DEPARTMENT OF SEXUALITY STUDIES

Graduate Student Guide

Fall 2014

San Francisco State University

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<th>Chair, Sociology &amp; Sexuality Studies</th>
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<th>Graduate Studies Coordinator, Sexuality Studies</th>
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<tr>
<th>Department Coordinator, Sociology &amp; Sexuality Studies</th>
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Welcome

The Master of Arts (MA) Degree in Sexuality Studies at San Francisco State University (SF State) provides students with comprehensive knowledge about psychosocial, behavioral, and health processes related to sexual development, sexual health, sexuality education, and the formation of sexual cultures, identities, and their implications for policy 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 the Department of 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 13 tenured and tenure-track professors, a dozen part-time lecturers, and nearly twenty interdisciplinary faculty from other departments and colleges on campus. 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 five 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, sexual education and human rights, shaped by social justice and diversity and through these efforts shape sexuality studies in the 21st century

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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 relevant work experience, and students with prior exposure to theory and methodology in sexual studies will help you make your way through the degree program toward your goals. Graduates and other students will also help you get to know the city, connect with local organizations, and learn more about job opportunities.

Faculty Mentors and Thesis Advisors

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 mentorship.

This summer, we assigned you a faculty graduate mentor; you should have received an email notice of this assignment. The mentor assignments reflect the availability of faculty mentors and our initial understanding, gleaned from your applications for admission, of your research interests. Make a point of contacting your faculty mentors right away. They expect to hear from you.

Please note this mentor assignment may by only an initial one. We encourage students to get to know many faculty members; and students are free to choose any available member of the core faculty as their primary mentor. Get to know your assigned mentor, visit with other faculty, and discuss with them their availability to act as your mentor. Once you decide who you’d like to mentor you—even if it’s the initially assigned mentor—approach them to confirm their availability and discuss how you can best work together.

Thesis Advisors

Students will select also select a graduate thesis advisor from the Sexuality Studies core faculty. The thesis advisor is usually, but not always, the same person the student selects to serve as faculty mentor.

Like mentors, advisors play a central role in the professional life of graduate students. The thesis advisor is the student’s first reader of their culminating experience. The culminating experience will most often be a written thesis—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. Thus, you will want an advisor whose research interests and experience will be a resource to you in your thesis.
University and Department regulations require that the chair of the culminating experience must be a tenure or tenure-track faculty member of the SF State Sexuality Studies MA Core Faculty (see list below). Your thesis 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 thesis advisors. Core Faculty members may serve as second readers; members of the Graduate Faculty have also indicated their willingness to serve as second readers (again, see list below).

Other faculty members, including lecturers and adjunct faculty members may serve as third readers upon the consent of the advisor and the Graduate Studies Coordinator. Please note 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 advisors during the first semester as your research interests take shape. During the second semester, you should schedule a meeting with your prospective advisor to confirm that they will advise your thesis and serve as your first reader. Please see the Graduate Studies Coordinator for help shaping a thesis 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 will not always be available to serve as mentors or thesis advisors. 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.
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 advisors and first readers on MA theses.

**Darius Bost** PhD in American Studies, University of Maryland at College Park. African American and African Diaspora literary and cultural studies, gender and sexuality studies, queer studies, and trauma studies.

**Christopher Carrington** PhD in Sociology, University of Massachusetts at Amherst. Gay and lesbian family life, gay male relationships, polyamory and polygamy, families and society, sociobiology, evolution and sexuality.

**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.

**Jessica Fields** PhD in Sociology, University of North Carolina at Chapel Hill. Sexuality and education, race and gender, queer theory, feminist methods and methodology.

**Gilbert Herdt** PhD in Anthropology, Australian National University. Cross-cultural sexuality and gender, Pacific societies, sexual identity development, sexuality policy in the US and globally.

**Colleen Hoff** PhD in Clinical Psychology, California School of Professional Psychology. Sexual health disparities in communities of color, HIV/AIDS prevention among MSM and male couples, relationship factors associated with sex, sexual negotiations, sex therapy, scale development, mixed methodological approaches to research.

**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 mental 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 analysis.

**Edward J. McCaughan** PhD in Sociology, University of California, Santa Cruz; MA Latin American Studies, Stanford University. Sociology of Latin America, social movements, revolution and art, gender and sexuality.
Rita Melendez  PhD in Sociology, Yale University. HIV prevention and treatment among Latino MSM, women and transgender individuals, qualitative and qualitative methodologies.

