

NORTHWESTERN UNIVERSITY  
GENDER AND SEXUALITY STUDIES PROGRAM

**Gender and Sexuality Studies Program**

A handbook for graduate students

2020-2021

Last Revised: October 1<sup>st</sup>, 2020

This handbook is a general guide intended to help graduate students and their advisors navigate the program. It is not a legal document. For graduate school rules and related documents, students should see The Graduate School (TGS) website. It is the student's responsibility to comply with all regulations and deadlines of the Gender and Sexuality Studies Program, The Graduate School, and Northwestern University. When in doubt about specific sources of information, ask the program assistant and the director of graduate studies for GSS.

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## THE PROGRAM AND FACULTY

### PROGRAM OVERVIEW AND STATEMENT OF PURPOSE-

In GSS, we ask questions about gender and sexuality in the U.S., transnationally, and in history, and answer them using research tools from across the humanities and social sciences, as well as from feminist, masculinity, LGBT, trans and queer studies.

Scholarship and teaching related to gender, feminism, and sexuality have had a place at Northwestern for more than forty years, beginning with the founding of an interdisciplinary Program on Women in 1971. Northwestern converted that initiative into a Women's Studies Program in 1980, which began to offer an undergraduate certificate in Women's Studies. In 1991, the University made its first faculty appointments in the program; in 1992, Women's Studies awarded its first graduate certificate; and in 1993, Women's Studies was recognized as a major by the College of Arts and Sciences.

With a change of name from "Women's Studies" to "Gender Studies" in 2000, the program built upon its strong, existing foundations in women's studies scholarship and feminist theory, while also expanding its commitment to include the study of gender more broadly, sexuality studies, and their deep implications with experiences of race, ethnicity, class, and globalism. In 2007, partly on the strength of its longstanding graduate certificate program, Gender Studies become one of the inaugural participants in the Graduate School's innovative Interdisciplinary Cluster Initiative, attracting Ph.D., M.A., and M.F.A. students from ever more disciplines.

In 2010, the scope and breadth of GSS were greatly expanded by the creation of the Sexualities Project at Northwestern ([SPAN](#)), following the establishment of a new endowment at Northwestern intended to support research and education on "life sciences, biomedical sciences and social sciences as those fields relate to the study of human sexual orientation and human sexuality." Working together with a diverse group of Northwestern faculty members, co-directors Héctor Carrillo and Steven Epstein proposed a new initiative, which was funded by the Provost for an initial period of three years (2010-13), was then renewed for an additional five years (2014-2018), and has recently been renewed for three more years (2019-2021). Currently, SPAN, which is administered by GSS, is co-directed by Prof. Héctor Carrillo (Sociology and Gender & Sexuality Studies), and Prof. Gregory Ward (Linguistics, Philosophy, and Gender & Sexuality Studies).

In 2012, in consultation with our students and in response to the expanding range of research agendas among the faculty, the program's name changed once more, this time to Gender and Sexuality Studies. Simultaneously, the program ceased being an "adjunct major" for undergraduates, in tandem with a second department; instead, for the first time, our seniors could graduate from Northwestern with an exclusive major in Gender and Sexuality Studies. Today, Gender and Sexuality Studies offers more courses at the graduate and undergraduate levels than ever before, from an ever-widening array of disciplines, guiding students at all levels through long-term research projects and launching them into varied and rewarding careers.

Past directors of the program at Northwestern, in its various names and forms, have included: Arlene Kaplan Daniels (Sociology), Tessie Liu (History), Jeffrey Masten (English), Rae Moses (Linguistics), Ann Orloff (Sociology), Alexandra Owen (History), Frances Freeman Paden (Writing Program), Sylvie Romanowski (French and Italian), Tilde Sankovitch (French and Italian), Mary Weismantel (Anthropology), Mimi White (Radio, Television, and Film), and Jane Winston (French and Italian). We thank all of these colleagues and remember with fondness and gratitude those who are no longer with us.

