



## **SEXUALITY STUDIES DEPARTMENT**

**San Francisco State University**

**Graduate Student Guide**

**Fall 2020**

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## **Table of Contents**

<b>Welcome</b>	<b>3</b>
<b>Advising and Mentorship</b>	<b>4</b>
Faculty Mentors and Culminating Experience Readers	4
Faculty Availability	5
List of Sexuality Studies Faculty	5
<b>Sexuality Studies Masters Curriculum</b>	<b>9</b>
Degree Requirements	9
Elective Courses for Sexuality Studies Graduate Students	9
Academic Load	9
Sequence of Courses	10
<b>Culminating Experience</b>	<b>11</b>
Committee	11
Oral Defense	11
IRB Approval	11
Registration and Grading	12
Preparation and Submission	12
<b>Graduate Studies Designations and Requirements</b>	<b>13</b>
Admissions Classifications	13
Documents and Deadlines	13
<b>Sexuality Studies Graduate Student Organization</b>	<b>16</b>
<b>Campus Resources</b>	<b>17</b>
Center for Research and Education on Gender and Sexuality (CREGS)	17
SF State Live@edu E-mail Account	17
J. Paul Leonard Library	17
<b>Final Note</b>	<b>18</b>

## Welcome

The Master of Arts (MA) Degree in Sexuality Studies at San Francisco State University (SF State) provides students with comprehensive theoretical and substantive knowledge about the formation of sexual cultures, identities, and their implications for policy, health, education, and social justice in the United States and internationally. Our multi-disciplinary program in Sexuality Studies prepares students to enter advanced graduate research programs in a range of disciplines and fields and to contribute to community development, policy, and services in California and elsewhere.

Our department was an early leader in university-based education in sexuality. We began in 1970 to offer undergraduate classes across the arts, sciences, and humanities. We began offering an MA in Sexuality Studies in 2001. Ours was one of the first graduate-level degree programs in the United States specifically dedicated to "sexuality studies" and housed in a public accredited university.

The MA degree is currently housed in Sociology and Sexuality Studies, a department that offers, in addition to the MA in Sexuality Studies, a BA in Sociology, and three minors in Sociology; Sexuality Studies; and Lesbian, Gay, Bisexual, and Transgender (LGBT) Studies. We do not offer an MA in Sociology—only an MA in Sexuality Studies.

Our core Sexuality Studies faculty includes twelve tenured and tenure-track professors and nearly twenty interdisciplinary faculty members from other departments and colleges on campus. A dozen part-time lecturers contribute to the department's undergraduate teaching. The mission of Sexuality Studies at SF State is to advance multidisciplinary teaching, research, and advocacy in sexuality studies, sexual literacy, well-being and social justice. We provide students with knowledge about processes and variations in sexual cultures, sexual identity and gender role formation, and the social, cultural, historical, and ethical

foundations of sexuality, intimate relationships, and sexual health. The department has a long commitment to building collaborative relationships with community members and organizations. Across all of our research and education efforts, we focus on issues of social justice and sexual rights for all, considering sexual well-being and sexual health across the lifespan. Toward these ends, the aims and commitments listed above guide our work together.

### **SF State Sexuality Studies Aims and Commitments**

- Educate the next generation of leaders in research and dissemination of knowledge
- Excel in teaching graduate and undergraduate students
- Advance quality research on sexuality, gender, and social justice
- Integrate analyses of race, racism, heterosexism, homophobia, able-ism, poverty, and culture into all aspects of our department
- Advocate for social policy on sexuality, sexual health, sexuality education, and human rights, shaped by social justice and diversity and, through these efforts, shape sexuality

## Advising and Mentorship

Your relationships with Sexuality Studies students and faculty will be central to your experience at SF State. Seminars, workshops, and informal gatherings will provide opportunities to get to know other students and to meet and work with faculty members. Faculty members are also available during office hours and by appointment to meet with you. We encourage you to meet with all members of faculty to introduce yourself and to learn more about their interests.

Students provide one another important peer mentorship. Second-year students, students with prior exposure to theory and methodology in sexuality studies, and students with relevant work experience will help you make your way through the degree program toward your goals. Department alumni and other students will also help you get to know San Francisco and the Bay Area, connect with local organizations, and learn more about job opportunities.

### Faculty Mentors and Culminating Experience Readers

#### *Faculty Mentors*

Faculty mentors provide information about research and teaching internships, scholarship information, opportunities to participate in professional meetings, career advising, and research and writing mentorships.

The mentor assignments reflect the availability of faculty mentors and our initial understanding, gleaned from your applications for admission, of your research interests. You will meet them at the Fall orientation in late August. Make a point of contacting your faculty mentors early in your first semester.

