# Department of Women and Gender Studies

## Undergraduate Handbook

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The History of WGS

Although SFSU has offered classes relating to women's studies since 1971, it wasn't until 1976 that the Department of Women and Gender Studies was founded, becoming one of the first such departments in the United States. Forged out of transformative activism and scholarship, the department uses interdisciplinary approaches and foregrounds the transnational and intersectional relationships of gender, race, sexuality, nation, and labor.

Department Mission and Goals

Our students engage in challenging academics, work closely with professors, and lead community initiatives. Courses consider global structures of power and histories of racism in relation to local, national, and transnational feminist practices.

The goals of the department include the development of conceptual, analytic and critical thinking skills in relation to gender and feminism in a transnational framework; the ability to integrate academic studies in women and gender studies into personal and professional goals; the development of skills to formulate and implement theoretically-informed political, cultural, and community action; the ability to analyze gender from an interdisciplinary perspective, using a range of methodological tools; an historical understanding of gender in relation to structural inequality, social movements, migration flows, and labor struggles; and the ability to critically examine representation, politics, and cultural production through a feminist lens.
Declaring the WGS Major

Students wishing to declare Women and Gender Studies as their major can now do so online, via Campus Solutions. A follow-up email will be sent from the Department Chair. Students can also make an appointment with the WGS undergraduate adviser. The advising information form can be found at the end of this handbook. We recommend a major advising appointment once a semester for all students.

The major requires at least 39 units, no more than 9 of them lower division:

- WGS 200: Introduction to Women and Gender Studies (taken in the 1st year)
- WGS 300GW: Politics of Gender, Race and Nation (taken in the 2nd year, must pass WGS 200 to enroll)
- WGS 690: Senior Seminar (taken in the final year, must pass WGS 300 to enroll)
- WGS 698: Internship (taken in the junior or senior year)

27 units of electives are required, of which 21 units must be taken within the department (WGS prefix) and 6 units may be taken outside the department upon advisement.

WGS electives offer exciting interdisciplinary and innovative approaches to a wide variety of subject areas. These courses include Gender, Health and Environment; Gender, Poverty and Globalization; History of African American Women; Transgender Identities and Communities; Gender, Race and Sexuality in Popular Music; Gender and the Law; Gender, Globalization and Women’s Human Rights; Women Writers and the Politics of Decolonization; Women in the Muslim and Arab Worlds; Queer Literatures and Media; and many others. A full list of courses can be found in the SFSU Course Bulletin (http://bulletin.sfsu.edu).
General Education

Students may double-count a maximum of 12 units for both General Education and the Women and Gender Studies major. Many WGS courses fulfill university GEs. A full list can be found: http://bulletin.sfsu.edu/undergraduate-education/

Credit/No credit

A maximum of 9 units within the major can be taken credit/no credit, though some courses must be taken for a letter grade. Please see the SFSU Course Bulletin (http://bulletin.sfsu.edu) for a list of course pre-requisites.

Complementary Studies

This is an SFSU requirement and states:

"Bachelor of Arts students must complete at least twelve units of Complementary Studies outside of the primary prefix for the major. Students who complete two majors or a major and a minor automatically complete the Complementary Studies requirement. Details about Complementary Studies can be found in the Bulletin description for each B.A. degree. Students who have earned AA-T or AS-T degrees and are pursuing a similar B.A. degree at SF State are required to fulfill the Complementary Studies requirement as defined by the major department. These students should consult with a major advisor about how transfer units and/or SF State units can best be applied to this requirement in order to ensure degree completion within 60 units."

WGS students in the past have used the complementary studies requirement to acquire a minor. Some popular minors with our students have been, but are not limited to those in Ethnic Studies, BECA, Communications, Journalism, English, Comparative Literature, Sexuality Studies. http://bulletin.sfsu.edu/undergraduate-education/complementary-studies/

Some minor programs allow students to double count WGS courses.
Declaring the WGS Minor

The Women and Gender Studies minor is an 18-unit sequence well-adapted for combination with many existing majors. There are 2 required courses (6 units total) and 4 elective courses (12 units total). The minor provides an opportunity to acquire background on feminist issues in a number of disciplinary and interdisciplinary fields (e.g., history, psychology, sociology, literature, cultural studies).

Students wishing to declare Women and Gender Studies as their minor need to complete the paper declaration form (see appendix). A minor in Women and Gender Studies can be useful in conjunction with many majors (e.g. Humanities, Human Sexuality, Counseling, Journalism, Anthropology, Health Education, Political Science, English, and most others offered on campus).