GSS EXECUTIVE COMMITTEE, AY 2020-2021

**Director:** Janice Radway, [j-radway@northwestern.edu](mailto:j-radway@northwestern.edu)  
**Associate Director:** Amy Partridge, [a-partridge@northwestern.edu](mailto:a-partridge@northwestern.edu)  
**Director of Graduate Studies:** Paola Zamperini, [gss-graduate@northwestern.edu](mailto:gss-graduate@northwestern.edu)  
**Director of Undergraduate Studies:** Tessie Liu, [t-liu@northwestern.edu](mailto:t-liu@northwestern.edu)  
**Program Assistant:** Eliot Colin, [gender@northwestern.edu](mailto:gender@northwestern.edu)

### **Core Faculty**

Héctor Carrillo (Sociology and GSS)  
Nick Davis (English and GSS)  
Mary G. Dietz (Political Science and GSS)  
Jillana Enteen (GSS)  
Tessie P. Liu (History and GSS)  
Jeffrey Masten (English and GSS)  
Amy Partridge (GSS)

A list of faculty affiliated with GSS can be found here  
<https://gendersexuality.northwestern.edu/people/faculty/index.html>

### **Signing up for the GSS listserv**

The GSS graduate listserv is the program's primary mode of communication about upcoming events, courses, funding opportunities, and changes to the program. To sign up for the GSS graduate listserv, send an email from the email you wish to receive messages with the following info:

- To: [listserv@listserv.it.northwestern.edu](mailto:listserv@listserv.it.northwestern.edu)
- Subject: <leave blank>
- Body: SUBSCRIBE GSSCOLLOQUIUM YourFirstName YourLastName

## CERTIFICATE AND CLUSER PROGRAMS

*Progress toward and completion of certificate and cluster requirements must be accomplished in accord with the requirements of The Graduate School. It is the responsibility of the student to know and abide by the requirements that apply at the time of entry into the program. If unclear on the application of a rule, the student should confer as needed with the DGS.*

### Graduate Certificate in Gender and Sexuality Studies

The Graduate Certificate in Gender and Sexuality Studies is designed to give students in Northwestern graduate programs advanced training in gender and sexuality studies. Many students view the Certificate as an important credential as they establish careers in scholarship and teaching positions that combine traditional academic disciplines with interdisciplinary work in gender and sexuality studies. It is important to note that this credential does appear on your transcript so you will want to mention it in any job letter you write and ask your letter writers to mention it as well.

### Interdisciplinary Cluster in Gender and Sexuality Studies

Students in established departmental graduate programs can opt to participate in the Gender and Sexuality Studies Graduate Cluster. The cluster provides basic training in gender and sexuality studies and is an alternative to the Graduate Certificate in Gender and Sexuality Studies (for those students whose schedules do not allow for the completion of certificate requirements). The cluster is open to all interested graduate students; the Graduate School asks each year the GSS DGS to help in designating some in-coming graduate students as Interdisciplinary Cluster fellows. This credential does not appear on transcripts, but it does provide a one-time sum (usually around \$ 2,500) for research and travel purposes.

### Certificate and Cluster Requirements

	Certificate	Cluster
Foundational Courses <sup>[1]</sup>	<ul style="list-style-type: none"><li>• <i>One course in feminist theory (GSS 405 Advanced Feminist Theory preferred)</i></li><li>• <i>One course in sexuality studies (GSS 490 Queer Theory or GSS 490 Sociology of Sexuality preferred.)</i></li></ul>	<ul style="list-style-type: none"><li>• <i>One course in feminist theory (GSS 405 Advanced Feminist Theory preferred)</i></li><li>• <i>One course in sexuality studies (GSS 490 Queer Theory or GSS 490 Sociology of Sexuality preferred.)</i></li></ul>
Additional Courses <sup>[2]</sup>	<i>Three additional 400-level courses</i> listed or cross-listed in Gender & Sexuality Studies or taught by GSS faculty.	<i>One additional 400-level course</i> listed or cross-listed in Gender & Sexuality Studies or taught by GSS faculty.
Colloquium Participation		

*At least two quarters involvement in the Gender and Sexuality Studies Graduate Colloquium.*

*At least two quarters involvement in the Gender and Sexuality Studies Graduate Colloquium.*

Research Project<sup>[3]</sup>

*One major research project, of article length or longer, centered in gender-and-sexuality-related topics and/or employing gender-and-sexuality-related methods.*

*None.*

- <sup>[1]</sup> If you aim to complete one of the foundational course requirements with a course other than the preferred ones listed here, contact the GSS director of graduate studies to confirm that the course fulfills your cluster or certificate requirements.
- <sup>[2]</sup> You may double-count pertinent courses taken for credit in your home departments. You may also substitute independent studies or 300-level courses taken for graduate credit, subject to DGS and instructor's approval.
- <sup>[3]</sup> Examples of suitable research projects include second-year papers or master's theses, doctoral research papers, or any other major research project acceptable to the Graduate Advisor in Gender and Sexuality Studies.