This mentor assignment may be only an initial one. We encourage students to get to know many faculty members, core and affiliated; and students are free to choose any available member of the core faculty to work with on your thesis or culminating experience. Meet with your assigned mentor, visit with other faculty, and discuss with them their availability to act as your mentor. Once you decide whom you would like to mentor you—even if it is the initially assigned mentor—approach them to confirm their availability and discuss how you can best work together.

#### *Culminating Experience Readers*

The culminating experience will be a written thesis or creative project—an original contribution to existing understandings about sexuality. The contribution may take the form of, for example, an original review of the research literature, analysis of a relevant body of existing data, or an analysis of data—fieldnotes, interviews, focus groups, or survey responses—the student collects.

Students will select a Culminating Experience first reader from among the Sexuality Studies core OR affiliated faculty. Typically this selection is made during the second semester of the first year. The Culminating Experience reader does not have to be the same person the student selects to serve as faculty mentor. University and Department regulations require that the first reader of the Culminating Experience be a tenured or tenure-track faculty member of the SF State Sexuality Studies MA core or affiliated faculty.

Your Culminating Experience committee will also include a *second reader* who must also be a tenure or tenure-track faculty member at SF State. Students may choose as their second readers faculty members from other departments in consultation with their culminating experience readers. Core or affiliated

faculty members may serve as second readers – students may also seek out faculty on campus who are not affiliated with Sexuality Studies and ask them to serve as a mentor or on their committee.

Other faculty members, including lecturers and adjunct faculty members may serve as *third readers* with the consent of the first reader and the Graduate Studies Coordinator. The University and Department does not require a third reader. However, once you name a third reader on university paperwork (see below), that person is formally a member of your committee and you must have their signature indicating approval of your Culminating Experience.

Make an appointment to meet with prospective first and second readers during the first semester as your thesis interests take shape. During the second semester, you should schedule a meeting with your prospective first reader to confirm that they will advise your Culminating Experience. If needed, please see the Graduate Studies Coordinator for help shaping a committee that meets your needs and meets university requirements.

### Faculty Availability

Faculty members are eager to get to know you and support your work. However, due to shifting faculty workloads, developing research programs, and sabbaticals, faculty members—core members as well as affiliates—will not always be available to serve as mentors and Culminating Experience readers. In addition, faculty members work on a nine-month academic year and are likely not available to meet and work with you during the summer. Talk with your mentors and advisors about their availability.

### List of Sexuality Studies Faculty

SF State faculty members bring a range of disciplinary and interdisciplinary training and expertise to their work with graduate students. We encourage students to meet and make relationships with many members of our faculty.

#### *Core Faculty*

Core faculty members are formally appointed in the Department of Sociology and Sexuality Studies and teach courses in the graduate Sexuality Studies program. Core faculty serve as assigned mentors to MA students and can serve as committee members on MA culminating projects.

***Christopher Carrington*** PhD in Sociology, University of Massachusetts, Amherst. Theories of human sexuality, lesbian and gay family life and relationships, family policy for LGBTQ families and relationships, scientific theories of sexual and gender orientation and sexual desire.

***Andreana Clay*** PhD in Sociology, University of California, Davis. Youth Culture and Identity, Queer of color theory and critique, popular culture, race/class/gender/sexuality, social movements and activism. *Sabbatical, Fall 2020*

***Valerie Francisco-Menchavez*** PhD in Sociology, City University of New York, The Graduate Center. Global and transnational sociology, migration and immigration studies, diaspora with a special interest on the Philippine migration, gender and the family, racial and ethnic relations in the U.S., labor, transnational social movements with regard to migrant workers, and international political economy.

***A. Ikaika Gleisberg*** PhD in English, University of Hawai'i at Mānoa. Intersections of Trans Studies, queer theory, and Indigenous Studies; embodiment, affect, and performativity; textual and visual representations of institutional violence in media and culture.

**Colleen Hoff** PhD in Clinical Psychology, California School of Professional Psychology. HIV/AIDS prevention among MSM couples, sexual health disparities, scale development, mixed methodological approaches to research and sex therapy.

**Karen Hossfeld** PhD in Sociology, University of California, Santa Cruz. Intersections of gender, race, class, and sexuality; social in/equality; labor and immigration studies; qualitative research on immigrant women workers and their families.

**Allen LeBlanc** PhD in Sociology, Pennsylvania State University. Sociology of health; social stress, psychosocial resources, and health among sexual minority persons.

**Alexis Martinez** PhD in Sociology, University of California, San Francisco. HIV prevention and policy, social geographies and health, drug use, quantitative methodologies and GIS mapping. *Sabbatical AY 2020-2021*

**Rita Melendez** PhD in Sociology, Yale University. HIV prevention and treatment among Latino MSM, women and transgender individuals, qualitative and quantitative methodologies.