Clare Sears  PhD in Sociology, University of California, Santa Cruz. Critical criminology, queer theory, transgender studies, critical legal studies, California history.

Amy Sueyoshi  PhD in History, University of California, Los Angeles. Twentieth-century U.S. history, Asian American studies, comparative 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 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, and we expect to add names to this list in 2014-15. 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, Yale University; SF State appointment in Race and Resistance Studies.

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

Aaron Belkin  PhD in Political Science, University of California, Berkeley; SF State appointment in Political Science. Military masculinity and sexuality in the armed forces.

Nan Alamilla Boyd  PhD in American Civilization, Brown University; BA in History, UC Berkeley; 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. Feminist theory; queer/sexuality studies; interrelationships among gender, sexuality, race, and nationalism in the twentieth century.

Brian Devries  PhD in Developmental Psychology, University of British Columbia; SF State appointment in Gerontology. Social and psychological well-being of midlife and older LGBT persons; friendships and social relationships across the adult life course; end-of-life issues and bereavement.
**Dawn-Elissa Fischer** PhD in Anthropology, University of Florida; SF State appointment in Africana Studies. Womanist theory; Hip hop's gender and sexuality politics; LGBTQQQI inclusion in Hip hop transnational social movement organizations; critical race theory in visual ethnography and other forms of Black visual media.

**Javon Johnson** PhD in Performance Studies, Northwestern University; SF State appointment in Communication Studies. Performance; performance of Blackness and Black masculinity; performance of race, gender, and sexuality; slam and spoken word poetry; pop culture.

**Andrew Jolivette** PhD in Sociology, University of California, Santa Cruz; SF State appointment in American Indian Studies with affiliations in Race & Resistance Studies and Educational Leadership. American Indian identities; two-spirit/queer/sexuality studies; public health, ethnic and culturally specific mental health; mixed-race identity, colonialism, gender, and indigenous decolonization.

**Laura Mamo** PhD in Sociology, University of California at San Francisco; SF State appointment in Health Education and the Health Equity Institute. Health equity and inequities; gender, sexuality and biomedicine; social and cultural dimensions of health, health care, and medical technologies in the 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 the War on Drugs and consumerism as behavioral and social drivers; reduction of drug related harms.

**Evren Savcı** PhD in Sociology and Gender Studies, University of Southern California. SFSU appointment in Women and Gender Studies. Queer, feminist, and social theory; globalization and transnationality; epistemology; cultural sociology; ethnography.

**Charlotte Tate** PhD in Psychology, University of Oregon, Eugene; SF State appointment in Psychology. Influence of subjective definitions of social categories of "race," gender (including trans identities), and sexual orientation on social judgments, attitudes, and self-concepts; reasoning strategies humans use to forecast or predict what might be in the future.

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

Degree Requirements

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

Please note the prerequisite, BIO 330; the department notified those students who must take this course in the admissions information mailed the summer before they enroll as MA students.

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Units</th>
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<tr>
<td>BIO 330 Human Sexuality (not counted toward MA degree)</td>
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Core Requirements

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<tr>
<th>Theory</th>
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<tr>
<td>SXS 800 Socio-Cultural Foundations of Human Sexuality</td>
<td>3</td>
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<tr>
<td>SXS 801 Biological and Psychological Foundations of Human Sexuality</td>
<td>3</td>
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Research Methodology

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<tr>
<td>SXS 881 Research Methods in Human Sexuality Studies</td>
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<tr>
<td>SXS 882 Research Design in Human Sexuality Studies</td>
<td>3</td>
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<tr>
<td>SXS 890 Professional Development</td>
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Elective Courses

Required Elective (Choose 1)

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<td>SXS 701 or SXS 702 Sexual Cultures, Sexual Identities</td>
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<tr>
<td>SXS 701 or SXS 702 Sexuality in Historical Perspectives</td>
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Additional Electives

3 SXS courses selected in consultation with mentor; with approval of faculty Graduate Studies Coordinator, students may take courses from other SF State departments | 9     |

Culminating Experience

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<tr>
<td>SXS 895 or SXS 898 Research Project in Human Sexuality</td>
<td>3</td>
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<td></td>
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<tr>
<td>SXS 895 or SXS 898 Master's Thesis and Oral Defense of Thesis</td>
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Elective Courses for Sexuality Studies Graduate Students

To satisfy their elective requirements, students choose from an array of Sexuality Studies elective courses. Graduate students generally enroll in electives at the 600 level and above, although students can, in consultation with their advisor, choose any course at level 300 and above to complete the required 9 elective units. 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 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 8-12 units each semester; and financial aid packages routinely require full-time attendance—a minimum of 8 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 and thesis advisor and get the approval of the Graduate Studies Coordinator. Graduate students must maintain a 3.0 GPA to remain enrolled in the MA program.