### Declaring Interest in Certificate or Cluster

Students are encouraged to declare their intention to complete the certificate or cluster programs in the first year of coursework and to check in with the director of graduate studies for GSS at least once a year to update their advising form. Early contact with the program DGS can help ensure that all courses are counted toward completion of the program, especially if specific accommodations and substitutions are needed.

Please note that once you have completed the cluster requirements you will not be required to submit a petition to TGS, because completion of the cluster requirement will not result in a certificate listed in your official transcript. However, certificate completion does require this petition (process detailed below).

### Applying for Completion of Certificate

Upon completion of the certificate requirements, begin the certification process by filling out a [GSS graduate advising form](#), to be signed by either your research project mentor or the GSS DGS. You will need a copy of your official transcript as evidence. When you are complete this form, email it to the DGS.

Once all requirements have been agreed upon and completed, you may then submit the [Application for Graduate Certificate](#).

**PLEASE NOTE:** Checking in via email and/or in person with the DGS BEFORE submitting one's petition is highly recommended, just to ensure that all requirements have been met.

## GRADUATE COLLOQUIUM

The Gender & Sexuality Studies Graduate Colloquium provides an opportunity for graduate students from across the university to get to know each other, share work, and talk about issues regarding gender and sexuality as they emerge both in our scholarship and in our professional lives. Meetings are conducted every other week during two quarters (usually Fall and Winter), and focus on the pre-circulated work of one of our members - from dissertation prospecti to grant proposals, to dissertation chapters and conference papers. Participants come from a wide range of fields in several schools.

Participants in the **certificate** and **cluster** programs may either formally enroll in the colloquium or choose to audit, as always, in consultation with the GSS DGS. The colloquium is a one-credit course, and students should enroll for each quarter for half credit. If a student chooses to participate in the colloquium as an auditor, it is important to contact the director of graduate programs, who runs the graduate colloquium, to let them know about your status as an auditor, so they can add you to the Canvas site for the course.

The colloquium also sometimes accepts invited speakers, and once a year, it hosts the SPAN fellows' presentations on their research in progress, to expand the range of conversations and networks for both GSS and SPAN communities. Cluster and certificate students are highly encouraged to collaborate with the DGS and their peers to invite speakers, propose ideas for workshops, reading groups, and generate community building spaces

For questions about policies and participation, contact the current colloquium faculty advisor, Paola Zamperini ([gss-graduate@northwestern.edu](mailto:gss-graduate@northwestern.edu)).



## GSS TEACHING ASSISTANTSHIPS

### Application Procedures

Application begin in late Winter/early Spring.

#### First round:

Students may apply for the position through the online portal at <https://gendersexuality.northwestern.edu/graduate/teaching-assistantships.html>.

#### Second Round:

Selected candidates will be interviewed by the selection committee, headed by the DGS, and composed of GSS faculty. After the interviews, all applicants will be notified by the DGS about the outcome of the search.

#### Acceptance Notifications:

Offers will go out mid spring. The DGS notifies the GSS associate director, the Program Assistant, and the DGS of the department of the successful applicants. Relevant TGS staff are also contacted to verify the eligibility of the selected students. The GSS PA sends students an official TAship offer letter.

### Guidelines and Expectations

GSS TAs come from very diverse departments and schools within NU, and from year to year they will be assigned to serve as teaching assistants to a cohort of faculty who have different disciplinary backgrounds. It is also possible that GSS TAs will find themselves collaborating with TAs who are not in the GSS certificate program, and who will have very different training, understandings, expectations, and experiences in and about teaching assistantships, especially in a GSS course. Each GSS course GSS TAs will serve is capped at 90 students, which means that the largest cohort each GSS TA can expect to work with is 45 students, spread over a maximum of three different discussion sections.