**Jen Reck** PhD in Sociology, University of California, Santa Cruz. Geographic marginalization of homeless and marginally housed LGBTQ+ youth in San Francisco, qualitative methodologies.

**Clare Sears** PhD in Sociology, University of California, Santa Cruz. Queer theory, transgender studies, disability studies, critical legal studies, California history.

**Amy Sueyoshi** PhD in History, University of California, Los Angeles. Twentieth-century U.S. history, Asian American studies, ethnic studies, queer studies, gender studies, romantic friendship, and representation.

### *Graduate Faculty*

Members of the graduate faculty are appointed outside the Department of Sociology and Sexuality Studies. Some occasionally teach in the graduate Sexuality Studies program; many teach graduate courses in their home departments of interest to Sexuality Studies MA students. Graduate faculty can serve as **first, second and third readers** on MA theses. They may also be important mentors to MA students.

Please note this list is a dynamic one. We regularly seek relationships with other faculty whose expertise and interests will strengthen the department's offerings. In addition, the Graduate Faculty listed below have indicated to us that they would like to meet and work with Sexuality Studies students, but their obligations to their home departments and students have to take priority.

**Rabab Ibrahim Abdulhadi** PhD in Sociology, Yale University; SF State appointment in Race and Resistance Studies. Palestine, Israel and the Middle East, Arab and Muslim communities transnationally, race and ethnic relations, gender and sexuality and feminist movements.

**Tomas Almaguer** PhD in Sociology, UC Berkeley; teaches undergraduate courses at SF State for Latina/Latino Studies Department, History Department, Women & Gender Studies Department, Sociology Department, and graduate courses for Ethnic Studies MA Program and Sexuality Studies MA Program.

**Nan Alamilla Boyd** PhD in American Civilization, Brown University; SF State appointment in Women and Gender Studies. US LGBTQ history; queer cultural studies; oral history methods; and neoliberalism and urban gentrification.

**Deborah Cohler** PhD in English Literature, Brown University; SF State appointment in Women and Gender Studies. Transnational feminist theories of war and militarism. Queer theory and intersectional cultural studies. Foci on mass culture, print media, television, film, literature.

**John P. Elia** PhD in Education with emphases in history and philosophy of American education and socio-cultural foundations, UC Davis; SF State appointment in Health Education. School-based sexuality education in the US, LGBT and queer studies, and bisexuality and school culture.

**Mickey Eliason**, PhD in Psychology, University of Iowa; SFSU Department of Health Education. Formerly Chair of Sexuality Studies at University of Iowa. U.S. LGBTQ health issues; older sexual minority women, substance abuse, mental health, healthcare provider attitudes

**Dawn-Elissa Fischer** PhD in Anthropology, University of Florida; SF State appointment in Africana Studies. Womanist theory; Hip hop's gender and sexuality politics; LGBTQI inclusion in hip hop transnational social movement organizations; critical race theory in visual ethnography and other forms of Black visual media.

**Christoph Hanssmann**, PhD in Sociology, UC San Francisco; SF State appointment in Women and Gender Studies. Feminist inquiries and Trans health politics and practices; medical sociology; qualitative methodologies.

**Martha Kenney** PhD in the History of Consciousness, UC Santa Cruz; SF State appointment in Women and Gender Studies. Feminist science and technology studies; politics of knowledge; feminist theory; and speculative fiction.

**Laura Mamo** PhD in Sociology, University of California at San Francisco; SF State appointment in Health Education and Health Equity Institute. Health equity and inequities; gender, sexuality and biomedicine; social and cultural dimensions of health, health care, and medical technologies in U.S.; co-production of knowledge and social inequalities.

**James Martel** PhD in Political Science, University of California at Berkeley; SF State appointment in Political Science. American and European political theory, American politics, and gender studies and political economy.

**Christopher Moffatt** PhD in Psychology, John Hopkins University; SF State appointment in Biology. Regulation of reproduction by chemosensory stimuli, particularly reproductively-inhibiting pheromones.

**Lisa Moore** DrPH in Community Health Education, University of California, Berkeley; SF State Appointment in Health Education. Social inequity and health; social production of disease, with focus on War on Drugs and consumerism as behavioral and social drivers; reduction of drug related harms.

**Tiffany O'Shaugnessey** PhD in Counseling Psychology, Lehigh University; SF State appointment in Counseling. LGBTQ affirmative therapy; multicultural and social justice counseling competency, including with the transgender community; counselor education and supervision

**Celine Parrenas Shimizu** PhD in Modern Thought and Literature, Stanford University; SF State appointment in Cinema. Film and performance theory and production, race and sexuality, comparative feminisms, transnational popular culture and ethnography.