The minor consists of:

- WGS 200: Introduction to Women and Gender Studies
- WGS 300GW: Politics of Gender, Race, and Nation (no substitutions, must pass WGS 200 to enroll)
- Three (3) units of elective may be lower-division
- Six (6) elective units must be taken within the department.
- Remaining three (3) units of elective may be taken outside the department, with approval of the WGS Undergraduate Adviser

Blended BA/MA Program

The SF State Scholars WGS program is a blended BA/MA program that enables qualifying and accepted students to complete both a BA and MA in WGS in 5 ½-6 years (full-time), and provides some tuition and fee discounts.

The program allows students to waive the application fee for the graduate program; to enroll in some graduate courses at the less
expensive undergraduate course fee rate; and complete the MA degree in a slightly shorter time than the normative 2-3 years.

To qualify, students must be current SFSU WGS BA students, with a minimum 3.0 GPA in their last 60 units, and minimum 3.3 GPA in their WGS courses. Qualifying students may apply to the program at any time, with the following materials:

To apply to the SF State Scholars WGS program, please submit the following to the WGS Graduate Advisor:

1. Unofficial transcript
2. One academic letter of recommendation
3. An academic statement of purpose (no more than 750 words)

Optional application materials can also include:

a. CV
b. Personal statement (250 words or less)

Deadlines for applications are rolling.

✓ Submit no later than December 1 for consideration to begin the program the following spring semester
✓ Submit no later than May 1 for consideration to begin the program the following fall semester

Submit application materials to wgsdept@sfsu.edu; subject “SF State Scholars WGS application” or directly to the Graduate Advisor. We recommend discussing your interest with the Graduate Advisor in advance of applying.

If you are interested, or have questions, please contact the WGS Graduate Advisor.
COURSES, GRADES, AND PETITIONS

How do I add or drop a class?

What’s the difference between a W and WU?

What’s the deadline to withdraw from a class?

All these questions and more can be answered by going to the SFSU Registrar’s page: [http://registrar.sfsu.edu/deadlines](http://registrar.sfsu.edu/deadlines)

Most petitions can be completed online DURING the CURRENT semester. Talk to your professor(s) when you are considering withdrawing or have other concerns regarding the course. Don’t leave it to the last minute.

We want all our students to succeed in all their classes and strive to do our best with everyone, regardless of who they are in any aspect of their lives, beliefs, and expression of self.
SCHOLARSHIPS

WGS Emergency Fund Scholarship

The purpose of the WGS Student Emergency Fund Scholarship is to support students in need of “emergency” funding. An emergency is broadly defined to include those categories not covered as part of the regular cost of attendance (i.e. NOT “tuition fees, books and supplies, meals, housing, transportation, and personal expenses” per Financial Aid). To apply, please contact the WGS office coordinator or any of your WGS instructors.

The Women and Gender Studies Award - $500

The Women and Gender Studies Undergraduate Award recognizes one WGS major or minor who has not only demonstrated excellence in academics but has applied the feminist commitments of the department (engagement with the larger community, critical thinking and analysis, and working toward social justice) beyond the classroom. This can be broadly defined, for instance, as work with an internship, in other kinds of work places, on the campus, with community organizing and/or at home.

Eligibility: Must be a WGS major or minor and have a GPA above 3.0

Submission materials: Students submit an unofficial copy of their transcript, the name and e-mail address of a WGS professor who has agreed to act as a reference, and a 3-5-page (double-spaced) essay describing their academic or research interests and the connection to activities beyond the classroom. Please see Academic Works for more details.

Marjorie H. Stern Scholarship - $500

The Marjorie H. Stern Scholarship supports women’s rights and social justice by helping Women and Gender Studies (WGS) students in immediate financial need to remain in school. Two scholarships will be awarded each year to students who demonstrate a commitment to social
justice and articulate how the scholarship would help them to continue their education.

Eligibility: Must be a WGS major or minor, be a junior or senior, and have a GPA above 3.0

Submission materials: Students submit an unofficial copy of their transcript, the name and e-mail address of a WGS professor who has agreed to act as a reference, a short statement about their commitment to social justice, and a short statement explaining the financial need.