The GSS TAs, their faculty supervisors, and the GSS DGS should undertake the responsibilities and recommended best practices below, which are based on TGS most recent guidelines. Please note that our TAs are full-time graduate students who contribute to the university's mission for undergraduate teaching at the same time that their TA experience consolidates and advances other aspects of their academic and professional development at Northwestern. As such, their in-classroom commitments, time spent grading, and preparatory work should be kept within reasonable bounds. Approximately 12-15 hours per week, averaged over the quarter, is a reasonable rule of thumb.

### **GSS TAs will:**

- Dedicate 12-15 hours per week (averaged over the quarter) to TA duties. These hours may include:
  - Meeting during lecture and discussion sections.
  - Holding office hours.
  - Meeting with students.
  - Pre-quarter preparation and meetings.
  - Preparing course readings for lecture and discussion.
  - Grading.
  - Providing student writing feedback.
  - Responding to student and faculty emails.
  - Administrative tasks, including updating canvas.
  - Regular and impromptu meetings with faculty and co-TAs.
- Approach the GSS TAship as a teaching-intensive learning experience complementary to other aspects of their graduate education.
- Become familiar with university and college or school policies, requirements, and deadlines pertaining to topics such as academic integrity, safety protocols, accessibility, maintaining a classroom respectful of diversity, as well as the Registrar's procedures and deadlines.
- Acquire proficiency in the course content and methodologies, complemented by appropriate pedagogical methods.
- Manage the assigned TA responsibilities along with other academic work, keeping to deadlines, advancing appropriately through academic milestones.
- Meet regularly the faculty supervisor and the GSS DGS, request feedback, and seek opportunities to continually develop pedagogical proficiencies.
- Hold regular scheduled office hours. There is shared office space in GSS that TAs can request to use for office hours and other TA-related duties.
- Prepare to deliver a "guest" lecture in consultation with instructor.

### **GSS Director of Graduate Study will:**

- Help ensure that GSS TA duties are appropriately calibrated to their experience.
- Call an GSS TAs' onboarding meeting, at the beginning of the academic year, and an off-boarding meeting at its end. In addition, the DGS will organize and host monthly meetings throughout the academic year to address pedagogical challenges and issues as the GSS TAs move through the year, from their TA work in any given quarter to their planning for and implementation of their 300-level courses as instructors of record.
- Work, in collaboration with the GSS executive committee and advisory board, on developing training events that recognize the unique teaching needs of Gender and Sexuality Studies on an ongoing basis. These efforts may include workshops, course manuals, and repositories of syllabi, assignments, and exams, and are meant to supplement the supervision and mentoring undertaken by faculty in charge of a class.
- Review and discuss the GSS TAs' CTECs with the TAs if they so wish, to further deepen their mentoring in pedagogy in 21<sup>st</sup> century academia.

- Help engender communication among the GSS TAs and the larger GSS community, as well as, if needed, facilitate communication between the GSS TAs and the instructors of record they will collaborate with during their work as TAs.

**All faculty that collaborate with GSS TAs will:**

- Provide a timely overview of the syllabi so that TAs can prepare.
- Whenever possible, provide TAs with free copies of course learning and support materials.
- Provide clear guidelines and expectations around grading and assessment rubrics for the GSS TAs to implement and follow.
- Orient TAs to their course, provide regular and meaningful feedback on their work, coordinate when there are multiple TAs on a course through regular staff meetings where course progression and problems are discussed, and ensure that grading practices are fair and consistently applied.
- In lecture classes, consider giving TAs the option to deliver all or part of a lecture in order to gain experience with this teaching mode.
- Be explicit about how TAing in a given course will contribute to the department's curriculum, and how the TA's efforts will contribute to their professional development. Stipulate the learning outcomes.
- Be available to meet with and mentor TAs in advance of and throughout the quarter.
- Oversee the recording of course grades and take responsibility for the accuracy of data supplied to the Registrar.
- The [Searle Center for Advancing Learning and Teaching](#) offers orientation, workshops, certificate program for graduate students, consultations, and bibliographic assistance with literature on college-level teaching, and on their website the GSS TAs can find information on how ask Searle staff to observe their classes and offer feedback.
- Faculty are responsible for continuous and conscientious training, mentoring, and supervising of their teaching assistants. This includes ensuring that they are acquainted with good practices related to academic integrity, procedures when dishonesty is suspected, and processes for the adjudication of violations; tutoring options and writing support at Northwestern; the expectations of their college or school's office of academic advising; and the role of their college or school's associate dean for undergraduate studies.
- The faculty of record are responsible for all grades assigned in their classes. Therefore, they should carefully oversee TAs' work as graders by providing clear and consistent guidelines and grading rubrics, samples of feedback, and spot-check TAs' work.
- No TA may be paid to tutor any undergraduate student in the work of a class being taught by that same TA.
- No TA may be responsible for final assessment of the work of another TGS graduate student, even if they oversee their progress in a course. [View TGS Policy.](#)