**Belinda Reyes** PhD in Economics, University of California, Berkeley: SF State appointment in Latina/o Studies. Demographics, education, immigration, urban economics, and the social and economic progress of race/ethnic minorities.

**Marc Stein** PhD in History, University of Pennsylvania; SF State appointment in History. US LGBTQ history; history of gender and sexuality; constitutional law; social movements; urban history.

**Molly Strear** PhD in Counselor Education and Supervision, University of Northern Colorado; SF State appointment in Counseling. Individual counseling, play therapy, adolescent day treatment, and providing multifaceted counseling services for youth in the child welfare and juvenile justice systems.

**Charlotte Tate** PhD in Psychology, University of Oregon, Eugene; SF State appointment in Psychology. Studies identity development for gender groups (incl. cis and trans\* profiles), sexual orientation groups, and ethnicity groups in U.S., intersections among identities, and sources of prejudice and discrimination toward those groups.

**Mary Ann A. van Dam** RN, PNP, PhD in Nursing, University of California, San Francisco; SF State appointment in Nursing. Discrimination as it affects health; measurement of disclosure of lesbian and gay identities; how degree of disclosure, along with mediators and moderators, affects health and well-being.

**Dilara Yarbrough** PhD in Sociology, University of California, San Diego; SF State appointment in Criminal Justice Studies, School of Public and Civic Engagement. Gender, race and criminalized work in the production of marginality.

**Gust A. Yep** PhD in Communication Studies, University of Southern California; SF State appointment in Communication Studies. Communication at intersections of culture, race, class, gender, sexuality, and nation; communication in HIV/AIDS programs in communities of color; and queer and trans studies in communication.



# Sexuality Studies Masters Curriculum

## Degree Requirements

Below we outline the courses required to complete the SF State MA in Sexuality Studies (SXS).

Core Requirements		units
SXS 800	Socio-Cultural Foundations of Human Sexuality	3
SXS 801	Biological and Psychological Foundations of Human Sexuality	3
SXS 881	Developing the Culminating Experience	3
SXS TBD <sup>1</sup>	Designing the Culminating Experience	3
<b>Elective Courses</b>		
<b>Required Electives</b>		
SXS 799	Sexuality Studies Graduate Seminar – variable topic	3
SXS 702	Sexuality in Historical Perspectives	3
<b>Additional Electives</b>		
3 elective courses – options include TA positions, research internships, independent study, graduate seminars in other SF State departments		9
<b>Final Semester Culminating Experience (choose 1)</b>		
SXS 894 SXS 898	Creative Work Project Master's Thesis	3
<b>Required for degree</b>		<b>30</b>

## Elective Options for Sexuality Studies Graduate Students

To satisfy their elective requirements, students choose from an array of graduate courses offered across campus – e.g. Women and Gender Studies, Ethnic Studies, Health Education, Communications. Graduate students generally enroll in electives at the 600 level and above, although students can, in consultation with their readers, choose any course at level 300 and above to complete the required 9 elective units. Each semester the Graduate Coordinator will let MA students know about what courses are being offered in other departments that are available to MA students in Sexuality Studies. Consult the online class schedule (<http://www.sfsu.edu/online/clssch.htm>) for each semester's offerings.

In addition to the seminars, faculty offer in Sexuality Studies and other departments, students may enroll in one of three courses that afford opportunities to work closely with a faculty member as a teaching or research intern, on a directed reading, or other independent project. As described in the Bulletin, SXS 899: Independent Study involves work “planned, developed, and completed under the direction of a member of the program faculty. The course is open only to graduate students who have demonstrated the ability to do independent work.” Students may also enroll in SXS 723: Teaching Internship in Sexuality Studies or SXS 724: Research Internship in Sexuality Studies. Like independent studies, students enrolled in internship

<sup>1</sup> The TBD designation is temporary while we await a new prefix for this course.

courses work under the direction and with the permission of faculty. If these options appeal to you, talk with the Graduate Studies Coordinator and your mentor to get more information.

### Academic Load

Full-time SF State graduate students register for 6-12 units each semester; and financial aid packages routinely require full-time attendance—a minimum of 9 units. Most Sexuality Studies students register for 9 units (3 courses) each semester. Before registering for more than 12 units, students must discuss their workload with their mentor during the first semester and Culminating Experience committee as well as get the approval of the Graduate Studies Coordinator. Graduate students must maintain a cumulative 3.0 GPA to remain enrolled in the MA program. Although we require 30 units for graduation, many students end up taking more than 30 for financial aid purposes.