**College of Liberal and Creative Arts Scholarships**

Through generous donor support, the College of Liberal & Creative Arts offers students a broad range of scholarships. Scholarships are available from the College, schools and departments. Please search our listing below to find a scholarship that is right for you. All scholarships link to detailed information and the option to apply at the SF State AcademicWorks portal ([https://sfsu.academicworks.com/](https://sfsu.academicworks.com/)). [https://lca.sfsu.edu/scholarships](https://lca.sfsu.edu/scholarships)

**Career Options for the Major and Minor**

WGS students have gone on to engage in a wide range of professions, including, but not limited to the following:

- Administrator of Nonprofit Women’s Groups
- Administrator of Women’s Health Clinic
- Advocate for Women and Gender Issues
- Affirmative Action Officer, Government, Business and Industry, Educational Institutions
- Artist/art curator and director
- Career Counselor for Women
- Community Organizer/Outreach Consultant
- Coordinator of Re-entry or Adult Education Programs
- Coordinator of Women's Programs in Government and Business
- Counselor, Social Services for Women
- Criminal Justice Advocate for Women
• Director of Women's Center
• Editor/Writer
• Educator
• Healthcare Provider
• Journalist
• Lawyer
• Lobbyist for Women’s Issues
• Media Analyst
• Policy Analyst on Women and Gender Issues
• Researcher on Women's Projects

OTHER RESOURCES

TRANSGENDER RESOURCES

On changing gender markers on IDs, passports, birth-certificates and other legal documents: http://www.transequality.org/documents/

FOOD PANTRY FOR STUDENTS

Associated Students Food Pantry is now OPEN at the Event Center / The Annex. This service is offered every Monday to all SFSU students. For more information you can email the staff of AS Productions at: foodpantry@asi.sfsu.edu

You may register to receive this service: tinyurl.com-popupfoodpantryS17

IMMIGRATION/CITIZENSHIP

1. NQAPIA website (mostly for Asian queers but broadly applicable) http://www.nqapia.org/wpp/thank-goodness-for-these-precautions-before-trump-takes-office/

It’s important for everyone to know their rights if approached by an immigration (ICE) agent as well as how families can best prepare for something happening. This resource provides practical tips for things immigrant families can do now to prepare as well as information on rights everyone has in the United States, regardless of immigration status.

**LOCAL IMMIGRATION/RESOURCE OFFICES:**

SFILEN - San Francisco Immigration Legal and Education Network

**Members:**

African Advocacy Network (AAN)
938 Valencia St. San Francisco
415.503.1032
http://www.aansf.org/

Arab Resource and Organizing Center (AROC)
522 Valencia St. San Francisco
415.861.7444
http://www.arabborganizing.org/

Asian Law Caucus (ALC)
55 Columbus Ave. San Francisco
415.896.1701
http://www.advancingjustice-alc.org/

Asian Pacific Islander and Legal Outreach
1121 Mission St. San Francisco
415.567.6255
http://www.apilegaloutreach.org/
Black Alliance for Just Immigration (BAJI)
(OAKLAND CA)
415.663.2254
http://blackalliance.org/

Causa Justa/ Just Cause
2301 Mission St. San Francisco
415.487.9022
http://cjjc.org/

Central American Resource Center (CARECEN)
3101 Mission St. San Francisco
415.642.4400
http://carecensf.org/

Chinese for Affirmative Action
17 Walter U Lum pl. San Francisco
415.274.6750
http://www.caasf.org/

Dolores Street Community Services
938 Valencia St. San Francisco
415.282.6209
http://www.dscs.org/

Filipino Community Center (FCC)
4681 Mission St. San Francisco
415.333.6267
http://filipinocc.org/

La Raza Centro Legal
474 Valencia St. San Francisco
415.575.3500
http://www.lrcl.org/

Mujeres Unidas Y Activas (MUA)
3543 18th St. San Francisco
415.621.8140
http://mujeresunidas.net/
People Organizing to Demand Environmental and Economic Rights (PODER!)
474 Valencia St. San Francisco
415.431.4210
http://www.podersf.org/
San Francisco State University Request for Change/Declaration of Undergraduate Primary Major

To add a secondary or tertiary major, you must complete a Request to Add a Second Major Form (http://registrar.sfsu.edu/sites/default/files/add2ndmajor.pdf).

<table>
<thead>
<tr>
<th>Last Name, First Name, Middle Initial</th>
<th>SF State ID#</th>
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<tr>
<th>Email</th>
<th>Phone Number</th>
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</table>

Current Major Title

Requested Major Title

Bulletin Year

Unless otherwise noted the bulletin year will be the current academic year.