For more information about TGS guidelines, please refer to the links below:

<https://www.tgs.northwestern.edu/funding/assistantships/index.html>

<https://www.tgs.northwestern.edu/funding/assistantships/graduate-and-teaching/best-practices.html#tab-panel2>

<https://www.tgs.northwestern.edu/funding/assistantships/graduate-and-teaching/requirements.html>

## Timeline for Work

During the regular academic year, as mentioned above, GSS TAs will be expected to meet monthly with the GSS DGS to discuss all and any issues that may emerge during the course of the TAship. These are opportunities for the cohort of TAs and the DGS to discuss teaching strategies and assignments, to share and collaborate on syllabus creation and design for the TAs' 300 level course, and to troubleshoot in an informal environment whatever issues may arise in the course of the academic year.

### **Summer**

Towards the middle of August, depending on the academic calendar, the GSS DGS will contact the incoming GSS TAs to set a date for the Fall onboard meeting and to share news and updates, if any.

### **Fall onboarding**

The GSS DGS will contact the GSS TAs for an onboarding meeting to be held about a week before the official start of Fall quarter instruction. In this meeting, the TAs will discuss their upcoming assignments, needs, and concerns with the DGS, and select dates and times for the monthly TA get-togethers.

### **Fall through Spring**

Aside from the monthly get-together, the GSS TAs are of course welcome to rely on the GSS DGS for communication, mentoring, syllabus planning and development, and other related pedagogical matters.

### **Spring**

The GSS DGS will contact the current GSS TAs in late spring for an offboarding meeting to debrief about the TAs' experiences. The final part of this meeting will then transition into a welcome meeting designed to set expectations, allow time for additional questions, and introduce the incoming TAs to their peers and the TAs from the current academic year.

## FUNDING OPPORTUNITIES IN GSS

### Travel Scholarships

Graduate students who are in the Gender & Sexuality Studies Certificate Program and on a conference program may apply, 60 days in advance of the conference, to receive up to \$250 towards relevant expenses. Due to COVID-19, travel expenses have been dramatically curtailed and are unlikely to be approved. Please email Paola Zamperini to discuss if funds to attend virtual conference might be requested. Apply by email to Paola Zamperini ([gss-graduate@northwestern.edu](mailto:gss-graduate@northwestern.edu)).

Applicants must include their name, the date, their program or department, information about the conference (when, where, what), the title of your paper, and a 100 word abstract. Applications are accepted (and scholarships are awarded) on a rolling basis. Four scholarships are awarded per year.

### Teaching Assistantships

Gender & Sexuality Studies supports four Teaching Assistantships in conjunction with our 200-level courses. Teaching Assistants also design and teach their own 300-level course within the GSS program. Teaching Assistantships are competitively awarded through a multi-tiered selection process on the basis of applications, course proposals, and interviews. This teaching intensive TAship includes 3 quarters of stipend (standard rate set by TGS), tuition, and health subsidy.

Gender & Sexuality Studies certificate students will be given priority, as will applicants who are ABD. We welcome applications from current 3rd and 4th year students. **Please note that TGS will not allow us to consider applications from current 5th or 6th years.**

Interviews for the next year's teaching assistants are conducted between the end of the winter quarter and the beginning of spring quarter by a committee created by the GSS DGS. To complete an application or to view current information about application deadlines, visit <https://www.gendersexuality.northwestern.edu/graduate/teaching-assistantships.html>. To view more information on TA expectations, see the handbook section on [GSS Teaching Assistantships](#).