### Sequence of Courses

The table below outlines a sequence of courses required to complete the MA in the suggested two years. This sequence reflects current planning for course offerings and **is subject to change based on faculty availability and budgetary resources. For Fall 2020, all courses will be held remotely on Zoom. Individual faculty will be in touch with you directly about the format and times for classes.**

YEAR 1					
FIRST SEMESTER			SECOND SEMESTER		
FALL			SPRING		
COURSE #	TITLE	UNITS	COURSE #	TITLE	UNITS
SXS 800	Sociocultural Foundations of Sexuality	3	SXS 801	Biological and Psychological Foundations	3
SXS 799	Contagion, Surveillance, & Emergent Strategies of Care	3	SXS 881	Developing the Culminating Experience	3
<i>Elective</i>	Teaching or research internship, SXS or other department electives	3	702	Sexuality in Historical Perspective	3
		<b>Semester units</b>			<b>Semester units</b>
		<b>6-9</b>			<b>9</b>
YEAR 2					
THIRD SEMESTER			FOURTH SEMESTER		
FALL			SPRING		
COURSE #	TITLE	UNITS	COURSE #	TITLE	UNITS
SXS TBD <sup>2</sup>	Culminating Experience Design	3	SXS 894 or 898	Culminating Experience	3
<i>Electives</i>	Teaching or research internship, SXS or other department electives	3-6	SXS 884	<i>Capstone preparation (recommended to support presentation of Culminating Experience)</i>	1
			<i>In 4<sup>th</sup> semester, students may decide to enroll in electives to maintain full-time status</i>		
<i>Submit Advancement to Candidacy and Culminating Experience forms</i>			<i>Submit Application for Award of Degree /Graduation Form; complete Culminating Experience by university deadline to ensure Spring graduation.</i>		
		<b>Semester units</b>			<b>Semester units</b>
		<b>9</b>			<b>4+</b>
<b>30 UNITS ARE REQUIRED FOR GRADUATION</b>					

<sup>2</sup> The TBD designation is temporary while we await a new prefix for this course.

## Culminating Experience

All MA students in Sexuality Studies complete a Culminating Experience as part of their degree requirements. The university currently offers two ways to fulfill this requirement.

- *SXS 894 Creative Work Project*: This Culminating Experience is an original creative work. Projects must be described in a written document that summarizes the project's relation to other work in the area, its rationale, its significance, and its creative methodologies. Graduate Approved Program and Proposal for Culminating Experience Requirement forms must be approved by the Graduate Division before registration.
- *SXS 898 Thesis*: A thesis is the written product of an original study. It demonstrates clarity of purpose, critical and independent thinking, and accurate and thorough documentation. Normally an oral defense of the thesis will be required. Students completing a thesis should review and follow the Guidelines for the Preparation and Submission of Theses and Written Creative Works found on-line through the Division of Graduate Studies web site or at the Rapid Copy Center. Graduate Approved Program and Proposal for Culminating Experience Requirement forms must be approved by the Graduate Division before registration.

### Committee

Students must organize a Culminating Experience committee to evaluate their work. Please see Advising and Mentorship above for clarification about who can serve on students' committees.

Students will indicate the members of their committees on the Culminating Experience Form. After this form is submitted an approved, students must submit a Revision of Culminating Experience Committee form to the Division of Graduate Studies before changing the composition of their committees.

### Oral Defense

This work is completed during their final semester at SF State. Most students present the results and products of their Culminating Experiences at a capstone ceremony in the Spring of their second year. This presentation satisfies the oral defense required of all SF State students who complete a thesis as their culminating experience.

### IRB Approval

All SF State researchers collecting data with human subjects must submit a protocol to the Institutional Review Board (IRB) and secure IRB approval. Thus, IRB approval is required for all proposed student research projects pursued outside of supervised courses—including MA thesis research—and any research that students plan to present to audiences outside of a course (for example, at professional meetings or in journals). Students must receive approval before beginning any research activity involving these subjects, and no student whose research involves human or animal subjects will be allowed to enroll in the Culminating Experience course until the research activity has been approved by CPHS or UACUC.

Students will become familiar with the human and animal subjects requirements and protocols in SXS 881/882. They should plan to complete their IRB protocols with the guidance and support of the SXS instructors and their Culminating Experience first reader.

Many students will carry out projects that are designated as 'exempt' by the SFSU IRB. If you think your project is exempt from IRB, you still must submit an online form that describes your project and gets

formal approval of “exemption”. You will need to do this before November 1<sup>st</sup> of your second year. Examples of exempt projects are those focuses on the analysis of cultural texts or discuss theory. See <https://research.sfsu.edu/content/determination-exemption-irb-review> to apply for exemption. See below, Graduate Studies Designations and Requirements, for more on the IRB process.

### Registration and Grading

To register for a Culminating Experience course, students must have a 3.0 GPA in all post-baccalaureate course work completed. Before registering, students must receive signed approval from their committee members on the Graduate Approved Program and Proposal for Culminating Experience Requirement forms and obtain approval of the Division of Graduate Studies. Students must also complete the Human Subjects Protocol Approval Form before or at the same time as this Form. See below, Graduate Studies Designations and Requirements, for more on the Proposal for Culminating Experience Requirement form.