Students cannot use this form to add or change a second or third major.

APPROVED:

Chair or Department Designee / Date

Submit approved form to the Registrar's Office at the One Stop Student Services Center

REV 10/09/18
Major in Women and Gender Studies

Advised on ________________ by ____________

This form is designed to help plan your major and move you successfully towards graduation. Please remember to (1) print out a current APR (Academic Progress Report) and (2) stop by HUM 315 to get your advising file, with this form, before each of your advising appointments.

Name

Address

Phone __________________________ Email __________________________

Student ID Number ______________ Date Entered Program _______

PROPOSAL FOR MAJOR IN WOMEN AND GENDER STUDIES

1. What are your main interests in Women and Gender Studies?

2. How do the areas you want to study relate to a particular focus, theme, issue, or set of skills?

3. What do you hope to do after you finish your degree (job or personal goals)? What skills or expertise do you need?
<table>
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<tr>
<th>Required Courses (12 units)</th>
<th>Units</th>
<th>Semester Taken</th>
<th>Grade</th>
<th>Notes</th>
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<tr>
<td>WGS 200 (Introduction to Women and Gender Studies)</td>
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<td>WGS 300 GW (Politics of Gender, Race, &amp; Nation)</td>
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<td>WGS 690 (Senior Seminar)</td>
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<td>WGS 698 (Internship)</td>
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<td>Elective Courses (27 total elective units)</td>
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<td>If substituting a class from another department or college write in class name and units from APR/ASE</td>
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**Total Units Required for Major = 39**

**NOTES**
- Core classes cannot be taken for CR/NC; only 6 units toward major can be taken CR/NC
- On approval of advisor, up to 6 elective units for major may be taken outside the department (either another department at SFSU or from another college/university); exceptions to this limit are made only under extraordinary circumstances and must be approved by both the advisor and chair
- Up to 6 elective units for major may be lower division (classes with prefix of 100---299)
San Francisco State University Request for Change/Declaration of Undergraduate Minor

To add a secondary major, you must complete a Request to Add a Second Major Form (http://registrar.sfsu.edu/sites/default/files/add2ndmajor.pdf)

Last Name, First Name, Middle Initial          SF State ID#

Email          Phone Number

ONE MINOR PER FORM

☐ PRINCIPAL MINOR
Minor cannot be the same as major.

☐ SECONDARY MINOR

Minor Title

Bulletin Year

Unless otherwise noted the bulletin year will be the current academic year.

APPROVED:

Chair or Department Designee / Date
Submit approved form to the Registrar’s Office at the One Stop Student Services Center

REV 11/01/18
Minor in Women and Gender Studies
Advised On: ____________ By ____________

This form is designed to help plan your minor and move you successfully towards graduation. Please remember to (1) print out a current APR (Academic Progress Report) and (2) stop by HUM 315 to get your advising file, with this form, before each of your advising appointments.

Name
Address

Phone _________________ Email ________________________

Student ID Number ______________ Date Entered Program ______________

PROPOSAL FOR MINOR IN WOMEN AND GENDER STUDIES

Briefly explain the reason for your Minor in Women and Gender Studies and its relationship to your Major.
# MINOR IN WOMEN AND GENDER STUDIES

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th>Units</th>
<th>Semester Taken</th>
<th>Grade</th>
<th>Notes</th>
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<tbody>
<tr>
<td>WGS 200 (Introduction to Women and Gender Studies)</td>
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<tr>
<td>WGS 300 GW (Politics of Gender, Race, and Nation)</td>
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<td>WGS 500-level (write in the 500 level class taken)</td>
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<td><strong>Elective Courses (9 total elective units)</strong></td>
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<td>If substituting a class from another department or college write in class name and units from APR/ASE</td>
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<td><strong>Total Units Required for Major = 18</strong></td>
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<td>(9 required and 9 elective)</td>
</tr>
</tbody>
</table>

## NOTES

- Core classes cannot be taken for CR/NC
- On approval of advisor, up to 3 elective units for minor may be taken outside the department (either another department at SFSU or from another college/university); exceptions to this limit must be approved by advisor
- Up to 3 elective units for major may be lower division (classes with prefix of 100-299)
- Only 6 units toward minor can be taken CR/NC
- You may double-count WGS 150 or WGS 160 as both elective units and to fulfill your U.S. History and Government Requirements