## ADDITIONAL UNIVERSITY FUNDING FOR GENDER AND SEXUALITY STUDIES RESEARCH

### TGS Conference Travel Grant

The Conference Travel Grant (CTG) provides funds to assist PhD and MFA students attending conferences, seminars, and annual meetings. Students are eligible for a maximum of two grants over the entire course of their graduate career in The Graduate School.

More information can be found here: <https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships-grants/conference-travel-grant.html>

## TGS Interdisciplinary Conference Travel Grants for Mellon-Affiliated Students

Students actively affiliated with the Mellon clusters in the Humanities and Non-Quantitative Social Sciences are eligible for travel support to attend conferences and/or seminars and make presentations on behalf of the University. This is intended to support the presentation of research at conferences not specifically in the student's home discipline but rather allied to the interdisciplinary range of a Mellon cluster. This is not intended to support attending courses at other schools, research, or general educational travel.

GSS Cluster students can find more information here:

<https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships-grants/interdisciplinary-conference-travel-grants-for-mellon-affiliated-students.html>

## Sexualities Project at Northwestern (SPAN)

The GSS program works closely with SPAN to fund students and university programming. Students are **highly** encouraged to apply to SPAN resources.

Dissertation Fellowships

<https://www.sexualities.northwestern.edu/funding-opportunities/for-graduate-students/dissertation-fellowships/>

Conference Presentation Funding

<https://www.sexualities.northwestern.edu/funding-opportunities/for-graduate-students/conference-presentation-funding/>

Research Support for Graduate Students

<https://www.sexualities.northwestern.edu/funding-opportunities/for-graduate-students/research-support/>

Summer Research Grants

<https://www.sexualities.northwestern.edu/funding-opportunities/for-graduate-students/summer-research-grants/>

Event Co-Sponsorships

<https://www.sexualities.northwestern.edu/funding-opportunities/event-co-sponsorships/>

## EXTERNAL FUNDING FOR GENDER AND SEXUALITY STUDIES RESEARCH

National Women's Studies Association Students' Awards and Prizes

<https://www.nwsa.org/page/prizes#otherprizes>

The Woodrow Wilson Dissertation Fellowship in Women's Studies

<https://woodrow.org/fellowships/womens-studies/>

## TASKS AND RESPONSIBILITIES OF THE DIRECTOR OF GRADUATE STUDIES IN GSS

The director of graduate studies in the Gender and Sexuality Studies Program works throughout the academic year in four different arenas:

-First of all, the GSS DGS engages the graduate students who are actively pursuing the GSS certificate and/or are part of the GSS cluster. In this role, the DGS carries out tasks that include but are not limited to advising students on course-work approved towards the cluster and/or the certificate; answering emails queries from prospective and current students; updating the students' advising sheets; answering questions about co-sponsorships and applications for funding; and so on and so forth. While the GSS DGS does not have the same responsibilities as their counterparts in PhD-granting programs, the year-around tasks entail working with graduate students who are pursuing doctorates, so familiarity with and understanding of the major TGS rules and regulations is not only helpful but necessary.

-Secondly, as a member of the executive committee for GSS, the DGS participates regularly to all internal meetings of the committee, supporting the work of the program director and the associate director, and collaborating with the program assistant in carrying out any and all communications related to the graduate programming in GSS. They also represent the graduate student community to the GSS advisory board, and liaison between this larger advisory group and the students.

-Thirdly, the GSS DGS functions as a liaison between GSS' leadership and its graduate students, and the larger Northwestern Community, from TGS to other departmental and university groups.

-Lastly, the DGS ensures communication flow between the GSS community and other graduate communities involved in gender and sexuality studies, from SPAN to other centers in Chicagoland and beyond.

Fall and Spring tend to be the most labor intensive quarters for the DGS, though communication with both current and prospective students tends to remain quite lively throughout the four quarters, with a peak in the mid- to late summer, when newly admitted students start signing up for classes and getting ready to move to Northwestern, and around filing deadlines.

### Calendar

Throughout the regular academic year, the DGS will attend all regularly scheduled meetings of the GSS executive committee and advising board, as well as TGS DGS meetings and related functions. The DGS is also responsible for leading the **two quarters** of the **Graduate Colloquium**, and usually schedules them for Fall and Winter, every other week, for a total of five meetings per quarter.