Students who do not complete the course by the end of the semester of registration will be issued a grade of RP (Report in Progress) or, if warranted, a NC (No Credit). When the student completes the project, a grade change to CR (Credit) will be submitted to the Registrar's Office.

You have a one-semester grace period after the semester you enroll in your Culminating Experience course to complete the requirement. If you do not complete your Culminating Experience within the two semesters allotted, you are required to maintain continuous enrollment through the College of Extended Learning until you earn your degree. See <http://www.sfsu.edu/~gradstudy/forms/culminating-experience-course-through-CEL.pdf> to enroll. You have 7 years from the semester you are admitted to complete your Culminating Experience. After 7 years, your enrollment in the university will be terminated, and you will need to reapply or request an extension.

### Preparation and Submission

Detailed instructions for preparing and submitting MA theses are online at <http://grad.sfsu.edu/content/current-students/thesis>. Creative Projects do not have to adhere to these requirements.

#### *Formatting Review*

The Division of Graduate Studies will review theses submitted by the published deadline to determine if the thesis meets the requirements set forth in the guidelines. Should corrections be necessary, students must revise and resubmit the corrected copy by the published university deadline. Please plan ahead.

#### *Submission*

The original document with signatures of the faculty committee members must be filed in the SF State J. Paul Leonard Library. Students must pay a fee to cover the costs of preparing the Library copy. A receipt from the SF State Rapid Copy Center (in Leonard Library) is sent to the graduation evaluator to verify that this process has been completed. When submitting your thesis for printing, please remember to request an additional copy be sent to the Sexuality Studies Department.

#### *Additional Forms*

The University requires graduate students submit a series of forms with strict deadlines: Application for Award of Degree, Receipt for Master's Thesis or Written Creative Work, and Report of Completion. See below, Graduate Studies Designations and Requirements, for more on these documents and deadlines.

# Graduate Studies Designations and Requirements

## Admissions Classifications

Upon admission to SF State, students are assigned a formal classification. Please consult your admissions materials to confirm your admission classification. Classifications have consequences for your coursework plans and may mean you have additional paperwork to complete.

- *Graduate Classified:* Student admitted without contingencies. Students must meet program and University requirements.
- *Graduate Conditional:* Student must remediate or complete all deficiencies identified before admission, such as submitting a GRE score.
- *Contingent Admittance:* If students were admitted before their undergraduate degree was earned, they must forward the necessary transcripts with degree posted before the end of the first graduate semester; otherwise admission will be cancelled, the students will be returned to undergraduate status, and/or they will have to reapply for admission as a graduate student.

## Documents and Deadlines

SF State graduate students must complete a series of forms and meet a series of university deadlines on their way to earning their degrees. Completing the forms correctly and on time helps ensure the timely receipt of your degree. Completed forms will be submitted to and reviewed by the Office of Research and Sponsored Programs (ORSP) Institutional Review Board (IRB) and the Graduate Studies Division.

### *ORSP Institutional Review Board*

All research conducted by at SF State involving human and/or animal subjects requires the approval of the Committee for the Protection of Human Subjects (CPHS) and/or the University Animal Care and Use Committee (UACUC). In Sexuality Studies, this is immediately relevant for research involving human subjects in interviews, focus groups, participant observation, surveys, or other data collection.

If you are proposing a culminating experience that requires IRB approval, you must submit your IRB protocol by July 1<sup>st</sup> of your second year. This deadline ensures you have enough time to receive IRB approval and conduct your project before graduation in late May.

You'll find Human Protections forms online at

[http://research.sfsu.edu/protocol/submit\\_protocol/human\\_protections\\_forms](http://research.sfsu.edu/protocol/submit_protocol/human_protections_forms).

If you are proposing a project that you think is exempt, please fill out the form here:

### *Graduate Studies*

All students must complete the Advancement to Candidacy (ATC) and Proposal for Culminating Experience (PCE) forms in the third of the four semesters they are enrolled in the Sexuality Studies MA Program after completion of 18 units and prior to the semester of enrolling in your Culminating Experience course.

Students can gain access to the ATC and PCE forms online at <http://www.sfsu.edu/~gradstdy/atc-form.htm>; Culminating Experience forms are online <http://www.sfsu.edu/~gradstdy/culminating->

[experience-form.htm](#). Please note additional forms accompany the completion of your Culminating Experience. See below for details.