**Sequence of Courses**

The table below outlines a sequence of courses required to complete the MA in the suggested two years. Please note, this sequence reflects current planning for course offerings and is subject to change based on faculty availability and budgetary resources.

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<tr>
<th>YEAR 1</th>
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<th>YEAR 2</th>
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<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<td><strong>THIRD SEMESTER</strong></td>
<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td><strong>FALL</strong></td>
<td><strong>SPRING</strong></td>
<td><strong>FALL</strong></td>
<td><strong>SPRING</strong></td>
</tr>
<tr>
<td>COURSE #</td>
<td>TITLE</td>
<td>UNITS</td>
<td>COURSE #</td>
</tr>
<tr>
<td>800</td>
<td>Sociocultural Foundations of Sexuality</td>
<td>3</td>
<td>801</td>
</tr>
<tr>
<td>881</td>
<td>Research Methods in Sexuality Studies</td>
<td>3</td>
<td>882</td>
</tr>
<tr>
<td>Elective (select 1)</td>
<td>Sexuality in Historical Perspective (SXS 702), Issues in Sexuality (SXS 799), Teaching Internship (SXS 723), Research Internship (SXS 724); consult with Professor Fields about these and other options</td>
<td>3</td>
<td>890</td>
</tr>
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*If necessary, complete BIO 330 prerequisite, before enrolling in SXS 801.

Total Units 1st Semester 9  Total Units 2nd Semester 9  Total Units 3rd Semester 9  Total Units 4th Semester 3+

GRADUATE APPROVED PROGRAM = 30 UNITS
Culminating Experience/Thesis

Most MA students in Sexuality Studies complete a thesis as their culminating experience. Students choosing this option enroll in SXS 898 during their final semester at SF State. Following is the course description from the SF State Bulletin.

- **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.

SF State Graduate Studies also allows students to complete a Creative Work Project (SXS 894) or Field Study or Applied Research (SXS 895). Reflecting faculty expertise and capacity and student interest, in recent years few Sexuality Studies students have enrolled in SXS 894 or SXS 895. However, as we hire new faculty and faculty interests shift, we expect this will change. Before enrolling in either SXS 894 or SXS 895, you must meet with the Graduate Studies Coordinator to ensure you have the support you need to complete the project.

- **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 895 Field Study or Applied Research**: This culminating experience is a field study or research project. It must incorporate the application of knowledge and techniques acquired in the student's program of study. The field study or research project must be described in a written document that includes the project's significance, objectives, methodology, and a conclusion. An oral defense of the project may be required. 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 (usually a thesis committee) to evaluate their culminating experience 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.
**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 891: Research Seminar in Human Sexuality Studies. They should plan to complete their IRB protocols with the guidance and support of the SXS 891 instructor and their thesis advisor (first reader).

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 culminating experience 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 finish your thesis. If you do not complete your thesis 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/~gradstdy/forms/culminating-experience-course-through-CEL.pdf to enroll. You have 7 years from the semester you are admitted to complete your thesis. 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 www.sfsu.edu/~gradstdy/forms/CurrentStudents.html.
**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 John 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: an 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 Classified:** Student must remediate or complete all deficiencies identified before admission. Students must apply for classified status. Please contact the Graduate Division to reapply. If admitted, students must meet all program and University requirements.
- **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. All units taken for post-baccalaureate credit will thus be lost.

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.

Visit the following website for more about the approval process: [http://www.sfsu.edu/~protocol/](http://www.sfsu.edu/~protocol/). 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).

**Graduate Studies**

All students must complete the Advancement to Candidacy (ATC) and Culminating Experience forms in the third of the four semesters they are enrolled in the Sexuality Studies MA Program.

