appointments and expectations can be found in the Graduate School Handbook Section IX, concerning Graduate Associates: <https://gradsch.osu.edu/handbook/9-graduate-associates>.

GA Funding Levels

GA funding levels are determined by the College of Arts and Sciences and may vary on a yearly basis.

Level I – Masters Students: \$1,853/month

Level II – PhD Students, Pre-Candidacy: \$1,878/month

Level III – PhD Students, Post-Candidacy: \$2,008/month

Graduate Teaching Fellow

The department hosts one Graduate Teaching Fellow each year in collaboration with the University Center for the Advancement of Teaching (UCAT). The fellow takes on an enhanced role in advising new GTAs, as well as serving as a liaison between the graduate students and faculty.

More information about the departmental teaching fellow can be found by contacting the faculty GTA supervisor or the UCAT: <http://ucat.osu.edu/professional-development/learning-communities/ostep/graduate-teaching-fellows/>

Undergraduate Advisor

The department will occasionally call for applications for the GAA position of Undergraduate Advisor. The position is open to PhD Candidates who have completed or are close to completion of course work. Responsibilities of the Undergraduate Advisor include: holding appointments with students, advising them on courses needed to become department majors and minors; conveying curricular information and assisting students in selecting courses consistent with their developing goals and interests; helping students understand university policies and procedures; conducting orientation presentations; participating on college and administrative committees; assisting with department recruitment activities and other duties as assigned. The Undergraduate Advisor position requires 20 hours per week in-office and occasional evening hours. Qualifications for the Undergraduate Advisor include: good knowledge of the undergraduate program; willingness to promote the undergraduate program and to actively recruit students; interest in working with undergraduate students; creativity for designing new recruitment strategies and programs. Candidate must attend training sessions to use student database software (e.g., SIS, DARS).

Fellowships

The Graduate School offers a variety of fellowships to incoming students selected through a university-wide competition. Fellowships include a stipend and waiver of tuition and fees for 12 months. Fellows are expected to enroll as full-time students (12 credit hours) during the funded year(s). Potential fellowship nominees should note that they must submit GRE scores and have a complete dossier on file in the Women's, Gender and Sexuality Studies office in time for the competition (December 1). The department nominates competitive applicants for the fellowship competition in January. Each fellowship year awarded replaces a year of departmental GA funding.

Fellows must adhere to the Graduate School's regulations regarding fellowships to remain in good standing. See the Graduate School's page on Fellowships for further information: <https://gradsch.osu.edu/funding/fellowships>.



OSU Library Services – Your resource for research and scholarship. If you have specific WGSS research questions, contact the WGSS subject librarian.

<https://library.osu.edu/>

The WGSS subject librarian, Cynthia Preston: <http://guides.osu.edu/c.php?g=353618>

Office of Distance Education and Elearning – ODEE provides assistance and resources to online instructors.

<https://odee.osu.edu/>

College of Arts and Sciences Technology Services – ASCTech provides IT and technical assistance to all of the instructors within the College of Arts and Sciences.

<https://asctech.osu.edu/>

For immediate assistance: (614) 688-4447

Office of the Chief Information Officer – The OCIO is the broad university tech support provider. They have walk in hours at the Thompson Library and the Tech Hub, offer online and phone assistance, and provide classroom IT assistance.

<https://ocio.osu.edu/help>

Main line: (614) 688-4357

Classroom help line: (614) 247-4357

Carmen Help – ODEE and ASCTech can both assist with questions concerning Carmen, OSU learning management system and online course platform.

<http://resourcecenter.odee.osu.edu/canvas>

<https://asctech.osu.edu/>

University Center for the Advancement of Teaching and Learning – UCAT supports and advocate for all who teach at Ohio State. UCAT provides both professional development opportunities and multiple resources to assist instructors.

<http://ucat.osu.edu/>

Student Book Exchange – All department textbook orders run through SBX. You can search for the books you'll need for your courses as well as place orders for the courses you teach.

Instructions on how to place book orders for your course can be found in the WGSS toolkit.

<http://sbx-osu.com/>

Textbook ordering instructions: <https://wgss.osu.edu/textbook-ordering>

Housing Resources

Office of Student Life – Offers a variety of student services related to off campus living and have an off-campus living guidebook.

<http://offcampus.osu.edu/>

<http://offcampus.osu.edu/posts/documents/offcampuslivingguide2015-2016.pdf>

University Housing – The University offers specific graduate and professional student housing.

<http://housing.osu.edu/living-on-campus/graduate-professional-and-non-traditional-housing/>

Columbus neighborhoods – Columbus is often referred to by the boroughs and neighborhoods that make up the city.

<http://www.think-urban.com/columbus/>

Off-Campus Searchable Sites – There are multiple places to search for housing, but here are a few searchable listings to set you started.

The Lantern (OSU student paper) classifieds:

<http://thelantern.com/classifieds/#http://www.campusave.com//check-domain.php?domain-ID=2426>

Metro-Rentals: <http://www.metro-rentals.com/>

Off-Campus and Commuter Student Services:

<https://offcampus.osu.edu/search-housing.aspx?pricefrom=0>

Columbus Rent: <http://www.columbusrent.com/>

Queer-Friendly Spaces

Mint Art Gallery: Downtown art space with queer friendly dance parties and events.

<https://www.facebook.com/MINTcolumbus>

Queer Girl City Guide: Columbus, Ohio: Comprehensive guide to Columbus's gay and queer spots including restaurants, dancing and other activities!

<http://www.autostraddle.com/queer-girl-city-guide-columbus-ohio-135104/>

Queer Behavior: network dedicated to uniting Columbus' queer community through interacting with and organizing within the queer community; promoting queer community events, issues, and news; and organizing events, education and outreach for the community and Central Ohio. While all inclusive, Queer Behavior is, at its core, a network for self-identified queer peoples. All events created or sponsored by Queer Behavior are dedicated Safe(r) Spaces.

<https://www.facebook.com/QueerBehavior>



QUEER DIASPORAS

RACE

USED

Intercultural Couples

The

BLACK FEMINIST THOUGHT

FEMALE MASCULINITY

QUEER DIASPORAS

THEORIZING FEMINISMS

CRITICAL RACE THEORY

The