#### ADVANCEMENT TO CANDIDACY (ATC) FORM

The ATC form lists all courses the student took or intends to take to complete the MA degree. Students must submit the ATC form after completing eighteen units, but before completing the last six units of their degree. Thus, students should submit the ATC form to the Graduate Division during the third semester of our two-year program. Submitting the form early serves no purpose, as students may discover the University will not offer courses listed in the ATC form. This form is online at <http://grad.sfsu.edu/content/current-students/atc>

The form requires the signature of the student's Culminating Experience first reader, the graduate coordinator, and/or department chair. Once Graduate Studies approves the ATC, the student advances to *candidacy*. ATC program forms remain valid as long as the student maintains continuous enrollment and does not exceed the seven-year limit towards the degree.

After approving the ATC form, Graduate Studies will mail a copy to the student. Students should retain the copy of the approved ATC as it will list precisely the remaining requirements to earn the MA degree.

The following minimum standards must be met in all MA degree ATCs.

- A minimum of 30 semester units
- A 3.0 GPA in course work listed on the ATC and in all post-baccalaureate work taken at SFSU
- No lower-division course work (100-299)
- No more than 30% of courses at undergraduate-level (300-698); (the undergraduate-level 699 course will not be allowed on the ATC)
- No prerequisite course work
- Grades of C or better (grades of C- and lower may not be included)
- Minimum of one-half of the units at the 700-899 level
- No more than 12 semester units taken before obtaining classified status
- No more than 30% of the work with CR grades
- Maximum of 6 units in special study courses (899) or experimental courses (674, 677, 874, 877)
- Maximum of 4 student teaching units
- Maximum of 6 semester units of any combination of extension work, credit by examination, and/or transfer work, in a 30-unit program (for transfer credit, submit a Petition for Transfer Unit Evaluation: <http://grad.sfsu.edu/sites/default/files/assets/forms/transfer-unit-evaluation.pdf>)
- Specific description of how the student has met the two-level written English proficiency requirement (typically the written thesis, but be sure to discuss with your committee if you are proposing a creative project)
- Indication of final demonstration of competence, such as a thesis, creative project, or other approved Culminating Experience

Students must complete their program approved on the ATC form within seven years as specified by The California Code of Regulations, Title 5, Education.

## CULMINATING EXPERIENCE FORM

Also in accordance with Title 5 of the California Code of Regulations, students must meet the requirement of a Culminating Experience by the satisfactory completion of a thesis, creative or research project, comprehensive examination, or a combination of more than one of these. An oral defense of the work is normally required. See below for a discussion of the Culminating Experience.

Students must file a Proposal for Culminating Experience Form during the third semester subsequent to or simultaneous with the ATC form. **Typically MA students submit this in the Fall semester of their second year.** Students are not permitted to enroll in a Culminating Experience course in Spring of their second year (SXS 894 or 898) until the Division of Graduate Studies approves the ATC and Culminating Experience Forms. Culminating Experience forms are online at <http://www.sfsu.edu/~gradstdy/culminating-experience-form.htm>.

## APPLICATION FOR AWARD OF DEGREE, REPORT OF COMPLETION, AND RECEIPT OF MASTER'S THESIS OR WRITTEN CREATIVE WORK

An Application for Award of Degree (<http://grad.sfsu.edu/content/current-students/award-degree>) must be filed with the Division of Graduate Studies. An application fee of \$100 must be paid at the bursar's office each time the student submits an application for graduation. Application fees do not automatically appear on the student's charges. The application for graduation and the application fees are non-transferrable/non-extendable. If the student does not meet degree requirements by the deadline for the term in which the student applies, the student will need to re-apply and pay for graduation for the correct graduating term.

To certify completion of their Culminating Experiences, students also need to submit a Receipt for Master's Thesis or Written Creative Work and a Report of Completion. The Report of Completion is obtained from the Sexuality Studies Department office. The Receipt for Master's Thesis or Written Creative Work may be obtained in the Division of Graduate Studies (ADM 254) when you bring your thesis or written creative work in for a formatting review. The Receipt for Master's Thesis or Written Creative Work must be verified at the campus library's Digital Scholarship Center (LIB 80) when you submit your document and pay the binding fees of \$25.

**We cannot stress enough the importance of meeting university deadlines and, in particular, of submitting these forms by the university deadlines at the end of your 2nd year.** The Graduate Coordinator will remind you of these deadlines but it is up to you to keep on top of filling out these forms and securing the necessary signatures. When students forget to submit either the Receipt for Master's Thesis or Written Creative Work or the Report of Completion, the university can deny their graduation. Important deadlines can be found here: <http://grad.sfsu.edu/content/student-deadlines>. To ensure your degree requirements are completed, review your copy of the approved ATC, PCE, and the *Top Five Reasons For Denial of Graduation* (<http://grad.sfsu.edu/content/current-students/degree-denial-reasons>).

## **Sexuality Studies Graduate Student Organization**

The Sexuality Studies Graduate Student Organization (GSO) is an opportunity for students to participate in the formal governance and informal culture of the Sexuality Studies Department.