Students can obtain copies of the ATC and Culminating Experience forms at the Graduate Studies Office (Administration Building 254). The ATC is also online at [http://www.sfsu.edu/~gradstdy/atc-form.htm](http://www.sfsu.edu/~gradstdy/atc-form.htm); Culminating Experience forms are online at [http://www.sfsu.edu/~gradstdy/culminating-](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 nine 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 certain courses. This form is online at http://www.sfsu.edu/~gradstdy/atc-form.htm.

The form requires the signature of the student’s thesis advisor, the graduate coordinator, and/or chair of the department. Once Graduate Studies approves the ATC, the student advances to candidacy. ATC program forms remain valid as long as the student maintains continuous enrollment.

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

- A minimum of 30 semester units, or more if required by your program
- 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 prerequisite course work
- Grades of C or better (grades of C- and lower may not be included)
- A 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
- A maximum of 6 units in special study courses (699, 899) or experimental courses (674, 677, 874, 877)
- A maximum of 4 student teaching units
- A maximum of 6 semester units of any combination of extension work, credit by examination, and/or transfer work, in a 30-unit program
- Specific description of how the student has met the two-level written English proficiency requirement
- Indication of final demonstration of competence, such as a thesis, field research project, comprehensive examination, or 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, special 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. Students are not permitted to enroll in a culminating experience course (SXS 894, 895 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://www.sfsu.edu/~gradstdy/degree.htm) must be filed with the Division of Graduate Studies.

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 Rapid Copy Center when you submit your document and pay the binding fees.

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. When students forget to submit either the Receipt for Master’s Thesis or Written Creative Work or the Report of Completion, their graduation has been denied.
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 meet regularly with the faculty member acting as Graduate Studies Coordinator; they also 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.
Campus Resources

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

The Center for Research and Education on Gender and Sexuality (CREGS) is an interdisciplinary community of SF State faculty, students, and staff dedicated to studying innovative social science research questions, methods, and theories, and training new investigators. Dr. Colleen Hoff, Professor of Sexuality Studies, directs CREGS. Professors Clay, Fields, 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.

Mission

To produce and disseminate knowledge and resources that address the impact of gender on health and well-being, promote healthy sexuality, and reduce sexual and reproductive health disparities.

- **RESEARCH:** We perform rigorous, innovative research with diverse populations, link findings to practice, and evaluate the impact of evidence-based interventions.
- **EDUCATION:** We offer advanced educational opportunities for undergraduate- and graduate-level students and work to implement evidence-based curricula.
- **TRAINING:** We provide cutting-edge continuing education and professional development programs for educators, healthcare providers, and paraprofessionals.
- **POLICY:** We link research to best practices and disseminate findings to policymakers to promote healthy sexuality.
Library Resources

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

John Paul Leonard Library

SF State’s John 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 gain remote access to library resources, including journal databases and e-books. Create your account at https://opac.sfsu.edu/patroninfo

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://www.library.sfsu.edu/find/dbs/dbselector.php). 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://www.library.sfsu.edu/find/dbs/dbselector.php?oSubject=50.

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.
Second-Year Sexuality Studies Students

Members of the second-year cohort organized this list of topics first-year Sexuality Studies students might want some help thinking about. The names listed are second-year students who are happy to answer your questions. If they can’t help you directly, they’ll know who can.

For general help, questions, concerns, ask the second-year GSO reps

Clarissa Herman
Sal Williams

And for other information

Conferences
Clarissa Herman

Theory
Carolyn Leach

Law analysis
Melinda Cordasco

International research
Allan Avila

Content Analysis
Sal Williams

Independent study
Melinda Cordasco
Clarissa Herman

Oakland
Sal Williams

Scholarships
Clarissa Herman

Qualitative Research
Allan Avila
Clarissa Herman
Sal Williams
Carolyn Leach

IRB
Allan Avila
Clarissa Herman
Carolyn Leach

Quantitative Research
Krissy Bricker
Final Note

We hope this handbook answers some of your initial questions about the department. Do not hesitate to contact the Graduate Studies Coordinator, Department Coordinator, or Graduate Student Organization representatives with additional questions. We are committed to ensuring your graduate degree is a meaningful, challenging, and satisfying educational experience.

You were one of many competitive applicants to the MA program in Sexuality Studies, and simply being admitted to the Department is an accomplishment. We look forward to getting to know more about you, your research interests, and your goals. We trust that many more accomplishments lie ahead.