## **Fall**

-Welcome meeting for incoming GSS and SPAN Mellon Cluster students. The DGS should meet with new fellows as soon as they matriculate, then again periodically for several quarters. The purpose of this first and subsequent meetings should emphasize coursework options, connect students with faculty who share their interests, encourage full participation in cluster events, and introduce students to the range of conferences (beyond their home discipline) that will eventually be good places to present research.

-**Onboarding meeting** for GSS TAs, and **scheduling of monthly meetings** to advise and support the GSS TAs. These monthly are meant to help the TAs deal with their duties, and prep for their 300-level courses, and continue throughout the year.

## **Winter**

-In early Winter (usually **in January**), the DGS will create the GSS/SPAN MELLON FELLOW selection committee. This committee, formed by the GSS DGS; ideally one of the two SPAN co-directors; and a GSS advisory board member, should aim to award 10 fellowships (5 for GSS, 5 for SPAN) selected among applicants who have been nominated to the GSS cluster for review (this folder was just updated on Friday and over the weekend). Nominations are usually due in early February. The average number of applications to be reviewed vary between 23 to 30 per year.

## **Spring**

-In **March**, the DGS will advertise the GSS TAs hip competition, and hold an info session for interested applicants. The DGS will form a selection committee of three members, comprised of the DGS and ideally two GSS advisory board members familiar with the pedagogical priorities and objectives of the GSS undergraduate program, and/or faculty who regularly teach GSS courses. The DGS will organize the interviews, pre-circulate questions, and work with both the selection committee and the GSS PA to manage the entire process, including communicating with candidates, their departments, and with TGS.

-In late Spring (late May-early June), the DGS will schedule an **off-boarding meeting** for outgoing GSS TAs, to debrief about their overall experience. The incoming group of GSS TAs for the following academic year will be invited to the final part of this meeting.

## **Summer**

-In late summer, the DGS will arrange a date for the SPAN Fellows' presentations in coordination with SPAN's Program Assistant. Customarily these presentations are scheduled for one of the Graduate colloquium's dates, ideally in the Fall, if not, during the first quarter of the Graduate Colloquium offered in that academic year. Ideally, at least one of the two SPAN co-directors should be present during these presentations.



## PROGRAM POLICIES AND PROCEDURES

### Statement on Academic Advising

Students completing the certificate program must choose a faculty mentor, within or outside GSS, to oversee the completion of their major research project. They are also expected to check in at least yearly with the GSS director of graduate studies to ask advice and guidance about their progress in the certificate program, and update the director about new coursework. There is otherwise no formal policy for advising in GSS, but you are still encouraged to connect with, and to work, formally or informally, with GSS faculty and to set up meetings to discuss research whenever it would be helpful. The colloquium and GSS scheduled events, such as lectures and gatherings, will also provide opportunities to become actively involved with GSS faculty.

### Conflict Statement

On rare occasions, a student may have a conflict with his/her advisor or committee members. If the conflict involves significant breaches of academic integrity in research and publication, discrimination, or sexual misconduct, TGS and university policies require specific forms of reporting. Please see policies on [academic integrity, discrimination, harassment, and sexual misconduct](#) on the TGS website.

Northwestern's [policy on non-retaliation](#) applies to all instances of reporting.

### Northwestern University Nondiscrimination Statement

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, [equity@northwestern.edu](mailto:equity@northwestern.edu).

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, [TitleIXCoordinator@northwestern.edu](mailto:TitleIXCoordinator@northwestern.edu).

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.

### **Additional TGS Resources**

Academic Integrity and Dishonesty Procedures

<http://www.tgs.northwestern.edu/about/policies/academic-integrity.html>

TGS Calendar with Deadlines

<http://www.tgs.northwestern.edu/about/news-events/calendar.html#resp-tabs3>

Taking Courses at Other Universities

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

Language Acquisition

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

Childbirth Accommodation

<http://www.tgs.northwestern.edu/about/policies/childbirth-accomodation.html>

TGS External Award Policy

<http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html>

Key requests or issues: Please send email to [gender@northwestern.edu](mailto:gender@northwestern.edu)

Building maintenance requests or issues: Please send email to [gender@northwestern.edu](mailto:gender@northwestern.edu)