Each year, the GSO organizes the Department's capstone conference and celebration for second-year students completing their theses. GSO representatives also participate in the orientation for first-year students. Other GSO activities reflect the interests and needs of current students. In the past, informal activities have included peer support and social events. In large part, the GSO is what the students make it.

Every student is a member of the GSO by virtue of being enrolled in the MA Sexuality Studies Program. Each cohort elects two students to serve as their GSO cohort representatives to the faculty. Cohort representatives maintain the student Facebook pages; meet regularly with the faculty member acting as Graduate Studies Coordinator; and attend monthly department meetings with the Sociology and Sexuality Studies faculty. Early in the Fall semester, the first-year cohort will elect its representatives with the support of the second-year representatives and the Graduate Studies Coordinator. The current second-year GSO representatives are Caitlin Grazini and Ginger Testerman.



## Campus Resources

### Center for Research and Education on Gender and Sexuality (CREGS)

CREGS is a community of sexuality researchers, educators, and activists committed to understanding and addressing the intersection of race, class, gender, identity, and sexuality in the pursuit of social justice.

**Our Mission:** To conduct innovative research and education programming that addresses social inequities and promotes sexual well-being.

**Our Vision:** Through our research and education programs CREGS will build on existing partnerships with academic, state, federal and community stakeholders to increase sexuality discourse and participate in collective actions to reduce persistent sexuality inequities.

Dr. Colleen Hoff, Professor of Sexuality Studies, directs CREGS. Professors Clay, Martinez, and Melendez are research faculty at CREGS, and many Sexuality Studies students work at CREGS as interns, members of the research and administrative staff, and for independent study.

CREGS is located at SF State's Downtown Campus, 835 Market Street, Suite 523. We encourage you to contact CREGS researchers and staff before visiting the Center.

### Health Equity Institute (HEI)

HEI is a campus-wide multidisciplinary research unit that facilitates scientific research and community practice related to health equity. The mission of the Health Equity Institute (HEI) is to create an intellectual environment that encourages diversity of perspectives, challenges conventional approaches, and produces innovative action-oriented research in the biomedical, social, and behavioral sciences in order to improve health, eliminate health disparities, and establish equity in health. Professor Allen LeBlanc is core faculty of HEI. If you are interested in research at the intersection of health and sexuality, we encourage you to contact Prof. LeBlanc about possible research and internship opportunities (please note he is on leave for Fall 2020)

### SF State Live@edu E-mail Account

Students at SF State are provided with an email account. To find out more, visit <http://tech.sfsu.edu/it/guides/live-edu-email>

### J. Paul Leonard Library

SF State's J. Paul Leonard Library (<http://www.library.sfsu.edu>) holds over 3 million items, including books, periodicals, electronic databases, government publications, microforms, audio-visual media, computer software, and maps. The Library home page has information about hours and resources, including computer labs, laptops for checkout and printing. You can search InvestiGator, the library's online catalogue of these materials, remotely at <http://opac.sfsu.edu/>.

Your Library Account will allow you to manage your checked out books and borrow from other libraries. Create your PIN at <https://opac.sfsu.edu/patroninfo>. Use your University ID and password for remote access to library resources, including journal databases and e-books.

Library faculty and staff have prepared additional materials to orient you to the Library, called Research Guides, including one for Sexuality Studies at <http://libguides.sfsu.edu/sexuality> prepared by Librarian Chris Mays.

### *Library Databases*

While conducting literature reviews for your term papers, research projects and Master's Theses, please consult the many databases available through the Leonard Library web site (<http://library.sfsu.edu/find-articles-more-databases>). These databases offer full-text, PDF versions of articles in many leading academic journals. The databases recommended to begin your research for Sexuality Studies are found at <http://library.sfsu.edu/sexuality-studies-research>

### *Annual Reviews and Literature Reviews for Research/Thesis Projects*

The Annual Reviews of Anthropology, History, Psychology, Public Health, and Sociology may be especially helpful when conducting literature reviews for papers and MA theses. To find Annual Reviews, one way is to go to InvestiGator, select a title search, and type in "Annual Review of ..." The library provides online versions of many Annual Reviews.

## **Final Note**

We hope this handbook answers some of your initial questions about the department. Do not hesitate to contact the Graduate Studies Coordinator (Associate Professor Clare Sears), Department Chair (Associate Professor Karen Hossfeld), or Graduate Student Organization representatives with additional questions. We are committed to ensuring your graduate degree is a meaningful, challenging, and satisfying educational experience, and we look forward to getting to know more about you, your research interests, and your goals.

On behalf of the SXS community,



Associate Professor and Graduate Studies Coordinator  
Sexuality Studies